

 <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. Service Agreements or Contracts accepted/entered into by LBRDC shall be endorsed to the appropriate authorities for approval in accordance with the LBRDC's Codified Approving and Signing Authorities (CASA).
2. If required by the Principal, LBRDC shall furnish the Principal with a performance bond with a surety company guaranteeing that the Service Agreement will be faithfully performed and that LBRDC will promptly make payment to all persons supplying labor, materials, supplies, and services used by LBRDC in the provision of services pursuant to the Service Agreement.
3. Periodic inspection and meeting with the project employees shall be conducted to ensure that project employees deployed to the Principal are diligently performing their tasks. Frequency of inspection shall vary depending on the requirement of the Principal or the nature of services rendered to the Principal.
4. Results of periodic inspection and meeting shall be documented through an action log or minutes of meeting.

B. DETAILED PROCEDURES

1. Acceptance of Project

- | | | |
|---|-----|--|
| PMMS Dept.
Head | 1.1 | Upon receipt of notice of award from the Principal, prepares proposal requesting authority to accept and implement the project/contract. |
| | 1.2 | Submits proposal to appropriate authorities in accordance with the LBRDC CASA (depending on the contract amount). |
| Approving
Authority
(President/CEO
, ExCom, or
Board) | 1.3 | Approves and signs the proposal/authority to accept the project/contract. |
| President &
CEO | 1.4 | Signs the notice of award and/or contract. |

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Account Officer 1.5 Facilitates transmittal of the duly signed notice of award and/or contract

2. Service Agreement or Contract

- | | | |
|-----------------|------|--|
| PMMS Dept. Head | 2.1 | If Principal/Client has no standard Service Agreement/contract, prepares Service Agreement between LBRDC and Principal using the prescribed format per Department Order No. 18-A;
If Principal/Client has a standard Service Agreement/contract, receives and reviews said agreement. |
| | 2.2 | Forwards to President and CEO for inputs/comments. |
| President & CEO | 2.3 | Reviews the draft Service Agreement. |
| PMMS Dept. Head | 2.4 | Incorporates comments and revises Service Agreement |
| | 2.5 | Forwards to Legal Counsel for further review. |
| Legal Counsel | 2.6 | Reviews the draft Service Agreement for legal sufficiency. |
| | 2.7 | Finalizes the Service Agreement based on comments/inputs of the Legal Counsel. |
| | 2.8 | If there are changes or corrections refer back to the President & CEO for approval. |
| | 2.9 | Forwards to Principal for comments/review/signature and notarization. |
| Account Officer | 2.10 | Upon receipt of the signed notarized Service Agreement, prepares three (3) copies for the following:
•Original copy – Admin. & Gen. Ser. Dept.
•1st copy – Finance Dept.
•2nd copy – PMMS Dept.'s file
•3rd copy – Semi-annual report to DOLE |
| | 2.11 | Prepares transmittal letter to the Admin. & Gen. Services Dept. and Finance Dept. and endorses to the PMMS Dept. Head for |

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- signature.
- PMMS Dept. 2.12 Signs the transmittal letter.
Head
- Account Officer 2.13 Transmits the copies of Service Agreement to the Admin. & Gen. Services Dept. (for file) and to the Finance Dept. (for billing reference).

3. Posting of Performance Bond

- Account Officer 3.1 Upon receipt of signed and notarized contract, endorses to Administrative Assistant to obtain performance bond.
- Administrative Assistant 3.2 Prepares letter of request for quotation for performance bond and forwards to Administrative & Gen. Services Dept. Head for review.
- Admin. & Gen. Services Manager 3.3 Reviews and initials the letter of request.
- President and CEO 3.4 Signs the letter of request
- Account Officer 3.5 Attaches a copy of the Service Agreement or Contract and transmits to LBP Insurance Brokerage, Inc. (LIBI)
- 3.6 Upon receipt of reply/quotation from LIBI, prepares request for payment of premium and submits to the Admin. & Gen. Services Dept. Head and President/CEO for approval.
- Admin. & Gen. Services Manager 3.7 Initials or signs the request for payment.
- President and CEO 3.8 Approves and signs the request for payment.
- Account Officer 3.9 Submits the request to the Accounting Unit for processing of payment.
- 3.10 Upon availability of the performance bond

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documents, furnishes a copy to the Principal.

4. Periodic Inspection

Account Officer or PMMS Dept. Head	4.1	Coordinates schedule of inspection and meeting.
	4.2	Conducts inspection and meeting with the Project Employees.
	4.3	Prepares action log or minutes of meeting and attaches attendance sheet.
	4.4.	Submits to PMMS Dept. Head or President & CEO for review/notation.
PMMS Dept. Head	4.5	Reviews and initials on the report.
President & CEO	4.6	Reviews and signs the report.
Account Officer	4.7	Files the action log/ minutes of meeting.

