

 <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>Chapter 4: Probationary Period</b>	Date: Effective <b>Nov. 20, 2018</b>
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**0401 General**

All officers and regular employees of the Company shall serve a probationary period during which time their work performance and general suitability for LBRDC employment shall be evaluated in writing through evaluation sheet. The probationary period shall be six (6) months. Time covered by leave with or without pay does not qualify as service for the completion of the probationary period.

Officers and employees who are rehired, resigned or retired following a break in service shall serve a new probationary period whether or not they previously completed one.

An officer employee who has satisfactorily completed a probationary period shall be informed in writing of the attainment of regular status in his employment.

**0402 Release during the Probationary Period**

An officer or an employee who, during the probationary period, did not perform satisfactorily in accordance with standards set and made known to the officer or employee at the start of probationary period, shall be informed before the end of the period of such in writing and may be released in accordance with policy Number 21 (Separation with cause).