

 <p>LBP RESOURCES AND DEVELOPMENT CORPORATION 24TH Floor LBP Plaza 1598 M.H Del Pilar cor. Dr. J. Quintos St. Malate Manila</p>	<p>MANPOWER & MAINTENANCE SERVICES MANUAL</p>	<p>Class Code: D</p>
	<p>Chapter 8: Supplies, Tools, and Equipment</p>	<p>Reference Code: OM-MMS-8.0</p>
		<p>Revision Number: 00</p>
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A. General Guidelines

1. All tools and equipment necessary for the janitorial/maintenance works shall be under the custody and accountability of the Housekeeping Supervisor or the Project’s Property Custodian or Leadman (if any). These shall be covered by a Memorandum Receipt (MR).
2. Due care shall be exercised in the use of the tools and equipment. The Housekeeping Supervisor/ Property Custodian/ Leadman shall be responsible for the proper care and upkeep of the tools and equipment under his custody.
3. The employee accountable for the tools and/or equipment shall be liable for its money value in case of improper or unauthorized use or misapplication thereof, by himself or by any person for whose acts he may be responsible. He shall likewise be responsible for all losses, damage or deterioration occasioned by negligence in the keeping or use of the property at the time in his actual custody.
4. As in all other properties of the Corporation, all tools and/or equipment shall be used for official purposes only.
5. The Housekeeping Supervisor/ Property Custodian/ Leadman shall request for the issuance/withdrawal of supplies, tools and equipment required for the maintenance or janitorial works.
6. The Account Officer shall be responsible for the preparation of Procurement Request Form for required supplies, tools, and equipment based on the Withdrawal Slip prepared by the Housekeeping Supervisor/ Property Custodian/ Leadman. The Account Officer shall also maintain the stock cards and submit a monthly inventory of the supplies and consumables used in the maintenance/janitorial services.

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B. Detailed Procedure

1. Procurement of Supplies, Tools, and Equipment

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| Account Officer | 1.1 | Prepares Procurement Request Form (PRF) according to the approved list of supplies, tools, and equipment per contract or Service Agreement. |
| | 1.2 | Forwards the PRF to the PMMS Dept. Head for review/signature. |
| PMMS Dept. Head | 1.3 | Reviews and signs the PRF and endorses to the President/CEO for approval. |
| President/CEO | 1.4 | Approves and signs the PRF. |
| Account Officer | 1.5 | Submits the signed PRF to the Procurement personnel. |
| | 1.6 | Files receiving copy of the PRF and monitors procurement and delivery of the supplies, tools, and equipment. |
| Procurement Personnel | 1.7 | Purchases the requested supplies, tools, and equipment in accordance with R.A. 9184 and the usual procurement policies and procedures. |

2. Withdrawal and Delivery of Consumables

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| Housekeeping Supervisor/
Property Custodian/
Leadman | 2.1 | Requests for the issuance/ withdrawal of materials in accordance with the requirements of the project thru the Withdrawal Slip (WS). |
| | 2.2 | Submits the WS to the PMMS Dept. Head. |

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| PMMS Dept. Head | 2.3 | Reviews and signs the WS. |
| | 2.4 | Forwards the WS to the Central Warehouseman. |
| Central Warehouseman | 2.5 | Facilitates the delivery of the requested materials in accordance with the usual warehousing policies and procedures. |

