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A. General Guidelines

1. The PMMS Dept. shall be responsible for the collation of payroll documents as well as preparation of payroll summary.
2. The salary of the Contractual/ Project Employee shall be in accordance with the pay grade classification of the personnel's position. Deviations in the assigned pay grade may be allowed as agreed upon with the client company.
3. The Contractual/ Project Employee shall be entitled to all benefits mandated by law, viz:
 - 3.1 13th Month Pay Equivalent to not less than 1/12 of the basic salary earned by an employee within a calendar year
 - 3.2 Night Differential Pay Additional compensation of 10% of an employee's regular wage for each hour of work performed between 10:00 PM and 6:00 AM.
 - 3.3 Holiday Pay Entitlement to daily basic wage for any unworked regular holiday provided the employee is present or is on a leave of absence with pay on the work day immediately preceding the holiday. Work performed on that day merits at least twice (200%) of the basic wage of the employee.
 - 3.4 Premium Pay Additional compensation required by law for work performed within eight (8) hours on nonworking days, such as rest days and special days.
 - 3.5 Overtime Pay Compensation for work performed beyond eight (8) hours per day.
 - 3.6 Service Incentive Leave (SIL) Every employee who has rendered at least one (1) year of service, whether continuous or broken, is entitled to SIL of five (5) days with pay. May be used for

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sick and vacation leave purposes. The unused SIL is commutable to its money equivalent at the end of the year. In computing, the basis shall be the salary rate at the date of commutation. The availment and commutation of this benefit may be on a pro rata basis.

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| 3.7 | Maternity Benefit | Every employee who has rendered at least one (1) year of service, whether continuous or broken, is entitled to SIL of five (5) days with pay. May be used for sick and vacation leave purposes. The unused SIL is commutable to its money equivalent at the end of the year. In computing, the basis shall be the salary rate at the date of commutation. The availment and commutation of this benefit may be on a pro rata basis. |
| 3.8 | Paternity Leave | Granted to all married male employees and shall apply to the first four deliveries of the employee's lawful wife with whom he is cohabiting. The leave shall be for seven (7) calendar days, with full pay. |
| 3.9 | Social Security Services | Entitlement to loan privileges and sickness, (SSS) maternity, retirement, and death benefits. |
| 3.10 | Employees | <p>All employees who are SSS members are Compensation (EC) compulsorily and automatically covered by the Employees Compensation (EC) Program. Covered employees who suffer work- connected illness or injury resulting in disability or death are entitled to EC benefits, to wit:</p> <ul style="list-style-type: none"> • Income cash benefit for temporary total disability or sickness, permanent total disability, permanent partial disability and death; • Rehabilitation services for |

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permanent disability (in addition to monthly income cash benefits); and

- Medical and/ or related services for injury or illness.

3.11 Pag- IBIG Fund Entitlement to housing and multi-purpose loan Privileges and retirement benefits.

3.12 PhilHealth Entitlement to a package of medical services, including inpatient care, catastrophic coverage, ambulatory surgeries, deliveries, and outpatient treatment.

4. Non-statutory benefits (i.e. meal allowance, transportation allowance, clothing allowance, bonus, cash gift, etc.) shall be subject to the corresponding arrangements with the client company.
5. The Contractual/ Project Employee shall be paid semi-monthly on the 10th and 25th of each month. In case the 10th or the 25th day of the month falls on a non-working day, payment of salaries shall be on the working day immediately preceding it.
6. Non-submission of the pre-employment documentary requirements shall cause the withholding of the Contractual/ Project Employee's first salary.
7. The Contractual/ Project Employee shall submit his/her timecard/ timesheet at least three (3) days before the end of the payroll periods for processing of salary. Failure to submit promptly shall delay the release of the Contractual/ Project employee's salary, but in no case shall the delay be for more than five (5) working days from submission of the timecard/ timesheet.
8. The payroll for manpower and maintenance services personnel shall be processed following the usual company procedure for payroll processing.
9. Loan applications and PhilHealth claims of project employees requiring data and signature of LBRDC authorized officer shall be submitted to the Human Resources staff. Thereafter, submission

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or filing of loans to the SSS or HDMF or processing of PhilHealth claims shall be the responsibility of the project employee concerned.