5. Extension/Renewal of Service Agreement

PMMS Dept. Head	5.1	Two (2) months prior to expiration of the Service Agreement, drafts letter for the Principal re: forthcoming expiration and possible extension or renewal of the Service Agreement.
	5.2	Forwards the draft letter to the President & CEO for review, approval, and signature.
President & CEO	5.3	Facilitates transmittal of the letter and files receiving copy. Facilitates transmittal of the letter and files receiving copy.
Account Officer	5.4	Facilitates transmittal of the letter and files receiving copy.
	5.5	If Service Agreement is extended/renewed, drafts or reviews the Service Agreement (or any document substantiating the extension or renewal of contract) and then follows procedure in the review of Service

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Agreement (Shown in Item 0502.2 thereof).
If Service Agreement is not extended/renewed, notifies the Administrative Department (HR. Staff).
PMMS Dept. 5.6 Follows the procedure on the renewal, extension, or expiration of Contract of employment of project employees (Shown in Item 0602.4 hereof)
Head, Account Officer/HR Assistant

0401 PROCESS FLOW

The process flow for contract acceptance and implementation is presented in Exhibits 4.1 to 4.5.



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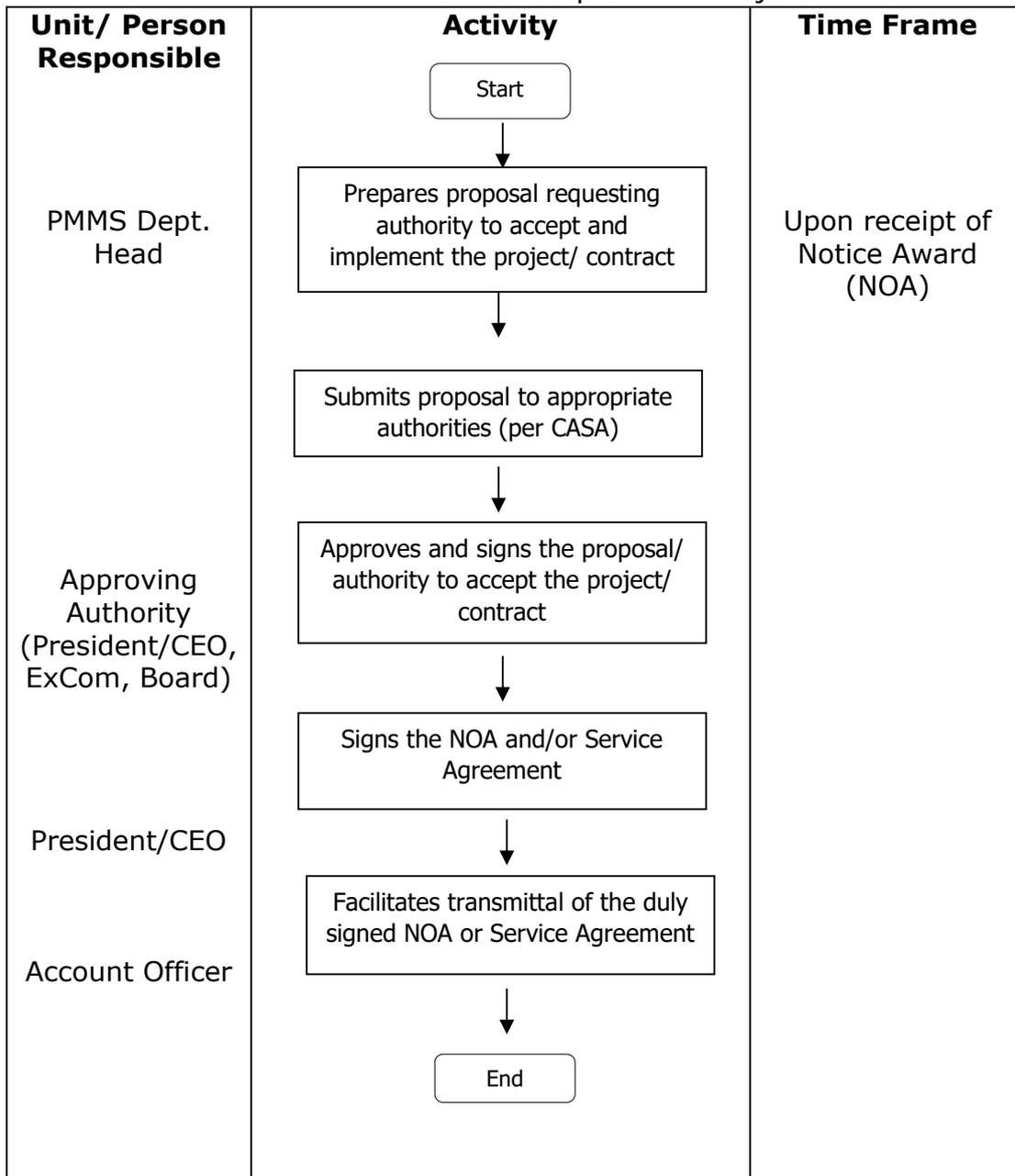
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Exhibit 4.1 Acceptance of Project