3. Inventory

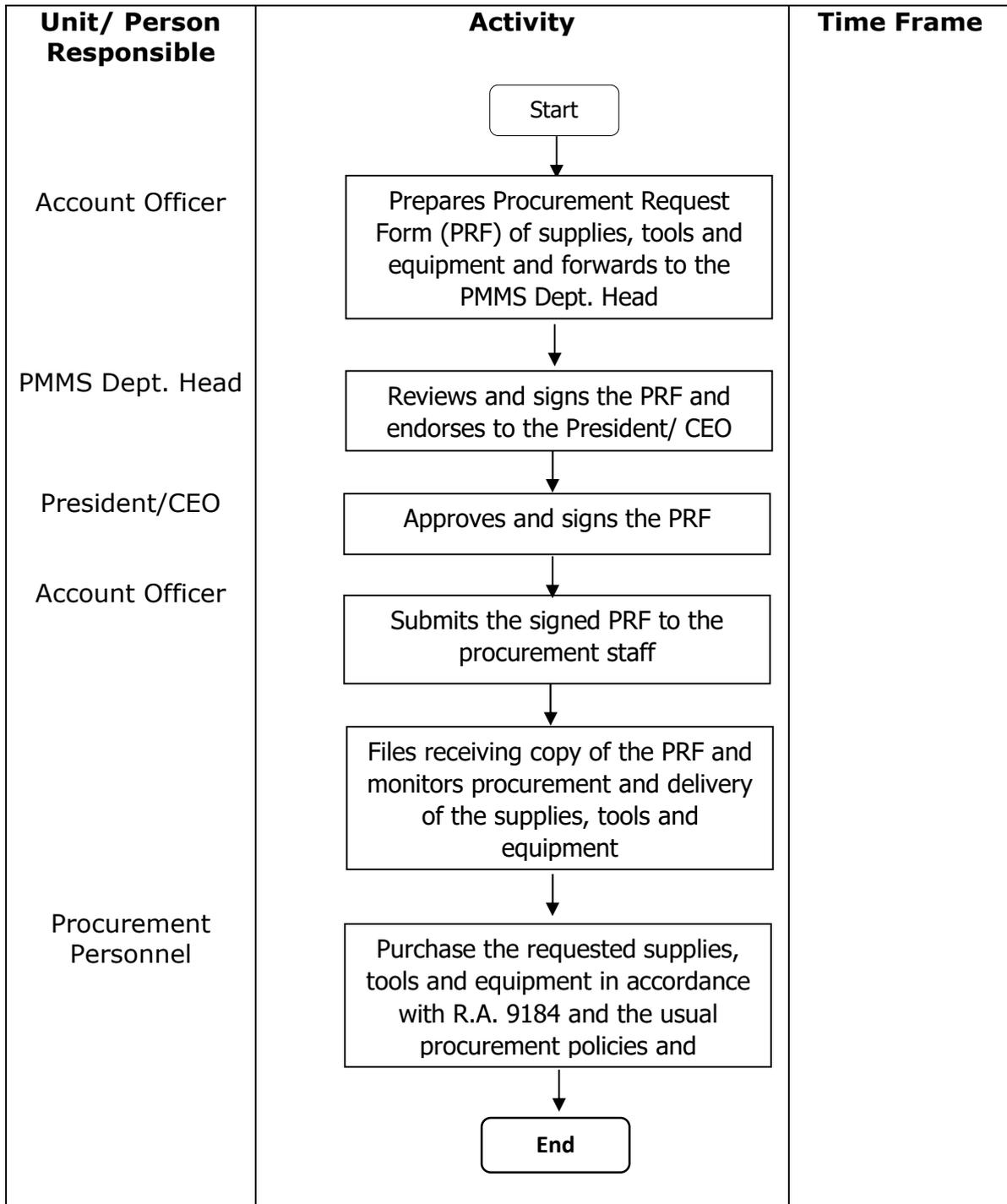
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|-----------------|-----|---|
| Account Officer | 3.1 | Collates documents for the updating of inventory report and stock cards (i.e., Official Receipts/Sales Invoice, Property Transfer Slip) |
| | 3.2 | Updates stock cards. |
| | 3.3 | Prepares monthly inventory report and forwards to PMMS Dept. Head |
| PMMS Dept. Head | 3.4 | Reviews and signs the monthly inventory report. |
| Account Officer | 3.5 | Provides the Accounting Unit a copy of the duly-signed inventory report for costing/recording. |

0801 PROCESS FLOW

The process flows for the procurement, withdrawal, issuance/delivery, and monitoring of supplies, tools, and equipment are presented in Exhibits 8.1 to 8.3.

