 <p>LBP RESOURCES AND DEVELOPMENT CORPORATION 24TH Floor LBP Plaza 1598 M.H Del Pilar cor. Dr. J. Quintos St. Malate Manila</p>	<p>CONSTRUCTION MANAGEMENT DEPARTMENT MANUAL</p>	<p>Class Code: D</p>
	<p>Chapter 3: Project Implementation (Construction/ Renovation)</p>	<p>Reference Code: OM-CMD-3.0</p> <p>Revision Number: 00</p> <p>Date: Effective Nov. 20, 2018</p> <p>Page 1 of 12</p>

A. Project Implementation

This is the process whereby “project inputs are converted to project outputs as set out in the project framework”. The process involves a series of activities, which need to be planned, operated and controlled, and which will inevitably involve the utilization of resources. The management of these activities is fundamental to a supervisor to monitor so that the project can be completed on time and at cost consistent with the project plan.

B. Roles and Responsibilities

Units/Person Responsible

ROLES AND RESPONSIBILITIES


(PROCESS)

Cost Estimation and Validation


CMD Head/ Pres. & CEO	1. Receives project endorsement letter from LBP Procurement Department with the following documents: <ul style="list-style-type: none"> a. One (1) set of plans consisting of Architectural, Electrical, Sanitary/Plumbing & Mechanical Plans b. Outline specifications c. Scope of Works or Bid Form
	2. Forwards the project endorsement letter with supporting documents to Cost Engineer;
Cost Engineer	3. Forwards list of materials to Purchasing Unit for price quotations;
Cost Engineer	4. Upon receipt of three (3) canvass/quotation sheets (usually from the suppliers endorsed by the Branch Managers in the locality), determines the price to be quoted for each materials (i.e. 2 nd highest price);
	5. Prepares detailed quantity and cost estimates
	6. Reviews/signs detailed cost estimates and prepare letter of project acceptance (or rejection) of project and submits same to the Construction Management Department Head/President and CEO;
CMD Head/ Pres.& CEO	7. Approves detailed cost estimates and submits same to LBP-Procurement Department (ProcD);

This document is a property of LBP Resources and Development Corporation photocopying, distribution, sale and unauthorized use for any part of this document is strictly prohibited.

File is save as: OM-CMD-3.0 Project Implementation (Construction/ Renovation)

 <p>LBP RESOURCES AND DEVELOPMENT CORPORATION 24TH Floor LBP Plaza 1598 M.H Del Pilar cor. Dr. J. Quintos St. Malate Manila</p>	<p>CONSTRUCTION MANAGEMENT DEPARTMENT MANUAL</p>	<p>Class Code: D</p>
	<p>Chapter 3: Project Implementation (Construction/ Renovation)</p>	<p>Reference Code: OM-CMD-3.0</p>
<p>Revision Number: 00</p>		
<p>Date: Effective Nov. 20, 2018</p>		
<p>Page 2 of 12</p>		

<u>Units/Person Responsible</u>	<u>ROLES AND RESPONSIBILITIES (PROCESS)</u>
	<p>If the submitted cost estimates is within the ProcD's Approved Budget for the Contract (ABC), will present LBRDC's quotation to HOBAC for approval.</p> <p style="text-align: center;"><i>Awarding/Acceptance of Contract</i></p>
CMD Head/ Pres.& CEO	<p>8. Receives Notice of Award (NOA), Notice to Proceed (NTP), Purchase Order (PO) and Project Agreement from LBP-ProcD together with the following documents form LBP-PMED;</p> <ul style="list-style-type: none"> • Seven (7) sets of plans and specifications and other documents related to application of building permit • Two (2) complete sets of construction plans for office and field/project site use • Approved Breakdown of Works and the Corresponding Value of the Contract Amount (BOWCVOTCA) <p style="text-align: center;"><i>Assigning of Projects to Team Leaders</i></p>
CMD Head/ Pres. & CEO	<p>9. Assigns the project to Team Leader thru a Special Order (SO);</p> <p>10. Schedules the pre-construction meeting with LBP-PMED and end-users;</p> <p>11. Conducts pre-construction meeting with LBP-PMED, end-users and project Team Leader;</p>
Team Leader	<p>12. Prepares the following documents:</p> <ul style="list-style-type: none"> • Materials Scheduling • Procurement Request Form (materials and specialty works) (See Annex A) • Bar Chart/PERT-CPM • Fill-up and signs/ seals building/electrical permit forms (mechanical and sanitary permit forms and plans to be signed and sealed by outside professional consultants) <p>13. Forwards documents to Construction Management Department Head/President and CEO for approval;</p> <p>14. Endorses documents (NOA, PO, NTP) to Accounting Department for CARI application;</p>

