



MINUTES OF MEETING MUNICIPAL PROJECT MONITORING COMMITTEE

Excerpts from the Minutes of the Municipal Project Monitoring Committee held on June 18, 2026 at the Liga Office, Municipality of San Antonio at 1:00 in the afternoon.

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
- Budget Allocation for LPMC
- Other Matters

1. INSPECTION ON THE COMPLETED PROJECTS

1.1 TERMINAL PAVILLION IMPROVEMENT

The committee inspected the Terminal Pavillion Improvement and it was noticed that the project haven't started yet.



2. BUDGET ALLOCATION FOR LPMC

The Local Project Monitoring Committee (LPMC) discussed and unanimously agreed to recommend the inclusion of additional budget allocations to support the effective performance of its monitoring functions. Specifically, the Committee requested the provision of official **uniforms and identification (ID) cards, personal protective equipment (PPE)** such as **hard hats, reflector vests, and safety boots**, to ensure the safety and proper identification of members during field monitoring activities. Furthermore, the Committee proposed the allocation of a **quarterly incentive of Five Hundred Pesos (₱500.00) per member** for the ten (10) LPMC members, in recognition of their time, effort, and active participation in project monitoring and evaluation activities. The Committee endorsed these proposed budget items for consideration and inclusion in the appropriate annual budget allocation, subject to existing budgeting, accounting, and auditing rules and regulations.

3. SCHEDULE OF 2nd QUARTER LPMC

The body agreed that the next LPMC it is set on the 1st week of September .

ADJOURNMENT:

Having no other business to discuss, the Body was motioned to adjourned by PB Clete Gallano and duly seconded by CSO Rep Ricky Sacedor at 3:55PM.

Prepared By:



APRIL BERNADETTE S. NALDA
Head Secretariat

Noted By:



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

Approved By:



GARY M. LAVIN
Municipal Mayor



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

