

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

A. Objectives of the Manual

This Manual is issued in order to:

- Adopt a standard and uniform rules and regulations governing the property management, security and upkeep business of real and other properties acquired (ROPA) by clients of LBRDC.
- Guide the concerned personnel in their duties and responsibilities pertaining to the property management, security and upkeep business of the Corporation.

B. Scope of the Manual

This Manual prescribes the necessary policies and standard procedures in the implementation of the property management, security and upkeep services of the Corporation.

C. Functions of the Department

The Property Management and Maintenance Services (PMMS) Department shall handle all matters pertaining to property management, security and upkeep services of the Corporation. The LBRDC organizational structure for the PMMS Department is shown in Annex 1.

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 the next integer shall mean the page number. The page shall be numbered consecutively starting with number 1. The dates of the initial preparation and the latest revision of the Manual shall be indicated in the spaces provided for.

Thus:

Page : 1.4
Date First Prepared: April 2015
Date Last Revised : June 2015

Indicates that the sheet is page 4 of Chapter 1; that the Manual was initially prepared in April 2015 and that the latest update was made June 2015.

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		Page ii

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

Thus:

Page : 1.4 (Rev. 1)
Date First Prepared: January 2013
Date Last Revised :

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.