 <p>LBP RESOURCES AND DEVELOPMENT CORPORATION 24TH Floor LBP Plaza 1598 M.H Del Pilar cor. Dr. J. Quintos St. Malate Manila</p>	CONSTRUCTION MANAGEMENT DEPARTMENT MANUAL	Class Code: D
		Reference Code: OM-CMD-3.0
	Revision Number: 00	
	Date: Effective Nov. 20, 2018	
	Page 3 of 12	
	Chapter 3: Project Implementation (Construction/ Renovation)	

<u>Units/Person Responsible</u>	<u>ROLES AND RESPONSIBILITIES (PROCESS)</u>
CMD Head/ Pres.& CEO	15. Approves Procurement Request Form and endorses to Purchasing Department

Application of Building Permit

Project Engineer/ Team Leader	16. Apply for Barangay Clearance for construction/renovation in the locality and pay necessary fees
Brgy. Capt.	17. Issues Barangay Clearance for construction/renovation
Project Engineer/ Team Leader	18. Apply for locational clearance at Zoning Administration Division with the following documents: <ul style="list-style-type: none"> ➤ 7 sets Architectural Plans (signed and sealed) ➤ Barangay Clearance for construction/renovation ➤ TCT/CCT or Lease Contract ➤ Latest Real property Tax Receipt ➤ Tax Declaration ➤ Authorization Letter (for representative)
Zoning Administrator	19. Evaluates submitted documents and assigned inspector to inspect the proposed construction/renovation site
	20. If found to be complete and compliant, issues order of payment
Project Engineer/ Team Leader	21. Pay necessary fees to secure Locational Clearance at the City/Municipal Treasure's Office
Zoning Administrator	22. Issues approved Locational Clearance
Project Engineer/ Team Leader	23. Proceeds to the Office of the Building Official (OBO) and get endorsement letter to the Bureau of Fire Protection (BFP)
OBO	24. Issues endorsement letter to Bureau of Fire Protection
Project Engineer/ Team Leader	25. Proceed to the Bureau of Fire Protection and submit the endorsement letter from OBO together with the following documents;



**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**

Class Code: D

Reference Code:

OM-CMD-3.0

Revision
Number:

00

Date: Effective

Nov. 20, 2018


Page 4 of 12

**Chapter 3: Project
Implementation
(Construction/ Renovation)**


<u>Units/Person Responsible</u>	<u>ROLES AND RESPONSIBILITIES (PROCESS)</u>
	<ul style="list-style-type: none"> ➤ 6 sets of complete Building Plans and Specifications ➤ Photo copy of Locational Clearance ➤ 2 sets of Bill of Materials and Cost Estimates signed and sealed ➤ 3 copies of Notarized Affidavit of Declaration of Bill of Materials and Cost Estimates ➤ Photocopy of Professional Tax Receipt (PTR) and PRC Identification Card (Architect or Engineer) ➤ Special Power of Attorney or Notarized Authorization Letter for representative of the Owner/Applicant and ID of the Owner ➤ Payment of 0.10% of Cost Estimate
BFP	26. Evaluates all the submitted documents and schedules site inspection
	27. Issues Fire Safety Evaluation Clearance (FSEC)
Project Engineer/ Team Leader	28. Proceed to Office of the Building Official and submit the following documents to secure Building Permit: <ul style="list-style-type: none"> ➤ Duly accomplished building, electrical, plumbing/sanitary and mechanical permit forms ➤ 5 sets of Complete Plans and Specifications signed and sealed ➤ 5 sets Bill of Materials/Cost Estimates signed and sealed by designing Architect/Engineer ➤ Photocopies of valid PRC IDs and current PTRs with dry seal and specimen signatures of the professionals in blue ink ➤ Corporate Secretary's Certificate Authorizing the Signatory ➤ TCT/CCT or Lease Contract ➤ Tax Declaration of property ➤ Latest Tax Receipt ➤ Barangay Clearance ➤ Locational Clearance ➤ Contractor's Tax ➤ Approved Construction Safety and Health Program from DOLE

This document is a property of LBP Resources and Development Corporation photocopying, distribution, sale and unauthorized use for any part of this document is strictly prohibited.

