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## A. OBJECTIVES

This manual was prepared and designed to achieve the following objectives:

1. To serve as a source of reference to all LBP RESOURCES AND DEVELOPMENT CORPORATION employees especially the Construction Management Department staff members in the performance of their duties and responsibilities.
2. To serve as a training manual for new LBRDC office-based and project-based employees.
3. To achieve a certain degree of uniformity in the interpretation and implementation of projects for Land Bank Project Management and Engineering Department (PMED) and other government and private clients.
4. To standardize and improve the current monitoring and evaluation system used by the project engineers on the different projects assigned to them.
5. To provide LBRDC staff and all other concerned employees the basic tools and techniques universally employed in project implementation.
6. To inform and guide other clients and supervising bodies on the Organization, policies, systems and procedures adopted by LBRDC in the pursuit of its goals and objectives.


## B. SCOPE OF THE MANUAL

This manual documents the systems and procedures for each of the major functions of LBRDC involving the three (3) stages:

1. Pre-construction stage;
2. Construction stage; and
3. Post-construction stage

Such systems and procedures have been adapted, developed and documented to conform to internal and external policies, rules and regulations.

Also included in this manual are the forms used, reports prepared and flow charts indicating the step by step progression of procedures.

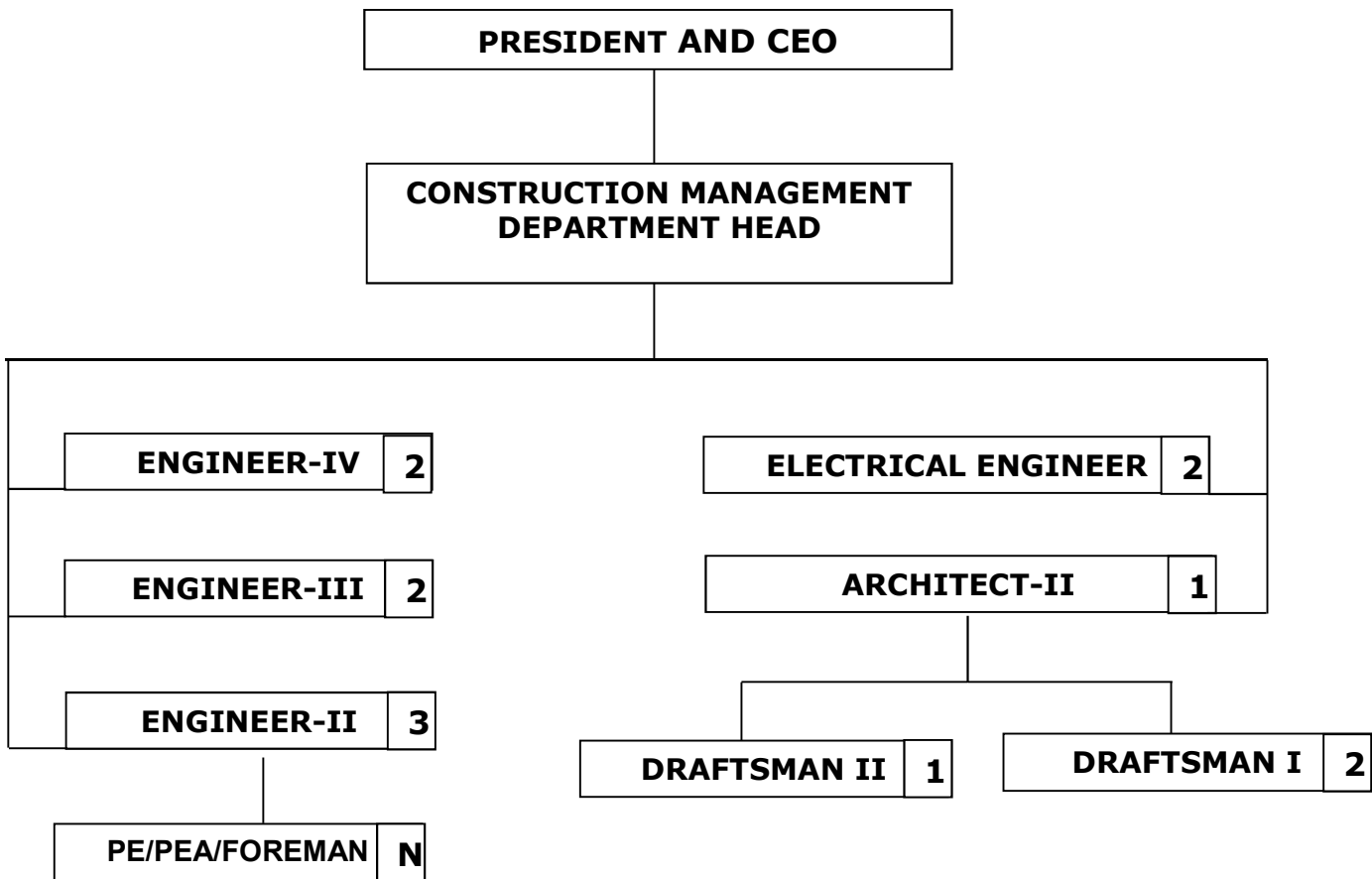
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**C. FUNCTIONS OF THE CONSTRUCTION MANAGEMENT DEPARTMENT**