10. Availment of maternity and paternity leave benefits shall be in accordance with the Social Security Act. SSS shall shoulder the payment of maternity benefits but the payment shall be advanced by the employer in two (2) equal instalments within thirty (30) days from the filing of the maternity leave application, subject to immediate reimbursement by SSS.

11. Trainings may be provided to improve the efficiency and productivity of the project employees and to develop a competent workforce that can meet and exceed the LBRDC's performance goals as well as the Principal's work standards.

B. Detailed Procedure

1. Payroll Processing

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| Project Supervisor or Designated Project Timekeeper | 1.1 | Collates and facilitates submission of the following payroll documents: <ul style="list-style-type: none"> • Daily Time Record or soft copy of biometrics timesheet (if applicable) • Logbook or Log sheet • Duly signed Overtime Forms • Summary of Authorized Overtime (certified by the Principal's representative) |
| Account Officer or duly assigned employee | 1.2 | Upon receipt of the payroll documents, verifies DTR entries and checks OT forms to ensure veracity of data and completeness of required signatures. |
| | 1.3 | Prepares the Summary of Daily Time Record using the prescribed form. |
| | 1.4 | Forwards the duly accomplished and signed Summary of Daily Time Record together with the attendance sheet and overtime forms to the Disbursement Officer. |

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Disbursement Officer 1.5 Acknowledges receipt of the documents, checks the accuracy of the entries, and verifies completeness of the required documents.

In case of errors in the documents and/or lacking documents, the Disbursement Officer shall immediately notify the Account Officer for information and/or compliance.

1.5 Encodes the data in the payroll software system. Facilitates processing of the payroll in accordance with the usual procedures of the company.

2. Loan Applications and Other Availment

Project Employee 2.1 Fills-out the loan application form prescribed by SSS of HDMF or Claim Forms of PhilHealth.

2.2 Submits application form to the HR Specialist.

HR Specialist 2.3 Fills-out required data and endorses to the Admin. & Gen. Services Dept. Head or authorized officer for signature.

Admin. & Gen. Services Dept. Head (or authorized officer) 2.4 Signs the forms and returns to the HR Specialist.

HR Specialist 2.5 Returns duly signed forms to the project employee concerned.

Project Employee 2.6 Upon receipt of loan, submits copy of loan voucher to the HR Specialist.

HR Specialist 2.7 Submits copy of the voucher to the

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Disbursement Officer for salary deduction and loan payment remittance to SSS or HDMF.

3. Maternity Benefits Processing

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| Qualified Project Employee | 3.1 | Informs the Administrative & Gen. Services Dept. within thirty (30) days upon confirmation of the probable date of her delivery and shall accomplish the forms required by SSS. |
| HR Specialist | 3.2 | Prepares request for advance payment of the maternity benefit of the project employee. |
| Admin. & Gen. Services Manager | 3.3 | Reviews, signs, and endorses request to the President/CEO for approval. |
| President/CEO | 3.4 | Approves the request. |
| HR Specialist | 3.5 | Endorses the approved request to the Accounting Unit for processing of payment. |
| Accounting Staff | 3.6 | Processes the payment in accordance with the usual accounting policies and procedures. |
| Project employee | 3.7 | After the delivery, abortion or miscarriage, a copy of relevant documents such as birth certificate or the medical certificate should also be submitted to the Administrative Unit. |
| HR Specialist | 3.8 | Collates all documentary requirements and submits to SSS for reimbursement of the maternity benefit advanced by LBRDC. |

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4. Paternity Benefits Processing

Qualified Project Employee	4.1	A qualified married male employee, whose spouse is pregnant, shall inform, within the prescribed period, the Administrative & Gen. Services Dept. of his probable date of paternity leave.
	4.2	Fills-out and files leave form.
HR Specialist	4.3	Facilitates approval/signing of leave form by authorized officers.

