

 <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
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	Chapter 17: Corporate Communication and Records	OM-QMR-17.0
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1701 General

The nature of the Company’s business dealing with confidential information of the business, financial and, at a times, personal activities of the clients. In order to ensure the confidentiality of such information, all officers and staff of LBRDC shall be expected to exercise proper caution in the handling office documents, as well as discussing the activities of the Company as well as of the clients.

1702 Action on Correspondence

All official correspondence addressed to the Company shall be received and logged by the Administrative Section who shall then forward the documents to the President/ General Manager or other concerned employees.

1703 Official Communications and Documents

All official communications and documents shall pass through the proper chain of authority as specified on the relevant office forms or operational procedure. Communications intended for the general public shall be submitted to the President or General Manager.

1704 Security of Records and Documents

All official records and documents of the Company shall be kept in the records room. The Administrative Section shall maintain a record of all the documents kept in the records room and shall log all file withdrawals and subsequent returns.