

 <p><b>LBP RESOURCES AND DEVELOPMENT CORPORATION</b> 24<sup>TH</sup> Floor LBP Plaza 1598 M.H Del Pilar cor. Dr. J. Quintos St. Malate Manila</p>	<h1>ADMINISTRATIVE MANUAL</h1>	<b>Class Code: D</b>
	<h2>CHAPTER 1: INTRODUCTION</h2>	Reference Code: <b>OM-ADM</b> Revision Number: <b>00</b> Effective Date: <b>Nov. 20, 2018</b> <b>Page 9 of 49</b>

This Manual contains the personnel policies of LBP Resources and Development Corporation (LBRDC) which apply to the officers and employees of LBRDC. The policies that follow shall be construed as general rules. Specific situations not covered by these guidelines will be referred to the Executive Committee or Board of Directors for decision. Likewise, amount of benefits and allowances and certain other specific information, which are subject to periodic change, have not been included in this Manual. This information, however, shall be readily available from the Administrative Department.

The policies described in this Manual are not conditions of employment and the language used and the manners the policies are presented do not create a contract between the LBRDC and its officer and employees. LBRDC may alter, amend, or otherwise modify these guidelines in its sole discretion, in response to changing conditions or requirements.

This Manual is a confidential document and should only be used by the officers and employees of LBP Resources and Development Corporation.