

 <p>LBP RESOURCES AND DEVELOPMENT CORPORATION 24TH Floor LBP Plaza 1598 M.H Del Pilar cor. Dr. J. Quintos St. Malate Manila</p>	MANPOWER & MAINTENANCE SERVICES MANUAL	Class Code: D
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A. GENERAL GUIDELINES

1. LBRDC shall register as a Legitimate Contractor with the Regional Office of the Department of Labor and Employment (DOLE) where it principally operates in accordance with the policies and procedures set forth in Department Order No. 18-A, Series of 2011.
2. Permits, licenses, and registration necessary for the Corporation to engage in business as legitimate contractor shall be secured by the Administrative Department.
3. The Certificate of Registration shall be effective for three (3) years, unless cancelled by DOLE after due process. In case LBRDC has Service Agreements or operates outside the region where it is registered, it shall submit a duly authenticated copy of the Certificate of Registration to the DOLE Regional Office where it seeks to operate, together with a copy of its Service Agreements.
4. Application for renewal of Certificate of Registration shall be submitted to DOLE at least thirty (30) days before the expiration of the registration to remain in the roster of legitimate service contractors.

B. DETAILED PROCEDURE

1. Filing and Processing of Application

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| Administrative Assistant
(Administrative Department) | 1.1 Collates and/or prepares the following documentary requirements for the application for registration as contractor: <ul style="list-style-type: none"> • Application Form • Certified true copy of registration of LBRDC from the Securities and Exchange Commission (SEC) • Certified true copy of the license or business permit issued by the local government unit or units where LBRDC operates • Certified listing, with proof of ownership or lease contract, of facilities, tools, equipment, premises implements, machineries and work premises, that are actually and |
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directly used by LBRDC in the performance or completion of the job, work or service contracted

- Photo of the office building and premises where LBRDC holds office
- Copy of audited financial statements
- Sworn disclosure that LBRDC, its officers and owners or principal stockholders or any of them, has not been operating or previously operating as a contractor under a different business name or entity or with pending cases of violations of Department Order No. 18 and/or labor standards, or with a cancelled registration. In case any of the foregoing has a pending case, a copy of the complaint and the latest status of the case shall be attached.
- DOLE Certification of attendance to seminar on Department Order No. 18-A and an undertaking that LBRDC shall abide by all applicable labor laws and regulations.
- Other documents as may be required by DOLE

DOLE Regional Office

- 1.2 Prepares three (3) copies of the above documents and files in the Regional Office where LBRDC principally operates.
- 1.3 Accepts/receives application if all the requirements are complied with.
- 1.4 Conducts verification inspection of the facilities, tools, equipment, and work premises of LBRDC within two (2) working days upon receipt of the application with complete supporting documents.
- 1.5 Denies or approves the application within one (1) working day after the verification inspection.
- 1.6 Upon approval, fills out Order of Payment Form for the registration fee of ₱25,000.00 and issues to LBRDC.

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| Administrative Clerk
(Administrative Dept.) | 1.7 | Upon receipt of duly filled-out and signed Order of Payment, prepares Request for Payment for the registration fee. |
| | 1.8 | Forwards to Administrative & Gen. Services Dept. Head for review/signature. |
| Administrative & Gen. Services Dept. Manager | 1.9 | Reviews and signs the Request for Payment. |
| | 1.10 | Forward to the President & CEO for approval. |
| President & CEO | 1.11 | Approves and signs the Request for Payment. |
| Administrative Clerk
(Administrative Dept.) | 1.12 | Forwards the approved Request for Payment to the Accounting Group for processing. |
| | 1.13 | Upon availability of the payment, pays registration fee to the designated DOLE Office. |
| | 1.14 | Follows-up release of the Certificate of Registration |
| | 1.15 | Upon receipt of the Certificate of Registration, frames and displays in a conspicuous place within LBRDC office premises |
| | 1.16 | Provides the PMMS Dept. a certified true copy of the Certificate of Registration for record purposes and for submission to the Principals, if required. |

2. Renewal of Registration

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| Administrative Clerk
(Administrative Dept.) | 2.1 | Prepares application for renewal and updates the copies of the following documents submitted: <ul style="list-style-type: none"> • Certified true copy of registration of LBRDC from the Securities and Exchange Commission (SEC) • Certified true copy of the license or |
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business permit issued by the local government unit or units where LBRDC operates

- Certified listing, with proof of ownership or lease contract, of facilities, tools, equipment, premises implements, machineries and work premises, that are actually and directly used by LBRDC in the performance or completion of the job, work or service contracted
- Photo of the office building and premises where LBRDC holds office
- Copy of audited financial statements
- Sworn disclosure that LBRDC, its officers and owners or principal stockholders or any of them, has not been operating or previously operating as a contractor under a different business name or entity or with pending cases of violations of Department Order No. 18 and/or labor standards, or with a cancelled registration. In case any of the foregoing has a pending case, a copy of the complaint and the latest status of the case shall be attached.

