



MINUTES OF MEETING MUNICIPAL PROJECT MONITORING COMMITTEE

Excerpts from the Minutes of the Municipal Project Monitoring Committee held on March 10, 2026 at the Liga Office, Municipality of San Antonio at 9:00 in the morning.

IN ATTENDANCE (MUNICIPAL PROJECT MONITORING COMMITTEE):

1. **RUSTICO B. CASTILLO JR.**, LnB President/ LPMC Chairman
2. **OSCAR D. MONSANTO**, Punong Barangay- Ward I
3. **CLETE L. GALLANO**, Punong Barangay- Vinisitahan
4. **SAMUEL S. OSTIA**, Municipal Agricultural Officer
5. **ARNOLD D. DENTE**, Municipal Assessor
6. **RICKY P. SACEDOR**, CSO Representative
7. **SHAUN R. COLLAMAR**, CSO Representative
8. **RECHIE G. ROLLO**, MLGOO Staff
9. **LINDY S. LIPATA**, MLGOO
10. **APRIL BERNADETTE S. NALDA**, MPDC Designate/LPMC Secretariat
11. **AIZA M. MAHINAY**, MPDO Staff

PRELIMINARY MATTERS

a. Calling the meeting to order

The meeting of the Local Project Monitoring Committee was called to order by the Honorable Presiding Officer Rustico B. Castillo Jr. at 9:05 in the morning

b. Opening Prayer & Philippine National Anthem

PB Oscar D. Monsanto, PB Ward I, led the Opening Prayer and immediately followed by the singing of Philippine National Anthem.

c. Report on Attendance

Ms. April Bernadette S. Nalda, MPDC Designate and as Head Secretariat reported that based on the attendance, 11 were present and 1 absent consequently declaring a quorum.

AGENDA

- Inspection on the Completed Projects
- Procurement of PPEs
- Other Matters

1. INSPECTION ON THE COMPLETED PROJECTS

1.1 IMPROVEMENT OF EVACUATION CENTER (KITCHEN)

In **Building A**, it was observed that water tends to accumulate on the flooring, making the surface slippery and prone to moss growth. Hon. PB



Rustico Castillo suggested that the flooring be repaired or improved to prevent water stagnation and avoid possible accidents.

It was recommended by CSO Ricky Sacedor to provide an opening (hole) in **Building B** that will serve as a passage for the gasul hose connecting to the stove to ensure safer and more organized kitchen operations.

1.2 MAINTENANCE OF EVACUATION CENTER (PATHWAY AND DRAINAGE)

The committee also assessed the pathway and drainage system and noted the following:

- The drainage cover requires improvement, particularly the handle.
- It was recommended that the existing handle be replaced, as it is protruding and poses a safety risk, especially to children and senior citizens, particularly during nighttime.

2. PROCUREMENT OF PPEs

The body also discussed the importance of ensuring safety during project monitoring activities. In this regard, a motion of CSO Shaun R. Collamar was raised and duly seconded by PB Clete Gallano to procure the necessary Personal Protective Equipment (PPEs) for the members of the Project Monitoring Committee to ensure their protection during inspections. The motion was unanimously approved.

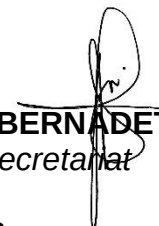
3. SCHEDULE OF 2nd QUARTER LPMC

The body agreed that the next LPMC it is set on the 2nd week of May .

ADJOURNMENT:

Having no other business to discuss, the Body was motioned to adjourned by PB Oscar Monsanto and duly seconded by CSO Rep Shaun Collamar at 4:10PM.

Prepared By:


APRIL BERNADETTE S. NALDA
Head Secretariat

Noted By:



Republic of the Philippines
Province of Northern Samar
Municipality of San Antonio



HON. RUSTICO B. CASTILLO JR.
LnB President/ LPMC Chairman

Approved By:



GARY M. LAVIN
Municipal Mayor