

 <p>LBP RESOURCES AND DEVELOPMENT CORPORATION 24TH Floor LBP Plaza 1598 M.H Del Pilar cor. Dr. J. Quintos St. Malate Manila</p>	<p>MANPOWER & MAINTENANCE SERVICES MANUAL</p>	<p>Class Code: D</p>
		<p>Reference Code: OM-MMS-11.0</p>
<p>Chapter 11: Files and Records Management</p>	<p>Revision Number: 00</p>	
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A. General Guidelines

1. Maintenance or retention of documents pertaining to manpower and maintenance services shall be in accordance with the approved policies and procedures of the corporation on records retention.
2. All documents pertaining to the manpower and maintenance services such as but not limited to the following shall be filed by the Account Officer:
 - 2.1. Duplicate copy of billing
 - 2.2. Logbook or Log sheet
 - 2.3. Service Agreement
 - 2.4. Communications
3. The Account Officer shall be authorized to have access to the payroll documents for purposes of billing.
4. The records custodian shall ensure that information is provided in a timely and efficient manner regardless of urgency of request and that vital information are archived for business continuity and recovery.