The Construction Management Department is responsible for the actual implementation of construction, renovation/relocation of most LBP Offices such as Regional, Branches, Extension Offices and ATM Booths in accordance with the plans and specifications of the Procuring Agency. This department also caters on the request of other government units and private clients on their renovation/construction requirements. The unit is also responsible for the improvement and repair of some of LBP’s Real and Other Properties Acquired (ROPA).


**D. ORGANIZATION OF THE DEPARTMENT**

**ORGANIZATIONAL CHART**



NOTE:

N- DEPENDING ON THE NO. OF PROJECTS ACCEPTED BY LBRDC

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PLANTILLA	POSITION TITLE	CLASSIFICATION	PAY GRADE
	CMD Head	Officer	10-12

**JOB DESCRIPTION:**

Exercises overall planning and management of the design and engineering services of the Corporation, and other special projects in accordance with the directions enunciated by the Board and Management.

**KEY DUTIES AND RESPONSIBILITIES:**

1. Plans and sets the group’s objectives, in support of the company objectives, and general direction for implementation by the Construction Management Department (CMD);
2. Plans, supervises, reviews, and coordinates the work of groups of personnel responsible for the design and engineering services, and special projects of the Corporation;
3. Develops policies, management systems, procedures, and strategies relating to the operations and exercises staff supervision over the implementation thereof;
4. Prepares/ packages proposals pertaining to the CMD for approval of the Management, Executive Committee, and Board of Directors;
5. Directs the preparation of various reports, correspondences, and other documents of the CMD and exercises quality control as to factuality, completeness, timeliness, and reliability over the contents thereof;
6. Integrates quantitative and qualitative information and prepares periodic reports for the Management, Executive Committee, Board of Directors, and Stockholders;
7. Conducts site visits and evaluates field reports with the end in view of detecting problems and formulating solutions thereof;
8. Reviews and signs documents pertaining to the CMD in accordance with the Corporation’s Codified Approving/ Signing Authority;
9. Represents the Corporation’s interest in related negotiations and agreements; and

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10. Performs other functions that may be assigned in the interest of the Corporation.

