



LOCAL PROJECT MONITORING COUNCIL MEETING

July 22, 2026 / 9:00 PM
DILG Office, Tolosa Leyte

- I. **PRELIMINARIES** – Prayer led by **Pastor Ronald Allan L. Leysa**
- II. **CALL TO ORDER** – **Hon. Melanie Felisa M. Vivero**, LIGA President/LPMC, Chairperson
- III. **ROLL CALL AND REPORT OF ATTENDANCE** – **EnP. Desiree V. Ibañez**, MPDC/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	Sta. Rita Bayanihan Homeworkers Association
7	Julius M. Alvero	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. **DECLARTION OF QUOROM** – **Hon. Melanie Felisa M. Vivero**, LIGA President/LPMC Chairperson declared a quorum.

V. **AGENDA**

AGENDA	DISCUSSIONS / AGREEMENTS / SUGGESTIONS	DISCUSSIONS BY / PERSON RESPONSIBLE / OFFICE SUGGESTED
1. Inspection of the Rehabilitation of the Multi – Purpose Building (Municipal Hall and Annex Building)	The DILG Leyte team thru 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 (LPMC) and the Municipal	DILG Engineering Team, Hon. Melanie Felisa M. Vivero, LIGA President/Chairperson together with the LPMC Members, Secretariat,

