

Republic of the Philippines
Province of Samar
CITY OF CATBALOGAN
Local Project Monitoring Committee

Minutes of the 2nd Quarter Meeting of the Local Project Monitoring Committee (LPMC) held last May 18, 2026, 9:00AM at City Planning and Development Coordinator's Office, Brgy. 04 Poblacion, Catbalogan City

Attendance:

Present:

Engr. Zerlin H. Delgra represented by Ms. Ivy Calbes
Ms. Janice B. Terado, CLGOO
Engr. Lucy D. Francisco represented by Engr. Kevin Alvin Cabrigas
Engr. Rex Marvin R. Fabrigaras, Engineer IV
Engr. Floreza A. Marco, Engineer I
Engr. Jesus Ocasla represented by Engr. Dino Ocino
Engr. Arnaldo V. Aroza, City Planning and Development Coordinator
Ms. Peachy Y. Daguman represented by Dwyn Fredric Piczon
Ms. Samar Mohamed Bandoukji represented by Arturo Mabangue Jr.
Mr. April Nikko T. Ramos represented by Elmar M. Mabag
Mr. Paul Adonis represented by Rey Q. Guevarra

Absent:

Engr. Rizal N. Ignacio, Tax Mapper IV
Mr. Jovic C. Rapanan, WARAYA President

The Local Project Monitoring Committee (LPMC) convened on May 18, 2026 at 9:00 AM at the City Planning and Development Coordinator's Office, Brgy. 04 Poblacion, Catbalogan City.

I. Call to Order, Opening Message, and Confirmation of Quorum

The meeting was called to order by Ms. Ivy Calbes, authorized representative of Engr. Zerlin H. Delgra, Chairperson of the LPMC. Engr. Arnaldo Aroza, Secretariat, welcomed the members and representatives present and confirmed that a quorum was duly constituted.

II. Matters Discussed

A. Technical Skills Training on Basic Engineering Concepts and Project Monitoring

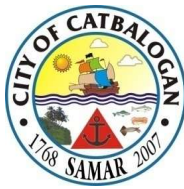
The Committee conducted a Technical Skills Training on Basic Engineering Concepts and Project Monitoring to enhance the capacity of Local Project Monitoring Committee (LPMC) members in carrying out project inspections and monitoring activities. The training covered fundamental engineering concepts, project implementation standards, and practical approaches to project assessment and monitoring. The



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resource speakers were Engr. Dino Ocino, Engineer II, and Engr. Kevin Alvin Cabrigaras, Engineer II, both from the City Engineering Office, who provided valuable technical insights and guidance to the participants.

Following the discussion, the Committee recognized the need for a standardized tool to assist members in project inspections, particularly those without an engineering background. On motion of **Ms. Janice B. Terado, CLGOO, duly seconded by Engr. Floreza Marco, Engineer I of the City Internal Audit Services Office**, the Committee agreed to request the City Engineering Office to develop a standardized punch listing form to guide LPMC members in the assessment, monitoring, and evaluation of identified city projects during scheduled project inspections. The motion was carried.

B. Issuance of an Executive Order reorganizing the Local Project Monitoring Committee (LPMC)

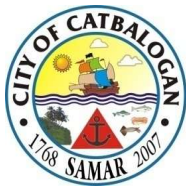
The Committee was informed by **Engr. Rex Marvin Fabrigaras** that there is a need to reorganize the composition of the Local Project Monitoring Committee (LPMC) due to changes in leadership and the availability of some of its original members. He emphasized that the LPMC, as the primary monitoring body responsible for overseeing the implementation of government-funded programs, projects, and activities within the City of Catbalogan, must maintain an updated and functional membership to ensure the effective discharge of its mandates and responsibilities.

Engr. Fabrigaras further explained that the reorganization is necessary to reflect the current organizational structure of the City Government and to designate appropriate representatives from the concerned offices. Accordingly, **once again, a motion was moved by Ms. Janice B. Terado, duly seconded by Engr. Floreza Marco**, recommending to the City Mayor the issuance of an Executive Order reorganizing the Local Project Monitoring Committee (LPMC) to reflect changes in its composition, including the designation of Ms. Samar Mohamed Bandoukji, Acting City Budget Officer, and Mr. Dwyn Fredric Piczon, City Government Assistant Department Head of the City Accounting Office. The motion was unanimously approved by the body.

C. Other Matters

The Committee underscored the importance of maintaining strong coordination and collaboration among the concerned offices and partner agencies to ensure the efficient implementation of approved programs, projects, and activities, as well as the timely submission of required monitoring and accomplishment reports. Members recognized that sustained commitment and active participation from all stakeholders are crucial in upholding the effectiveness and functionality of the Local Project Monitoring Committee (LPMC).





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The body further expressed its collective aspiration for the LPMC to once again attain national recognition for exemplary performance and functionality during the current assessment year. In this regard, all members were encouraged to remain proactive in fulfilling their respective roles and responsibilities, strengthen monitoring mechanisms, and work collaboratively toward achieving another national award for the City of Catbalogan.

III. Adjournment

There being no other matters to discuss, the meeting was adjourned at 12:00PM.

Prepared by:


ARNALDO V. AROZA
CPDC / LPMC Secretariat

Approved by:


ZERLIN H. DELGRA
CGSO / LPMC Chairperson



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