



LOCAL PROJECT MONITORING COMMITTEE (LPMC)

MINUTES OF THE MEETING OF THE LOCAL PROJECT MONITORING COMMITTEE (LPMC) OF PASTRANA, LEYTE HELD ON MARCH 17, 2026, AT 9:00 IN THE MORNING AT THE OFFICE OF THE SANGGUNIAN BAYAN, THIS MUNICIPALITY.

PRESENT:

- | | | |
|---------------------------------------|---|---------------|
| 1. HON. GERARDO S. CARIAN | - | LPMC Chairman |
| SB Member, Chairman on Infrastructure | | |
| 2. CARLYN C. NICAL | - | Member |
| MLGOO | | |
| 3. Engr. JEVIA BERDAN-TUBIS | - | Member |
| Municipal Engineer | | |
| 4. Hon. CITA I. COSTIMIANO | - | Member |
| Punong Barangay, Yapak | | |
| 5. Engr. JUVILLA D. SY | - | Member |
| MPDC, LPMC Secretary | | |
| 6. JENNILYN A. DEPAUDHON | - | Member |
| CSO President-LUMFAA | | |
| 7. JAYSON B. SUDARIO | - | Member |
| CSO President-AKRHO | | |
| 8. JONELL B. DOMINICO | - | Member |
| Punong Barangay, Cancaraja | | |
| 9. ROEL L. REPULDA | - | Member |
| Punong Barangay, Dumarag | | |
| 10. ARMANDO LAGERA | - | Member |
| Punong Barangay, Sapsap | | |

OTHERS PRESENT:

- | | | |
|---------------------------|---|--------|
| 1. Engr. Glaiza A. Brazil | - | Member |
| MPDO Staff | | |

ABSENT:

- | | | |
|-------------------------|---|--------|
| 1. OLIVER A. COSTIMIANO | - | Member |
| CSO President-BAFA | | |

Declaration of Quorum and Call to Order

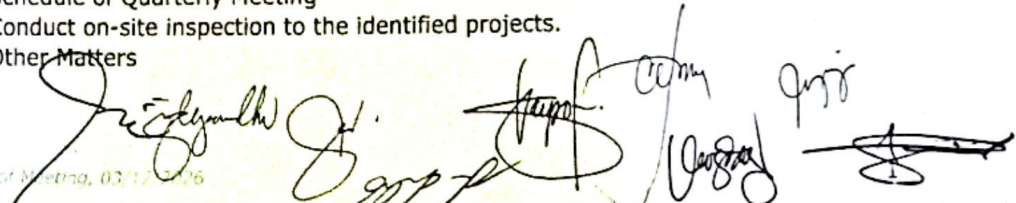
The LPMC Chairman, Hon. Gerardo S. Carian requested everyone to rise for the opening prayer, which was led by Hon. Cita I. Costimiano. Thereafter, the LPMC secretary acknowledged the members present and informed the LPMC Chairman that majority are present. The LPMC chairperson then declared the existence of a quorum and called the meeting to order at exactly 9:00 in the morning.

Business of the Day

The LPMC Chairman requested the LPMC secretary to present to the body the agenda of the meeting. The LPMC secretary then presented the agenda as follows:

- 1.) Presentation & Discussion of Work & Financial Plan, Monitoring & Evaluation Work Program, and Monitoring & Evaluation Plan, and approval of such plans;
- 2.) Schedule of Quarterly Meeting
- 3.) Conduct on-site inspection to the identified projects.
- 4.) Other Matters


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The LPMC Secretary proceeded with the presentation of the required reports and documents for submission to the DILG. She discussed each form to be submitted on a quarterly basis. The reports presented included the Executive Order establishing the LPMC, the three (3) annual plans—namely the Monitoring and Evaluation Plan, Work and Financial Plan, and Monitoring and Evaluation Work Program. She further explained that the required submissions also include RPMES Forms 5–11, Minutes of Meetings with photos, Post-Activity Reports, and resolutions passed per quarter.

