



Republic of the Philippines  
Province of Northern Samar  
MUNICIPALITY OF SAN ISIDRO

*"The Waterfalls Capital of Northern Samar"*

**PADAYON SAN ISIDRO: Empowered Governance, United for Sustainable Progress.**

## LOCAL PROJECT MONITORING COMMITTEE

### MINUTES OF THE MEETING

January 23, 2026 @ 08:30 A.M.  
Conference Room, 3/F Municipal Building  
GB Tan Street Poblacion, Sur, San Isidro, N. Samar

### ATTENDANCE

Please see attached attendance sheet.

### PRELIMINARIES

Opening Prayer - Audio Visual Presentation

### ACKNOWLEDGEMENT OF ATTENDEES/DETERMINATION OF QUOROM

Engr. Mike Angelo L. Mahinay, staff of the LPMC Secretariat, presented and acknowledged the presence of the members of the Local Project Monitoring Committee. With ten (10) out of eleven (11) regular members of the committee were present, Engr. Padilla P. Olitan, LPMC Chairman, declared a quorum.

### CALL TO ORDER

The LPMC Chairperson, Paddila P. Olitan called the meeting of the Local Project Monitoring Committee to order at 10:35 in the morning. (The meeting was set at 8:30 in the morning but since a mass was also scheduled at the Function Hall which is just beside the Conference Room, the members decided to wait for the mass to finish first.)

### PRESENTATION AND APPROVAL OF THE AGENDA

The Chair directed the Secretariat to read the proposed agenda to wit:

1. Schedule of 1<sup>st</sup> Quarter Site Inspection:
  - a. Rehabilitation/Improvement of Health Station at Barangay Veriato
  - b. Construction of One-Storey School Building at Barangay Mabuhay
  - c. Completion of Evacuation Center at Barangay Seven Hills
  - d. Improvement of Slaughter House at Barayong, Poblacion Norte

2. Other Matters

### NEW BUSINESS AGENDA

1. Schedule of 1<sup>st</sup> Quarter Site Inspection:



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- d. Improvement of Slaughter House at Barayong, Poblacion Norte

Engr. Mike Angelo Mahinay, Staff of LPMC Secretariat, was acknowledged by the Chair to present the latest update on the status of the four projects that are set to be monitored by the LPMC. He then briefly discussed the extent of the project and each of the project cost along with the Programs of Work and Plans.

Municipal Administrator, Dante B. Avila, questioned about one of the Contractors involved which is the MARCARP Engineering Developers and Supplies if where they are located as he is not familiar with the contractor. He also raised his concern about the nearing end date for the Completion of Evacuation Center. Engr. Padilla P. Olitan, LPMC Chairman, then responded that this contractor has already made its commitment to finish the project within its given time.

After Engr. Mike Angelo Mahinay finished his presentation, Marilyn Cañete, Municipal Treasurer, asked for some advice on how to properly check the Program of Works and Plans that were given to them. Engr. Padilla P. Olitan then proceeded to share his insights on how to properly check the Programs of Work. He then pointed out a sample item in the POW on how to check if the materials listed are already delivered or installed onsite. He showed his knowledge in conducting site inspection and monitoring.

After the discussion provided by Engr. Padilla P. Olitan, Hon. Wilson A. Tomacas, SB Member, also pointed out that before the inspection the Contractors and Barangay Captains must be notified so that during the inspection they may be able to attend. Hon. Al B. Bacolod, Barangay Captain, suggested to the LPMC secretariat to send a letter of communication to when will be the schedule of site inspection.

With no other concerns, Engr. Padilla P. Olitan, LPMC Chairman, now asked the committee to when will they be available for the site inspection and he also suggested that it must be held on January 30, 2026. Hon. Al B. Bacolod mentioned that he may not be able to attend if the said schedule is to be approved because of a seminar to be attended by the Barangay Captains. But ma'am Marilyn Cañete added that if the other members were available for that time and still could declare a quorum, then it is just fine to proceed with the January 30, 2026 schedule for the site inspection.

As the other members approved to what ma'am Cañete has said, the chair has now moved to approved the said schedule and proceed with the next agenda. The project site inspection was scheduled on January 30, 2026 at 9:00 in the morning.



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2. Other Matters

The chair has acknowledged the LPMC secretariat to start with the next agenda and proceed with the other matters. Engr. Mike Angelo Mahinay asked the members of the LPMC if there were any concerns and queries that should still be clarified.

Hon. Al B. Bacolod shared his concerns about the honorarium for the CSO Members of the committee and he also mentioned that it must be raised during the Municipal Development Council meeting to ask for a supplemental budget that it needs.

Paquito B. Amor, CSO representative from the KABALIKAT CIVICOM Association, appreciated the efforts of the LPMC to be able to give or provide the honorarium.

As the talks about the honorarium has already ended, the Chair finally once asked if there are still any other concerns hearing none, the declared that the meeting has now been concluded.

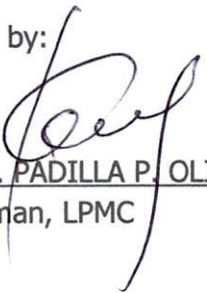
**ADJOURNMENT**

There being no other business, the meeting was adjourned at 11:30 in the morning.

Prepared by:

  
MIKE ANGELO L. MAHINAY  
LPMC Secretariat

Noted by:

  
ENGR. PADILLA P. OLITAN  
Chairman, LPMC