



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 2nd QUARTER MEETING AND TRAINING

April 23, 2026

9:00 AM

SB Session Hall, 2nd Floor, Legislative Building, San Isidro, N. Samar

I. PROCEEDINGS:

• **Call to Order:**

The meeting was called to order by Engr. Padilla P. Olitan at 9:00 AM. The start was delayed from 8:30 AM to accommodate members traveling from distant barangays.

• **Attendance & Quorum:**

Engr. Mike Angelo Mahinay, LPMC Secretariat and Planning Officer I, acknowledged the presence of the members of the Local Project Monitoring Committee. The attendance was recorded by the Secretariat, and with 6 out of 11 members present as reflected in the attached attendance sheet, a quorum was established.

Engr. Padilla P. Olitan, LPMC Chairman and Municipal Environment and Natural Resources Officer, officially declared the quorum.

• **Agenda Approval:**

The agenda presented by the Chairman was moved for approval by **Hon. Wilson Tomacas**, Member and SB Co-Chair on Rules, Privileges, Public Ethics, Good Governance & Accountability. The motion was seconded by **Victorino Ibanez**, CSO Representative of the San Isidro Upland Farmers Development Association (SUFDA).

II. TRAINING SESSIONS

Topic 1: Strengthening the Functionality of LPMCs and Revised RPMES Forms

Speaker: Rosalie C. Madrid, PEO II, PDMU

The session emphasized the specific roles and responsibilities of each member and the critical importance of the committee's function within the municipality.

The speaker commended LPMC San Isidro for achieving a **"High Functionality"** rating and encouraged the body to maintain this level of performance.

Regarding queries on local projects, it was clarified that the committee holds responsibility for projects within its jurisdiction, and all coordination should be conducted through formal communication letters.

LOCAL PROJECT MONITORING COMMITTEE

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Engr. Jeza S. Sumayod, Member and MLGOO, advised that any problems encountered during monitoring should be documented in a report and submitted to the province for immediate action.

A comprehensive discussion was held regarding the Revised RPMES Forms, with a specific focus on the requirements for site inspections to ensure full compliance by the committee.

Topic 2: Engineering for Non-Engineers

Speaker: Engr. II John Edzel G. Celajes

This session focused on the technical aspects of engineering works to empower non-engineer members to identify common issues during project implementation.

The speaker detailed the standard practices and regulations required for infrastructure works.

All queries raised during the discussion, particularly those concerning project monitoring, were addressed by the speaker.

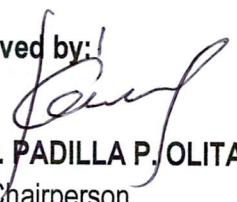
III. OTHER MATTERS & ADJOURNMENT

- **Site Inspection Schedule:** The committee suggested and agreed that the next site inspection is scheduled for **May 7, 2026**.
- **Next Meeting:** The Chairman decided, with the concurrence of the committee, that the next formal meeting will be conducted during the scheduled site inspection.
- **Adjournment:** The training and meeting were officially adjourned at **1:30 PM**. The early adjournment was necessary as the venue was scheduled for use by another sector in the afternoon.

Prepared by:


MYRELLE JOY C. MASDO
PMC Secretariat

Approved by:


ENGR. PADILLA P. OLITAN
PMC Chairperson