

 <p>LBP RESOURCES AND DEVELOPMENT CORPORATION 24TH Floor LBP Plaza 1598 M.H Del Pilar cor. Dr. J. Quintos St. Malate Manila</p>	MANPOWER & MAINTENANCE SERVICES OPERATIONS MANUAL	Class Code: D
		Reference Code: OM-MMS-10.0
	Chapter 10: Reportorial Requirements	Revision Number: 00
		Date: Effective Nov. 20, 2018
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A. General Guidelines

1. The Administrative and General Services Department shall ensure that all reportorial requirements of DOLE or other governing agencies as well as that of clients/principal are submitted within the set time frame.
2. In accordance with DOLE 18-A, LBRDC shall submit in triplicate its semi-annual report using a prescribed form to the appropriate DOLE Regional Office. The report shall include:
 - 2.1 A list of contracts entered with the principal during the subject reporting period;
 - 2.2 The number of workers covered by each contract with the principal;
 - 2.3 Proof of payment of remittances to the SSS, HDMF, PhilHealth, ECC, and the BIR due its employees, during the subject reporting period and amortization of declared loans due from employees;
 - 2.4 A certified listing of all cases filed against LBRDC before the NLRC and DOLE.
3. A monthly or quarterly report as agreed upon shall be submitted to the Principal/Client.