



Republic of the Philippines
MUNICIPALITY OF LEYTE
LEYTE
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Municipal Project Monitoring Committee

Prepared by:

MINUTES OF MEETING OF THE MUNICIPAL PROJECT MONITORING COMMITTEE HELD ON SEPTEMBER 18, 2026 AT THE MUNICIPAL PLANNING AND DEVELOPMENT OFFICE

The meeting was called to order at 9 o'clock in the morning. Engr. Mark Theodorick D. Sulla, Presiding Officer, asked Engr. Robert P. Subito, PMC Secretary, to read the attendance to determine if there is a quorum. Having a quorum, the Presiding Officer called the meeting to order.

The Chairperson presented the following agenda, to wit:

1. RPMES 2nd Quarter 2026
2. Projects to be monitored for 3rd Quarter 2026
3. Other matters

The Presiding Officer requested the PMC Secretary to present Agenda Nos. 1 and 2.

Agenda No. 1

The PMC Secretary discussed the approved 2nd Quarter CY 2026 RPMES Form 5 (Summary of Financial and Physical Accomplishments Including Project Results, Form 6 (Report on the Status of Projects Encountering Implementation Problems, Form 7 (Project Inspection Report, Form 8 (Problem- Solving Sessions/ Facilitation Meeting Conducted), Form 9 (Training/ Workshops), Form 10 (Resolution Passed in 2nd Quarter CY 2026) and Form 11 (Key Lesson Learned from Issues Resolved at the LPMC Level).

Agenda No. 2

The PMC Secretary also discussed the title, amount, source of fund, location and scope of work of the projects to be monitored for the 3rd Quarter CY 2026.

Agenda No. 3

No other matters to be tackled.

Having no further clarifications, the committee proceeded to Site Inspection and Project Monitoring and Evaluation.

The meeting was adjourned at 9:45 o'clock in the morning.



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Municipal Project Monitoring Committee

Prepared by:

ROBERT P. SUBITO
Engineer III/PMC Secretary

Attested:

MARK THEODORICK D. SULLA
Presiding Officer

1. RPMS 2nd Quarter 2025
2. Projects to be monitored for 3rd Quarter 2025
3. Other matters

The Presiding Officer requested the PMC Secretary to present Agenda Nos. 1 and 2.

Agenda No. 1

The PMC Secretary discussed the approved 2nd Quarter CY 2025 RPMS Form 3 (Summary of Financial and Physical Accomplishments), Form 4 (Summary of Project Results), Form 5 (Summary of Projects Encountering Implementation Problems), Form 7 (Project Monitoring Report), Form 8 (Problem-Solving Session/Facilitation Meeting Conducted), Form 9 (Summary of Workshops), Form 10 (Resolution Passed in 2nd Quarter CY 2025) and Form 11 (Lessons Learned from Issues Resolved at the LPMC Level).

Agenda No. 2

The PMC Secretary also discussed the 3rd and 4th source of fund, location and scope of work of the projects to be monitored for the 3rd Quarter CY 2025.

Agenda No. 3

No other matters to be tackled.

Having no further clarifications, the committee proceeded to the Inspection and Project Monitoring and Evaluation.

The meeting was adjourned at 3:45 p.m. on the same day.