File is save as: OM-CMD-3.0 Project Implementation (Construction/ Renovation)

 <p>LBP RESOURCES AND DEVELOPMENT CORPORATION 24TH Floor LBP Plaza 1598 M.H Del Pilar cor. Dr. J. Quintos St. Malate Manila</p>	CONSTRUCTION MANAGEMENT DEPARTMENT MANUAL	Class Code: D
		Reference Code: OM-CMD-3.0
	Chapter 3: Project Implementation (Construction/ Renovation)	Revision Number: 00
		Date: Effective Nov. 20, 2018
		Page 5 of 12

<u>Units/Person Responsible</u>	<u>ROLES AND RESPONSIBILITIES (PROCESS)</u>
OBO	29. If submitted documents are found to be complete, issues order of payment for building permit.
Project Engineer/ Team Leader	30. Prepares request for payment to be checked/signed by the Internal Auditor and to be approved by the CMD Head/President and CEO.
CMD Head/Pres. & CEO	31. Approves request for payment of building permit and endorses to Accounting Department.
Acctg. Dept.	32. Prepares Accounts Payable Voucher (APV), Disbursement Order (DO) and Check and endorses to the Project Engineer/Team Leader in charge of the project.
Project Engineer/ Team Leader	33. Proceeds to the Office of the City/Municipal Treasurer and pay the necessary fees 34. Presents to OBO the Official Receipt of payment and get stub on when to return to get the approved building permit.
OBO	35. Issues/releases approved building, electrical, plumbing/sanitary and mechanical permits.
Project Engineer/ Team Leader	36. Gives copies of approved building, electrical, plumbing/sanitary and mechanical permits to the Branch End-Users, LBP-PMED, LBRDC Accounting Department and CMD documents custodian for filing.
CMD Head/ Pres.& CEO	37. Instructs the Team Leader when to mobilize;
Team Leader	38. Prepares Job Order request for manpower requirements, Withdrawal Slips (see Annex B) for materials requirements and Request for Service Vehicle for delivery of materials, tools and equipment.

 <p>LBP RESOURCES AND DEVELOPMENT CORPORATION 24TH Floor LBP Plaza 1598 M.H Del Pilar cor. Dr. J. Quintos St. Malate Manila</p>	CONSTRUCTION MANAGEMENT DEPARTMENT MANUAL	Class Code: D
		Reference Code: OM-CMD-3.0
	Chapter 3: Project Implementation (Construction/ Renovation)	Revision Number: 00
		Date: Effective Nov. 20, 2018
		Page 6 of 12

<u>Units/Person Responsible</u>	<u>ROLES AND RESPONSIBILITIES (PROCESS)</u>
--	--

Preparation for Project Implementation


Project Engineer/	39.	Receives CARI policy from Accounting Department;
Team Leader	40.	Submits material samples for approval prior to use on the project to LBP-PMED;
	41.	Submits test results of reinforcing steel bars to be used on the project to LBP-PMED for proper confirmation per construction notes (for building construction)

Construction Stage

Team Leader	42.	Deploys core group (P.E. Foreman, Mason, etc.) to the project;
	43.	Mobilizes and starts the project implementation;
	44.	Prepares Project Inspection and Update Report (PIUR) (see Annex I) at least once a month.
	45.	Submits PIUR to Construction Management Department Head/President and CEO for approval;

Additional Works/Change Orders (Contract Time Extension)

Project Engineer/ Team Leader	46.	Forwards scope of works for change orders/ additional works to Cost Engineer;
Cost Engineer	47.	Evaluates the submitted scope of works for change order from the Project Engineer-in charge/Team Leader
	48.	Prepares the following: <ul style="list-style-type: none"> • Additional Works/Change Orders • Request for Approval of Change Order
Team Leader/ Cost Engineer	49.	Reviews and signs the Additional Works/Change Orders

 <p>LBP RESOURCES AND DEVELOPMENT CORPORATION 24TH Floor LBP Plaza 1598 M.H Del Pilar cor. Dr. J. Quintos St. Malate Manila</p>	CONSTRUCTION MANAGEMENT DEPARTMENT MANUAL	Class Code: D
		Reference Code: OM-CMD-3.0
	Chapter 3: Project Implementation (Construction/ Renovation)	Revision Number: 00
		Date: Effective Nov. 20, 2018
		Page 7 of 12

