

**PERSONNEL MANUAL****I. INTRODUCTION**

This Manual contains the personnel policies of LBP INSURANCE BROKERAGE, INC. (LIBI) which apply to the officers, and employees of the Company. The policies that follow shall be construed as general rules. Specific situations not covered by these guidelines will be referred to the Executive Committee (EXCOM) or Board of Directors (BOD) for decision. Likewise, amount of benefits and allowances and certain other specific information, which are subject to periodic change, have not been included in this Manual. This information, however, shall be readily available from the Administrative Section.

The policies described in this Manual are not conditions of employment and the language used and the manners the policies are presented do not create a contract between the LIBI and its officer and employees. The Company may alter, amend, or otherwise modify these guidelines in its sole discretion, in response to changing conditions or requirements.

This Manual is a confidential document and should only be used by the officers and employees of LIBI.

**1. GENERAL PROVISIONS****A. Application of Personnel Policies**

These policies summarize the employment relationship between officers and employees and LIBI. These policies describe certain rights, benefits and requirements, which encourage professionalism among the officers and employees of the Company.

B. Amendments

The EXCOM shall amend these policies and/or BOD through the implementing guidelines contained in the Executive Orders issued by the President & CEO, or in his absence the General Manager.

C. Implementing Procedures

The Administrative Section shall initiate the formulation of procedures to implement Personnel Policies. Employees should consult the approved procedures in addition to the policies set forth in this Manual.

D. Applicability

Unless explicitly mentioned in a particular policy, all policies in this Manual apply to all full time officers and employees of LIBI.

E. Classification of Employees

- a. Officer
- b. Supervisory
- c. Rank and File

2. TYPES OF APPOINTMENT**A. Regular employee**

A regular employee is a person who, having passed through a probationary period of employment, is placed on the regular roll of LIBI 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 provisions of the Labor Code of the Philippines.

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B. Probationary employee

A probationary employee is a person hired to occupy a regular position in LIBI 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.

C. Consultant

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

D. Contractual/Reliever

A contractual/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.

E. Seconded employee may either be consultant, retainer or employee of the Land bank of the Philippines (LBP) or other government agencies who are rendering services to the Company.**F. Seasonal****G. Project-Hired****3. SPECIAL COMMITTEE****A. Executive Committee (EXCOM)**

The EXCOM shall be nominated from among the members of the BOD of the Company. The Committee shall be tasked to review the performance of LIBI operations vis-à-vis set targets and take up and decide on matters affecting the operations of the Company. The EXCOM shall meet regularly at a frequency and schedules to be agreed upon by its members.

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B. Management Committee (MANCOM)

The members of the MANCOM shall be selected by the President & CEO from among the officers and employees of the Company. The committee shall meet once a month or as often as necessary in order for the committee members to give an update on the status of the operations of each division, department, section or unit. The committee shall also discuss specific operational highlights, such as, but not limited to major and new accounts being developed and acquired during the month. The President or in his absence, the General Manager shall preside the meeting of the committee.

C. Ad Hoc Committee

Ad Hoc Committees may be formed by the President & CEO from time to time to respond to a specific concern or issue that the Company needs to address. The Members of the Committee/s shall be chosen by the President & CEO from among the officers and employees of the Company. Ad Hoc Committees may also be created by the BOD in which case the Board chooses the Committee's composition.

D. Other Management Committees

Other committees, as maybe created by the Management and those prescribed by existing laws, rules and regulations.

II. EMPLOYMENT**1. RECRUITMENT FOR EMPLOYEES****A. Scope of Recruitment**

LIBI shall recruit from within and from outside its workforce to obtain qualified candidates for any vacant or newly created regular positions.

B. Recruitment for Regular Rank and File Positions

Openings for vacant or newly created rank and file regular positions shall be announced to all the employees of LIBI for the purpose of obtaining qualified candidates to fill in the position.

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If a suitable candidate is found within the Company, the President & CEO or the General Manager may assign the candidate, for fixed length of time, to fill in the vacant or newly created position in an acting capacity. After the specified time period, the President & CEO or the General Manager shall evaluate the performance of the candidate whether he/she should be recommended for promotion pursuant to policy Chapter V-1 (Employee Development).

