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Republic of the Philippines
Province of Northern Samar

MUNICIPALITY OF MONDRAGON

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LOCAL PROJECT MONITORING COMMITTEE

MINUTES OF THE MEETING

1ST QUARTER MEETING

MARCH 11, 2026

Date: March 11, 2026 | Time: 9:45 A.M. - 11:45 A.M.

Venue: Mondragon Municipal Hall, Mondragon, Northern Samar

I. Attendance and Quorum

A total of eleven (11) participants attended the meeting, thereby establishing a quorum.

II. Agenda

- Updates on LPMC uniforms
- Site observations during project inspections
- Other matters

III. Proceedings

The meeting commenced at 9:45 A.M. with an opening prayer led by Ms. Joanalyn D. Espelimbergo.

Engr. Leonardrey P. De Guia, LPMC Secretariat, acknowledged the presence of the participants. Thereafter, Hon. Salve S. Malobago, Punong Barangay of Barangay De Maria and Chairperson of the LPMC, formally called the meeting to order after confirming the presence of a quorum.

Upon motion of Hon. Armando I. Mungcal, Punong Barangay of Barangay Cahicsan, duly seconded by Hon. Jaime L. Diaz, Punong Barangay of Barangay La Trinidad, the reading of the minutes of the previous meeting was dispensed with. The motion was approved by the Chairperson.

Engr. Leonardrey P. De Guia then presented the minutes of the previous meeting held on November 19, 2025. Upon motion of Hon. Jaime L. Diaz, duly seconded by Mr. Frederico D. Quirino, President of Kabalikatan Civicom Association, Inc., the minutes were approved.

IV. Matters Discussed

Engr. Leonardrey P. De Guia, LPMC Secretariat, presented the agenda items for discussion, namely: (1) updates on LPMC uniforms; (2) site observations during project inspections; and (3) other matters.

A. Update on LPMC Uniforms

Engr. De Guia informed the Committee that samples of the procured personal protective equipment (PPE) for uniforms will be made available for fitting and sizing upon arrival.

He further clarified that polo shirts will be distributed to LPMC members, while other PPE items, such as boots, hard hats, safety vests, umbrellas, and safety glasses, will be kept at the Municipal Planning and Development Office (MPDO) for use during site inspections. The members raised no objection to the arrangement.

B. Site Observations During Project Inspections

Engr. De Guia reported the observations noted during recent project site inspections, particularly the following:

- Incomplete information reflected on project billboards; and
- Workers not wearing the appropriate personal protective equipment at construction sites.

These matters were referred to Engr. Jerson Pegenia, OIC Municipal Engineer, for appropriate response.

In response, Engr. Pegenia explained that PPE is not included as a pay item in some Programs of Work due to budget constraints, and that PPE provisions are usually included only in projects funded by the Department of the Interior and Local Government (DILG), such as those under the Support to Barangay Development Program (SBDP).

Ms. Christine L. Dela Rosa, Municipal Local Government Operations Officer (MLGOO), clarified that the absence of PPE as a pay item in the Program of Work is not a valid justification for contractors to fail to provide PPE to their workers. She emphasized that contractors are required to provide PPE as part of occupational safety requirements and as a condition for securing the necessary government permits.

C. Updating of Project Billboards

With regard to the incomplete billboard entries, Engr. Jerson Pegenia assured the Committee that the Municipal Engineering Office will update the billboards of all ongoing projects through the assigned field engineers on a monthly basis.

D. Site Housekeeping and Waste Segregation

Hon. Salve S. Malobago, LPMC Chairperson, expressed concern regarding site housekeeping and proper waste segregation at construction sites. She requested that the Municipal Engineering Office include the monitoring of cleanliness and orderliness during site inspections.

Engr. Pegenia sought clarification on whether the data to be reported should follow their routine monthly monitoring schedule or the specific dates of site inspection.

E. Proposed Resolution on Billboard Updates

Hon. Romeo S. Sabedoria moved for the adoption of a resolution requesting the Municipal Engineering Office to include the updating of project billboard entries

in their Individual Performance Commitment and Review (IPCR). The motion was seconded by Hon. Eduardo M. Francisco Jr.

F. Concern on Catch Basin Design

Hon. Jaime L. Diaz raised a concern regarding the design of the catch basin in the "Completion of Health Station" project located in Barangay San Jose. He suggested that the catch basin floor be replaced with gravel instead of concrete to allow water to percolate into the soil.

Engr. Pegenia responded that the contractor will be informed of the concern for appropriate action.

G. Concern on Non-Functional Streetlights

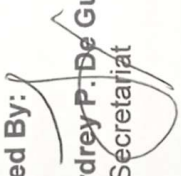
Hon. Romeo S. Sabedoria likewise raised the issue of non-functional streetlights near his residence and inquired about the actions to be taken by the Municipal Engineering Office.

Engr. Pegenia reported that the materials necessary for the repair have already been requested and that repair works will commence upon delivery of the same.

V. Adjournment

There being no other matters to discuss, the meeting was adjourned at 11:45 A.M.

Prepared By:


Leonardrey P. De Guia
LPMC Secretariat

Approved By:


Hon. Salve S. Malobago
LPMC Chairman