



LOCAL PROJECT MONITORING COUNCIL MEETING

April 30, 2026 / 9:00 PM
DILG Office, Tolosa Leyte

- I. **PRELIMINARIES** – Prayer led by Pastor Ronald Allan L. Leysa
- II. **CALL TO ORDER** – Upon motion and as approved by the members through voting, **Hon. Razel P. Legaspi**, was designated as the Temporary Presiding Officer
- III. **ROLL CALL AND REPORT OF ATTENDANCE** – EnP. Desiree V. Ibañez, Head Secretariat

Regular Members Present:		
No.	Name	Designation
1	Hon. Julie Robedillo	Punong Barangay, Canmogsay
2	Hon. Gerard P. Colasito	Punong Barangay, Poblacion
3	Hon. Razel P. Legaspi	Punong Barangay, Doña Brigida
4	Pastor Ronald Allan L. Leysa	Blest Community Christian Fellowship Inc.
5	Carolina C. Malate	Senior Citizen's Organization of Poblacion
6	Jocelyn R. Relano represented by Palma Revano	Sta. Rita Bayanihan Homeworkers Association
7	Mia C. Margallo	MLGOO
Other Attendees Present:		
8	EnP. Desiree V. Ibañez	MPDC/Head Secretariat
9	Eleazar B. Bendanillo	Planning Officer I
10	Engr. Wilfredo G. Cañas	Municipal Engineer
11	Engr. Earl M. Agner	DILG Engineer II
12	Engr. Jovy Ann Kindy L. Cabaguing	DILG Engineer II
13	Jerver C. Pica	Municipal Engineering Office Staff
14	Christopher Nhel S. Ravelo	Municipal Planning and Development Office Staff
15	Rogelio B. Permejo Jr.	Municipal Engineering Office Staff

- IV. **DECLARATION OF QUOROM** – **Hon. Razel P. Legaspi**, being the Temporary Presider, declared a quorum.
- V. **AGENDA**

AGENDA	DISCUSSIONS / AGREEMENTS / SUGGESTIONS	DISCUSSIONS BY / PERSON RESPONSIBLE / OFFICE SUGGESTED
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1. Inspection of the Rehabilitation of the Multi – Purpose Building (Municipal Hall and Annex Building)	• Engr. Earl M. Agner, Engineer II, and Engr. Jovy Ann Kindy L. Cabaguing, Engineer II, of the DILG, together with the members of the Local Project Monitoring Committee and the Municipal Engineering Office, conducted an ocular inspection to evaluate the current status and progress of the ongoing rehabilitation of the Multi-Purpose Building, including the Municipal Hall and Annex Building.	DILG Engineering Team, Temporary Presider, LPMC Members, Secretariat Other Attendees
2. Acknowledgement of Members	After the inspection, a formal meeting was conducted. • Hon. Razel P. Legaspi, Punong Barangay of Doña Brigida, acknowledged and welcomed the presence of the DILG Engineering Team through Engr. Earl M. Agner, Engineer II, and Engr. Jovy Ann Kindy L. Cabaguing, Engineer II, together with the members of the Local Project Monitoring Committee and other attendees. He also emphasized the importance of the role of the Local Project Monitoring Committee in the ongoing Rehabilitation of the Multi-Purpose Building (Municipal Hall and Annex Building).	
3. Status on the Inspection of the Rehabilitation of the Multi – Purpose Building (Municipal Hall and Annex Building)	• As presented by Engr. Wilfredo G. Cañas, Municipal Engineer, the status of the Rehabilitation of the Multi-Purpose Building (Main and Annex Buildings) of LGU Tolosa, located at Brgy. Imelda, Tolosa, Leyte, was discussed. • As of April 25, 2026, the project has reached 72.09% physical accomplishment, broken down as follows: - Removal of structures and obstructions and structural excavation – 90% - Forms and scaffolding, reinforcing steel, and	