If a suitable candidate cannot be found within the Company, LIBI shall open the recruitment to the public through the acceptance of walk-in applications, referrals or announcements of vacancy in major newspapers.

The announcement shall include the job title, salary range, job description and qualification requirements of the position.

C. Recruitment and Hiring for Fixed Period

The Company may recruit and hire a fixed-period employee to fill in for a regular and probationary employee as a reliever or as a temporary employee for a special project. More specifically, the respective conditions under which hiring of fixed-period employees may be resorted to are as follows: (a) the regular or probationary employee is on leave of absence which cannot be filled in by a current regular employee (b) the temporary employee will perform work in a project or job for which no other regular or probationary employee is available or can be assigned to.

The President & CEO or General Manager may engage the services of a manpower placement agency to source suitable candidates for the fixed-period positions. If the manpower agency cannot supply qualified candidates, the President & CEO or General Manager shall open the recruitment to the public through official announcement of vacancy, which shall be posted on the appropriate bulletin boards within LIBI and the Land Bank of the Philippines offices or published in leading newspapers.

**2. SELECTIONS AND APPOINTMENT OF RECRUITS IN REGULAR RANK AND FILE POSITION****A. Selection**

Selection methods and criteria shall be job-based. The preliminary screening of the applications shall be done by the Administrative Unit in order to determine whether or not the applicants meet the minimum qualification requirements of the position being filled up.

B. Testing and Interview

All candidates for vacant or newly created position coming from outside the Company shall undergo a written examination to be administered by the Administrative Unit or designated Manpower Service Provider. Candidates coming from within the Company may or may not be required to undertake a written examination, at the discretion of the President & CEO and/or the General Manager. The examination shall measure the general intellectual and psychological aptitude of the candidate.

Candidates who pass or were not required to take the written examination shall be required to undergo a series of interviews with Administrative Unit Head, the Head of the Department, which requested for the candidate, the Head of the Division concerned, the General Manager and/or the President & CEO. An interview sheet shall be accomplished by all interviewers after each interview. The interview sheets shall serve as one of the bases for evaluating the candidates.

C. Medical Examination

Candidates selected after the testing and interview process shall be required to undergo a medical examination prior to joining the Company. LIBI shall bear the cost of the medical examination.



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D. Background Checks

To ensure that individuals selected possess the qualification to perform the duties of the position most effectively, LIBI through the reputable private investigation agency shall conduct background investigation (BI) requirements. Background checks may include but not necessarily be limited to, confirmation of the individual's identity, review of the individual's criminal conviction record, if any, or verification of any license, certificate or degree required for the appointment.

The Company may also require the final candidates to secure an NBI, Police clearance/Court clearance and provided the names and telephone numbers of individuals who may be contacted by LIBI for background checks.

E. The following position levels shall have the corresponding approving officer/body who shall approve such appointment of candidates for open positions.

APPROVING OFFICER/BODY	POSITIONS LEVEL FOR APPOINTMENT
Board of Directors	Supervisor and above
Executive Committee	Regular and probationary employees, below supervisors
President & CEO/General Manager	Contractual employees to include casual employees

The qualified candidate shall be notified through telephone, email or mail and a formal notice of appointment shall then be given the selected candidate upon his/her acceptance of the offer and upon officially reporting for work.

F. Revocation of Appointment

Failure on the part of the appointee to report to the Administrative Unit within fifteen (15) days from the date of receipt of notification unless for valid reason, shall be mean loss of interest on the part of the appointee and the appointment shall then be revoked.



3. PROBATIONARY PERIOD

A. General

All officers and regular employees of the Company shall serve a probationary period during which time their work performance and general suitability for LIBI employment shall be evaluated in writing through evaluation sheet. The probationary period shall be six (6) months. Time covered by leave with or without pay does not qualify as service for the completion of the probationary period.

Officers and employees who are rehired, resigned or retired following a break in service shall serve a new probationary period whether or not they previously completed one.

An officer employee who has satisfactorily completed a probationary period shall be informed in writing of the attainment of regular status in his employment.

B. Release During the Probationary Period

An officer or employee who, during the probationary period, did not perform satisfactorily in accordance with standards set and made known to the officer or employee at the start of probationary period, shall be informed before the end of the period of such in writing and may be released in accordance with Chapter VII - 2 (Separation with cause).

