



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

**LOCAL PROJECT MONITORING COMMITTEE (LPMC)
3rd QUARTER MEETING**

2nd Floor Hallway, Pamunuan San Bungto Building,
San Roque, Northern Samar
September 07, 2026

MINUTES OF MEETING

I. Agenda

- List of projects to be monitored for 3rd Quarter
- Issues and concerns encountered during project implementation (if there's any)
- Schedule of Project Monitoring
- Other Matters

II. Attendance

(Refer to the attached attendance sheet)

III. Preliminaries

The meeting was opened with a prayer led by Mr. Porferio C. Baluyot. The members of the Local Project Monitoring Committee (LPMC) present during the meeting were acknowledged by one of the LPMC Secretariat, Engr. Michaela T. Abanilla. LPMC Chairperson, Hon. Ethel O. Ramirez, declared the presence of a quorum and formally opened the meeting at 2:30 PM.

The reading of the previous meeting's minutes was dispensed with upon motion of MLGOO Diana Liguig-Liguig, considering that copies of the previous minutes had already been provided to all members of the Committee. The motion was duly seconded by Mr. Porferio C. Baluyot. There being no objections, the motion was approved.

The proposed agenda was presented to the body. There being no objections, the agenda was approved as presented.

IV. Meeting Proper

A. List of Projects for Monitoring

The Committee discussed and finalized the list of projects to be monitored for the 3rd Quarter of 2026, as follows:

LOCAL PROJECT MONITORING COMMITTEE (PROJECTS FOR MONITORING FOR 3RD QUARTER OF 2026)	
NO.	PROJECT TITLE
1	CLUSTER PROJECT (2026-001) CONSTRUCTION OF SKIMBOARDING HUB AND SKIMBOARDING TOILET
2	REPAIR/REHABILITATION OF LAO-ANGAN FOOTBRIDGE PHASE-3
3	CONCRETING/CEMENTING ALONG BANTAYAN-CAMAMBANAN FMR

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4	CONSTRUCTION OF CONCRETE PATHWAY IN BRGY ZONE 3 (SITIO MALARAG)
5	CONSTRUCTION /COMPLETION OF ACCESS ROAD AT SITIO LUBOG
6	REHABILITATION OF MALARAG CREEK BRGY ZONE 1, ZONE 2 AND ZONE 3
7	CONSTRUCTION/COMPLETION OF MULTI-PURPOSE HALL@ BACKSTAGE
8	CONSTRUCTION OF MULTI-PURPOSE HALL PAMUNUAN SAN BUNGTO 2/F (PHASE-1)
9	CONCRETING IN BARANGAY ZONE 6 (MAGSAYSAY STREET)
10	CONSTRUCTION OF PRODUCT SHOWCASE AREA IN RCA (RESIDUAL CONTAINMENT AREA)

B. Schedule of Project Monitoring

After a brief deliberation, the Committee agreed to schedule the 3rd Quarter Project Monitoring on September 8, 2026.

However, some members informed the Committee that they might not be able to participate in the scheduled field monitoring due to another equally important activity scheduled on the same date.

The Committee took note of the concern and agreed to proceed with the scheduled activity, subject to the availability and participation of the concerned members.

V. Other Matters

A. LPMC Incentives

The LPMC Chairman, Hon. Ethel O. Ramirez, inquired about the status of the LPMC incentives. The matter was discussed with Municipal Accountant, Ms. Divina Bagapuro, who requested the presence of Budget Officer, Ms. Maureen Fuentes for an update.

The Budget Officer explained that the incentives for the 1st and 2nd Quarters may already be processed using the available LPMC funds. For the 3rd and 4th Quarters, supplemental funding will be necessary.

The Secretariat was instructed to prepare a Letter Request for Supplemental Budget, together with the detailed computation of the incentives. The request will serve as the basis for the preparation of the Supplemental Budget once approved by the Municipal Mayor.

It was further discussed that the amount of incentive per member should be reflected in the corresponding Executive Order (EO).

MLGOO Diana Liquid-Liquid clarified that although the amount of incentive is not specifically stated in the EO, there is an existing LPMC Resolution providing for the incentives.

The Municipal Accountant then asked whether the payroll for the incentives could already be processed. The Budget Officer confirmed that processing may proceed for the 1st and 2nd Quarters only at this time.

The Municipal Accountant requested a copy of the LPMC Resolution to support and attach to the payroll documents. The Secretariat confirmed that a copy of the Work and Financial Plan is also available.

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The LPMC Chairman instructed the Secretariat to prepare the LPMC Work and Financial Plan for 2027 so that the Committee can discuss and review it during the next quarterly meeting. The Secretariat acknowledged the instruction.

MLGOO Diana Liguig-Liguig further emphasized that once the Work and Financial Plan for 2027 is finalized, efforts should be made to ensure that the LPMC activities and requirements are included in the appropriate budget allocation so that approved activities can proceed with procurement and implementation.

