



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.

MUNICIPAL PROJECT MONITORING COMMITTEE

MINUTES of 3rd QUARTER MEETING AND SITE INSPECTION

JULY 24, 2026

8:30 AM

Multi – Purpose Building, Central Material Recovery Facility (CMRF)
Barayong, Poblacion Norte, San Isidro, Northern Samar

I. PROCEEDINGS:

Call to Order:

The meeting was officially called to order by Engr. Padilla P. Olitan, MPMC Chairman, at **10:30 AM**. The committee agreed to conduct the site inspection prior to the formal meeting.

Attendance & Quorum:

Engr. Olitan acknowledged the presence of the MPMC members. The Secretariat recorded the attendance, noting that **10 out of 11** members were present, as reflected in the attached attendance sheet. Having a majority of members present, Engr. Olitan officially declared a quorum.

Agenda Approval:

The proposed agenda was presented by the Chairman. Mr. Dante B. Avila (Member, Co-Chairman, and Municipal Administrator) moved for its approval, which was seconded by Mr. Victorino Ibañez (CSO Representative, San Isidro Upland Farmers Development Association - SUFDA).

II. FORMULATION OF RPMS FORM 7 (PROJECT FINDINGS & UPDATES)

Engr. Mike Angelo L. Mahinay (MPMC Secretariat and Planning Officer I) presented the progress reports and updates for the monitored projects.

The committee noted the following findings:

1. Repair and Renovation of Birthing and Laboratory Facility (Poblacion Sur)

- Mr. Dante B. Avila noted that the project is experiencing calendar lapses (delays) and suggested coordinating directly with the Municipal Engineering Office (MEO) to address the schedule.
- Engr. Olitan noted that he will inquire with the Municipal Engineering Office (MEO) regarding whether the contractor has formally requested or been granted a time extension for the project.



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2. Repair & Rehabilitation of Municipal Road, Quirino Street (Brgy. Poblacion Sur)

- Mr. Dante B. Avila recommended close coordination with the MEO to prevent the project from slipping further behind schedule. He emphasized the critical nature of this project, as the Rural Health Unit (RHU) is located along this route and delays directly impact emergency response vehicles.

3. Construction of Slope Protection Structure and Cementing of Access Road & Driveway (Barayong, Poblacion Norte)

- Mr. Victorino G. Ibañez pointed out the absence of a project sign or billboard at the site. He emphasized the necessity of project billboards to ensure transparency and keep the public informed.
- Mr. Dante B. Avila raised concerns regarding uncleared debris left at the site.
- Engr. Olitan noted positively that the riprap construction and project timeline allocation were completed earlier than expected.

4. Construction of Warehouse (Barayong, Poblacion Norte)

- Mr. Paquito B. Amor, Jr., CSO Representative from KABALIKAT CIVICOM Association, reported that the project site was unattended and no construction workers were present during the inspection.
- Engr. Olitan noted that physical progress is currently at **20%**, failing to meet the expected **50%** target for this timeframe.

III. OTHER MATTERS

- Mr. Victorino Ibañez, proposed that the committee draft a resolution requiring contractors (or their designated representatives) to be present during every site inspection. This will allow the MPMC to immediately address findings, clarify issues, and review project timelines on-site.
- Engr. Olitan formally recognized the motion, which was seconded by Mr. Paquito B. Amor, Jr. (CSO Representative, KABALIKAT CIVICOM Association).
- Mr. Dante B. Avila noted a general trend that almost all current projects are running behind their target timelines.

Resolution Approving Honoraria for CSO Representatives

- Engr. Olitan presented a resolution titled:

"A RESOLUTION APPROVING AND ENDORSING THE GRANT OF HONORARIA TO CIVIL SOCIETY ORGANIZATION (CSO) REPRESENTATIVES IN THE MUNICIPAL PROJECT MONITORING COMMITTEE (MPMC) FOR OFFICIAL PROJECT INSPECTIONS AND MEETINGS."



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- The resolution was moved for approval by Mr. Dante Avila and duly seconded by the majority of the members present.

IV. ADJOURNMENT

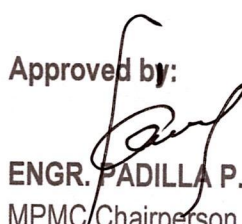
The meeting and inspection were officially adjourned at 1:30 PM. Early adjournment was carried out to accommodate members who needed to attend another scheduled commitment.

Prepared by:



MYRELLE JOY C. MASDO
MPMC Secretariat

Approved by:



ENGR. PADILLA P. OLITAN
MPMC Chairperson