**QUALIFICATION STANDARDS:**

**Education:**

- Preferably completed a degree in Civil Engineering
- Should be a licensed Engineer/Architect
- Post graduate degree would be an advantage

**Experience:**


- Proven professional experience in implementing construction projects of at least ten (10) years
- Experience in supervising people

**Knowledge of:**

- Principles, practices and regulations in building construction/renovation
- Principles and practices of effective supervision of employees
- Project management principles
- Trends, industry practices, and government issuances on the construction industry

**Ability to:**

- Plan, organize, and perform professional project management duties
- Develop policies, procedures, and methods
- Apply/ adopt trends, practice, and government issuances on the industry in the work performed
- Analyze and appraise facts and standards in making management decisions
- Exercise considerable independent judgment to select proper courses of action
- Organize, evaluate, and present information effectively, both verbally and in writing
- Multi-task several assignments simultaneously
- Perform under the pressures of deadlines and other demands

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PLANTILLA NO.	POSITION TITLE	CLASSIFICATION	PAY GRADE
	Engineer IV	Supervisor	9

**JOB DESCRIPTION:**

Upon direction, exercises overall planning and management of the construction and engineering services of the Corporation, and other special projects in accordance with the directions enunciated by the Board and Management.

**KEY DUTIES AND RESPONSIBILITIES:**

1. Assists the Construction Management Department Head in developing systems and procedures to promote effective management of construction/renovation projects and reliable and timely reporting mechanism;
2. Prepares and/or reviews various reports and documents of the Construction Management Department and ensures factuality, completeness, timeliness, reliability over the contents thereof;
3. Executes the instructions and directives of the Board and Management with regard to the implementation/administration of construction/renovation projects of the Corporation;
4. Initiates and develops the systems and procedures in handling projects to be undertaken by administration or by third party contractor;
5. Plans and sets the objectives and general direction for implementation of projects under his area;
6. Reviews, evaluates and endorses to the CMD Head the approval of recommendations of projects under his area with regard to the initial/progress billings of suppliers/contractors and architects/consultants, budgetary and detailed cost estimates, overall program of works of the respective construction/renovation projects and claims for Change Orders;
7. Proposes improvements/innovations to the systems and procedures to increase the efficiency and inter-office operations;
8. Conducts site visits and evaluates field reports with the end in view of detecting problems and formulation solutions thereof;

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9. Conducts safety inspections at the site when work is underway and ensures regulations relating to health and safety and the environment are adhered to;
10. Communicates with a range of people including the client, sub-contractors, suppliers, the public and the workforce; and
11. Performs other related functions that may be directed by Management from time to time.

### **QUALIFICATION STANDARDS:**

#### **Education:**

- Bachelor's Degree in Civil Engineering
- Should be a licensed Civil Engineer
- Post graduate degree would be an advantage

#### **Experience:**


- Proven professional experience in implementing construction projects of at least ten (10) years

#### **Knowledge of:**

- Project management principles
- Trends, industry practices, and government issuances on the construction industry
- Word processing, spreadsheets, publication, and other current office software applications.
- AutoCad or other related software application is an advantage.

#### **Ability to:**

- Plan, organize, and perform professional project management duties
- Apply/ adopt trends, practice, and government issuances on the construction industry in the work performed
- Demonstrate effective verbal and written communication skills
- Perform complex technical work with considerable independence
- Multi-task several assignments simultaneously
- Perform under the pressures of deadlines and other demands

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PLANTILLA	POSITION TITLE	CLASSIFICATION	PAY GRADE
	Engineer III	Supervisor	8

**JOB DESCRIPTION:**

Under general supervision, assists in developing systems and procedures, reviews reports and documents, shall be responsible for the effective and efficient completion of the project of good quality and within deadlines and budgetary cost.