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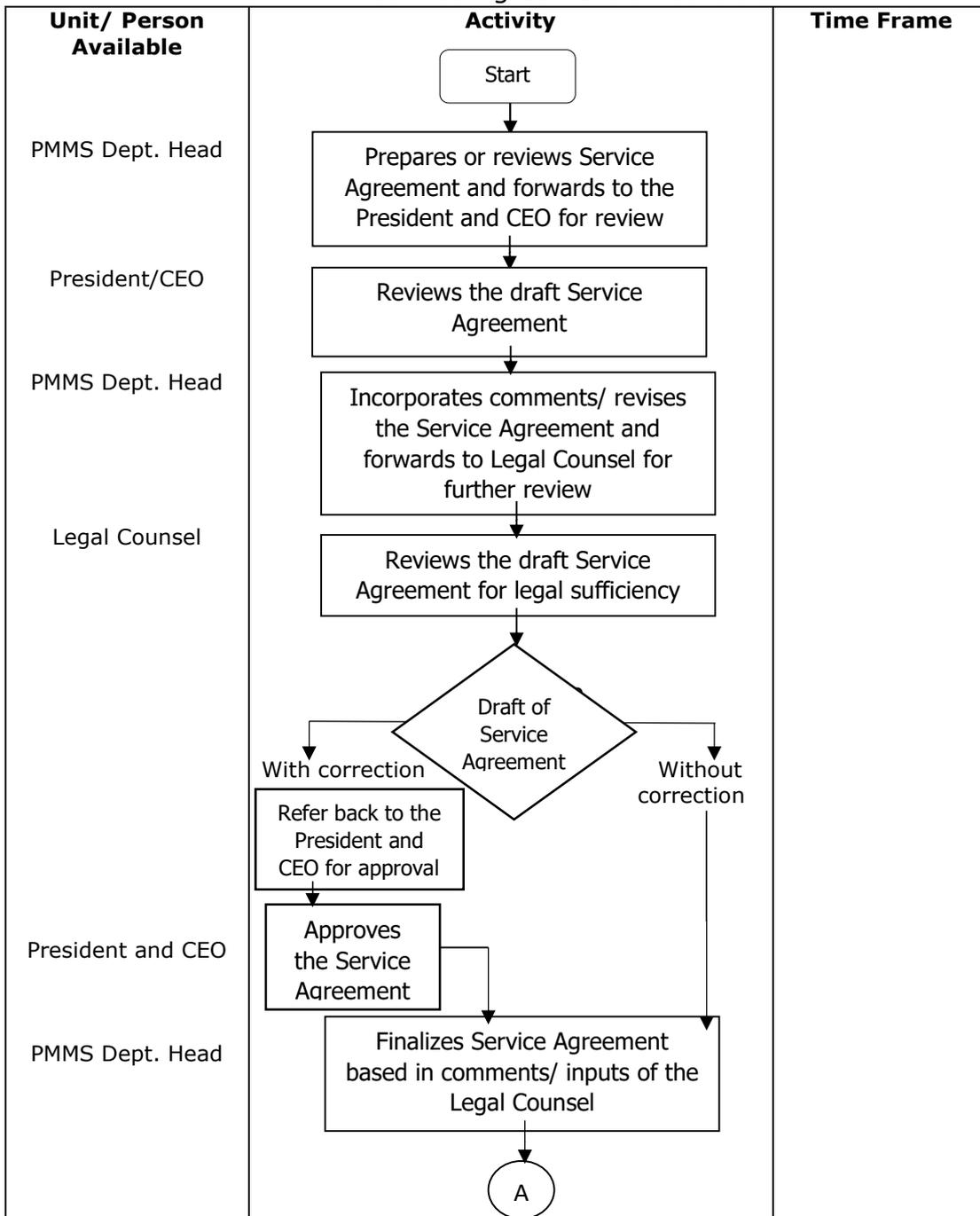
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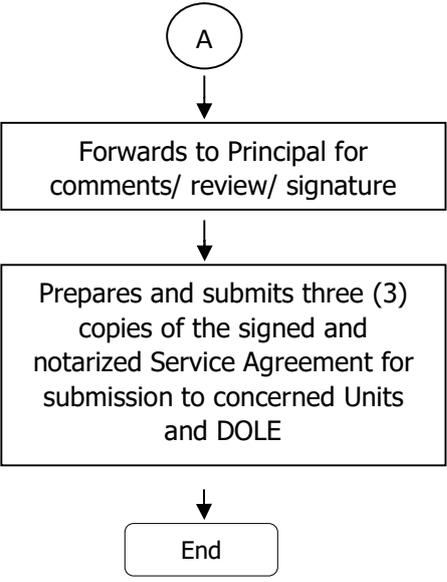
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Exhibit 4.2 Service Agreement or Contract