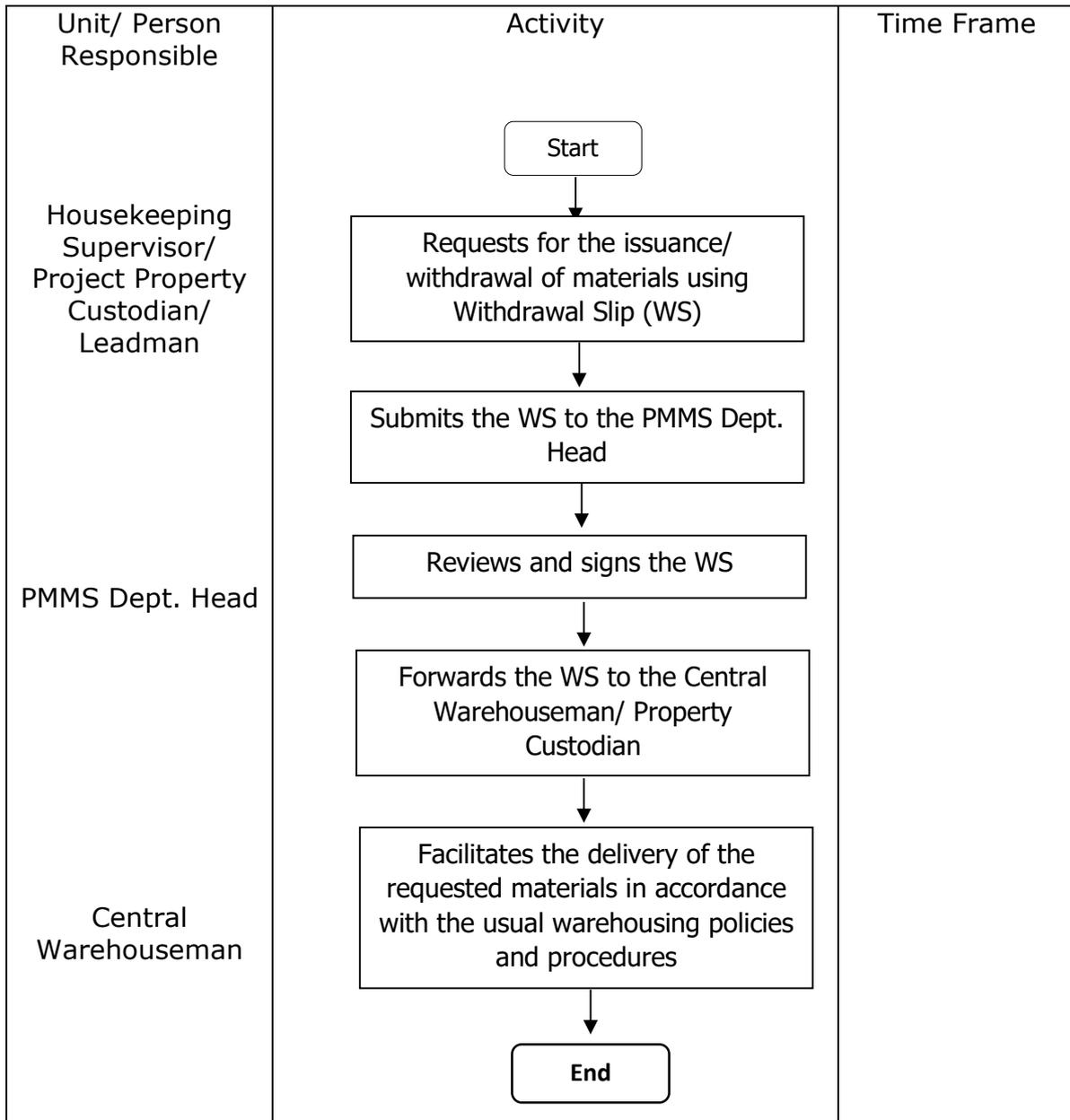
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Exhibit 8.1 Procurement of Supplies, Tools and Equipment



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Exhibit 8.2 Withdrawal and Delivery of Consumables



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Exhibit 8.3 Inventory

