



**MINUTES OF THE CY 2026 1st QUARTER LOCAL PROJECT MONITORING COMMITTEE MEETING
HELD ON MARCH 09, 2026 AT SB SESSION HALL, LAPINIG N. SAMAR**

ATTENDANCE: Please see attached Attendance Sheet

I. Call to Order

The meeting was called to order at 2:00 pm. and was presided over by Hon. Vivian M. Rongcales, Sangguniang Bayan Member and chair of the Chair.

II. Agenda

1. Status of municipal infrastructure projects (1st Quarter 2026)
2. Re-prioritization to barangay Multi-Purpose Building (MPB) projects and scheduling of site validation
3. Resolution endorsing inclusion of sectoral representative to LPMC and request to amend Executive Order governing LPMC composition
4. Presentation of Monitoring & Evaluation (M&E) plan by the MPDC
5. Engineering training for non-engineers
6. Other matters

III. Highlights of the Discussion

1. Status of Municipal Infrastructure Projects

The Municipal Engineering Office reported that there were no ongoing municipal infrastructure projects implemented by the Municipal LGU during the First Quarter of 2026. In view of this, the LPMC agreed to redirect its monitoring activities to ON GOING PROJECTS during the last quarter validation/inspection specifically the Construction of Multi-Purpose Buildings in six (6) different barangays.

2. Re-prioritization to Barangay Multi-Purpose Building Projects & Site Validation Schedule

The committee agreed to focus monitoring on the Construction Multi-Purpose Building Phase III at Barangay Lo-ok, Brgy. Mabini, Barangay Bagacay, Brgy. Cahagwayan and Brgy. May-Igot and Construction of MP Buildings Phase II at Brgy. Palanas.

The committee scheduled site validation and inspection for **11 March 2026**. (Field teams and logistics to be coordinated by the Municipal Engineering Office and the Secretariat.)

3. Resolution — Inclusion of Seaweeds Farmers & Fisherfolks Representative

A resolution was introduced endorsing the inclusion of the President of the Lapinig Seaweeds Farmers and Fisherfolks Organization as a member of the LPMC and requesting amendment of the Executive Order that defines the committee's composition.

The motion was moved by Alien Juliata and seconded by Antonio Benetiz. After discussion, the motion was unanimously carried. The Secretariat will draft the formal Resolution for endorsement to the Office of the Municipal Mayor and for subsequent amendment of the Executive Order.

Resolved: to endorse the inclusion and to request the Mayor to amend the Executive Order accordingly.

4. Monitoring & Evaluation (M&E) Plan

The Municipal Planning and Development Coordinator (MPDC) presented the proposed Monitoring & Evaluation Plan for LPMC activities. Key elements presented and agreed upon:

- Standard monitoring procedures and documentation templates
- Roles and responsibilities of field validation teams
- Timelines for submission of inspection reports
- Coordination mechanism between MPDC, Engineering Office, Barangay Offices, and LPMC members

The committee adopted the proposed M&E plan subject to minor editorial adjustments to reporting templates (to be circulated by the MPDC).

5. Engineering Training for Non-Engineers

The committee agreed on the need for an **Engineering Orientation/Training for Non-Engineers** to strengthen the technical capacity of LPMC members who are not from engineering backgrounds. To support this initiative, the committee agreed to **request technical assistance from the Project Development and Management Unit (PDMU) Northern Samar** for the conduct of the training:

- Basic interpretation of plans and specifications
- Common construction quality issues to watch for during inspections
- How to use the standard inspection checklist

A proposed training schedule and resource persons will be submitted to the Secretariat within seven (10) calendar days.

IV. Other Matters

No additional matters were raised.