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Exhibit 4.2 Service Agreement or Contract

Unit/ Person Available	Activity	Time Frame
Account Officer	 <pre> graph TD A((A)) --> B[Forwards to Principal for comments/ review/ signature] B --> C[Prepares and submits three (3) copies of the signed and notarized Service Agreement for submission to concerned Units and DOLE] C --> D([End]) </pre>	



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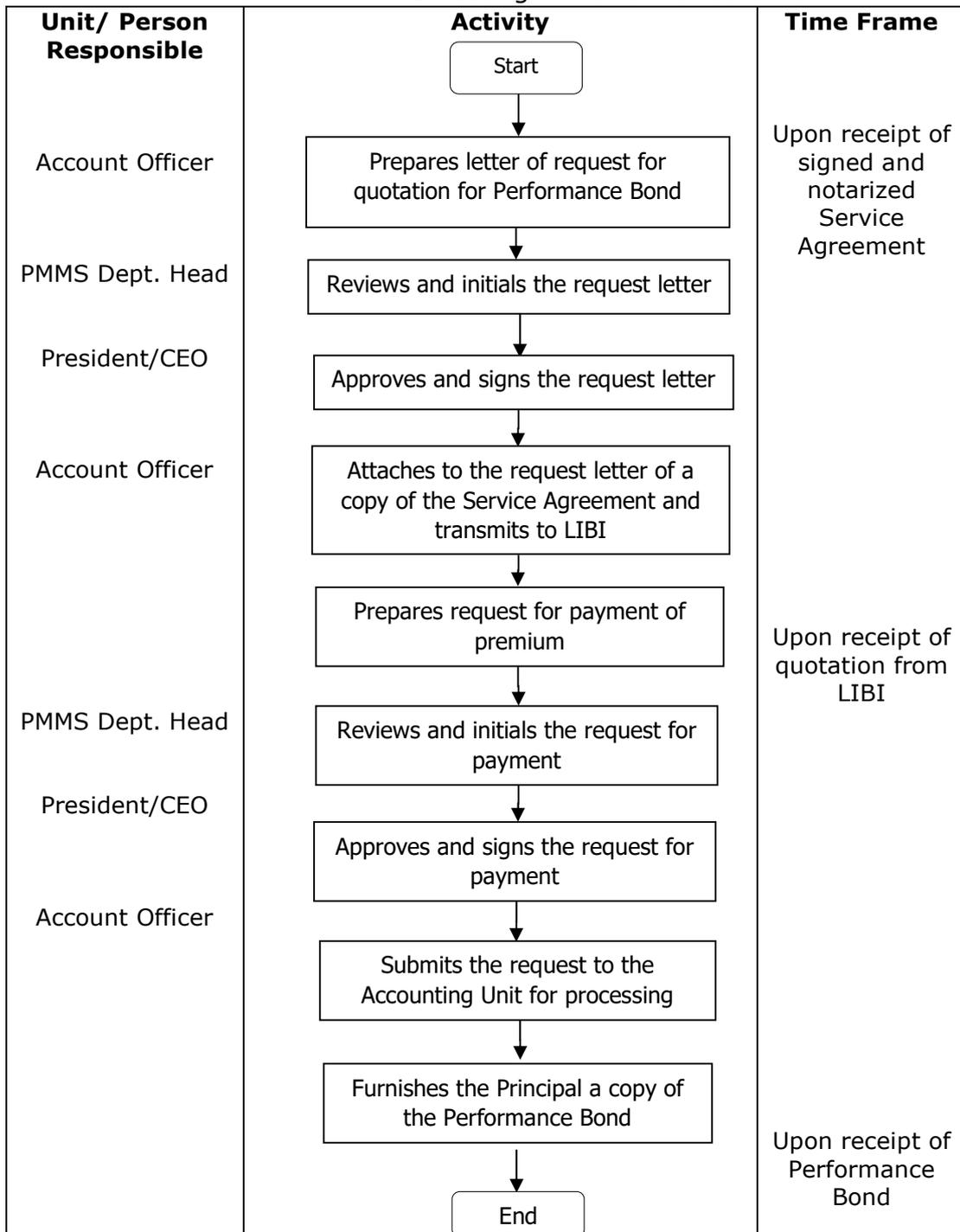
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Exhibit 4.3 Posting of Performance Bond