4. PERFORMANCE APPRAISAL

A. General

The performance of each employee shall be appraised semi-annually in writing by the employee's immediate supervisor in accordance with set procedures/policies. (ANNEX 3 – EMPLOYEE'S APPRAISAL SYSTEM)

- Rank & File - Unit Head
- Unit Head - President & CEO/General Manager
- President & CEO/ - Chairman of the Board
- General Manager



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B. Purpose

Performance appraisal is intended as a means of measuring individual performance, determining merit-based salary increases, designing staff development programs and fulfilling the requirements for documentation of individual performance.

C. Evaluation Period

The employee shall be rated based on his her performance during the previous six-month period. In case where the employee was transferred to another department within the evaluation period, the supervisor/department head with the longer period of supervision over the subject employee shall accomplish the evaluation form.

III. COMPENSATION

1. SALARY

A. General

An individual's basic monthly salary shall be based on the established salary range for each position and shall be increased based on merit or promotion in rank (refer to C to E).

B. Payment of Salaries

All officers and employees of LIBI are paid semi-monthly, on the fifteenth and on the end of each month. In case the 15th or the end of the month falls on a non-working holiday, payment of salaries shall be on the working day immediately preceding it.

C. Adjustment of Salary Ranges

Salary ranges may be adjusted periodically within the guidelines set by the BOD. Adjustment of salary ranges do not necessarily increase the salary paid to an employee but provides for range of potential salary advancement.

D. Merit Increases

Salary advancement within a salary range shall be based primarily on merit. An employee in a regular position is eligible for a merit review in



accordance with the guidelines. The increase awarded to an eligible employee is based on performance of the employee's current position, assigned responsibilities, current pay and availability of funds.

Merit increases may be awarded, in accordance with the guidelines set by the BODs. A performance appraisal shall have been completed at least one year prior to the awarding of merit increases.

E. Promotional Increases

A salary increase shall be granted upon promotion.

F. Other Remunerations

A regular employee who is assigned to a full-time position shall not receive additional compensation from the company, unless approved by the approving authorities per CASA, for any work or services which are related to the employee's appointment regardless of source or type of payments.

2. HOURS OF WORK

A. General

The regular number of hours by a full-time employee is 40 hours a week or five (5) days in a workweek.

B. Work Hours

Regular office hours are from 8:00 AM to 4:45 PM with a grace period of fifteen (15) minutes in the morning before they are considered tardy. However, they are required to render 8 working hours for the day they availed of the grace period.

Those who came in after the grace period are considered tardy. No offsetting is allowed to complete the 8 working hour official time. The minutes/hours of tardiness shall be deducted from the accumulated vacation leaves or deducted from their salaries if there are no vacation leaves credits.

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Request for change in the regular office hours kept by an employee shall be forwarded to the General Manager or to the Administrative Head stating the reason for such request. The General Manager or Administrative Head shall then assess the merits of the request and shall recommend appropriate actions for the approval by the President & CEO. In no case shall the new office start before 7:00 AM nor end 7:00 PM.

C. Meal Periods

Each employee shall be entitled to a meal period of 45 minutes.

D. Rest Periods

A full-time employee may be granted two 15 minutes rest periods, one to be taken in the morning and one in the afternoon. Such rest periods shall be considered as time worked.

E. Travel Time

Approved travel during an employee's regular working hours on workdays is counted as time worked. Travel time between home and work place is not time worked. Travel that keeps an employee away from home overnight and that occurs outside the employee's normal working hours is not considered as hours worked for purposes of receiving additional salary or overtime pay. However, travel that does not keep an employee away from home overnight is considered as hours worked.

F. Recording of Hours Worked

All regular, probationary employees as well as relievers and contractual shall be required to use the Bundy Clock or the Biometric device to register their time of arrival, lunch break and departure on their employee attendance cards. There should be at least a ten-minute gap between an "out" register (to record time of departure/end of AM work) and "in" register (to record time of arrival or start of PM work).

Employee attendance cards shall be placed in the designated card racks and shall not be brought out of the office. Blank attendance cards shall be issued by the Administrative Unit to each employee before the start of the month.

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An employee who registers for another employee shall be subject to disciplinary action. Likewise, an employee who requests or orders another person to register for him or her shall be subject to disciplinary action.