2.2 Collates/prepares the following additional supporting documents:

- Certificate of membership and proof of payment of SSS, PhilHealth, BIR, ECC, and Pag-Ibig contributions for the last three (3) years, as well as loan amortizations
- Certificate of pending or no pending labor standards violation case/s with the National Labor Relations Commission (NLRC) and DOLE.
- Other documents as may be required by DOLE

2.3 Submits three (3) copies of the application

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for renewal and the above documents to DOLE at least thirty (30) days before the expiration of LBRDC's registration.

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| Admin. & Gen. Services Manager | 2.4 | Requests from DOLE a duly filled-out and signed Order of Payment for the registration fee. |
| | 2.5 | Prepares Request for Payment of the registration fee. |
| | 2.6 | Forwards to Administrative & Gen. Services Dept. Head for review/signature. |
| Admin. & Gen. Services Manager | 2.7 | Reviews and signs the Request for Payment. |
| | 2.8 | Endorses to the President & CEO for approval. |
| President and CEO | 2.9 | Approves and signs the Request for Payment to the Accounting Unit for processing. |
| Administrative Clerk (Admin. Dept.) | 2.10 | Forwards the approved Request for Payment to the Accounting Unit for processing. |
| | 2.11 | Upon availability of the payment, pays registration fee to the designated DOLE Office. |
| | 2.12 | Follows-up release of the Certificate of Registration |
| | 2.13 | Upon receipt of the Certificate of Registration provides the PMMS Department a certified true copy for record purposes and for submission to the client companies (Principal) if required. |

3. Offices (in case LBRDC operates outside the region where it is registered)

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| Account Officer | 3.1 | Requests a duly authenticated copy of LBRDC's Certificate of Registration from the registering DOLE Regional Office. |
| | 3.2 | Submits the authenticated copy to the DOLE Regional Office where it will operate, |

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together with a copy of the Service Agreement/s in the area.

- 3.3 Files receiving copy of the Certificate of Registration for record purposes.

0201 PROCESS FLOW

The process flow for the registration and renewal of LBRDC as Contractor is presented in Exhibit 2.1 to 2.3.