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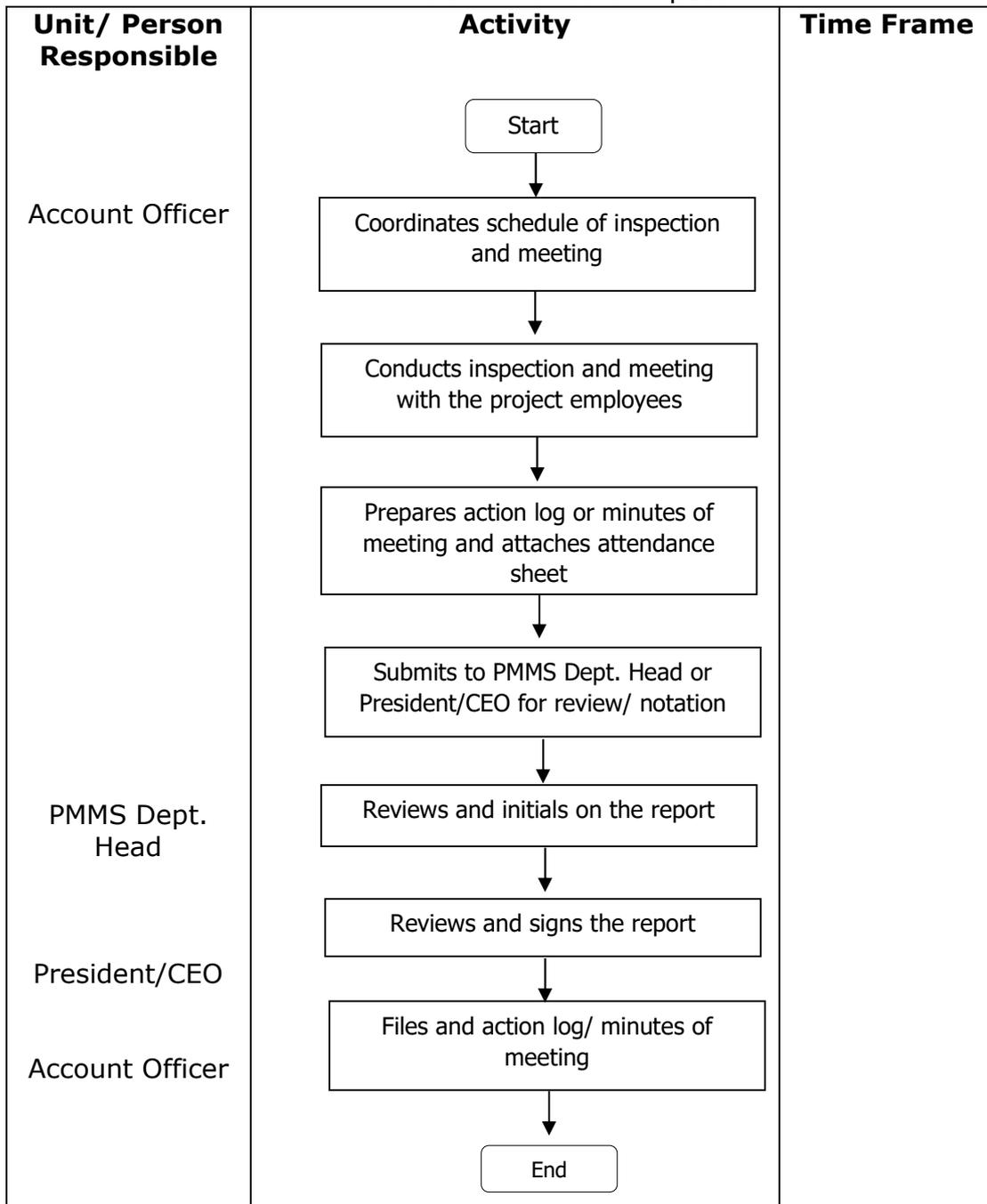
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Exhibit 4.4 Periodic Inspection





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Exhibit 4.5 Extension/ Renewal of Service Agreement