In case of loss of electricity or breakdown of the Bundy Clock or Biometric device, hand or typewritten entries on the attendance cards on the time of entry shall be countersigned by the guard on duty and the authorized signatory per CASA.

G. Tardiness

A record of tardiness shall be kept by the Administrative Unit. An employee is given fifteen (15) minutes grace period in the morning but they should be out in the afternoon regardless on the minutes they are tardy. An employee who has been tardy, exclusive of the fifteen (15) minutes grace period, thirty (30) times during a period of three (3) consecutive months shall be required to submit a written explanation of such tardiness. Employees with tardiness in excess of thirty (30) times, during a period of three (3) consecutive months shall be suspended for a period not less than (5) days. (refer to VI Administrative Discipline).

Tardiness/Undertime may be excused for the following cases:

1. prior approval for the tardiness/undertime has been sought by the employee and granted by his/her superior.
2. for emergency cases in which case the approval by the superior shall be made on the same day the employee was tardy.

Any tardiness inclusive of the excused, shall, however, be considered in the performance appraisal of the employee. The accumulated tardiness, both excused and unexcused, shall be chargeable to the employee's vacation leave.

H. Habitual Absences

1. An employee shall be considered habitually absent (frequent unauthorized absences, loafing or frequent unauthorized absences from duty during regular office, on-field and overtime office hours), if he/she incurs unauthorized/unapproved absences exceeding the allowable two and a half (2.5) days monthly leave credit, for at least:



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- a. Three (3) months in a semester;
- b. Three (3) consecutive months in a year; or
- c. Four (4) months in a year.

In case of claim of ill-health (or sick leave), LIBI, Unit Heads and Supervisors are encourage to verify the validity of such claim and, if not satisfied with the reasons given, should disapprove the application for sick leave. On the other hand, in cases where employee absents himself from work before approval of the vacation leave application, said application should be disapproved.

- 2. The following are the offenses for habitually absent and the corresponding penalties:

Disciplinary Action

First Offense	-	Suspension for six (6) months and One (1) day to one (1) year
Second Offense	-	Dismissal

3. OVERTIME

A. General

Overtime work shall be initiated by the Supervisor to meet essential operating needs.

All employees entitled to Representation and Transportation Allowance (RATA) shall not be entitled to overtime pay.

B. Definition

Overtime is time worked and exceeds the hours of an employee's regular daily work schedule. Overtime shall be reported and compensated on the basis of the nearest half hour.

C. Authorized Overtime Hours

On regular working days, overtime work shall start thirty (30) minutes after the end of the official working hours of the employee. Overtime work shall be rendered for a minimum of two (2) hours and maximum of three (3) hours.

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On Saturdays, Sundays and Holidays, overtime shall be rendered for a minimum of three (3) hours and maximum of eight (8) hours. Overtime work on these days shall be rendered not earlier than 8:00 a.m. and not later than 5:00 p.m. with a one hour lunch break.

D. Approval of Overtime

An employee assigned to render overtime work shall obtain the prior approval of the General Manager or the Administrative Head with the recommendation of the employee's supervisor on the prescribed overtime authorization form.

Overtime work shall not be allowed under the following circumstances:

1. When the employee reported late or/and left early from work for a total of one (1) hour or more.
2. When the employee has been absent for half day on the same day.
3. When the employee has been absent on the day immediately preceding the day when overtime will be rendered.

E. Suspension of Work

In case a regular workday is suspended or declared as a holiday, overtime work shall be rendered as follows:

1. If the declaration is made after the start of the regular working hours, (i.e., 8:00 a.m.), overtime work shall start thirty (30) minutes after the suspension of work.
2. If the declaration is made before the start of the work day (i.e., 8:00 a.m.), overtime shall start 8:00 a.m.

F. Recording of Overtime

Authorized overtime work shall be recorded on the time card. The time card and the approved authority to render overtime shall be the basis for computing overtime pay.



G. Compensation for Overtime

Overtime pay shall be paid and included on the fifteenth or first half of the following month for overtime service rendered during the previous month. All overtime pay and night differential pay shall be computed at the rate prescribed by the pertinent provision of the Labor Code and other related laws.

4. FRINGE BENEFIT

A. General

In addition to the benefits provided for by existing rules and regulations, the Company subject to the approval of Governance Commission for GOCC (GCG) shall, whenever feasible, may extend additional fringe benefits to its officers and employees.

