



MINUTES OF MEETING MUNICIPAL PROJECT MONITORING COMMITTEE

MINUTES OF 2026 3RD QUARTER MEETING OF THE MUNICIPAL PROJECT MONITORING COMMITTEE HELD ON SEPTEMBER 3, 2026 AT THE LIGA OFFICE, MUNICIPALITY OF SAN ANTONIO, PROVINCE OF NORTHERN SAMAR

PRESENT:

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. **JOY RHODORA PATENTE**, CSO Representative- MAFIFAA
5. **SHAUN R. COLLAMAR**, CSO Representative- IDBC
6. **RICKY T. SACEDOR**, CSO Representative- LGBTQIA+
7. **ARNOLD D. DENTE**, Municipal Assessor
8. **SAMUEL S. OSTIA**, Municipal Agricultural Officer
9. **LINDY S. LIPATA**, MLGOO
10. **RECHIE ROLLO**, MLGOO Staff
11. **APRIL BERNADETTE S. NALDA**, MPDC Designate/LPMC Secretariat
12. **AIZA M. MAHINAY**, MPDO Staff

PRELIMINARY MATTERS

a. Calling the meeting to order

The 3rd Quarter meeting of the Local Project Monitoring Committee was called to order by the Presiding Officer, Hon. Rustico B. Castillo Jr., at 1:00 in the afternoon.

b. Opening Prayer & Philippine National Anthem

The meeting formally commenced at exactly 1PM with an opening prayer followed by the singing of the Philippine National Anthem.

c. Roll Call and Declaration of a Quorum

Ms. April Bernadette S. Nalda, MPDC Designate/LPMC Secretariat, called the roll of the members of the LPMC followed by the declaration of a quorum by the Chair. Thereafter, LPMC Chair Rustico B. Castillo, Jr. proceeded with the scheduled agenda for the 3rd Quarter meeting and project inspection.

AGENDA

- Project Inspection and Review of the 3rd Quarter RPMES Findings
- Review and Recommendation of the Finalized LPMC Budget for CY 2027
- Other Matters



1. PROJECT INSPECTION AND REVIEW OF THE 3rd QUARTER RPMES FINDINGS

1.1 TERMINAL PAVILLION IMPROVEMENT

The Committee conducted an on-site inspection of the Terminal Pavillion Improvement located at Ward III, San Antonio, Northern Samar, with a total project cost of ₱499,452.12. The inspection formed part of the 3rd Quarter project monitoring activities and was subsequently reflected in the RPMES Project Inspection Report.

During the inspection, the Committee observed the following deficiencies:

- Painting works were incomplete and appeared to have only the initial or first coat, resulting in an uneven and unfinished appearance.
- The fascia board and ceiling works were incomplete, and portions of the side enclosure remained open. The exposed plywood may be reached by rainwater, creating a risk of water intrusion and deterioration.
- The concrete posts had rough finishing and appeared uneven or misaligned.
- The project billboard lacked the required project details and information.
- Overall workmanship and finishing were found unsatisfactory and in need of corrective works.

The Committee agreed that the deficiencies be formally documented and referred to the Municipal Engineering Office/Implementing Office and the contractor for immediate corrective action. The contractor shall be required to complete the prescribed painting works; finish the fascia board, ceiling, and side enclosure to prevent rainwater intrusion; correct and properly finish the uneven or rough posts; complete the required information on the project billboard; and rectify all other noted workmanship deficiencies in accordance with the approved plans and specifications.

The body further agreed that the corrective works shall be monitored and subjected to reinspection prior to project acceptance. The Committee emphasized the importance of detailed site inspection, proper documentation of deficiencies, and verification of corrective works to prevent the acceptance of incomplete or substandard outputs.

2. REVIEW AND RECOMMENDATION OF THE FINALIZED LPMC BUDGET FOR CY 2027

The Committee reviewed the finalized proposed budget for the Local Project Monitoring Committee for CY 2027 under Maintenance and Other Operating Expenses (MOOE), with a total proposed appropriation of Fifty Thousand Pesos (₱50,000.00). The finalized budget provides ₱8,000.00 for Quarterly LPMC Meetings - Meals/Snacks; ₱20,000.00 for Incentives/Honoraria of LPMC Members; ₱10,000.00 for LPMC Capacity Development/Orientation on Project Monitoring and Evaluation; and ₱12,000.00 for Safety/Field Monitoring Supplies and Minor PPE Requirements.

After review and discussion, the Council found the proposed allocations responsive to the operational, capacity-building, and field-monitoring requirements of the Committee. The finalized budget was reviewed and recommended by the Council for inclusion in the CY 2027 budget,



subject to applicable budgeting, accounting, auditing, and other existing government rules and regulations.

The body likewise reiterated that the budget should support the effective discharge of the LPMC's monitoring and evaluation functions, particularly regular meetings, field inspections, capacity development, and the safety of members during project monitoring activities.

3. OTHER MATTERS

The Secretariat was directed to finalize the 3rd Quarter RPMES documentation, incorporate the inspection findings and agreed corrective actions, and coordinate with the concerned offices and contractor regarding compliance and subsequent reinspection.

ADJOURNMENT:

There being no other matters to discuss, the meeting was adjourned after the completion of the scheduled deliberations and project inspection.

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