V. Adjournment

There being no further business, the meeting was adjourned at **3:10 pm.**

X ----- X

Certified Correct:


ENGR. AVITO E. VALLES, JR.
MPDC Designate
Head Secretariat, LPMC

Attested:


HON. VIVIAN M. RONGCALES
Sangguniang Bayan Member
Chairperson, LPMC

PHOTO DOCUMENTATION

March 09, 2026





Republic of the Philippines
Province of Northern Samar
Municipality of Lapinig

LOCAL PROJECT MONITORING COMMITTEE

ATTENDANCE SHEET

1st QUARTER MEETING

C.Y. 2026

March 9, 2026

SB Hall, 2nd Floor Municipal Building, Lapinig, Northern Samar

Name	Position/Designation/Sector	Represented by:	Signature
1.VIVIAN M. RONGCALES	SB Member, LPMC Chairperson		
2.ANND P. OPENIA	SB Member, LPMC Vice Chairperson		
LPMC Members:			
3.ROMIE B. HORCA	MLGOO		
4.BERNARDINA M. JUAREZ	Municipal Budget Officer	Ma. Desorad D. Cordero	
5.ANA M. MORALLOS	Municipal Treasurer		
6.RICKY L. GABAY	Municipal Accountant	Judy R. Estro	
7.ALIEN P. JULIATA	Municipal Agriculturist		
8.MERLY R. DELA CRUZ	Municipal Assessor's Designate		
9.EDDIE P. PICARDAL	Municipal Administrator		
10.RODRIGO U. QUILICOL	President, Liga ng mga Barangay		
11.MORIEL O. PECAYO	CSO Representative		
12.JAIME L. PAJARES	CSO Representative		
13.EDILBERTO D. URBANO	CSO Representative		
14.ANTONIO L. BENITEZ	CSO Representative		
15.TEODORO L. DULFO	CSO Representative		



Republic of the Philippines
Province of Northern Samar
MUNICIPALITY OF LAPINIG
LOCAL PROJECT MONITORING COMMITTEE

NOTICE OF MEETING

TO : LPMC MEMBERS

Signature

1. VIVIAN M. RONGCALES, Chairperson
SB Chair, Committee on Public Works and Infrastructure
2. ANNDE P. OPENIA, Vice Chairperson
Co-Chair, Committee on Finance and Appropriation
3. ROMIE B. HORCA, MLGOO
4. BERNARDINA M. JUAREZ, Municipal Budget Officer
5. ANA M. MORALLOS, Municipal Treasurer
6. RICKY L. GABAY, Municipal Accountant
7. ALIEN P. JULIATA, Municipal Agriculturist
8. MERLY R. DELA CRUZ, Municipal Assessor Designate
9. EDDIE P. PICARDAL, Municipal Administrator
10. RODRIGO U. QUILICOL, President, Liga ng mga Barangay
11. MORIEL O. PECAYO, CSO Representative
12. JAIME L. PAJARES, CSO Representative
13. EDILBERTO D. URBANO, CSO Representative
14. ANTONIO S. BENETIZ, CSO Representative
15. TEODORO L. DULFO, CSO Representative

[Handwritten signatures of the 15 members listed above]

RE : **LOCAL PROJECT MONITORING COMMITTEE MEETING**

DATE OF NOTICE: MARCH 6, 2026

This is to inform you that the Local Project Monitoring Committee will have its 1st Quarter meeting on March 9, 2026 (Monday) 2:00 PM at the SB Session Hall, 2nd Floor, Municipal Building, Lapinig, Northern Samar to discuss updates on local projects and conduct site inspection.

The agenda for the meeting will include the following:

1. Work and Financial Plan and M&E Plan 2026
2. Monitoring and Evaluation Work Program for 2026
3. Executive Order on the Reconstitution of the LPMC

Prepared by: *[Signature of Engr. Avito E. Vallese Jr.]*
ENGR. AVITO E. VALLESE JR. EnP
MPDC
Head, LPMC Secretariat

Approved: *[Signature of Atty. Romualdo A. Menzon Jr.]*
ATTY. ROMUALDO A. MENZON JR.
Municipal Mayor