

 <p>LBP RESOURCES AND DEVELOPMENT CORPORATION 24TH Floor LBP Plaza 1598 M.H Del Pilar cor. Dr. J. Quintos St. Malate Manila</p>	<p>BROKERING SERVICES MANUAL</p>	<p>Class Code: D</p>
		<p>Reference Code: OM-BS-5.0 Revision Number: 00 Date: Effective Nov. 20, 2018 Page 1 of 3</p>
<p>Chapter 5: Reporting System</p>		

A. General Guidelines

1. To effectively monitor the status of the company's brokering services, a monthly report shall be submitted for information/notation of management.
2. Accuracy and completeness of data reflected in the report should be ensured.

B. Detailed Procedures

1. Report Preparation

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|---------------------------------|-----|--|
| Business Development Specialist | 1.1 | Prepares the following report: <ul style="list-style-type: none"> • Monthly Report on Brokering Services using the prescribed form (Annex 7) • Summary of properties sold through LBRDC within the month, the negotiated sale price, name of buyer, amount of broker's commission, name of referrer, and amount of referrer's fee using the Summary Report (Annex 8) |
| | 1.2 | Forwards the reports to the Dept. Head and President & CEO not later than the 5 th working day of the subsequent month. |
| Dept. Head | 1.3 | Reviews the report, initials, and endorses to the President and CEO for notation/signature. |
| President and CEO | 1.4 | Reviews and signs the report. |
| Business Development Specialist | 1.5 | Provides the record custodian of the PMMS Dept. a copy of the report for filing and maintenance. |
| | 1.6 | Provides the Accounting Unit a copy of the report for income and expense accrual |
| | 1.7 | Provides the secretariat of the Executive Committee and Board of Directors a copy of the report for inclusion in the agenda of the meetings |

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C. Process Flow

The process flow for the reporting of the status of brokering services is presented in Exhibit 5.1

