



Republic of the Philippines
Province of Leyte
Municipality of Palompon

**MINUTES OF THE 1ST QUARTER 2026
LOCAL PROJECT MONITORING COMMITTEE (LPMC) MEETING
ON MARCH 9, 2026 AT THE ROOFTOP, PALOMPON TOWN HALL,
PALOMPON, LEYTE**

Present:

LPMC Chairperson	Mr. Christopher T. Montebon , Mun. Administrator-Des./MPDO-Des.
LPMC Members	Mr. Pablo B. Tan , Liga President
	Ms. Ivy Bonita Segundina A. Tangpuz , MLGOO
	Mr. Regulus P. Diansay , CSO Rep., Radio Kausbawan Community Council
Other Present	Engr. John Erwin G. Aquino , Mun. Engineer
	Engr. Roy Joshua T. Ebcas , Engineer 1
	Engr. Joseph A. Licardo , Engineer 1
Support Staff/Sec	Mr. Noel P. Sanchez , Secretariat/MPDC Staff
	LG00 II Argie D. Alcober , DILG Palompon

I. MEETING SUMMARY

A. Attendance and Quorum

A total of 9 LPMC members attended the 1st Quarter 2026 Local Project Monitoring Committee (LPMC) on March 9, 2026, at Rooftop, Palompon Town Hall, Palompon, Leyte. A quorum was established based on attendance. The meeting started at 1:30 PM.

B. Agenda

The council convened to discuss the following agenda:

1. Approval of the Provisional Agenda
2. Approval of the Minutes of the Previous Meeting (4th Quarter 2025)
3. Updates on the Matter Arising from the Minutes of the Previous Meeting (4th Quarter 2025)
4. Updates on Locally-Funded Projects (CY 2025 Completed and Ongoing Projects)
5. Onsite Inspection
6. Other matters

I. PRELIMINARIES

A. Prayer

Opening Prayer was offered led by LPMC Chairperson Christopher T. Montebon.

B. Acknowledgment of Participants and Declaration of Quorum

The Mr. Alcober acknowledged the members present and reported a quorum based on attendance. The Chair declared quorum.

C. Call to Order

The LPMC Chair Christopher T. Montebon, called the meeting to order.

"Matino, Mahusay at Maaasahan"
Email: dilgpalompon6538@gmail.com

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58 **D. Opening Message of the LPMC Chairman**
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60 LPMC Chair Montebon gladly opened the 1st Quarter LPMC Meeting for year 2026. His
61 optimists for today's meeting and looking forward for a productive collaboration amongst
62 LPMC members.
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65 **II. BUSINESS OF THE DAY**
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67 **1. Approval of the Provisional Agenda**
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69 Mr. Alcober presented the provisional agenda of the meeting. There being no other proposed
70 items, LNB Pres. Pablo B. Tan moved for the approval of the agenda, duly seconded by Mr. Noel P.
71 Sanchez.

72 **2. Approval of the Minutes of the Previous Meeting (4th Quarter 2025)**
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74 Mr. Argie Alcober presented to the body the 4th Quarter 2025 minutes of the previous meeting.

75 Having no more comments and feedbacks from the body on the minutes of the previous meeting,
76 Mr. Regulus P. Diansay moved for the approval of the minutes of the meeting and duly seconded
77 by Engr. Roy Joshua T. Ebcas.

78 **3. Updates on the Matter Arising from the Minutes of the Previous Meeting (4th Quarter**
79 **2025)**
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81 Mr. Alcober informed the body that no matter arose from the previous minutes of the meeting
82 need for update.
83

84 **4. On Updates on Locally-Funded Projects (LFPs) (CY 2026 Completed and On-going**
85 **Projects)**
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87 Engr. Ebcas presented to the body the status updates on the Locally Funded Projects (LFPs) for
88 the first quarter of CY 2026. He reported that a total of 25 projects were recorded for the current
89 quarter. Of these, four (4) projects have already been completed, particularly in the barangays of
90 Ypil I, Belen, and San Miguel.
91