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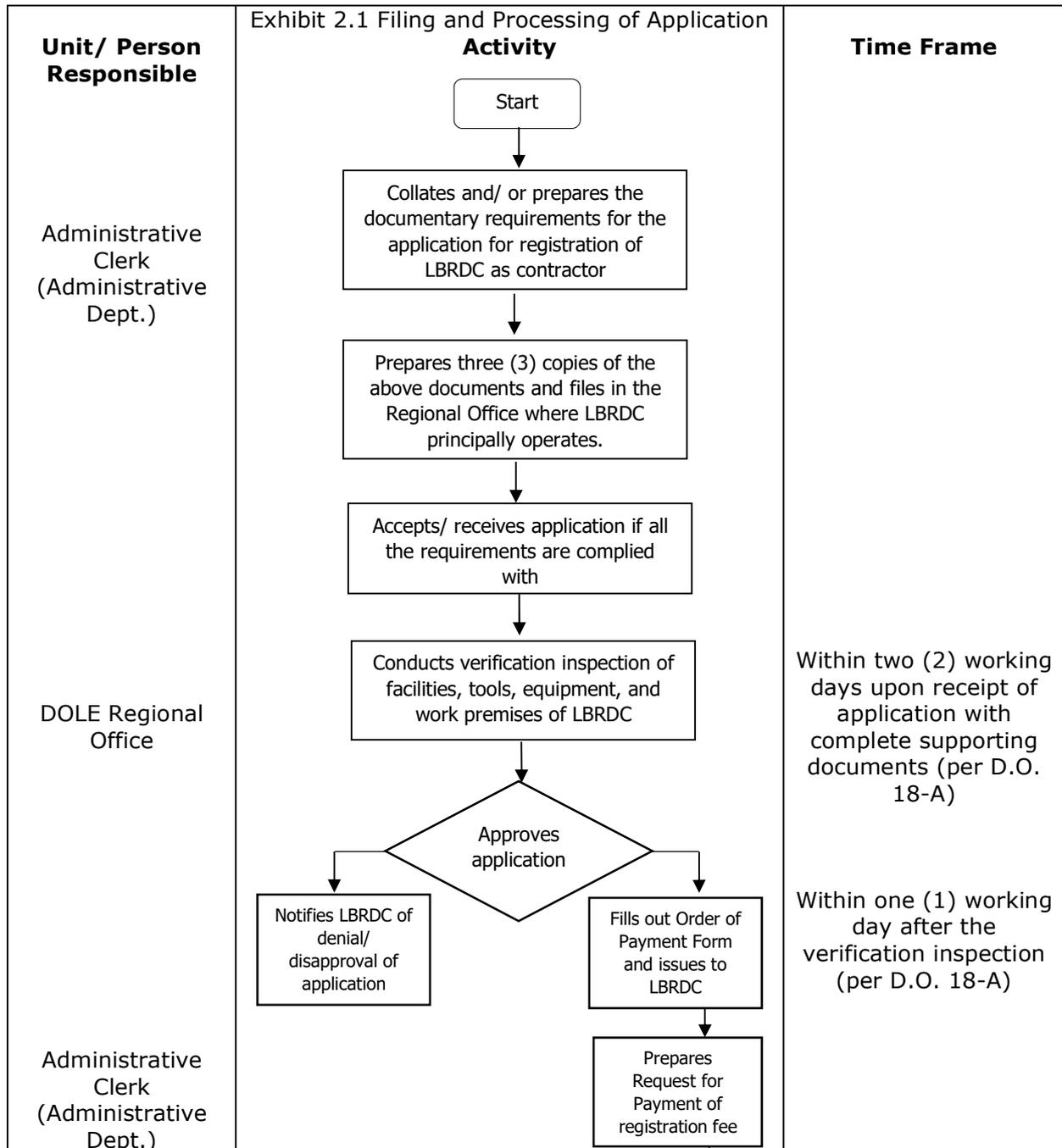
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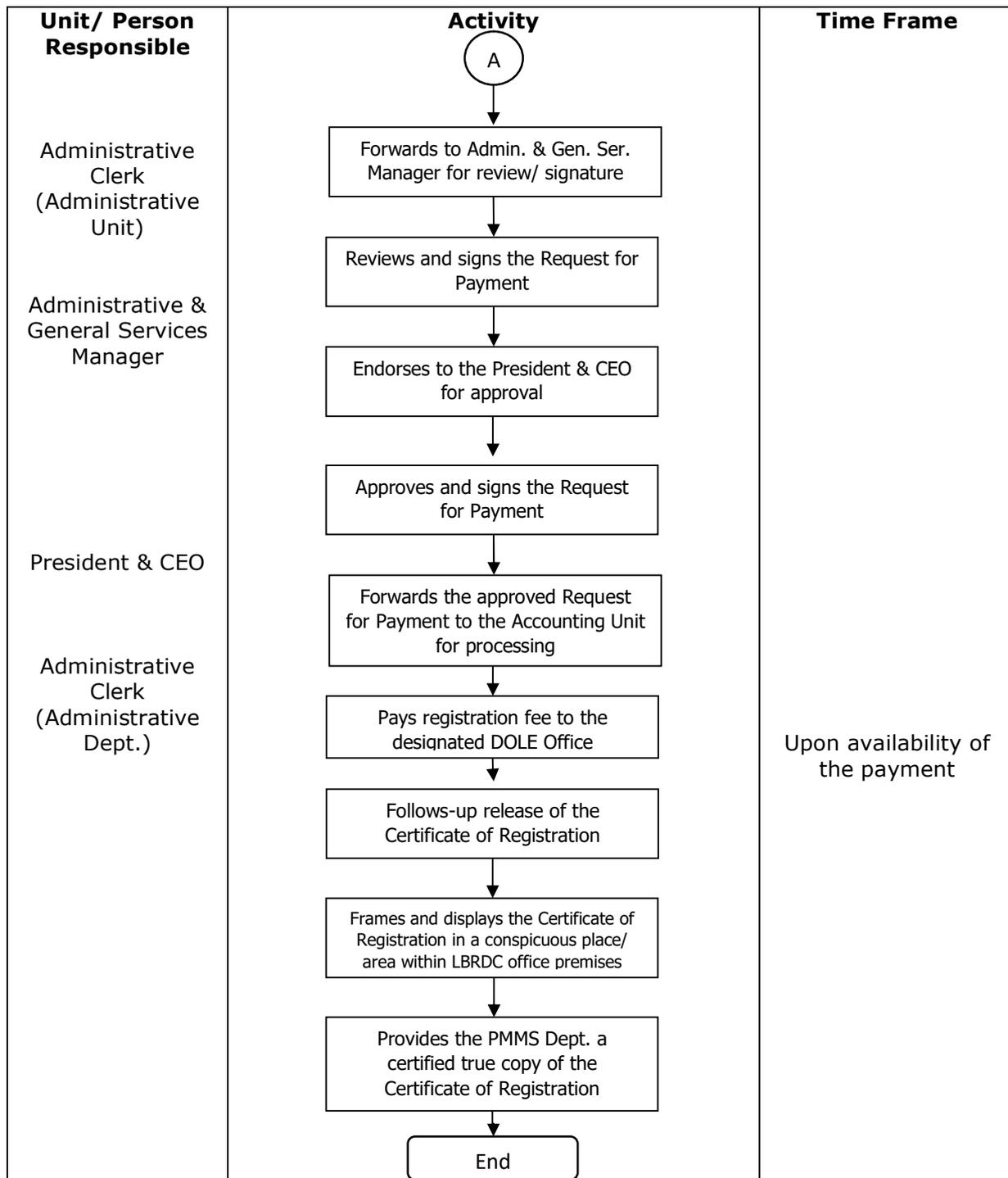
