



LBP RESOURCES AND DEVELOPMENT CORPORATION

24TH Floor LBP Plaza 1598 M.H
Del Pilar cor. Dr. J. Quintos St.
Malate Manila

**CONSTRUCTION
MANAGEMENT DEPARTMENT
MANUAL**

**Chapter 11: Forms Used by
Construction Management
Department**

Class Code: D

Reference Code:

OM-CMD-11.0

Revision
Number:


00


Date: Effective

Nov. 20, 2018


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Annex A

		LBP RESOURCES AND DEVELOPMENT CORPORATION		PRF No.:
		PROCUREMENT REQUEST FORM		_____
TO: The Procurement Unit Please furnish the item(s) listed below. WE CERTIFY that the ITEM(S) REQUESTED are NECESSARY and will be used solely for the PURPOSE STATED.			DATE PREPARED:	
PROJECT/PURPOSE:			DATE NEEDED:	
_____			_____	
Quantity	Unit	Item Description	Estimated Amount	
Note: Requesting Unit must immediately cross all spaces not used below the last article.				
[1] Prepared by:		[2] Recommending Approval		[3] Approved
_____		_____		_____
Requesting Employee		Requesting Unit Head		President and CEO


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Annex D


	LBP RESOURCES AND DEVELOPMENT CORPORATION		TO No.				
	LIQUIDATION OF CASH ADVANCE FOR TRAVEL						
	REIMBURSEMENT OF TRAVELLING EXPENSES		Date:				
Name		Position					
Official Station		Residence					
Purpose of Travel							
Date	Place to be visited	Time		Allowable Expenses		Per Diem	Total Amount
	(Destination)	Departure	Arrival	Transpo	Fare		
Total Amount							
[1] Prepared By:			[2] Recommending Approval:				
_____ Requesting Employee			I hereby certify that I have reviewed the foregoing itinerary, the travel necessary to the service, that the period covered is reasonable and the expences claimed for were proper				
[3] Checked By:							
_____ Accounting Unit			_____ Supervisor				
[4] Passed in Audit							
_____ Internal Auditor			_____ President & CEO				


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Annex F

	<p>LBP RESOURCES AND DEVELOPMENT CORPORATION 24TH Floor LBP Plaza, 1598 M. H. del Pilar cor. Dr. J. Quintos Sts., Malate, Manila</p>
<p>PERFORMANCE EVALUATION AND APPRAISAL FOR SUBCONTRACTOR</p> <p><i>This will serve as recommendation for the subcontractor who has rendered its services on the project. This was based on the subcontractor's performance as evaluated by the Project Engineer.</i></p>	
<p>Name of the Company : _____</p> <p>Address : _____</p> <p>Telephone no. : _____</p> <p>Project : _____</p> <p>Period Covered : _____</p>	
<p>CHECKLIST</p>	
I.	<p>Materials</p> <p><input type="checkbox"/> In Accordance with the Specifications</p> <p><input type="checkbox"/> Not in accordance with the Specifications</p> <p><input type="checkbox"/> Others (Please specify) _____</p>
II.	<p>Workmanship</p> <p><input type="checkbox"/> Highly Acceptable</p> <p><input type="checkbox"/> Acceptable</p> <p><input type="checkbox"/> Acceptable but with Minor Punch List</p> <p><input type="checkbox"/> Not Acceptable (Please specify) _____</p>
III.	<p>Project Completion/Delivery</p> <p><input type="checkbox"/> Within the given time frame</p> <p><input type="checkbox"/> Beyond the given time frame</p>
IV.	<p>Ability to rectify Punch list</p> <p><input type="checkbox"/> Rectified and within the given time frame</p> <p><input type="checkbox"/> Rectified but beyond the given time frame</p> <p><input type="checkbox"/> Others (Please specify) _____</p>
V.	<p>Compliance with Occupancy Safety and Health Standard</p> <p><input type="checkbox"/> Complying</p> <p><input type="checkbox"/> Not Complying</p>
<p>RECOMMENDATIONS</p> <p>_____</p> <p>_____</p>	
<p>DATE PREPARED: _____</p>	
<p>Evaluated By: _____</p> <p>Project Engineer</p>	<p>Noted By: _____</p> <p>President and CEO</p>

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Annex G



LBP RESOURCES AND DEVELOPMENT CORPORATION
A Subsidiary of the Land Bank of the Philippines

PERFORMANCE EVALUATION AND APPRAISAL FOR WORKERS

This will serve as recommendation and clearance for the worker who has rendered his services on the project. This was based on the worker's performance as evaluated by the Immediate Supervisor.

Name of Worker : _____
Project : _____
Period Covered : _____

REMARKS: (On Worker's Performance, Attitude, Attendance, Potential, Liabilities, Etcetera.)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

RECOMMENDATIONS:

1. _____
2. _____
3. _____
4. _____
5. _____

Date Prepared: _____

Evaluated By:

Project Engineer

Noted By:

President and CEO

Administrative Manager

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