0601 PROCESS FLOW

The process flows for all compensation and benefits processing are presented in Exhibits 6.1 to 6.4.



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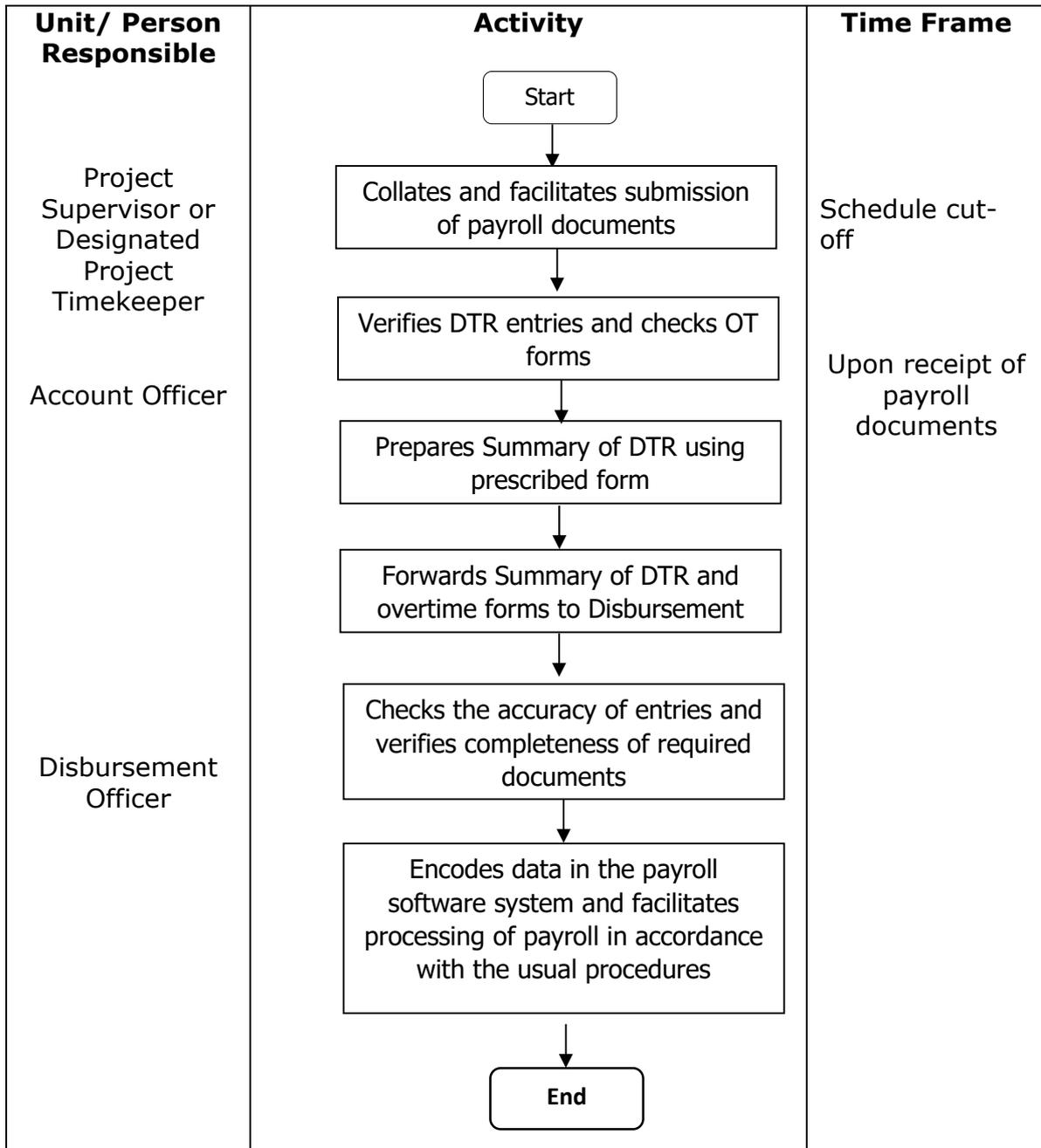