**KEY DUTIES AND RESPONSIBILITIES:**

1. Ensures rectification of punch lists and completion of documentary requirements to facilitate project acceptance and turn-over to the client.
2. Validates the project cost estimates and program of works with client's representative upon submission of proposals to the client;
3. Assists in the procurement of services by preparing bid documents such as but not limited to bid forms, plans, and drawings and evaluating the results of bidding, quotations, and proposals;
4. For projects (specialty works only) implemented thru sub-contractor:
  - i. Prepares documents necessary in the conduct of bidding;
  - ii. Coordinates and monitors the work activities of specialty trade contractors/ suppliers working in the project;
  - iii. Conducts inspection and prepares project inspection report thereof;
  - iv. Recommends payment for suppliers/ sub-contractors;
5. For projects implemented thru administration:
  - i. Prepares detailed bill of materials, prepares withdrawal slip thereof, and prepares job order for manpower deployment;
  - ii. Supervises the daily activities of construction workers at the site bearing in mind the priorities and milestones set by the project's construction work schedule;
  - iii. Shall be responsible for monitoring and efficient utilization of construction materials, tools and equipment during project implementation;

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- iv. Facilitates application for building permits and ensures submission of documentary requirements prior to start of project;
- v. Prepares project profitability assessment report upon completion of the project;
- vi. Facilitates preparation and consolidation of documentary requirements for project turn-over and acceptance such as but not limited to as-built plans, building and occupancy permits, deed of undertaking, notarized affidavit and pictures;
- vii. Ensures that all excess materials have inventory list and returned to the Warehouse upon completion of the project;
- viii. Since LBP is an EMS institution, LBRDC has to confer to the EMS guidelines and ensure that the project is clean and all debris are disposed in accordance with the EMS policy of the Bank
- ix. Performs other related functions that may be directed by the Management from time to time.

**QUALIFICATION STANDARDS:**


**Education:**

- o Bachelor's Degree in Civil Engineering
- o Should be a licensed Civil Engineer
- o Post graduate degree would be an advantage

**Experience:**

- o Proven professional experience in implementing construction projects of at least eight (8) years




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**Knowledge of:**

- Project management principles
- Trends, industry practices, and government issuances on the construction industry
- Word processing, spreadsheets, publication, and other current office software applications.
- AutoCad or other related software application is an advantage.

**Ability to:**

- Plan, organize, and perform professional project management duties
- Apply/ adopt trends, practice, and government issuances on the construction industry in the work performed
- Demonstrate effective verbal and written communication skills
- Perform complex technical work with considerable independence
- Multi-task several assignments simultaneously
- Perform under the pressures of deadlines and other demands

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PLANTILLA	POSITION TITLE	CLASSIFICATION	PAY GRADE
	Engineer II	Specialist	6

**JOB DESCRIPTION:**

Under general supervision, shall be responsible for the effective and efficient completion of the project of good quality and within deadlines and budgetary cost by analyzing proposals and requirements.

**KEY DUTIES AND RESPONSIBILITIES:**

1. Prepares detailed quantity and cost estimates, schedules and program of works, manpower and equipment deployment schedules of assigned projects;
2. Validates the project cost estimates and program of works with client’s representative upon submission of proposals to the client;
3. Assists in the procurement of services by preparing bid documents such as but not limited to bid forms, plans, and drawings and evaluating the results of bidding, quotations, and proposals;
4. For projects(specialty works only) implemented thru sub-contractor:
  - i. Prepares documents necessary in the conduct of bidding;
  - ii. Coordinates and monitors the work activities of specialty trade contractors/ suppliers working in the project;
  - iii. Conducts inspection and prepares project inspection report thereof;
  - iv. Recommends payment for suppliers/ sub-contractors;
5. For projects implemented thru administration:
  - i. Prepares detailed bill of materials, prepares withdrawal slip thereof, and prepares job order for manpower deployment;
  - ii. Supervises the daily activities of the construction workers at the site bearing in mind the priorities and milestones set by the project’s construction work schedule;
  - iii. Shall be responsible for the monitoring and efficient utilization of construction materials, tools, and equipment during project implementation;

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6. Facilitates application for building permits and ensures submission of documentary requirements prior to start of project;
7. Maintains all records and files pertaining to the project;
8. Prepares project profitability assessment report upon completion of the project;
9. Facilitates preparation and consolidation of documentary requirements for project turn-over and acceptance such as but not limited to as-built plans, building and occupancy permits, deed of undertaking, notarized affidavit ,and pictures; and
10. Performs other related functions that may be directed by Management from time to time.