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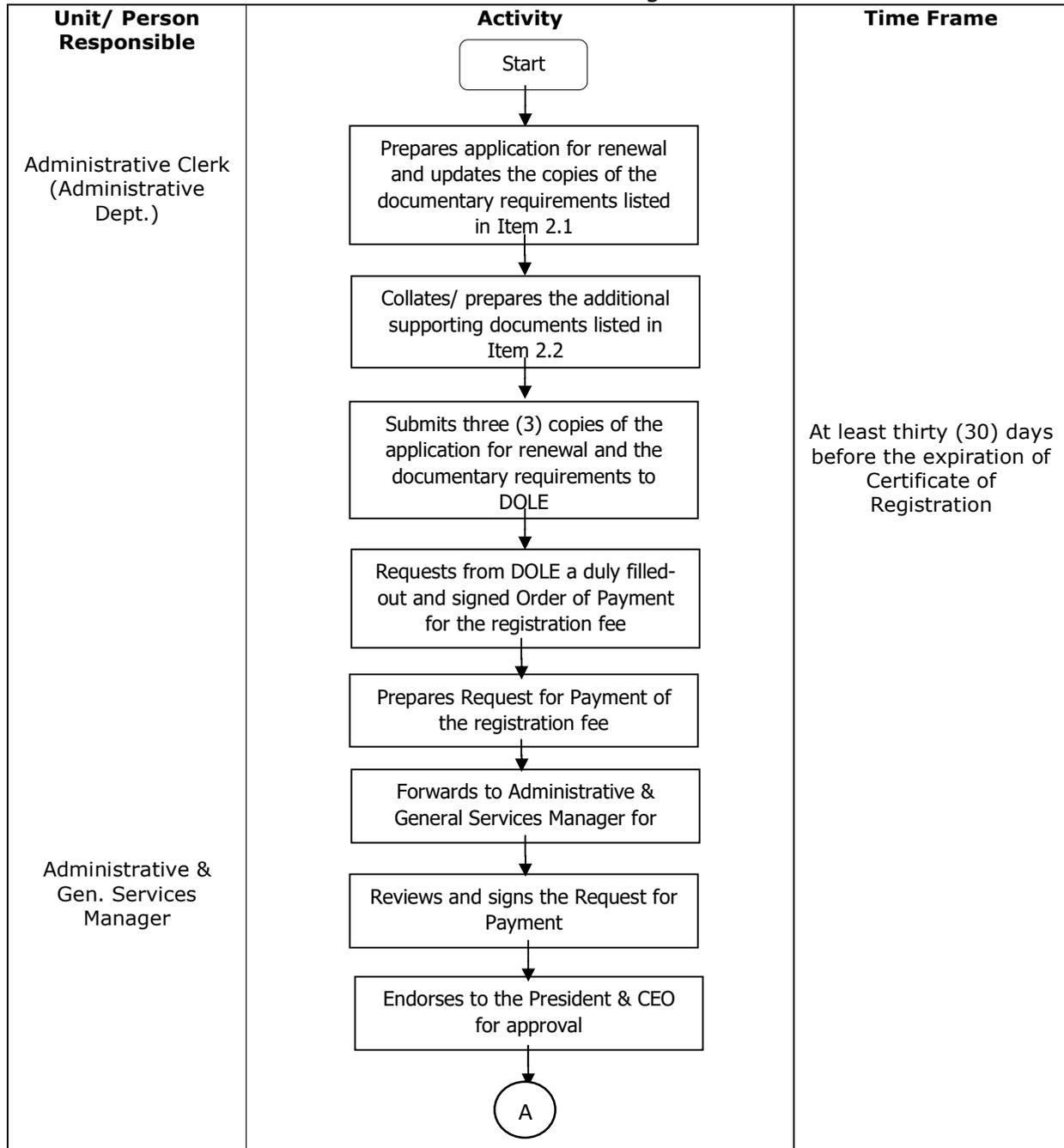
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Exhibit 2.2 Renewal of Registration