<u>Units/Person Responsible</u>	<u>ROLES AND RESPONSIBILITIES (PROCESS)</u>
P&CEO	50. Approves and forward to LBP-PMED the following: <ul style="list-style-type: none"> • Additional Works/Change Orders • Request for Approval of Change Order

Joint Inspection at 95% work completion

Team Leader/ CMD Head/ P&CEO	51. Request in advance to LBP-PMED to conduct joint punch listing which will be done once the project reaches 95% work accomplishment;
Team Leader	52. Conducts joint inspection with LBP-PMED representatives for punch listing;
	53. Receives Project Inspection and Update Report (PIUR) from PMED which indicates work accomplishment & punch listed items;
	54. Forwards and coordinate to Project Engineer on site to complete balance of works and rectify punch lists;
	55. Forwards to Construction Management Department Head/President & CEO for signature;
CMD Head/P&CEO	56. Forwards to Accounting Department the PIUR prepared by PMED for preparation of Billing Statement;
Project Engineer	57. Completes balance of works and rectify punch lists and informs the Team leader;
	58. Prepares materials inventory on site and prepares Transfer Slip of excess materials from site to LBRDC Warehouse and forwards to Team Leader/P & CEO;
Team Leader/ CMD Head/ P&CEO	59. Signs the Transfer Slip of Materials and forwards to Admin Dept. for schedule of hauling-out of excess materials including debris
Team Leader	60. Prepares Certificate of Completion of Punch lists and forwards same to the Construction Management Department



**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 3: Project
Implementation
(Construction/ Renovation)**

Class Code: D

Reference Code:

OM-CMD-3.0

Revision
Number:

00

Date: Effective

Nov. 20, 2018

Page 8 of 12

<u>Units/Person Responsible</u>	<u>ROLES AND RESPONSIBILITIES (PROCESS)</u>
CMD Head/P&CEO	61. Signs the Certificate of Completion of Punch lists and forwards same to the Branch Manager for acceptance;
<i>Application of Occupancy Permit</i>	
Project Engineer/ Team Leader	62. Apply for occupancy permit at the Office of the Building Official 63. Submit the following requirements for occupancy permit: <ul style="list-style-type: none"> ➤ Duly accomplished Certificate of Completion Application Forms (signed and sealed by respective Engineers) ➤ Photocopy of PRC, PTR of Professional Engineers who signed and sealed (w/ 3 specimen signature, use blue pen)
	<ul style="list-style-type: none"> ➤ Photocopy of approved Building, Excavation, Electrical, Plumbing/Sanitary and Mechanical Permits ➤ Fire Safety Inspection Certificate (FSIC) ➤ Contractor's Business permit (BPLO) ➤ Authorization from Owner/applicant ➤ Approved Plans <p style="text-align: center;">3 sets of As-built plans (signed and sealed)</p>
OBO	64. Issues order of payment for occupancy permit
Project Engineer/ Team Leader	65. Prepares request for payment to be checked/signed by the Internal auditor and to be approved by the CMD Head/President and CEO.
CMD Head/Pres. & CEO	66. Approves request for payment and endorses to Accounting Department
Acctg. Dept.	67. Prepares Accounts Payable Voucher (APV), Disbursement Order (DO) and Check and endorses to the Project Engineer/Team Leader in charge of the project.
Project Engineer/ Team Leader	68. Proceed to Office of the City/Municipal Treasurer and pay necessary fees for occupancy permit. 69. Presents to OBO the official receipt of payment and get stub on when to return to get the Certificate of Occupancy.
OBO	70. Issues Certificate of Occupancy



**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**

Class Code: D

Reference Code:

OM-CMD-3.0

Revision
Number:

