2° DEVELOPMENT	PROPERTY MANAGEMENT,	Class Code: D
20 Who	SECURITY & UPKEEP	Reference Code:
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<sup>6</sup> 9, 41, 1976, 10 <sup>1</sup>		Revision Number:
LBP RESOURCES AND DEVELOPMENT		00
CORPORATION	Chapter 4: Reporting System	Date: Effective
24 <sup>TH</sup> Floor LBP Plaza 1598 M.H		Nov. 20, 2018
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## A. General Guidelines

To effectively monitor the status of the company's property management, security and upkeep services business, a monthly report shall submitted for information/notation of management.

Accuracy and completeness of data reflected in the report should be ensured.

## **B.** Detailed Procedures – Report Preparation

Business Development	1.	Prepares the following report:
Specialist		<ul> <li>Monthly Report on Property Management Services using the prescribed form (Annex 4).</li> </ul>
		<ul> <li>List of properties under Property Security Agreement (PSA) within the month, account name/location, PSA NO., Lending Center, Number of titles, billing net of VAT, expense net of VAT, income, net income, type of service, date of start, and date of turnover (Annex 5).</li> </ul>
	2.	Forwards the reports to the PMMS Manager not later than the 5th working day of the subsequent month.
PMMS Manager	3.	Reviews the report, initials, and endorses to the President CEO for notation/signature.
President & CEO	4.	Approves and signs the report.
Business Development Specialist	5.	Provides the record custodian of the PMMS Department copy of the report for filing and maintenance.
	6.	Provides the Finance Department a copy of the report for income and expense accrual.
	7.	Provides the secretariat of the Executive Committee and Board of Directors a copy of the report for inclusion in the agenda of the meetings.

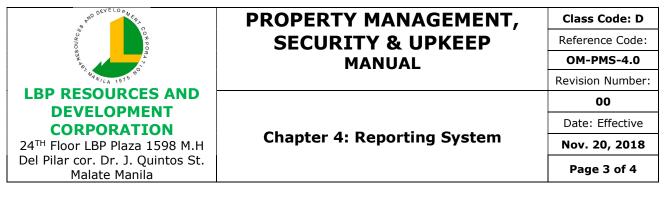
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## **C. Process Flow**

The process flow for the reporting of the status of property management, security and upkeep services is presented in Exhibit 2.

Unit/ Person Responsible	FLOWCHART Activity	Time Frame
Business Development Specialist	START Prepares monthly report on property management, security and upkeep services	Not later than the 5 <sup>th</sup> working day/s of the subsequent month
	Forwards the report to the PMMS Manager	
PMMS Manager	Reviews the report, initials, and endorses to the President/ GM	
President and C.E.O	Approves and signs the report	
Business Development	Provides the record custodian of the PMMS Dept. a copy of the report for filling and maintenance	
Specialist		

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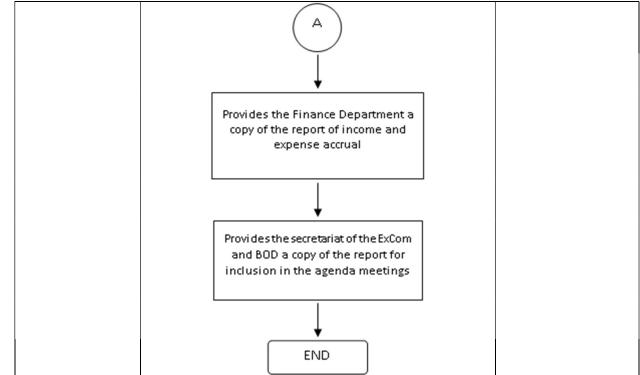
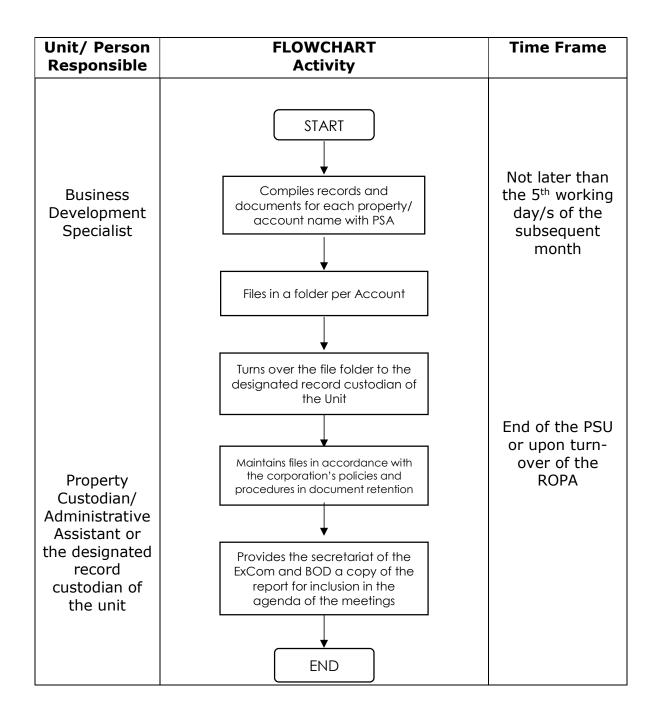


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		Reference Code:
		OM-PMS-4.0
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