Additionally, she highlighted the criteria for the Annual Top Performing LPMC Award, which include the passage of at least five (5) LPMC resolutions within the year, posting of at least five (5) LPMC activities on the official LPMC Facebook page, and the provision of food and travel allowance for monitoring and evaluation activities, all with corresponding means of verification.

Afterwards, the LPMC Secretary continued and presented to the committee the three (3) annual plans for C.Y. 2026, which includes the Monitoring and Evaluation Plan, Work and Financial Plan, and Monitoring and Evaluation Work Program. After thorough discussion and exchange of views on the plan presented, the LPMC Chairperson asked the body if they are amenable to each plan presented. The body replied that they abide to the content of the plans presented. Then, the LPMC Chairperson requested for a motion for the approval of each plan.

Approval of the Work and Financial Plan for C.Y. 2026

Mr. Jayson Sudario, CSO President of AKHRO, moved to approve the Work and Financial Plan for C.Y. 2026 and was seconded by Hon. Cita Costimiano, Punong Barangay of Barangay Yapad. The LPMC passed:

Resolution No. 2026-01 Series of 2026

"A RESOLUTION APPROVING THE WORK AND FINANCIAL PLAN FOR CALENDAR YEAR 2026 OF THE LOCAL PROJECT MONITORING COMMITTEE OF THE MUNICIPALITY OF PASTRANA."

During the discussion, Ms. Carlyn C. Nical, MLGOO, raised a concern to the Committee emphasizing that monitoring should not be limited to physical accomplishments but should also include financial accomplishments. She explained that in 2025, several 20% Development Fund projects were ongoing; however, there was zero utilization reflected in disbursements as contractors preferred to reach 100% completion prior to requesting payment. She stressed that financial monitoring is essential in tracking actual disbursements per project and that failure to disburse funds accordingly may result in audit observations for the Municipality. She further explained that the 20% Development Fund should ideally reflect at least 25% utilization throughout the year.

Hon. Gerardo S. Carian, LPMC Chairperson, then asked the Committee if they agreed with the recommendation. The members unanimously expressed their concurrence, recognizing its importance to the Municipality. Subsequently, Ms. Jennilyn A. Depaudhon, CSO President of LUMAFA, moved that financial accomplishments be monitored alongside physical accomplishments for C.Y. 2026. Hon. Jonell Dominico, Punong Barangay of Barangay Cancaraja, seconded the motion. The LPMC passed:

Resolution No. 2026-02 Series of 2026

"A RESOLUTION APPROVING THE INCLUSION IN THE MONITORING BY THE LOCAL PROJECT MONITORING COMMITTEE (LPMC) THE FINANCIAL ACCOMPLISHMENT OF THE LOCALLY FUNDED INFRASTRUCTURE PROJECTS IN THE MUNICIPALITY OF PASTRANA, LEYTE."

Approval of the Monitoring and Evaluation Plan for C.Y. 2026

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Engr. Juvilla D. Sy, MPDC and LPMC Secretary, proceeded with the presentation of the remaining annual plans. Hon. Roel Repulda, Punong Barangay of Barangay Dumaraag, moved for the approval of the Monitoring and Evaluation Plan for C.Y. 2026, which was unanimously seconded by the members present. Accordingly, the LPMC passed:

**Resolution No. 2026-03
Series of 2026**

"A RESOLUTION APPROVING THE MONITORING AND EVALUATION PLAN FOR CALENDAR YEAR 2026 OF THE LOCAL PROJECT MONITORING COMMITTEE (LPMC) OF THE MUNICIPALITY OF PASTRANA, LEYTE."

Approval of the Monitoring and Evaluation Work Program for C.Y. 2026

Mr. Armando Lagera, Punong Barangay of Barangay Sapsap moved to approve the Work and Financial Plan for C.Y. 2026, which was seconded by Ms. Jennilyn Depaudhon, CSO President of LUMAFA. The LPMC passed:

**Resolution No. 2026-04
Series of 2026**

"A RESOLUTION APPROVING THE MONITORING AND EVALUATION WORK PROGRAM FOR CALENDAR YEAR 2026 OF THE LOCAL PROJECT MONITORING COMMITTEE (LPMC) OF THE MUNICIPALITY OF PASTRANA, LEYTE."

