 <p>LBP RESOURCES AND DEVELOPMENT CORPORATION 24TH Floor LBP Plaza 1598 M.H Del Pilar cor. Dr. J. Quintos St. Malate Manila</p>	MANPOWER & MAINTENANCE SERVICES MANUAL	Class Code: D
		Reference Code: OM-MMS-1.0
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A. DECLARATION OF POLICY

The Corporation shall engage in, operate, and carry on the business of providing and rendering general manpower services, such as but not limited to management and technical services, janitorial services, maintenance services, clerical, messengerial, and other allied services, either as principal, agent, or manager.

The Corporation shall ensure that the delivery of services meets, if not exceeds client expectations without prejudice to its project employees, in accordance with all labor laws and standards, and in line with the Corporation's values.


B. DEFINITION OF TERMS

For purposes of this Manual, the following terms or words and phrases shall mean as follows:

Contractor Any person or entity engaged in a legitimate contracting or subcontracting arrangement providing services, skilled workers, temporary workers or a combination of services to a principal under a Service Agreement.

Cost of Living Allowance (COLA) Allowance given to workers to compensate for loss in purchasing power due to inflation and is commonly pegged to a general index such as consumer price index (CPI). COLA is part of the minimum wage but shall be excluded from the computation of wage related benefits such as overtime pay, night differential, and 13th month pay. It shall, however, form part of the computation of mandatory contributions to the Social Security System, PhilHealth, and Pag-Ibig.

Cost Plus Contract Arrangement where the contractor agrees to furnish to the principal/client services and material at actual cost, plus an agreed upon fee for these services.

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Fixed -Price Contract

Arrangement wherein the contractor agrees to furnish services and material at a specified price, possibly with a mutually agreed upon escalation clause.

In-house Agency

Contractor which is owned, managed, or controlled directly or indirectly by the principal or one where the principal owns/represents any share of stock, and which operates solely or mainly for the principal.

Contracting or Subcontracting

An arrangement whereby a principal agrees to put out or farm out with a contractor the performance or completion of a specific job, work or service within a definite or predetermined period, regardless of whether such job, work or service is to be performed or completed within or outside the premises of the principal.

For the purpose of undertaking the principal's business that is farmed out, the contractor or subcontractor then employs its own employees.

Maintenance Service

A service provided to keep a product or facility in good operating condition.

Statutory benefits


Benefits that are mandated by law, such as Social Security, Health Insurance, and Employees Compensation.

Principal

Any employer, whether a person or entity, including government agencies and government-owned and controlled corporations, who/which farms out a job, service or work to a contractor.

Project employee

One whose "employment has been fixed for a specific project or undertaking the completion or termination of which has been determined at

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the time of the engagement of the employee or where the work or services to be performed is seasonal in nature and the employment is for the duration of the season.

Project or contract staffing

A long or short term staffing contract between two companies or a company and an individual where employee is deputed on an assignment for a definite period as mentioned in the contract.

Right to Control

The right reserved to the person for whom the services of the contractual workers are performed, to determine not only the end to be achieved, but also the manner and means to be used in reaching the end.

Security of Tenure

A constitutional guarantee that an employee cannot be dismissed from the service for causes other than those provided by law and only after due process is accorded the employee.


Service Agreement

Contract between the principal and contractor containing the terms and conditions governing the performance or completion of a specific job, work or service being farmed out for a definite or predetermined period.

Solidary liability

The nature of liability of the principal as direct employer together with the contractor for any violation of any provision of the Labor Code.

It also refers to the liability of the principal, in the same manner and extent that he/she is liable to his/her direct employees, to the extent of the work performed under the contract when the contractor fails to pay the wages of his/her employees.

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C. SCOPE OF SERVICES

1. Contract or Project Staffing

LBRDC shall deploy pre-screened and qualified personnel to the Principal on a contractual or project-based arrangement during prolonged absences/leaves of permanent employees, temporary vacancies, or seasonal manpower requirements. Contract rate shall include the wages and mandatory benefits (i.e., 13th month pay, overtime pay, service incentive leaves, and SSS, HDMF, and PHIC contributions, etc.) plus administrative fee and applicable taxes.

2. Janitorial and other allied services

LBRDC shall provide complete job contracting services for janitorial and related work for various companies and institutions. LBRDC will provide the tools, equipment, implements, and machineries to be actually and directly used in the performance of janitorial and related activities.

3. Maintenance Services

For the purpose of maintaining a company's equipment and facilities (i.e., air conditioning units, generator sets, and signage) in satisfactory operating condition, LBRDC shall conduct systematic and periodic inspection, detection, and correction of incipient failures before they occur or before they develop into major defects.