00


Date: Effective

Nov. 20, 2018

Page 9 of 12

**Chapter 3: Project
Implementation
(Construction/ Renovation)**

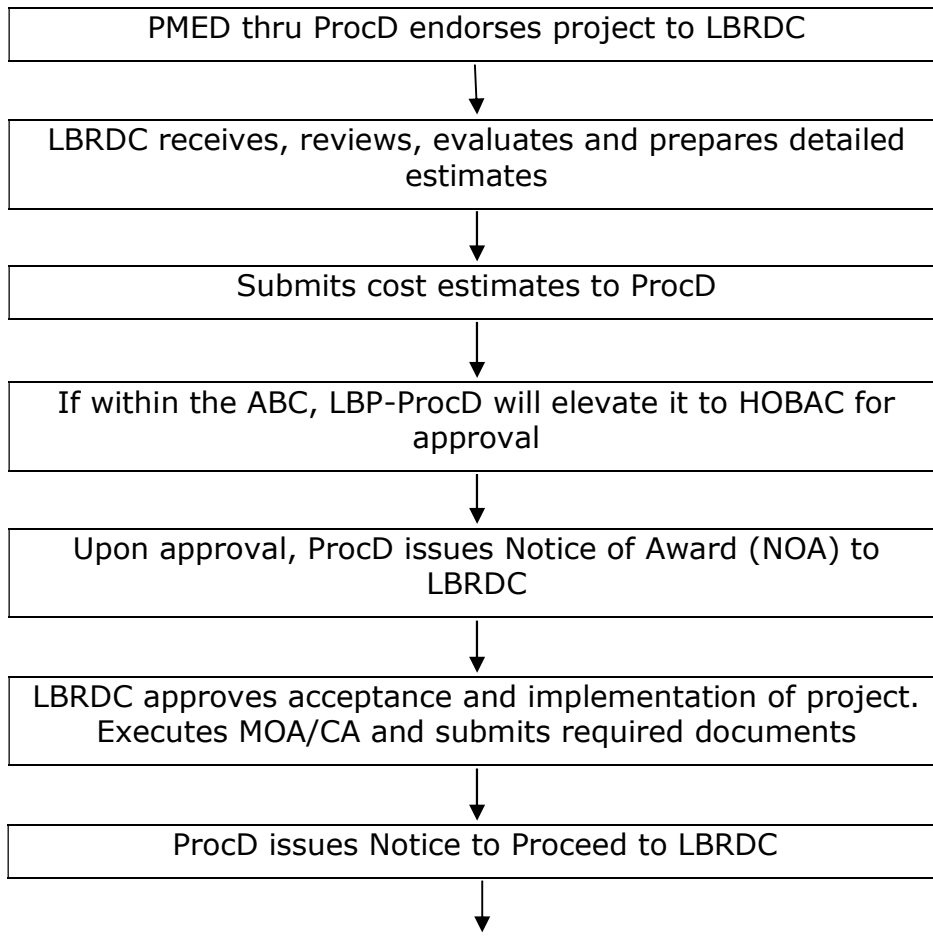
<u>Units/Person Responsible</u>	<u>ROLES AND RESPONSIBILITIES (PROCESS)</u>
<i>Project Completion/Turn-Over and Acceptance</i>	
Project Engineer/Draftsman	71. Prepares corrections on plans and forwards to Team Leader;
Team Leader	72. Forwards same to CAD Operator/Draftsman for preparation of As-built plans;
Draftsman	73. Completes the As-Built plans of the project for review, evaluation and confirmation by Team Leader.
Team Leader	74. Checks the As-Built plans and signs and seals the Architectural and Structural Plans (Electrical, Sanitary and Mechanical Plans to be signed and sealed by LBRDC's Professional consultants) and forwards same to LBP-PMED;
	75. Once the work is found to be acceptable, signs the Certificate of Completion for Punch lists and forwards same to LBRDC's P.E.;
	76. To facilitate Turn-over and Acceptance of the project, forwards to LBP-PMED the Certificate of Completion of Punch lists together with the following: <ul style="list-style-type: none"> • Three (3) sets of As-built Plans duly signed and sealed by respective Professionals; • Pictures/photos (prior to and upon completion of the project) • Certificate of Warranty (Deed of Undertaking) from the Accounting Unit
	<ul style="list-style-type: none"> • Certificate/clearance from the End-User that LBRDC has paid/ settled all its monetary obligations • Authority to deduct any other expenses incurred by LBRDC during the implementation • Copy of Certificate of Occupancy and Building Permit issued by the Office of the Building Official (if applicable)-from the end-user • Copy of Electrical Permit, if applicable (from the end-user) • Copy of Certificate of Completion of Electrical Works, if applicable (from the end-user)


 <p>LBP RESOURCES AND DEVELOPMENT CORPORATION 24TH Floor LBP Plaza 1598 M.H Del Pilar cor. Dr. J. Quintos St. Malate Manila</p>	<p>CONSTRUCTION MANAGEMENT DEPARTMENT MANUAL</p>	<p>Class Code: D</p>
		<p>Reference Code: OM-CMD-3.0</p> <p>Revision Number: 00</p> <p>Date: Effective Nov. 20, 2018</p> <p>Page 10 of 12</p>
<p>Chapter 3: Project Implementation (Construction/ Renovation)</p>		

