



Republic of the Philippines
Province of Leyte
Municipality of Tabontabon

MUNICIPAL PROJECT MONITORING COMMITTEE (MPMC)

MINUTES OF THE MEETING
Held on September 15, 2026 (3rd Quarter)

Agenda:

- 3rd Quarterly meeting
- Discussion on Upcoming Project Inspection
- Other matters

Present:

HON. RAUL D. BALANO	(Punong Barangay -MPMC Chairman
HON. LEONIDES I. TINDOY	(Punong Barangay -Member
HON. MILA O. ESLOPOR	(Punong Barangay -Member
HON. ANALITA GARCELA	(Punong Barangay -Member
HON. ROMEO CAINDOY	(Punong Barangay -Member
ARMANDO R. DOMASIG	(President TASMODA-Member
CAROLINE NANETTE B. CAÑAS	(MLGOO -Member

I. Call to Order

The meeting of the LPMC was called to order at exactly 9:00 A.M. Engr. Roger S. Ramos, conducted the roll call, Hon. Raul D. Balano declared that a quorum was present and the meeting may proceed.

II. Discussion and Activities

A. Creation of Barangay Project Monitoring Committees (BPMC)

Ms. Caroline Nanette B. Cañas, Municipal Local Government Operations Officer (MLGOO), presented the need to organize Barangay Project Monitoring Committees (BPMC) in all barangays. She explained that the BPMCs will act as the barangay-level counterpart of the MPMC. This will allow closer and more timely monitoring of local projects.

A resolution was moved by Ms. Cañas and duly approved to:

1. Organize a Barangay Project Monitoring Committee (BPMC) in every barangay.
2. Define the composition, functions, and reporting duties of each BPMC.
3. Conduct training and capacity-building for BPMC members so they can properly monitor, document, and report project implementation.

B. Google Drive System for Uploading and Safekeeping of Reports

Following the discussion on BPMC organization, the committee approved the use of Google Drive as the municipal system for uploading and keeping reports.

Under this system:

- Each barangay BPMC shall prepare and submit monitoring reports using the prescribed standard forms.



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- All reports shall be uploaded to the designated Google Drive folder for recording, review, and safekeeping.
- The municipal MPMC Secretariat shall manage folder access, file organization, and submission deadlines.
- Timely uploading of reports shall be strictly observed to support proper documentation and qualification for the Subaybayani Award.

Ms. Cañas also oriented the members on the Subaybayani Award criteria, scoring system, and documentary requirements, including proper reporting and timely submission of forms.

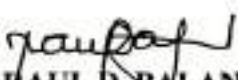
III. ACTIONS TO BE TAKEN

- Establish Barangay Project Monitoring Committees in all barangays. - Implement the Google Drive system for submission and safekeeping of reports.
- Conduct training and capacity-building activities for barangay committee members.
- Process the request for additional budget allocation.
- Strictly comply with all requirements for the Subaybayani Award.

IV. ADJOURNMENT

The meeting was adjourned upon proceeding to the project sites.

Approved by:


HON. RAUL D. BALANO
LPMC- Chairman

Attested:


ENGR. ROGER S. RAMOS
MPMC Secretary



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PHOTO DOCUMENTATION

Project Inspection
September 15, 2026





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Seal of
Good
Local
Governance
Awardee



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