B. Rice Subsidy

All officers and regular employees (inclusive of probationary employees) shall receive one (1) sack of rice every month as rice subsidy.

C. Uniform Allowance

All officers and regular employees (inclusive of probationary employees) shall be entitled to uniform allowance, the amount of which shall cover the cost of materials, sewing, tailoring and couturier's fees and shall not exceed the limit fixed by the BOD. However, employee's that has been regularized during the second semester shall not be entitled to uniform allowance for the covering period/year.

Payment of uniform allowance may be in cash. Cash payment for uniform shall be limited to the maximum amount allowed.

D. Medical Benefits

All officers, regular employees (inclusive of probationary employees) shall be entitled to medical, dental, optical and hospitalization benefits, the amount of which shall be determined by the BOD subject to the approval of the GCG.

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Covered employees may use part of said benefits to pay the enrollment cost of a health maintenance program.

In case of resignation, premium shall be deducted from employee's last salary on a pro-rata basis.

E. Anniversary Bonus

All officers, regular employees, (inclusive of probationary employees) shall receive an anniversary bonus. The amount of the anniversary bonus shall be determined by the BOD.

F. 13th Month Pay

All officers and regular employees inclusive of probationary employees shall be entitled to receive 13th month pay equivalent to one (1) month basic salary.

Resigned officers and employees with at least one (1) month of service during calendar year shall be entitled to the proportionate to the length of service.

The entitlement of 13th month pay is subject to the pertinent provisions of the labor code.

G. Christmas Bonus or 14th Month Pay

All officers and employees whether regular or probationary employee shall be entitled to receive Christmas Bonus or 14th Month Pay. The amount of the Christmas Bonus shall be determined by the BOD.

Excluded from receiving Christmas Bonus or 14th Month Pay are the following:

1. Those who were imposed penalty of suspension or fine as a result of an administrative case from the period of January 1 of the current year until date of payment;
2. Those with pending administrative case unless exonerated;
3. Those who are absent without official leave (AWOL) as of date of payment;

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H. Those who are no longer in service at the time of payment due to retirement, resignation, separation or other reason.

I. Representation Allowance and Transportation Allowance (RATA)

All supervisors, officers, regardless of length of service, shall be entitled to RATA. The RATA to be given to each officer shall be determined by the BOD. Supervisors and officers on leave for thirty (30) days or preventive suspension shall not receive RATA during their absence or suspension.

Other employees due to the nature of their functions at the discretion of the BOD may be entitled to receive RATA.

J. Other Benefits

The BOD may, at its discretion, provide additional benefits to all officers and regular employees (inclusive of probationary employees).

Officers and employees on leave without pay shall only be entitled to the percentage of the other benefits as may be given by the company equivalent to the number of days present divided by the total working days of the month. Officers and employees on preventive suspension shall not be entitled to the benefits. Should the final decision on the case for which the subject officer or employee is suspended be in his/her favor, the withheld benefits shall accrue to him/her retroactively.

K. Review of Personnel Benefits

The Remuneration & Nomination Committee shall conduct the review of the wages and benefits extended by the Company to its officers and regular employees, as they may deem necessary. The recommendations of the committee shall be submitted to the BOD for approval before implementation.

**IV. LEAVES****1. HOLIDAYS**

All employees of the Company who rendered actually overtime work for the listed holidays shall be entitled to pay.

1. New Year's Day
2. Maundy Thursday
3. Good Friday
4. Araw ng Kagitingan
5. Labor Day
6. Independence Day
7. National Heroes Day
8. All Saints Day
9. Bonifacio Day
10. Christmas Day
11. Rizal day
12. Special Non-working Holidays declared by the Government.
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2. VACATION LEAVE**A. General Policy**

It is the policy of LIBI to ensure the continuity of its operations by promoting the well-being of its personnel and ensuring the capability of the Corporation to continue functioning effectively at all times.

Accordingly, the Corporation shall provide vacation leaves to all officers and regular employees (inclusive of probationary) to allow them to rest, and attend to personal matters and emergencies. Further, it shall require that part of the vacation leave shall be used for the Corporation's mandatory leave program.