2. Acknowledgement of Members 3. Status on the Inspection of the Rehabilitation of the Multi – Purpose Building (Municipal Hall and Annex Building)	Engineering Office and the Municipal Planning and Development Office, conducted an ocular inspection to assess the current status and implementation progress of the ongoing rehabilitation works on the Multi-Purpose Building, including the Municipal Hall and Annex Building. After the inspection, a formal meeting was conducted. • Hon. Melanie Felisa M. Vivero, LIGA President/Local Project Monitoring Committee Chairperson, warmly welcomed the DILG Engineering Team, represented by Engr. Earl M. Agner and Engr. Jovy Ann Kindy L. Cabaguing, along with the members of the LPMC and other attendees. Hon. Vivero also underscored the significant role of the Local Project Monitoring Committee in ensuring the proper monitoring and successful implementation of the ongoing rehabilitation of the Multi-Purpose Building, including the Municipal Hall and Annex Building. • Engr. Wilfredo G. Cañas, Municipal Engineer, presented the Accomplishment Report No. 6 Statement of Work Accomplished for the Rehabilitation of the Multi-Purpose Building (Main and Annex Buildings) of LGU Tolosa, located at Brgy. Imelda, Tolosa, Leyte. He also informed the committee that the project remains under continuous monitoring to ensure its timely completion. As of June 25, 2026, the project has reached 85.37% physical accomplishment. • Carolina C. Malate, Senior Citizen’s Organization of Poblacion, inquired whether the third-floor windows would be the same as those installed in the offices. Engr. Cañas clarified that	Other Attendees
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4. Orientation for the Local Project Monitoring Committee	typhoon-resistant windows would be installed, as the third floor will serve as a function hall and evacuation center. • Engr. Cañas, also requested another 60-day extension for the said project. Engr. Agner and Engr. Cabaguing stated that the request may be approved upon submission of a written justification, updated work plan, and explanation for the delay, emphasizing that the justification should clearly state the non-weather-related causes of the delay. • Engr. Agner reminded the LPMC members to continue monitoring the project. He also noted that while the Health and Safety Program was included in the accomplishment report, its implementation at the project site should be ensured. In response, Ms. Malate asked who would provide the required health and safety provisions. It was clarified that the contractor is responsible for providing the necessary health and safety measures and equipment. • Engr. Cabaguing, requested the Municipal Engineering Office to submit quarterly reports and ensure that project implementation schedules follow a quarterly basis. • Engr. Cabaguing presented the roles and responsibilities of the Local Project Monitoring Committee (LPMC). She emphasized that the LPMC serves as the LGU's primary monitoring body and is responsible for monitoring not only 20% Development Fund projects but also DILG-funded: INFRASTRUCTURE PROJECTS 1. Rehabilitation of the Multi-Purpose Building (Main Building and Annex Building)	
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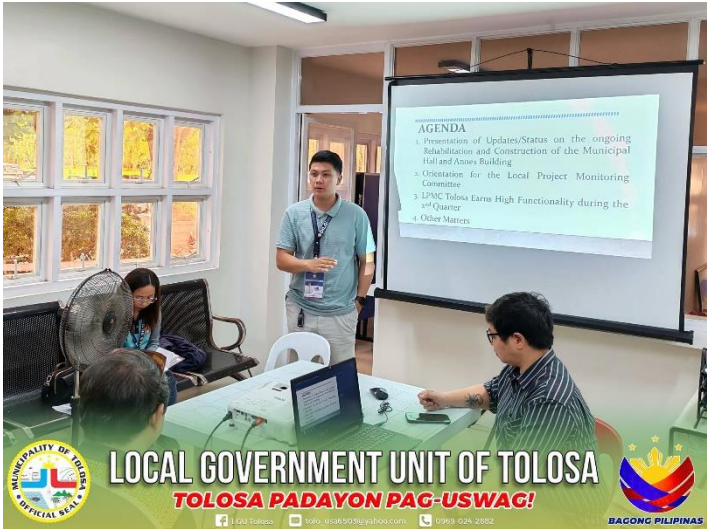
	2. Installation of Solar Street Lights, as well as NON-INFRASTRUCTURE PROJECTS 1. Rice Distribution 2. Nutrition-related programs • Engr. Cabaguing reiterated the key requirements for a functional LPMC, including the issuance of an Executive Order signed by the mayor, designation of the MPDO as the Secretariat, conduct of at least one meeting per quarter, active participation of members in online orientations and trainings on LPMC roles and responsibilities, and the timely submission of required physical and financial monitoring reports. • MLGOO Julius M. Alvero raised a clarification on whether the LPMC is mandated to monitor both infrastructure and non-infrastructure projects. Engr. Cabaguing answered yes and must monitor the 20% and other infrastructure and non-infrastructure funded by the DILG. She also advised the LPMC to coordinate with the Municipal Engineering Office (MEO) and the Municipal Social Welfare and Development Office (MSWDO) for project monitoring. • Engr. Cabaguing asked when the requirements for the LGSF 2026 – Solar Street Lights Project would be submitted. In response, the MEO answered next week. • MLGOO Alvero requested the DILG Leyte Provincial Office to provide an updated project monitoring tracker covering all ongoing programs and projects. • Ms. Desiree V. Ibañez, MPDC/Head Secretariat reported that the rice assistance distribution has been integrated into the Barangayan activities. Five (5) barangays have completed the distribution, and four (4) tranches of payment have been processed. Barangay	
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5. LPMC Tolosa Earns High Functionality during the 2nd Quarter 6. Other Matters	Opong is scheduled on Friday, while the remaining four (4) tranches will be released after the remaining barangays complete the activity and submit the required documents. She added that some MGB documentary requirements, including proof of payment, are still pending, delaying the processing until all documents are submitted. • Ms. Ibañez also noted that the Barangayan schedule remains subject to weather conditions and team availability. She reminded participants to submit the distribution list and activity photos, secure all required signatures, avoid watermarked photos, attach the distribution list to all submissions, and coordinate with the MSWDO to ensure the timely completion of documentary requirements. • Hon. Vivero commended the LPMC members for achieving a High Functionality Rating during the 2nd Quarter. She expressed her appreciation for their dedication and encouraged them to sustain their commitment to effective project monitoring. • Mr. Jerver C. Pica, Municipal Engineering Office Staff provided an update on the LGSF-FALGU 2025 (ECCD) Project, informing the committee that it is currently awaiting confirmation from the ECCD Council before implementation can proceed. • Ms. Ibañez informed the committee that a separate meeting would be conducted to present the 20% Development Fund projects for monitoring and evaluation. She also stated that the next regular 4th Quarter LPMC Meeting is scheduled for October 1, 2026, the first Thursday of October, in response to the query of Hon. Razel P. Legaspi, Punong	
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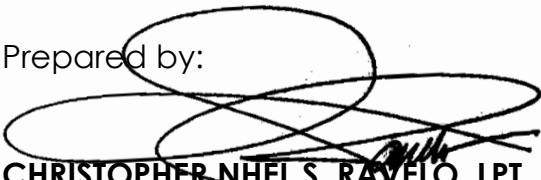
7. Adjournment	Barangay, Doña Brigida regarding the next meeting. • MLGOO Alvero commended the LGU Tolosa Local Project Monitoring Committee (LPMC) for its active participation and continued commitment to effectively monitoring and evaluating government-funded projects in the municipality. • Hon. Julie 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.	
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VI. PHOTO DOCUMENTATION



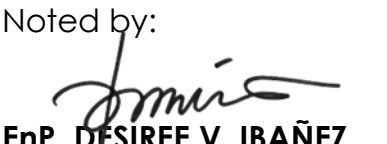


Prepared by:



CHRISTOPHER NHEL S. RAVELO, LPT
MDPO Staff/ Recorder

Noted by:



EnP. DESIREE V. IBANEZ
MPDC/ Head Secretariat

Approved by:



HON. MELANIE FELISA M. VIVERO
LIGA President/ LPMC Chairperson