

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

*Minutes of the 3rd Quarter Meeting of the Local Project Monitoring Committee (LPMC)
held last September 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 Mr. Mark Jojo Macaspag
Ms. Ma. Vanessa C. Borja, CLGOO
Engr. Lucy D. Francisco, City Engineer
Engr. Rex Marvin R. Fabrigaras, Engineer IV
Engr. Floreza A. Marco, Engineer I
Engr. Arnaldo V. Aroza, City Planning and Development Coordinator
Engr. Rizal N. Ignacio, Tax Mapper IV
Mr. Jovic C. Rapanan, WARAYA President
Mr. Dwyn Fredric Piczon, Asst. City Accountant
Ms. Samar Mohamed Bandoukji, Acting City Budget Officer
Ms. Myra G. Tambor, CSO representative

Absent:

Engr. Jesus Ocasla, Engineer IV

The Local Project Monitoring Committee (LPMC) convened on September 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 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. 2026 LPMC 2nd Quarter Performanc

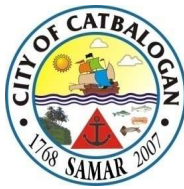
The Secretariat presented the performance of the Local Project Monitoring Committee for the 2nd Quarter of Calendar Year 2026. The Committee discussed the activities undertaken during the quarter, including the conduct of project monitoring activities and the Technical Skills Training on Basic Engineering Concepts and Project Monitoring. The training enhanced the capacity of LPMC members in project inspection and monitoring and covered fundamental engineering concepts, project implementation standards, and practical approaches to project assessment.



We would love to
hear from you!

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The Committee also noted the action taken during the 2nd Quarter meeting regarding the development of a standardized punch listing form to assist members, particularly those without an engineering background, during project inspections. The Committee emphasized the importance of continuing regular monitoring, proper documentation, coordination with concerned offices, and timely submission of accomplishment and monitoring reports.

B. SubayBAYANI Awards

The Committee discussed the City of Catbalogan's participation in the 2026 SubayBAYANI Awards, including the monitoring and documentation requirements for the nominated project. Members emphasized the importance of completing all necessary requirements, ensuring proper coordination among the LPMC, concerned offices, and barangay officials, and submitting the required documents and supporting materials within the prescribed period. The Committee noted that upon satisfactory completion and submission of all the necessary requirements, the City of Catbalogan may be considered for recognition under the 2026 SubayBAYANI Awards. The Committee agreed to continue supporting the necessary activities and documentation to ensure compliance with the awards program requirements.

C. 2027 LPMC Work and Financial Plan

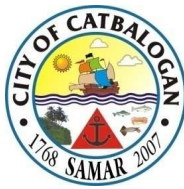
The Secretariat presented the proposed 2027 Work and Financial Plan of the Local Project Monitoring Committee, outlining the planned activities, expected outputs, implementation schedules, responsible units or individuals, funding sources, and corresponding budgetary requirements for Calendar Year 2027. The proposed plan is intended to guide the systematic implementation of the LPMC's activities and strengthen its project monitoring, inspection, evaluation, and coordination mechanisms.

After discussion, Ms. Myra Tambor, CSO Representative, moved for the approval of the 2027 Work and Financial Plan, duly seconded by Mr. Dwyn Fredric Piczon, Assistant City Accountant. The motion was unanimously approved. The Committee approved the 2027 Work and Financial Plan with a total proposed budget of Four Hundred Fifteen Thousand Pesos (Php 415,000.00), chargeable against the General Fund – Proper, subject to the availability of funds and compliance with existing government rules and regulations.

The Committee further approved LPMC Resolution No. 2026-09-001 entitled "A Resolution Approving the 2027 Work and Financial Plan of the Local Project Monitoring Committee (LPMC) of the City of Catbalogan, Province of Samar."

D. Other Matters





The Committee discussed the proposed Training on Engineering for Non-Engineers for Civil Society Organization (CSO) Representatives. The proposed activity aims to provide CSO representatives with fundamental knowledge on basic engineering concepts, project plans and specifications, construction processes, quality of workmanship, materials, measurements, project inspection, and other matters relevant to the monitoring of infrastructure projects.

After discussion, Mr. Dwyn Fredric Piczon, Assistant City Accountant, moved for the approval and recommendation of the conduct of the training, duly seconded by Ms. Myra Tambor, CSO Representative. The motion was unanimously approved. The Committee further approved LPMC Resolution No. 2026-09-002 entitled "A Resolution Recommending and Approving the Conduct of a Training on Engineering for Non-Engineers for Civil Society Organization (CSO) Representatives of the City of Catbalogan, Province of Samar."

The Committee likewise underscored the importance of continued coordination and active participation among members and concerned offices to ensure the effective implementation of monitoring activities, proper documentation, and timely submission of required reports.

Furthermore, Engr. Aroza mentioned that the LPMC may coordinate with the Provincial and Regional PMCs regarding the schedule and conduct of project inspections within the City. He emphasized that such coordination would help avoid duplication of monitoring activities and ensure that concerned local offices are properly informed and involved. Mr. Piczon expressed agreement with the proposal.

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

