



**LBP RESOURCES  
AND DEVELOPMENT  
CORPORATION**

24<sup>TH</sup> Floor LBP Plaza 1598 M.H  
Del Pilar cor. Dr. J. Quintos St.  
Malate Manila

**CONSTRUCTION  
MANAGEMENT DEPARTMENT  
MANUAL**

**CHAPTER 12: FORMS USED BY  
CONSTRUCTION MANAGEMENT  
DEPARTMENT**

**Class Code: D**

Reference Code:

**OM-CMD**

Revision  
Number:


**00**

Effective Date:

**Nov. 20, 2018**


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**Annex A**

	LBP RESOURCES AND DEVELOPMENT CORPORATION		PRF No.:
	<b>PROCUREMENT REQUEST FORM</b>		_____
<b>TO: The Procurement Unit</b> Please furnish the item(s) listed below. WE CERTIFY that the ITEM(S) REQUESTED are NECESSARY and will be used solely for the PURPOSE STATED.			<b>DATE PREPARED:</b> _____
<b>PROJECT/PURPOSE:</b> _____			<b>DATE NEEDED:</b> _____
Quantity	Unit	Item Description	Estimated Amount
<small>Note: Requesting Unit must immediately cross all spaces not used below the last article.</small>			
[1] Prepared by:		[2] Recommending Approval	[3] Approved
_____		_____	_____
Requesting Employee		Requesting Unit Head	President and CEO

This do




	LBP RESOURCES AND DEVELOPMENT CORPORATION				TO No.		
	<b>TRAVEL ORDER</b>				Date:		
Name				Position			
Official Station				Residence			
Purpose of Travel							
Date	Place to be visited	Time		Allowable Expenses		Per Diem	Total Amount
	(Destination)	Departure	Arrival	Transfo	Fare		
<b>Total Amount</b>							
[1] Prepared By:				[2] Recommending Approval:			
_____ Requesting Employee				I hereby certify that I have reviewed the foregoing itinerary, the travel necessary to the service, that the period covered is reasonable and the expences claimed for are proper			
[3] Approved By:							
_____ President and CEO				_____ Supervisor			


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**File is saved as: CONSTRUCTION MANAGEMENT DEPARTMENT MANUAL**

**Annex D**

	LBP RESOURCES AND DEVELOPMENT CORPORATION				TO No.		
	LIQUIDATION OF CASH ADVANCE FOR TRAVEL						
	REIMBURSEMENT OF TRAVELLING EXPENSES				Date:		
Name			Position				
Official Station			Residence				
Purpose of Travel							
Date	Place to be visited (Destination)	Time		Allowable Expenses		Per Diem	Total Amount
		Departure	Arrival	Transpo	Fare		
Total Amount							
[1] Prepared By:			[2] Recommending Approval:				
_____ Requesting Employee			I hereby certify that I have reviewed the foregoing itinerary, the travel necessary to the service, that the period covered is reasonable and the expences claimed for were proper				
[3] Checked By:							
_____ Accounting Unit			_____ Supervisor				
[4] Passed in Audit							
_____ Internal Auditor			_____ President & CEO				





**LBP RESOURCES AND DEVELOPMENT CORPORATION**  
 24<sup>TH</sup> Floor LBP Plaza, 1598 M. H. del Pilar cor. Dr. J. Quintos Sts., Malate, Manila

**PERFORMANCE EVALUATION AND APPRAISAL FOR SUBCONTRACTOR**

*This will serve as recommendation for the subcontractor who has rendered its services on the project. This was based on the subcontractor's performance as evaluated by the Project Engineer.*