**QUALIFICATION STANDARDS:**

**Education:**


- Bachelor's Degree in Civil Engineering
- Preferably a licensed Civil Engineer

**Experience:**

- Proven professional experience in implementing construction projects of at least five (5) years


**Knowledge of:**

- Project management principles
- Trends, industry practice, and government issuances on the construction industry
- Word processing, spreadsheets, publication, and other current office software applications
- AutoCad or other related software application is an advantage

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**Ability to:**

- Perform professional project management duties
- Apply/ adopt trends, practice, and government issuances on the construction industry in the work performed
- Demonstrate good verbal and written communication skills
- Perform simple to complex technical work with considerable independence
- Multi-task several assignments simultaneously
- Perform under the pressures of deadlines and other demands
- Analyze information, estimate, plan, report research results, data center experience, strategic planning, attention to detail, informing others and requirement analysis.

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PLANTILLA	POSITION TITLE	CLASSIFICATION	PAY GRADE
	Engineer I	Analyst	5

**JOB DESCRIPTION:**

Under general supervision, shall be responsible for the preparation of cost estimates for construction/renovation projects on services to aid management in bidding and or determining contract price.

**KEY DUTIES AND RESPONSIBILITIES:**

1. Prepares detailed quantity and cost estimates, schedules and program of works, manpower and equipment deployment schedules of assigned projects;
2. Validates the project cost estimates and program of works with client's representative upon submission of proposals to the client;
3. Assists in the procurement of services by preparing bid documents such as but not limited to bid forms, plans, and drawings and evaluating the results of bidding, quotations, and proposals;
4. For projects (specialty works only) implemented thru sub-contractor:
  - i. Prepares documents necessary in the conduct of bidding;
  - ii. Coordinates and monitors the work activities of specialty trade contractors/ suppliers working in the project;
  - iii. Conducts inspection and prepares project inspection report thereof;
  - iv. Recommends payment for suppliers/ sub-contractors;
5. For projects implemented thru administration:
  - i. Prepares detailed bill of materials, prepares withdrawal slip thereof, and prepares job order for manpower deployment;
  - ii. Supervises the daily activities of the construction workers at the site bearing in mind the priorities and milestones set by the project's construction work schedule;
  - iii. Shall be responsible for the monitoring and efficient utilization of construction materials, tools, and equipment during project implementation;
6. Facilitates application for building permits and ensures submission of documentary requirements prior to start of project;

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7. Maintains all records and files pertaining to the project;
8. Prepares project profitability assessment report upon completion of the project;
9. Facilitates preparation and consolidation of documentary requirements for project turn-over and acceptance such as but not limited to as-built plans, building and occupancy permits, deed of undertaking, notarized affidavit and pictures.

### **QUALIFICATION STANDARDS:**

#### **Education:**

- Bachelor's Degree in Civil Engineering
- Preferably a licensed Civil Engineer

#### **Experience:**


- Related professional experience of at least two (2) years

#### **Knowledge of:**

- Project management principles
- Trends, industry practice, and government issuances on the construction industry
- Word processing, spreadsheets, publication, and other current office software applications
- AutoCad or other related software application is an advantage.

#### **Ability to:**

- Perform professional project management duties
- Demonstrate good verbal and written communication skills
- Perform simple to complex technical work with considerable independence
- Multi-task several assignments simultaneously
- Perform under the pressures of deadlines and other demands.
- Work effectively in a multi-cultural environment
- Work in a team and promote teamwork
- Apply knowledge and original thinking to problem solving and issue resolution

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PLANTILLA	POSITION TITLE	CLASSIFICATION	PAY GRADE
	Electrical Engineer	Specialist	6

**JOB DESCRIPTION:**

Under general supervision, shall be responsible for the effective and efficient implementation/ completion of the project (electrical works) and shall ensure good quality and its completion within deadlines.