92 Furthermore, twenty-one (21) projects are currently ongoing under the CY 2026 budget. These
93 projects cover various infrastructure initiatives, including the concreting of Farm-to-Market
94 Roads (FMRs), reblocking and concreting of road pavements, as well as the rehabilitation and
95 improvement of multi-purpose buildings and facilities in Kalanggaman Island. Engr. Ebcas also
96 noted that several projects have already been issued a Notice to Proceed (NTP) and are currently
97 under implementation, while others remain in the bidding and procurement stages.
98

99 Mr. Diansay inquired whether all projects are being implemented under the administration of
100 the LGU. In response, Engr. Ebcas clarified that all projects are funded through the LGU budget
101 and are implemented by duly contracted service providers through the prescribed procurement
102 process. The LGU, through the concerned offices, oversees and monitors the implementation
103 of these projects to ensure compliance with approved plans, specifications, and timelines.
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105 MLGOO Tangpuz sought clarification on whether there is a maximum number of projects that
106 may be awarded to a single contractor. She points out on the capacity and resources to run the
107 project. Engr. Ebcas addressed those contractors hire laborers from the barangay where project
108 is being constructed.
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Mr. Diansay shared to the body based on his review on the LPMC report forms being submitted emphasized the inclusion of women in the work force, problem solving initiative and achieving outstanding LPMC performance. Calls out for the observance of this details. MLGOO Tangpuz, added that since we maintained high functionality rating quarterly, we have to focus on innovations and good practice to stands out from the rest of the LPMCs in the Province of Leyte.

Mr. Diansay inquired whether a Certificate of Completion is issued to the contractor upon project completion. In response, MLGOO Tangpuz explained that once the construction works are completed, the contractor submits a completion report to the LGU. The Municipal Engineering Office then conducts a final inspection to verify that the project has been completed in accordance with the approved plans and specifications. Upon satisfactory inspection, a Certificate of Completion is issued, which serves as one of the requirements for the contractor's billing and payment process. Hon. Pablo Tan concurred with the explanation provided by MLGOO Tangpuz.

Mr. Diansay inquired about the key aspects that the Local Project Monitoring Committee (LPMC) should observe during the conduct of on-site project inspections. Specifically, he asked whether the presence of the project information tarpaulin, bunkhouse, and other required facilities should be verified upon arrival at the project site.

In response, Engr. Ebcas explained that the installation of the project tarpaulin and the provision of necessary facilities at the site are part of the contractor's responsibilities. He further stated that contractors are required to prepare and submit a Program of Work, including the project schedule and timeline, to the Municipal Engineering Office for monitoring and evaluation purposes. Engr. Ebcas also noted that project implementation generally takes three to five months, depending on various factors such as weather conditions, geographical location, availability of logistics, and other project-specific considerations.

5. Onsite Inspection

As agreed by the committee members, two completed projects will be inspected the following day March 10, 2026. These includes the (1) concreting of FMR-Cambinoy to San Pedro, and (2) concreting of FMR-San Guillermo.

6. Other matters

Mr. Alcober shared to the body the recently conducted two online training via zoom attended by some of the Palompon LPMC Members initiated by DILG Leyte-PDMU last February 2026. The training topics are "Reorientation of Local Project Monitoring Committee (LPMC) in Leyte" and "Contract Management and Construction Supervision" on February 20, 2026 and February 27, 2026 respectively. Distribution of Certificates of Attendance followed thereafter.

III. ADJOURNMENT

Having no other matters to discuss, the meeting was adjourned at around 3:3 PM, as motioned by Mr. Sanchez, seconded en masse and, approved by LPMC Chair Montebon.

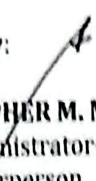
I HEREBY CERTIFY to the correctness of the foregoing minutes.

Prepared by:

NOEL P. SANCHEZ
MPDC Staff/Sekretariat

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ARGIE D. ALCOBER
LGOO II, DILG Palompon
Support Staff/Secretariat

Attested by: 

CHRISTOPHER M. MONTEBON
Mun. Administrator-Des./MPDO-Des.
LPMC Chairperson