

 <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 19: CORPORATE COMMUNICATION AND RECORDS</h2>	Reference Code: <b>OM-ADM</b> Revision Number: <b>00</b> Effective Date: <b>Nov. 20, 2018</b> <b>Page 44 of 49</b>

### 19.1 GENERAL

The nature of the Company's business dealing with confidential information of the business, financial and, at times, personal activities of the clients. In order to ensure the confidentiality of such information, all officers and staff of LBRDC shall be expected to exercise proper caution in the handling of office documents, as well as discussing the activities of the Company as well as of the clients.

### 19.2 ACTION ON CORRESPONDENCE

All official correspondence addressed to the Company shall be received and logged by the Administrative Department who shall then forward the documents to the President & CEO or other concerned employees.

### 19.3 OFFICIAL COMMUNICATIONS AND DOCUMENTS

All official communications and documents shall pass through the proper chain of authority as specified on the relevant office forms or operational procedure. Communications intended for the general public shall be submitted to the President & CEO.

### 19.4 SECURITY OF RECORDS AND DOCUMENTS

All official records and documents of the Company shall be kept in the records room. The Administrative Department shall maintain a record of all the documents kept in the records room and shall log all file withdrawals and subsequent returns.