

 <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>PROPERTY MANAGEMENT, SECURITY &amp; UPKEEP MANUAL</b>	<b>Class Code: D</b>
		Reference Code: <b>OM-PMS-4.0</b>
	<b>Chapter 4: Reporting System</b>	Revision Number: <b>00</b>
		Date: Effective <b>Nov. 20, 2018</b>
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## A. General Guidelines

To effectively monitor the status of the company's property management, security and upkeep services business, a monthly report shall be submitted for information/notation of management.

Accuracy and completeness of data reflected in the report should be ensured.

## B. Detailed Procedures – Report Preparation

- |                                 |  |
|---------------------------------|--|
| Business Development Specialist | <ol style="list-style-type: none"> <li>1. Prepares the following report: <ul style="list-style-type: none"> <li>• Monthly Report on Property Management Services using the prescribed form (Annex 4).</li> <li>• List of properties under Property Security Agreement (PSA) within the month, account name/location, PSA NO., Lending Center, Number of titles, billing net of VAT, expense net of VAT, income, net income, type of service, date of start, and date of turnover (Annex 5).</li> </ul> </li> </ol> |
| PMMS Manager                    | <ol style="list-style-type: none"> <li>2. Forwards the reports to the PMMS Manager not later than the 5th working day of the subsequent month.</li> <li>3. Reviews the report, initials, and endorses to the President CEO for notation/signature.</li> </ol>  |
| President & CEO                 | <ol style="list-style-type: none"> <li>4. Approves and signs the report.</li> </ol>  |
| Business Development Specialist | <ol style="list-style-type: none"> <li>5. Provides the record custodian of the PMMS Department copy of the report for filing and maintenance.</li> <li>6. Provides the Finance Department a copy of the report for income and expense accrual.</li> <li>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.</li> </ol>   |





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**PROPERTY MANAGEMENT,  
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