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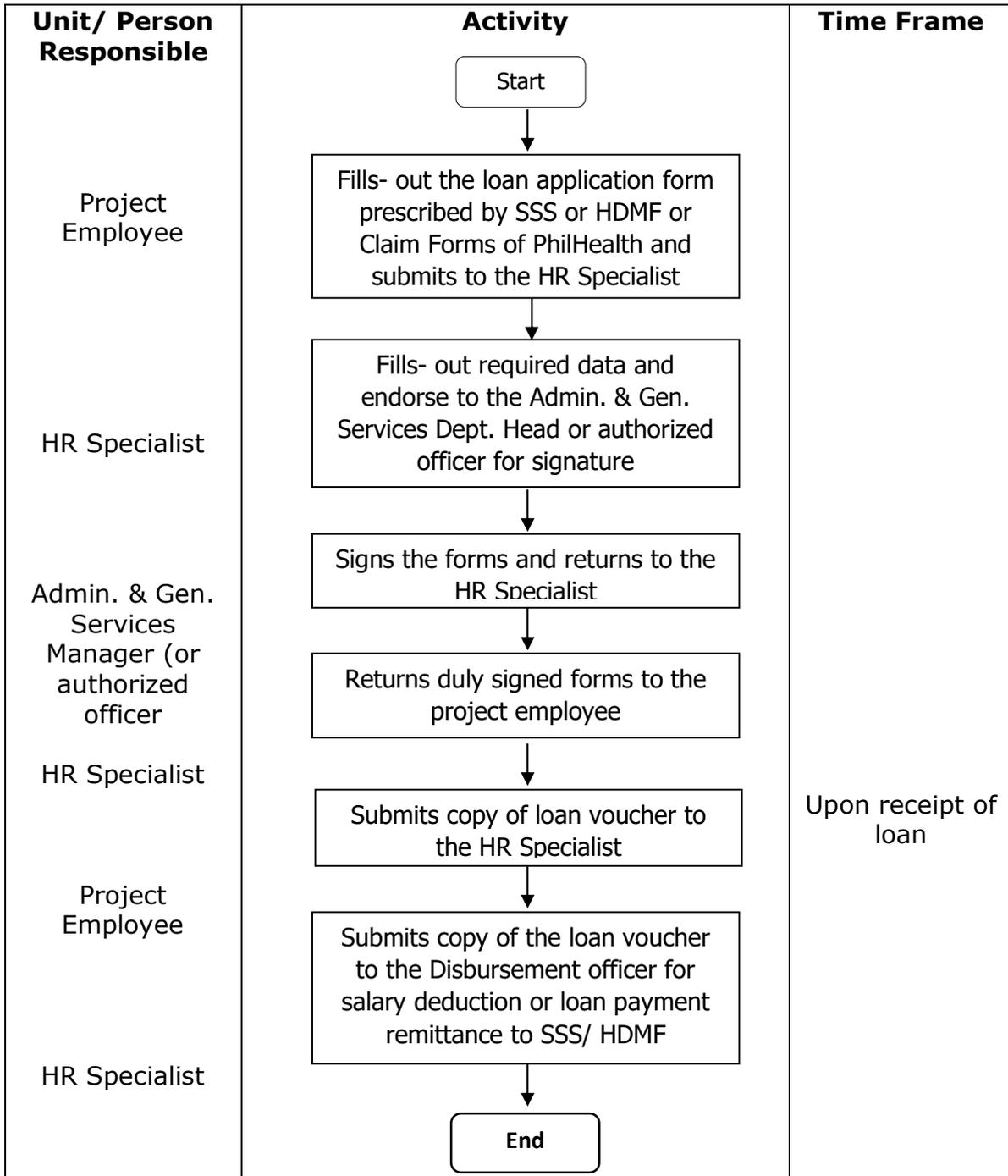
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Exhibit 6.1 Payroll Processing



