

 <p>LBP RESOURCES AND DEVELOPMENT CORPORATION 24TH Floor LBP Plaza 1598 M.H Del Pilar cor. Dr. J. Quintos St. Malate Manila</p>	ADMINISTRATIVE MANUAL	Class Code: D
		Reference Code:
	Chapter 13: Administrative Discipline	OM-ADM-13.0
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1301 General

No officer or employee of the Company shall be removed or suspended except for cause as provided for by law after due process.

All officers and employees of the Company may be terminated from employment based on the grounds for termination as stated under the existing policies of the Company and the Labor Code. Normally, termination is preceded by corrective action unless unsatisfactory performance or misconduct warrants immediate dismissal.

1302 Disciplinary Action

In carrying out disciplinary actions, similar penalties shall be imposed for similar offenses and only one penalty shall be imposed for each case.

The transfer of an officer or employee of the Company from one position to another without demotion in rank or reduction in salary, when made in the interest of service and not arising from an administrative action, shall be considered a penalty.

The withholding of benefits of an employee while an administrative case is under process shall not be considered as a penalty, unless otherwise provided, such benefit withheld shall accrue to the respondent from the charge/ case or if the penalty imposed upon him is not dismissal for cause.

The filing of a criminal case in a judicial court shall not be suspend the filing of an administrative case for the same offense. An exoneration or acquittal in a criminal case shall likewise not prejudice the administrative case.

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1303 Grounds for Administrative Disciplinary Action

The following action:

1. Grave offenses A

- a. Dishonesty
- b. Gross and habitual neglect of duty
- c. Grave misconduct
- d. Being notoriously undesirable
- e. Conviction of a crime involving moral turpitude
- f. Falsification of official document
- g. Physical or mental incapacity or disability due to vicious habits
- h. Dereliction of duty
- i. Habitual absences without approved leave
- j. Habitual tardiness

Penalty: Dismissal upon first commission

2. Grave offenses B

- a. Grave oppression
- b. Disgraceful and immoral conduct
- c. Inefficiency and incompetence in the performance of official duties
- d. Refusal to perform official duty
- e. Gross insubordination
- f. Conduct grossly prejudicial to the best interest of the service
- g. Disclosing or misusing confidential or classified information to further private interests or give undue advantage to anyone.

Penalty: Suspension (6 months & 1 day to 1 year) upon first commission and dismissal upon second commission

3. Less Grave offenses

- a. Simple neglect of Duty
- b. Simple misconduct

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- c. Gross discourtesy in the course of official duty
- d. Simple insubordination
- e. Habitual drunkenness

Penalty: Suspension of 1 month and 1 day to 6 months upon its first commission, suspension of 6 months and 1 day to 1 year upon its second commission, and dismissal upon its third commission

4. Light offenses

- a. Discourtesy in the course of official duty
- b. Violation of reasonable office rules and regulations
- c. Engaging in prohibited gambling
- d. Refusal to render overtime service
- e. Lending money at usurious rates of interest
- f. Willful failure to pay just debt
- g. Willful failure to pay taxes due to government
- h. Failure to process documents and complete tasks which are part of employee's duties and responsibilities.

Penalty: Reprimand upon its first commission, suspension of 1 to 30 days upon its second commission, and dismissal upon its third commission.