

 <p>LBP RESOURCES AND DEVELOPMENT CORPORATION 24TH Floor LBP Plaza 1598 M.H Del Pilar cor. Dr. J. Quintos St. Malate Manila</p>	<h1>ADMINISTRATIVE MANUAL</h1>	Class Code: D
	<h2>CHAPTER 2: GENERAL PROVISIONS</h2>	Reference Code:
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2.1 APPLICATION OF PERSONNEL POLICIES

These policies summarize the employment relationship between officers and employees and the LBRDC. These policies describe certain rights, benefits, and requirements, which encourage professionalism among the officers and employees of the Company.

2.2 AMENDMENTS

The Executive Committee shall amend these policies and/or Board of Directors through the implementing guidelines contained in the Special Orders issued by the President & CEO.

2.3 IMPLEMENTING PROCEDURES

The Administrative Department shall initiate the formulation of procedures to implement Personnel Policies. Employees should consult the approved procedures in addition to the policies set forth in this Manual.

2.4 APPLICABILITY

Unless explicitly mentioned in a particular policy, all policies in this Manual apply to all full-time officers and employees of LBRDC.

2.5 CLASSIFICATION OF EMPLOYEES

- Officer
- Supervisory
- Rank & File