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|  <p><b>LBP RESOURCES AND DEVELOPMENT CORPORATION</b><br/>24<sup>TH</sup> Floor LBP Plaza 1598 M.H Del Pilar cor. Dr. J. Quintos St. Malate Manila</p> | <p><b>MANPOWER &amp; MAINTENANCE SERVICES MANUAL</b></p> | <p><b>Class Code: D</b></p>                |
|  | <p><b>Introduction</b></p>                               | <p>Reference Code:<br/><b>OM-MMS-i</b></p> |
| <p>Revision Number:<br/><b>00</b></p>  |  |  |
| <p>Date: Effective<br/><b>Nov. 20, 2018</b></p>  |  |  |
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**A. Objective of the Manual**

This Manual is issued in order to:

- Adopt a standard and uniform rules and regulations governing the manpower and maintenance business of the Corporation.
- Guide the concerned personnel in their duties and responsibilities pertaining to the manpower and maintenance business of the Corporation.
- Comply with the Labor Code of the Philippines, Department Order No. 18-A, and other applicable rules and regulations of the Department of Labor and Employment.

**B. Scope of the Manual**

This manual prescribes the necessary policies and standard procedures in the implementation of the manpower and maintenance services of the Corporation.

**C. Functions of the Unit**

The Property Management and Maintenance Services Department shall handle all matters pertaining to the manpower and maintenance services business of the Corporation.

**D. 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 then 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.

Thus:

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|--|---|------------------------------------|
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|  | <b>Page ii</b>                                    |                                    |
|  | <b>Introduction</b>                               |                                    |
|  |   |                                    |

|                     |              |
|---------------------|--------------|
| 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 systematically, 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 affected.

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.