



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

**LOCAL PROJECT MONITORING COMMITTEE (LPMC) 1ST QUARTER
MEETING AND ORIENTATION TRAINING**

Multi-Purpose Hall (Roofdeck), Pamunuan San Bungto Building,
San Roque, Northern Samar
March 12, 2026, Thursday

MINUTES OF MEETING

I. Agenda

- Re-Orientation and Training of LPMC by DILG-NSPO PDMU Engineers
- List of projects to be monitored
- Schedule of Project Inspection
- Other Matters

II. Attendance

(Refer to the attached attendance sheet)

III. Preliminaries

The meeting proper started at 10:00 AM with the Chairman, Hon. Ethel O Ramirez, delivering her message and formally calling the meeting call to order.

The meeting began with an opening prayer led by LPMC Vice-Chairman Hon. Ronald L. Mora. This was followed by the acknowledgement of members by LPMC Secretariat, Engineer Dionisio V. Beronilla Jr. After the roll call, Chairman Hon. Ethel O. Ramirez declared that a quorum was present, allowing the meeting to proceed with its official business.

A motion to dispense with the reading of previous minutes of the meeting by MLGOO Diana Liguil-Liguil, as the members had already reviewed the document and duly seconded by Hon. Ronald Mora.

IV. Meeting Proper

Part I – Orientation and Training

1. Orientation on Roles and Responsibility of LPMC

The first training session was conducted by Ronelie C. Saluib, PEO II of DILG-NSPO, PDMU, who discussed the Roles and Responsibilities of Local Project Monitoring Committee (LPMC). The presentation highlighted the committee's mandate to monitor, evaluate and ensure transparency and accountability in the implementation of local government projects.

2. Training on Engineering for Non-Engineers

a. Roads

The second training session was facilitated by April Joy Horca, Engr. III of DILG-NSPO PDMU. The topic focused on Engineering for Non-Engineers, which provided participants with basic knowledge on road construction, monitoring indicators, and key aspects that LPMC members should check during projects inspections.

b. Buildings

The third session was facilitated by Aira Vanessa V. Balasolla, Engr. II of DILG-NSPO PDMU. The training discussed the basic concepts of building construction, including structural components, quality control, and important parameters that should be monitored during the implementation of building projects.

At the conclusion of the training sessions, Certificate of Appreciation were awarded to the resource speaker in recognition of their valuable contributions and expertise shared with the LPMC members.

Part II – Committee Matters

The meeting resumed after the lunch break. The committee discussed the list of local government projects scheduled for monitoring and inspection for the current quarter.

Program/P Project Title	Implement ing Agency	Implementati on Schedule		S e c t o r	F u n d i n g A g e n c y	Total Program/ Project Cost (PIIP)	Financial Status (in PIIP exact figures)						Physical Accomplishmen t			Em plo yme nt Gen erat ed		Remarks
		Start Date (mm -dd- yyyy)	End Date (mm -dd- yyyy)				Appropri ations	Allotmen t	Obligatio ns	Disburse ments	Fu ndi ng Sup por t (%)	Fu nd Util izat ion (%)	Tar get O WP A to date (%)	Act ual O WP A to date (%)	S li p p a g e	M F		
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Some projects scheduled for monitoring this quarter were not included, as their current status remains under the bidding process. Consequently, these projects have yet to commence implementation and will be incorporated into the monitoring schedule once procurement activities are completed.

Project Inspection Schedule

Since there are only two projects to be monitored, the committee decided to proceed with the inspection at 3:00 PM, after the meeting.

Other Matters

CSO members Pedro Fuentes and Remegio S. Tuba requested that the committee be granted a quarterly honorarium, citing that they are entitled to such compensation for their services and active participation. They emphasized that the provision of an honorarium would not only recognized their contributions but also sustain their commitment to the committee's monitoring functions.

In line with this request, Mr. Pedro Fuentes moved for the creation of resolution formally requesting the Municipal Mayor to approve and grant a quarterly honorarium to the members and the secretariat of the Local Project Monitoring Committee (LPMC) of San Roque. The motion was duly seconded by Mr. Remegio S. Tuba and was thereafter presented to the body for consideration and appropriate action.

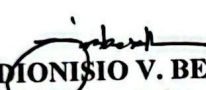
V. Adjournment

A motion for the adjournment of 1st Quarter Local Project Monitoring Committee (LPMC) meeting raised by Porferio C. Baluyot Jr., and was duly seconded by the majority of the committee present. The Chair approved the motion and the meeting ended at 2:30 PM.

Prepared by:


ENGR. ELISOL S. CAGRO
Engineer-II /LPMC Secretariat

Noted by:


ENGR. DIONISIO V. BERONILLA JR.
MPDC/LPMC Secretariat

Approved by:


HON. ETHEL G. RAMIREZ
SB Member/ LPMC Chairman