**KEY DUTIES AND RESPONSIBILITIES:**

1. Prepares detailed quantity and cost estimates, schedules and program of works, manpower and equipment deployment schedules of electrical works for various projects;
2. Validates the project cost estimates of electrical works with client’s representative upon submission of proposals to the client;
3. Assists in the procurement of services by preparing bid documents such as but not limited to bid forms, plans, and drawings and evaluating the results of bidding, quotations, and proposals;
4. Monitors, supervises, and oversees project implementation re: electrical and mechanical works;
5. Maintains all record and files pertaining to the electrical and mechanical aspect of the project;
6. For projects implemented thru administration:
  - i. Prepares detailed bill of materials for procurement
  - ii. Prepares job orders for manpower deployment
6. Facilitates preparation and consolidation of project turn-over and acceptance and ensures submission of documentary requirements such as but not limited to electrical and mechanical plans and certificate of electrical inspection.
7. Performs other related functions that may be directed by Management from time to time.

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## **QUALIFICATION STANDARDS:**

### **Education:**

- Bachelor's Degree in Electrical Engineering
- Should be a licensed Electrical Engineer


### **Experience:**

- Proven professional experience in implementing construction projects of at least five (5) years

### **Knowledge of:**

- Project management principles
- Trends, industry practice, and government issuances on the construction industry
- Word processing, spreadsheets, publication, and other current office software applications
- Electrical standards and International Codes
- Ability to:
  - Perform professional project management duties
  - Apply/ adopt trends, practice, and government issuances on the construction industry in the work performed
  - Communicate effectively both verbal and in writing
  - Perform simple to complex technical work with considerable independence
  - Multi-task several assignments simultaneously
  - Use of Microsoft office software and other company specific software application
  - Work well under pressure and meet deadlines.



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PLANTILLA	POSITION TITLE	CLASSIFICATION	PAY GRADE
	Architect II	Specialist	6

**JOB DESCRIPTION:**

Under general supervision, shall be responsible for design development, architectural presentation, and construction and shop drawings preparation.

**KEY DUTIES AND RESPONSIBILITIES:**

1. Provide various pre-design services which may include assisting in the conduct of feasibility and environmental impact studies, selecting a site, or specifying the requirements the design must meet;
2. Coordinates with clients to determine their objectives, requirements, and budget for the project and prepares drawings for presentation to clients;
3. Prepares information regarding design, specifications, materials, color, equipment, estimated costs, and construction time;
4. Plans layout of project and integrates engineering elements into unified design for review;
5. Ensures the compliance of all requirements prior to the execution of any scope of works;
6. Conducts regular site inspection and checks the materials/ workmanship at all scope of work based on plans and specifications during the construction;
7. Performs other related functions that may be directed by the Board and Management from time to time.
8. Prepares detailed working drawings and specifications and drawing up tender documents for contracts.
9. Creates designs and highly detailed drawings both by hand and using Computer-Aided Design (CAD) applications

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**QUALIFICATION STANDARDS:**

**Education:**

- Bachelor's Degree in Architecture
- Should be a licensed Architect
- Post graduate degree would be an advantage

**Experience:**


- Proven professional experience in architectural works of at least five (5) years

**Knowledge of:**

- Planning, design, valuation, estimation of architectural and civil works
- Methods and materials of construction and design principles
- Trends, industry practice, and government issuances on the industry
- Word processing, spreadsheets, publication, and other current office software applications
- Must know AutoCAD and other architectural software

**Ability to:**

- Apply/ adopt trends, practice, and government issuances on the industry in the work performed
- Demonstrate good verbal and written communication skills
- Handle projects with considerable independence
- Multi-task several assignments simultaneously
- Work long hours under time and budget pressure

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PLANTILLA	POSITION TITLE	CLASSIFICATION	PAY GRADE
	Project Engineer	Analyst	5-6

### **JOB DESCRIPTION:**


Responsible for the over-all effectiveness and efficiency of the completion of the project assigned, with good quality and within deadlines without exceeding the budgeted cost allocation.