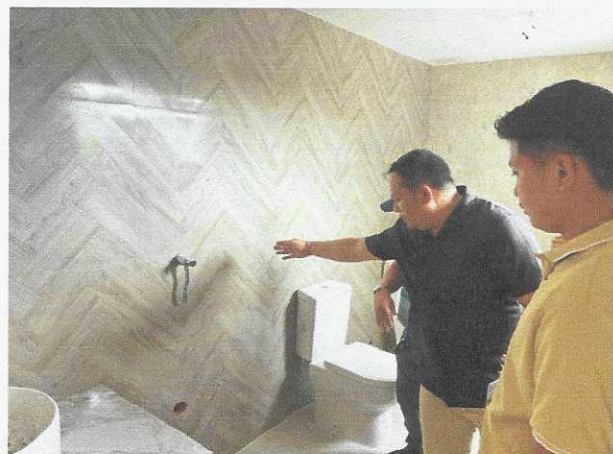
	structural concrete works – 80% - Masonry and tile works – 72% - Structural steel trusses, doors, and windows – 85% - Plumbing and ceiling works – 75% - Electrical and painting works – 70% - Project billboard/signage and Construction Safety and Health Program – 100% • Engr. Earl M. Agner, Engineer II, reported that the inspection of the project is at 72% SWA completion and emphasized the role of the Local Project Monitoring Committee (LPMC). He also reiterated strict compliance with safety protocols, including the mandatory use of hard hats under the Construction Safety and Health Program. He noted that the rainwater system is still lacking. • The project completion is scheduled for June 6; however, an extension may be requested depending on circumstances, subject to formal submission by the contractor to the DILG. • Ms. Carolina C. Malate, representing the Senior Citizens Organization of Poblacion, noted that the plan does not include a COA office and recommended its inclusion in the design. • Other concerns on unfinished works were raised and duly noted. • Engr. Jovy Ann Kindy L. Cabaguing, Engineer II, requested the Municipal Engineering Office (MEO) to submit quarterly reports and ensure that project implementation schedules follow a quarterly basis. All disbursements must be properly documented and geo-tagged through the Subaybayani system	
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4. LGSF-GEF Projects in Tolosa	to ensure transparency and compliance. SWA submissions shall be regularly complied with for monitoring and evaluation. • The LPMC shall ensure proper monitoring of all ongoing projects. All submitted reports are subject to inspection and validation, and members shall be provided with copies of relevant project documents. Emphasis is placed on completeness, accuracy, and compliance with bid documents and program requirements. • Under the LGSF-GEF, the LPMC emphasized the need for regular updates and remarks on the status of ongoing projects for the current quarter to ensure proper monitoring and timely implementation. • Engr. Jovy Ann Kindy L. Cabaguing, Engineer II, the Alignment of projects with the Annual Investment Program (AIP) was also discussed to ensure consistency in planning and execution under the LGSF-GEF framework. • Non-infrastructure projects under monitoring include supplementary programs, nutrition-related programs, solar street lighting projects, and the Rice and Medicine Distribution Program for Tolosa.	
5. Other Matters	• Training activities and capacity-building programs were requested for enhancement of LPMC functions. • Under LPMC monitoring, MOA and Early Childhood Care and Development related programs regarding the Construction of Child Development Project in Barangay Canmogsay were presented. • All project documents must be complete, accurate, and properly signed. Commitment	

	letters and supporting attachments must be properly validated and submitted, while reply letters and other supporting documents must be duly filed. Certain documents require confirmation prior to project implementation. The LPMC emphasized strict compliance with all documentation and compliance requirements.	
6. Adjournment	Hon. Julie Robedillo, Punong Barangay of Canmogsay moved to adjourn the 2nd Quarter Local Project Monitoring Council meeting, seconded by Ms. Carolina C. Malate, Senior Citizen's Organization of Poblacion. The meeting concluded at 10:46 AM, followed by a photo opportunity.	

VI. PHOTO DOCUMENTATION





Prepared by:

CHRISTOPHER NHEL S. RAVELO, LPT
MDPO Staff/Recorder

Noted by:

EnP. DESIREE V. IBÁÑEZ
MPDC/Head Secretariat

Approved by:

HON. RAZEL P. LEGASPI
Punong Barangay of Doña
Brigida/Temporary Presider