

 <p>LBP RESOURCES AND DEVELOPMENT CORPORATION 24TH Floor LBP Plaza 1598 M.H Del Pilar cor. Dr. J. Quintos St. Malate Manila</p>	<p>MANUAL ON BROKERING SERVICES OPERATIONS MANUAL</p>	<p>Class Code: D</p>
	<p>Introduction</p>	<p>Reference Code: OM-BS-i Revision Number: 00 Date: Effective Nov. 20, 2018 Page i</p>

A. Objectives of the Manual

This Manual is issued in order to:

- Comply with the approved LBP Guidelines and Policies on Accreditation of Real Estate Brokers (REB)
- Adopt a standard and uniform rules and regulations governing the brokering business of the Corporation
- Guide the concerned personnel in their brokering activities

B. Scope of the Manual

This manual prescribes the necessary policies and standard procedures in the implementation of the brokering services of the corporation.

C. Functions of the Department

The Property Management and Maintenance Services (PMMS) Department shall handle all matters pertaining to the brokering business of the corporation.

D. Organization of the Unit

The Unit is under the Property Management and Maintenance Services (PMMS) Department and is composed of four (4) business operations namely:

1. Brokering,
2. Property management, security and upkeep;
3. Housekeeping, janitorial, manpower and maintenance services; and
4. Air-conditioning unit maintenance services.

E. Instructions on How to Use and Maintain the Manual

The system of paging of this Manual is through the use of number codes. The first number shall represent the chapter, followed by a decimal point, and the next integer shall mean the page number. The page shall be numbered consecutively starting with the number 1. The dates of the initial preparation and the latest revision of the Manual shall be indicated in the spaces provided for.

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<p>Introduction</p>		

Thus:

Page	1.4
Date First Prepared	June 2011
Date Last Revised	January 2012

Indicates that the sheet is page 4 of Chapter 1; that the Manual was initially prepared in June 2011 and that the latest update was made in January 2012.

This Manual shall be updated as often as necessary to ensure that it is current and in compliance with LBRDC policies, relevant laws, rules and regulations.

Should there be any change in procedures, forms or policies in the future corresponding revision shall be made in the Manual. To incorporate the necessary changes without changing the entire paging of the Manual, as well as to make revisions orderly and systematic, the following system of paging shall be followed:

- The indicator (Rev.) shall be used to denote a page that has been revised.
- The number after the (Rev.) indicator shall show the number of times revisions have been effected.

Thus:

Page	1.4 (Rev.1)
Date First Prepared	June 2011
Date Last Revised	January 2012

Means that page 4 of Chapter 1 has been revised for the first time.

If the revision requires more pages than the portion it replaces, additional pages containing the revised portion shall be indicated in small letter suffix immediately after the page number. With the foregoing example, 1.4 (Rev.1a) would mean a continuation of page 4, as revised.