### **KEY DUTIES AND RESPONSIBILITIES:**

1. Supervise and monitor the performance of duties of all employees/workers in the projects site including but not limited to Foreman, Skilled and Non-skilled workers;
2. Shall be fully responsible for safety, protection, security and convenience of all personnel, third parties, public at large, including properties and assets of the company, clients and third parties;
3. Supervises, coordinates, and monitors the implementation of the project including specialty works by the other contractors/suppliers;
4. Ensure that the project is implemented without exceeding the budget cost allocation, completed within the prescribed contract time period, and with acceptable level of workmanship and quality;
5. Prepares the detailed cost estimate (bill of quantities, particulars/description of materials, quantity and unit) for submission/evaluation by the cost unit and procurement purposes based on the prepared scope of works, plans/working drawings and specification by the client;
6. Prepares the detailed work activities of the specialty works by other contractors/suppliers for submission/evaluation by the cost unit and for procurement purposes based on the prepared scope of works, plans/working drawings and specification by the client;
7. Prepares the following documents:
  - i. Project schedule (Gantt chart and PERT-CPM);
  - ii. Manpower deployment schedule;
  - iii. Equipment deployment schedule;

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- iv. Specialty works by other contractors/suppliers schedule;
  - v. Material delivery-on-site schedule and detail cost estimate;
8. For projects (specialty works only) implemented thru sub-contractor:
- i. Prepares documents necessary in the conduct of bidding;
  - ii. Coordinates and monitors the work activities of specialty trade contractors/ suppliers working in the project;
  - iii. Conducts inspection and prepares project inspection report thereof;
  - iv. Recommends payment for suppliers/sub-contractors
9. For projects implemented thru administration:
- i. Prepares detailed bill of materials, prepares withdrawal slip thereof, and prepares job order for manpower deployment;
  - ii. Prepares PM monitoring report, and inspection/assessment report
  - iii. Supervises the daily activities of the construction workers at the site bearing in mind the priorities and milestones set by the project's construction work schedule;
  - iv. Shall be responsible for the monitoring and efficient utilization of construction materials, tools, and equipment during project implementation;
10. Prepares the following pre-mobilization requirements:
- i. Procurement Request Form – material, equipment and specialty works needed for head office purchase;
  - ii. Conduct final interview of workers needed in the project;
  - iii. Petty cash requirements, if any;
  - iv. 1 set of construction plan/working drawings, specification, Contract agreement/NTP, and detailed scope of work;
  - v. Project schedules for on-site monitoring purposes;
  - vi. Complete building permit application and documents;
11. Facilitates application for building permits and ensures submission of documentary requirements prior to start of project;
12. Coordinates with the end-user for representation regarding the on-going project;

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13. Acts as the Safety Officer of the project and responsible for the availability of emergency medicinal materials, first aid kit in the project;
14. Also responsible for bringing the worker/s to the hospital in case of emergency and documented;
15. Maintains the cleanliness of the project site in compliance with Environmental Management System (EMS);
16. Maintains all records and files pertaining to the project;
17. Prepares project profitability assessment report upon completion of the project;
18. Facilitates preparation and consolidation of documentary requirements for project turn-over and acceptance such as but not limited to as-built plans, building and occupancy permits, deed of undertaking, notarized affidavit, and pictures; and
19. Performs other related functions that may be directed by Management from time to time.

