



LOCAL PROJECT MONITORING COMMITTEE
MINUTES OF THE LOCAL PROJECT MONITORING COMMITTEE
3rd QUARTER REGULAR MEETING

I. PRELIMINARIES

The **3rd Quarter Regular Meeting of the Local Project Monitoring Committee (LPMC)** was held on **August 11, 2026** at **9:00 A.M.** at the **LEDIPO Office, LGU Lope de Vega**. The meeting formally started with an invocation led by **Anabel Pondario, AWDLE President**

After the invocation, **Jayzel D. Arboiz, LPMC Secretariat**, acknowledged and welcomed the members of the committee and other attendees present during the meeting.

Thereafter, the **LPMC Chairman, Mr. Micael Almendo**, called the meeting to order and declared the presence of a quorum, noting that the majority of the members of the committee were present. Also present during the meeting was **Mr. Marped T. Tomol, OIC -MLGOO**.

II. AGENDA

1. Presentation of the Proposed List of Priority Projects to be Monitored in the 3rd Quarter CY 2026

DISCUSSION:

The LPMC Secretariat presented the proposed list of priority projects of the **Municipality of Lope de Vega** for monitoring during the **3rd Quarter Calendar Year 2026**.

The Committee reviewed the proposed projects, including their respective locations, project costs, and scheduled dates of inspection. The **Canal Concreting with Cover** project located at **Barangay Upper Cayñaga, Lope de Vega, Northern Samar**, with a project amount of **₱498,333.81**, was noted as having been scheduled for inspection on **July 1, 2026**.

The Committee likewise discussed the succeeding priority projects scheduled for on-site inspection:

- **Negotiated Procurement for the Rehabilitation/Improvement of RGY. Health Station**
Barangay Magsaysay — **₱299,834.50**
Proposed Inspection: **August 17, 2026**
- **Negotiated Procurement for the Rehabilitation/Improvement Brgy. Health Station**
Barangay Gebonawan — **₱484,352.08**
Proposed Inspection: **August 25, 2026**
- **Improvement of Senior Citizen & PWD Center**
Municipal Compound, LGU Lope de Vega — **₱246,592.50**
Proposed Inspection: **August 17, 2026**
- **Construction of 1 Unit Comfort Room / 2 Units Handwashing Facility**
Barangay Somoroy — **₱1,499,557.00**
Proposed Inspection: **September 1, 2026**

The Committee emphasized that the monitoring activities shall focus on compliance with the approved **Program of Works (POW)**, verification of physical accomplishment and project progress, quality of construction, timeliness of implementation, and proper documentation of monitoring activities.



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During the discussion, **Mr. Marped T. Tomol, MLGOO**, recommended that **prior to each scheduled on-site inspection**, the LPMC Secretariat shall prepare and send formal request letters addressed to the **Municipal Engineering Office (MEO)** and **Municipal Accounting Office**, requesting copies of the **Program of Works (POW)** and other relevant project documents.

The requested documents shall serve as references of the LPMC Team in conducting the on-site inspection and in verifying the actual implementation of the projects against the approved project documents.

2. PRESENTATION OF THE PROPOSED LPMC WORK AND FINANCIAL PLAN (WFP) FOR CY 2027

DISCUSSION:

The **LPMC Secretariat** presented the proposed **LPMC Work and Financial Plan (WFP) for Calendar Year 2027** for the consideration of the committee.

The proposed activities and corresponding requirements for the effective implementation of the LPMC functions for CY 2027 were presented and discussed.

The committee reviewed the proposed activities and provided inputs and recommendations for consideration in the finalization of the **LPMC WFP for CY 2027**.

3. OTHER MATTERS

Other matters concerning **project monitoring activities, coordination with concerned offices, preparation of project documents, and the upcoming on-site inspections** were also discussed.

The committee emphasized the importance of proper coordination among LPMC members and concerned offices to ensure the timely conduct of monitoring activities and submission of the necessary documents and reports.

The committee also agreed that the **LPMC Secretariat shall facilitate the preparation of the necessary request letters to the MEO and Municipal Accounting Office before the scheduled on-site inspections**

III. AGREEMENTS AND ACTION POINTS

The following agreements and action points were identified during the meeting:

1. The **LPMC Secretariat** shall prepare and send formal request letters to the **Municipal Engineering Office (MEO)** and **Municipal Accounting Office** requesting copies of the **Program of Works (POW)** and other relevant project documents.
2. The concerned offices shall provide the requested documents to the LPMC Secretariat for reference and verification.
3. The LPMC Team shall review the submitted project documents prior to the conduct of the scheduled **on-site inspection**.
4. The LPMC Team shall conduct the on-site inspection of the identified priority projects based on the agreed schedule.
5. The proposed **LPMC Work and Financial Plan (WFP) for CY 2027** shall be finalized incorporating the inputs and recommendations raised during the meeting.



III. ADJOURNMENT

There being no other matters to discuss, the meeting was adjourned at approximately 11:00 in the morning.

CERTIFIED TRUE AND CORRECT:


JAYZEL D. ARBOIZ
LPMC Secretariat

ATTESTED:


MICAEL ALMENDO
LPMC CHAIRMAN