The Budget Officer informed the Committee that the 2027 Budget Hearing had already been conducted, making the inclusion at this stage difficult. The Chairman responded that the LPMC may instead pursue the necessary funding through a Supplemental Budget, subject to applicable procedures and approval.

B. Inclusion of GAD Monitoring and Evaluation Team in the LPMC

The Municipal Accountant raised another matter concerning a recommendation in the previous year's Audit Observation Memorandum (AOM) regarding the inclusion of members of the Gender and Development (GAD) Monitoring and Evaluation Team in the LPMC as part of the expansion of its functions and membership.

It was noted that a GAD Monitoring and Evaluation Team has already been constituted and that the necessary action is to formally include representatives of the team in the LPMC membership.

The LPMC Chairman asked whether the entire GAD Monitoring and Evaluation Team should be included or whether representatives would suffice.

The Municipal Accountant explained that the recommendation did not specifically state the number of members to be included. She suggested that representatives of the GAD M&E Team may be designated, considering that including the entire team may not be practical. She further explained that the purpose is to broaden the LPMC's monitoring coverage beyond infrastructure projects and include GAD programs, projects, and activities (PPAs).

The following were identified as members of the GAD Monitoring and Evaluation Team:

- Municipal Mayor
- MSWDO
- MPDC
- GAD Focal Person
- Municipal Health Officer
- MLGOO
- Municipal Budget Officer
- Representative from the Civil Society/ Women's Group

The LPMC Chairman emphasized the importance of having representation from a women's organization.

MLGOO Diana Liguig-Liguig identified the Balnasan Women's Group Association, represented by Ms. Hazel Socorro, as the accredited women's organization that may be designated.

LPMC Secretariat, Engr. Dionisio Beronilla also identified Ms. Nancy Anastacio, GAD Focal Person, as a possible representative.

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MLGOO Diana Liguig-Liguig proposed that a resolution be prepared for the expansion of the LPMC's functions and the inclusion of Ms. Nancy Anastacio and Ms. Hazel Socorro as members/representatives of the GAD M&E Team.

It was likewise proposed that the existing Executive Order creating/reconstituting the LPMC be reviewed and amended to reflect the inclusion of the GAD M&E representation and the applicable honorarium/incentive provisions.

The LPMC Chairman instructed the Secretariat to take note of the matter and prepare the necessary documents.

The Secretariat acknowledged the instruction.

C. Financial and Physical Accomplishment Report (RPMES Form 5)

The Municipal Accountant raised a concern regarding the Financial and Physical Accomplishment Report (RPMES Form 5).

She requested that the Project Identification Number/Project ID be included in the form to avoid confusion when project titles are similar and to prevent errors in entering financial information.

She further requested that the form be coordinated first with the Budget Office, since the Budget Officer maintains information relating to appropriations, allotments, and obligations, while the Municipal Accounting Office primarily maintains the disbursement records.

It was also suggested that the Secretariat coordinate with the Municipal Engineering Office for information pertaining to project costs, as these records may also be available in the Engineering Office.

The Municipal Accountant advised the Secretariat to first coordinate with the Engineering Office, then proceed to the Budget Office for the appropriations, allotments, and obligations, before submitting the form to the Accounting Office for the disbursement data.

D. LPMC Inclusion in the AIP 2027

LPMC Secretariat, Engr. Dionisio Beronilla raised a concern regarding the Annual Investment Program (AIP) for 2027. He proposed that the LPMC be placed under the Municipal Project Development and Management Office, noting that the LPMC's activities in the 2026 Supplemental AIP had previously been included under the MPDC Office.

The LPMC Chairman acknowledged the proposal and emphasized the need to prioritize the LPMC's PPAs and operational requirements.

The Chairman also noted that the Committee regularly conducts project monitoring activities but lacks some essential monitoring equipment and supplies, such as hard hats, which are necessary for safe and effective field monitoring.

MLGOO Diana Liguig-Liguig suggested that the Committee should finalize the detailed breakdown of activities and requirements in the Work and Financial Plan and ensure that the proposed activities are properly pursued for funding.

The LPMC Chairman emphasized that all concerned offices and members should work together to ensure that the LPMC's plans, requirements, and activities are properly supported and implemented.

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VI. Adjournment

There being no other matters to discuss, the meeting was adjourned upon the declaration of the LPMC Chairman, Hon. Ethel O. Ramirez.

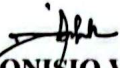
The Chairman thanked the members for their participation and reminded everyone of the scheduled project monitoring activity.

The meeting was officially adjourned at 4 o'clock in the afternoon.

Prepared by:


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

Noted by:


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

Approved by:


HON. ETHEL O. RAMIREZ
SB Member/ LPMC Chairman

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