### **QUALIFICATION STANDARDS:**

#### **Education:**


- Bachelor's Degree in Civil and Electrical Engineering
- Should be a licensed Engineer

#### **Experience:**

- Related professional experience of at least two (2) years


#### **Knowledge of:**

- Project management principles, practices and methods
- Trends, industry practice, and government issuances on the construction industry
- Word processing, spreadsheets, publication, and other current office software applications
- AutoCad or other related software application is an advantage.
- Environmental regulations, workplace safety, employee supervision and personnel management

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**Ability to:**

- Perform professional project management duties
- Demonstrate good verbal and written communication skills
- Perform simple to complex technical work with considerable independence
- Multi-task several assignments simultaneously
- Perform under the pressures of deadlines and other demands.
- Analyze, design skills, project management, construction methods and procedures, process improvement, technical understanding, documentation skills, safety management, supervision and use CAD.

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PLANTILLA	POSITION TITLE	CLASSIFICATION	PAY GRADE
	Draftsman	Processor	4

**JOB DESCRIPTION:**

Under general supervision, prepares layouts and completes detailed technical drawings and plans for the projects implemented by the Corporation within deadlines.

**KEY DUTIES AND RESPONSIBILITIES:**

1. Prepares complete working drawings and as built plans (i.e. structural, architectural, electrical, and mechanical) for projects implemented by administration ;
2. Prepares floor layouts and details by hand or on Auto CAD;
3. Conducts site visits to verify actual site conditions and submits inspection report;
4. Renders perspectives and/ or illustrations and schematic layouts of projects implemented by administration;
5. Prepares bar charts, CPM networks, S-curves, shop drawings, and other materials used as visual aids for attachment to proposals and progress reports prepared by the Operations Group;
6. Maintains and safe keeps complete records, listings, and copies of layouts of projects implemented by administration; and
7. Performs other related functions that may be directed by Management from time to time in support of the team
8. Makes necessary computations/calculations for drawing development.

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**QUALIFICATION STANDARDS:**

**Education:**

- Bachelor's Degree preferably in Drafting Technology, Engineering, Architecture, and other related fields
- Passed the certification program required to work is an advantage

**Experience:**

- Related professional experience of at least one (1) year


**Knowledge of:**

- Trends, industry practice, and government issuances on the industry
- Word processing, spreadsheets, publication, and other current office software applications
- AutoCad or other related software application is an advantage.

**Ability to:**

- Apply/ adopt trends, practice, and government issuances on the industry in the work performed
- Perform tasks with minimum supervision, work overtime and take more challenges
- Multi-task several assignments simultaneously and flexible while working with others
- Perform under the pressures of deadlines and other demands
- Have the capacity to take more stress in this job.



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## E. INSTRUCTIONS ON HOW TO USE AND MAINTAIN THE MANUAL

The system of paging of this manual is through the use of number codes. The first number shall represent the chapter, followed by a decimal point, and the next integer shall mean the page number. The page shall be numbered consecutively starting with the number 1. The dates of the initial preparation and the latest revision of the Manual shall be indicated in the spaces provided for:

Thus:

Page	1.2
Date First Prepared	April 2013
Date Last Revised	July 2014

Indicates that the sheet is page 2 of Chapter 1; that the manual was initially prepared in April 2013 and the latest update was made in July 2014.

The Manual shall be updated as often as necessary to ensure that it is current and in compliance with LBRDC policies, relevant laws, rules and regulations.

Should there be any change in procedures, forms or policies in the future, corresponding revision shall be made in the Manual. To incorporate the necessary changes without changing the entire paging of the manual, as well as to make revisions orderly and systematically, the following system of paging shall be followed:

Thus:

Page	1.2 (Rev. 1)
Date First Prepared	April 2013
Date Last Revised	July 2014

Means that page 2 of Chapter 1 has been revised for the first time.

If the revision requires more pages than the portion it replaces, additional pages containing the revised portion shall be indicated in small letter suffix immediately after the page number. With the foregoing example, 1.2 (Rev.1a) would mean a continuation of page 2, as revised.