

 <p><b>LBP RESOURCES AND DEVELOPMENT CORPORATION</b>  24<sup>TH</sup> Floor LBP Plaza 1598 M.H  Del Pilar cor. Dr. J. Quintos St.  Malate Manila</p>	<b>ADMINISTRATIVE MANUAL</b>	<b>Class Code: D</b>
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	<b>General Provisions</b>	<b>OM-ADM-ii</b>
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1. Application of Personnel Policies

These policies summarize the employment relationship between officers and employees and the LBP Subsidiaries. These policies describe certain rights, benefits and requirements, which encourage professionalism among the officers and employees of the Company.

2. Amendments

The Executive Committee shall amend these policies and/or Board of Directors through the implementing guidelines contained in the Executive Orders issued by the President, or in his absence the General Manager.

3. Implementing Procedures

The Administrative Section shall initiate the formulation of procedures to implement Personnel Policies. Employees should consult the approved procedures in addition to the policies set forth in this Manual.

4. Applicability

Unless explicitly mentioned in a particular policy, all policies in this Manual apply to all full time officers and employees of LBP Subsidiaries.