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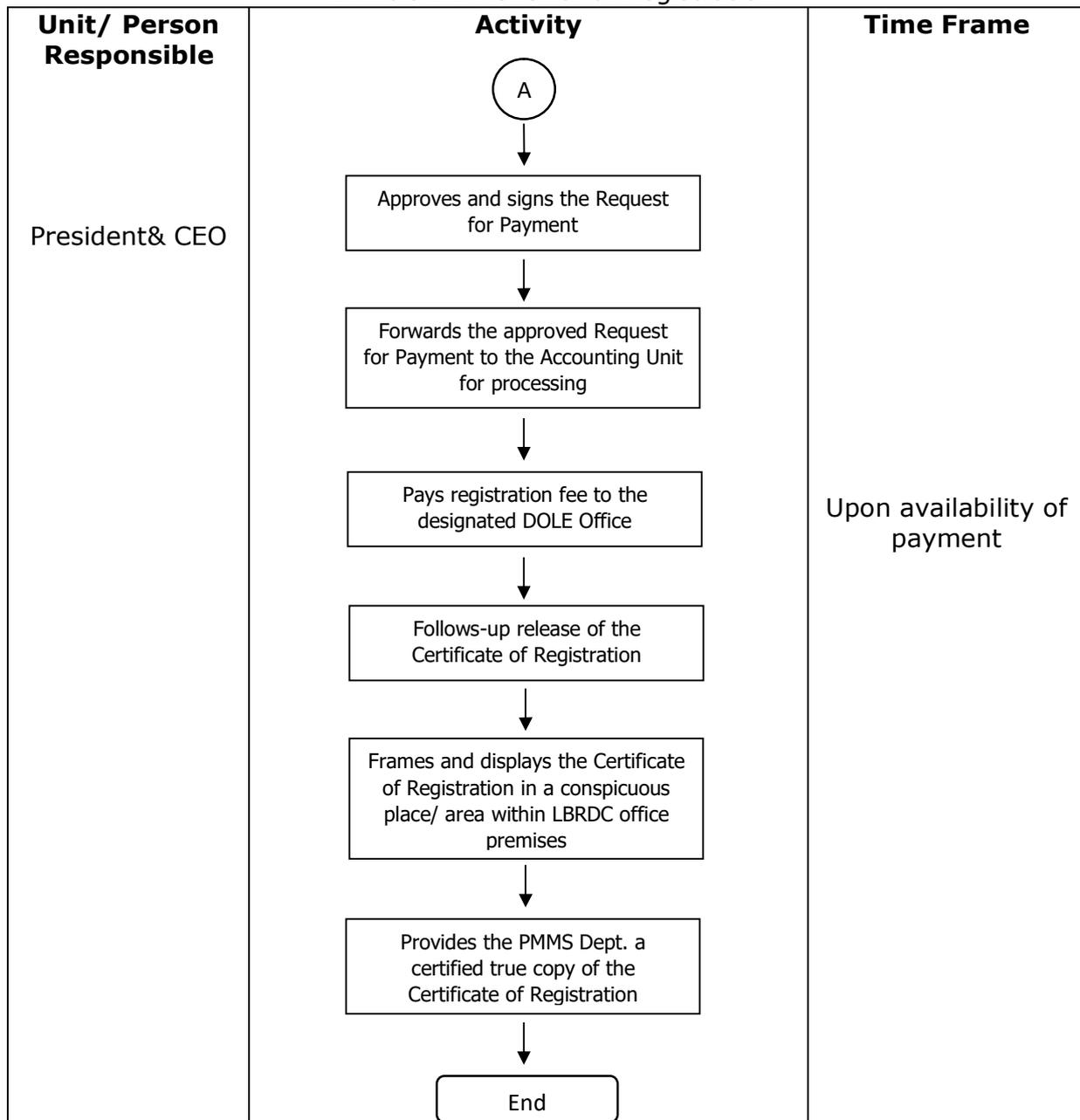
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Exhibit 2.3 Submission to DOLE Regional Offices