Name of the Company : \_\_\_\_\_

Address : \_\_\_\_\_

Telephone no. : \_\_\_\_\_

Project : \_\_\_\_\_

Period Covered : \_\_\_\_\_

**CHECKLIST**

**I. Materials**

In Accordance with the Specifications

Not in accordance with the Specifications

Others (Please specify) \_\_\_\_\_

**II. Workmanship**

Highly Acceptable

Acceptable

Acceptable but with Minor Punch List

Not Acceptable (Please specify) \_\_\_\_\_

**III. Project Completion/Delivery**

Within the given time frame

Beyond the given time frame

**IV. Ability to rectify Punch list**

Rectified and within the given time frame

Rectified but beyond the given time frame

Others (Please specify) \_\_\_\_\_

**V. Compliance with Occupancy Safety and Health Standard**

Complying

Not Complying

**RECOMMENDATIONS**

\_\_\_\_\_

\_\_\_\_\_

**DATE PREPARED:** \_\_\_\_\_

Evaluated By: \_\_\_\_\_

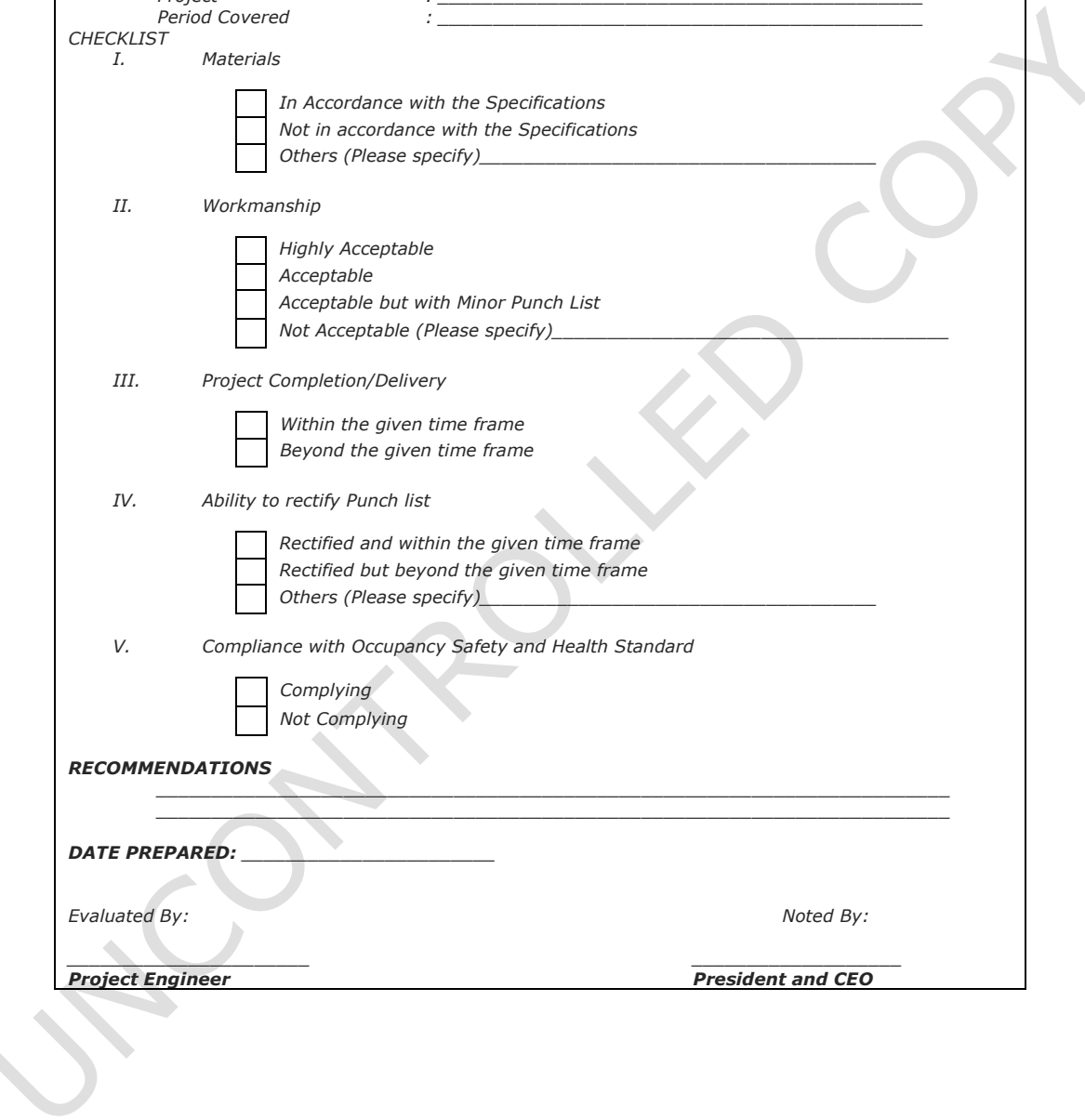
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**Project Engineer**

Noted By: \_\_\_\_\_

\_\_\_\_\_

**President and CEO**





**PERFORMANCE EVALUATION AND APPRAISAL FOR WORKERS**

This will serve as recommendation and clearance for the worker who has rendered his services on the project. This was based on the worker's performance as evaluated by the Immediate Supervisor.

Name of Worker : \_\_\_\_\_  
Project : \_\_\_\_\_  
Period Covered : \_\_\_\_\_

REMARKS: (On Worker's Performance, Attitude, Attendance, Potential, Liabilities, Etcetera.)

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_
- 8. \_\_\_\_\_
- 9. \_\_\_\_\_
- 10. \_\_\_\_\_

RECOMMENDATIONS:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

Date Prepared: \_\_\_\_\_

Evaluated By:  
  
\_\_\_\_\_  
Project Engineer

Noted By:  
  
\_\_\_\_\_  
President and CEO

\_\_\_\_\_  
Administrative Manager