Then, the LPMC members tackled about the regular schedule of meeting by the committee. It was decided to schedule it every 1st week of the last month of every quarter. The members abided to it and passed a resolution for the regular schedule of quarterly meetings by the committee. Hon. Jonnel Dominico, Punong Barangay of Barangay Cancaraja moved to approve the schedule of meeting for C.Y. 2026, which was unanimously seconded by the members present. The LPMC passed:

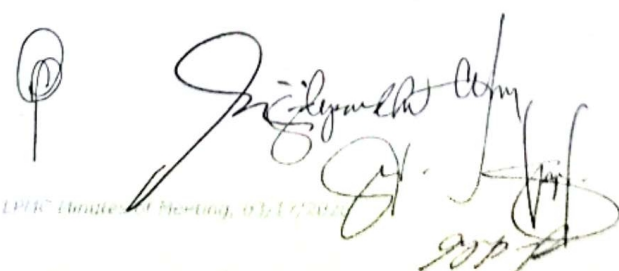
**Resolution No. 2026-05
Series of 2026**

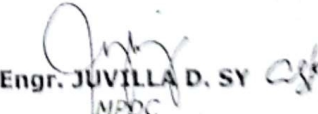
"A RESOLUTION APPROVING THE SCHEDULE OF MEETING FOR THE LOCAL PROJECT MONITORING COMMITTEE (LPMC) OF THE MUNICIPALITY OF PASTRANA, LEYTE TO BE HELD EVERY 1ST WEEK OF THE LAST MONTH OF EVERY QUARTER OF THE YEAR."

Subsequently, the LPMC Chairman asked Engr. Jevia Tubis, Municipal Engineer about the infrastructure project that would be monitored by the committee. Engr. Jevia Tubis answered that the on-going project of the municipality are: Construction of Two(2) Storey Public Market with Covered Roofdeck, Construction of Elevated Water Reservoir and the Construction of Post Harvest Facility (Warehouse) Phase 2 which can be monitored by the committee. The LPMC Secretary, Engr. Juvilla D. Sy, further informed the members that immediately after the meeting, the Committee would proceed with the conduct of monitoring and on-site inspection of the identified projects.

With no more matters to be discussed, Mr. Jayson Sudario, CSO President of AKRHO moved to adjourn the meeting, which was seconded by Ms. Jennilyn A. Depaudhon, CSO President of LUMAFA. The meeting adjourned at 11:30 in the morning.

I HEREBY CERTIFY to the correctness of the foregoing minutes of meeting of the Local Project Monitoring Committee held on March 17, 2026.


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Engr. JUVILLA D. SY *ast*
MPDC
LPMC Secretary

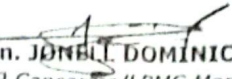

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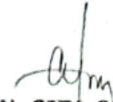

CARLYN C. NICAL
MLG00/LPMC Member

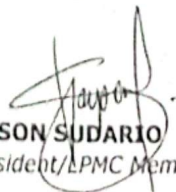

Engr. JEVIA BERDAN-TUBIS
Engineer/LPMC Member


Hon. ARMANDO LAGERA
PB Sapsap/LPMC Member

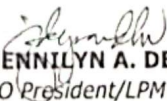

Hon. JONELL DOMINICO
PB Cancaraja/LPMC Member


Hon. ROEL REPULDA
PB Dumarag/LPMC Member


HON. CITA COSTIMIANO
PB Yapad/LPMC Member


JAYSON SUDARIO
CSO President/LPMC Member

Absent
OLIVER COSTIMIANO
CSO President/LPMC Member


JENNILYN A. DEPAUDHON
CSO President/LPMC Chairperson

Approved:


Hon. GERARDO S. CARIAN
SB Member
LPMC Chairperson