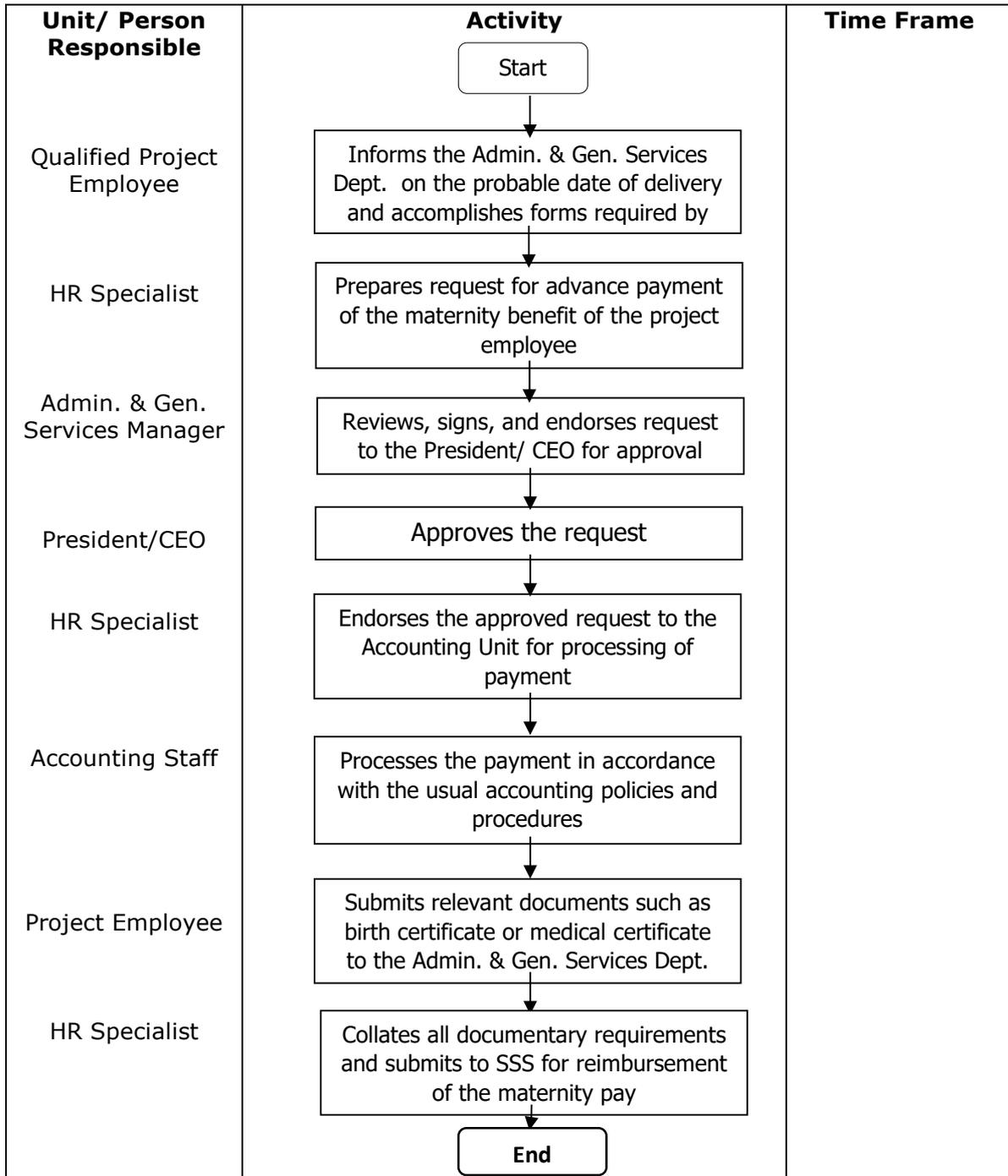
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Exhibit 6.2 Loan Application and Other Availment



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Exhibit 6.3 Maternity Benefits Processing



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Exhibit 6.4 Paternity Benefits Processing