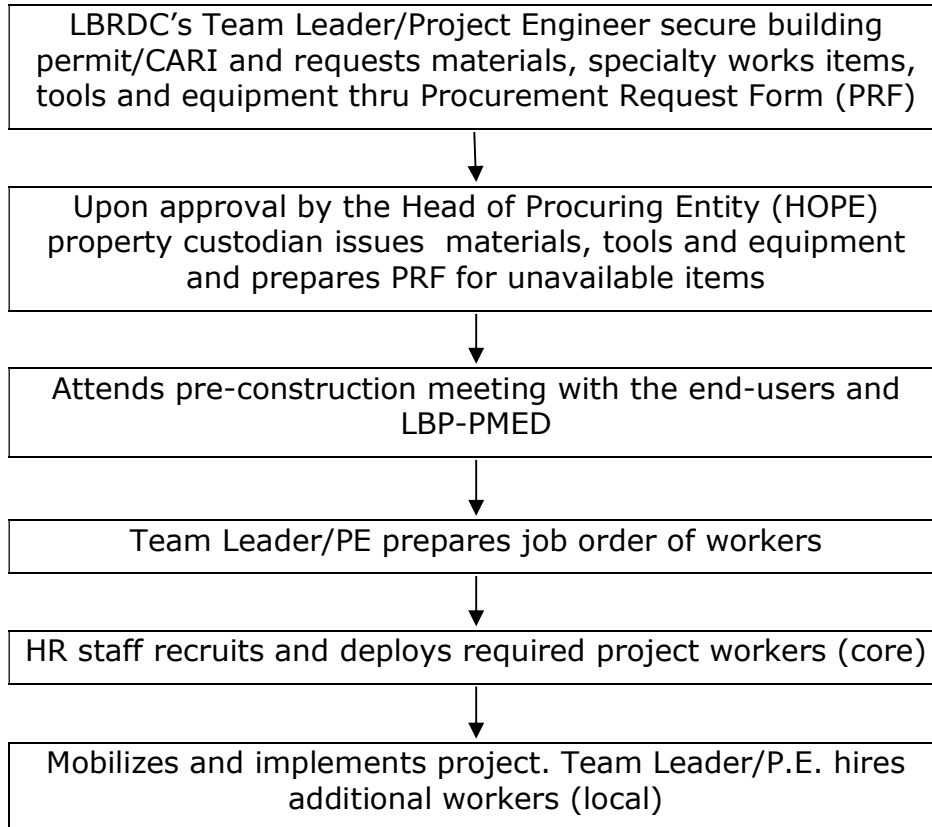
<u>Units/Person Responsible</u>	<u>ROLES AND RESPONSIBILITIES (PROCESS)</u>
	<ul style="list-style-type: none"> Copy of Fire Safety Inspection Certificate, if applicable (from the end-user) Test results of re-bars and concrete (for building construction)
CMD Head/P&CEO	77. Receives Turn-Over and Acceptance of the building from LBP-PMED


C. Process Flow

• AWARDING OF PROJECT PRE-CONSTRUCTION PHASE



 <p>LBP RESOURCES AND DEVELOPMENT CORPORATION 24TH Floor LBP Plaza 1598 M.H Del Pilar cor. Dr. J. Quintos St. Malate Manila</p>	CONSTRUCTION MANAGEMENT DEPARTMENT MANUAL	Class Code: D	
		Reference Code: OM-CMD-3.0	
	Revision Number: 00		
	Date: Effective Nov. 20, 2018		
	Chapter 3: Project Implementation (Construction/ Renovation)		Page 11 of 12



 <p>LBP RESOURCES AND DEVELOPMENT CORPORATION 24TH Floor LBP Plaza 1598 M.H Del Pilar cor. Dr. J. Quintos St. Malate Manila</p>	<p>CONSTRUCTION MANAGEMENT DEPARTMENT MANUAL</p>	<p>Class Code: D</p>
	<p>Chapter 3: Project Implementation (Construction/ Renovation)</p>	<p>Reference Code: OM-CMD-3.0</p> <p>Revision Number: 00</p> <p>Date: Effective Nov. 20, 2018</p> <p>Page 12 of 12</p>

- **CONSTRUCTION PHASE**

