

 <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 3: TYPES OF APPOINTMENT</h2>	Reference Code: OM-ADM Revision Number: 00 Effective Date: Nov. 20, 2018
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3.1 OFFICER

An officer is a person hired to fill in a position with the title Manager or higher.

3.2 REGULAR EMPLOYEE

A regular employee is a person who, having passed through a probationary period of employment is placed on the regular roll of LBRDC and is assigned to perform duties directly related to the regular operation of the Company. A regular employee may not be terminated except for just cause pursuant to the provision of the Labor Code of the Philippines.

3.3 PROBATIONARY EMPLOYEE

A probationary employee is a person hired to occupy a regular position in LBRDC for a specific trial period to ascertain the person's suitability for the job or for learning the job. The probationary period shall be up to six (6) months.

3.4 CONSULTANT

A person hired for his/her technical skills or expertise, for the duration of the project or for specific period for which his/her skills or expertise are needed.

3.5 RELIEVER

A reliever employee is a person hired, on a temporary basis, to fill in a rank-and-file position in the absence or lack of a regular employee or to perform work in a project or job which requires manpower not provided for in the existing plantilla.

3.6 SECONDED EMPLOYEE

Seconded employee may either be consultant, retainer or employee of the Land Bank of the Philippines or other government agencies who are rendering services of the Company.