**B. Entitlement, Accrual and Commutation of Vacation Leaves****1. Entitlement**

All officers and regular employees (inclusive of probationary employees) of the Company shall be entitled to fifteen (15) working days vacation leave with full pay for every year of actual service. This leave benefit already includes the service incentive leave required under the Labor Code.

New hires, regular or probationary, shall earn vacation leaves from the start date of actual service. However, probationary personnel can only use or avail of vacation leaves after regularization.

2. Accrual and Crediting of Vacation Leave

Accrual of vacation leave shall be on a monthly basis. All officers and regular personnel shall be entitled to 1.25 days of vacation leave for every month of actual service. The term "actual service" refers to the period of uninterrupted service of an officer or a regular employee. An uninterrupted service shall include periods covered by authorized leave of absence resulting from the use of vacation or sick leave credits. Correspondingly, leave credits shall be prorated for leaves without pay.

Vacation leaves earned shall be credited to the employees on the next working day following the month the leaves were earned.

3. Maximum Vacation Leave Carry-over (Accumulation of Vacation Leaves)

The maximum number of vacation leave credits that can be retained and carried forward to the succeeding calendar year shall be thirty (30) days.

4. Commutation of Leave Credits

Vacation leave credits, in excess of the maximum leave credits that can be carried over (thirty days), shall be paid its cash equivalent within thirty (30) days after the end of the year based on the current basic salary.

The Administrative Unit shall be responsible for the automatic commutation of the excess leave credits.



5. Commutation of Unused Vacation Leave Credits Upon Separation

All personnel shall be entitled to the cash equivalent of their respective unused vacation leave credits upon their resignation or separation from the service. The cash equivalent shall be computed using their basic salary on the effective date of resignation or separation

C. Mandatory/Programmed Leaves

All Officers and regular employees are required to undergo mandatory or programmed vacation leave of five (5) days in a year chargeable to vacation leave. The mandatory/programmed leave shall be taken once a year for five (5) continuous working days.

The scheduling of the mandatory/programmed leaves shall be at the discretion and prerogative of management. Management may require personnel to go on mandatory/programmed leave at any time it deems it appropriate or necessary.

At the discretion of management, scheduled mandatory/programmed leaves may be disallowed due to work load or exigency of the service.

D. Application and Approval of Vacation Leaves

1. Applying for Vacation Leave

Application for vacation leave of one full day or more must be submitted to the Administrative Unit on the prescribed form, at least, two (2) days prior to the date of leave.

2. Approving Officers

Vacation leave shall be duly noted and endorsed by the employee's Immediate Supervisor and approved by the authorized signatory under the Codified Approving and signing Authorities (CASA).

Vacation leave for a period of at least thirty (30) days, shall only be approved upon presentation of clearance of all accountabilities.



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3. Use of Accrued Vacation Leave for Illness or Disability

In cases when the sick leave credits has been exhausted, vacation leave may be used to cover absences due to sickness.

E. Half Day Absences and Early Departure From Work

Half-day absences and early departure from work not resulting from sickness, which is approved by the employee's immediate Section Head, shall be applied against vacation leave. Late arrival of two hours or more shall be considered as half-day absence.

Unapproved half-day absences and early departure from work shall be recorded as absence and shall be deducted from pay.

3. SICK LEAVE

A. General Policy

It is the policy of LBP Insurance Brokerage, Inc. to maintain a healthy and fit human resource and provide means when they are ill or sick.

Toward this end, the Corporation shall grant sick leave benefits to all officers and regular employees (inclusive of probationary) that provide for the continuation of the salary of officers and regular employees who are unable to report for work because of illness, disability, and medical appointment.

B. Entitlement, Accrual and Commutation of Sick Leaves

1. Entitlement

All officers and regular employees (inclusive of probationary employees) of the Company shall be entitled to fifteen (15) working days sick leave with full pay for every year of actual service.

New hires, regular or probationary, shall earn leaves from the start date of actual service

2. Accrual and Crediting of Sick Leaves

Accrual and crediting of sick leaves shall be the same as that of vacation leave as provided for in *Section 2-B.2*.



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3. Maximum Sick Leave Carry-over (Accumulation of Sick Leaves)

The maximum number of sick leave credits that can be retained and carried forward to the succeeding calendar year shall ninety (90) days.

4. Commutation of Sick Leave Credits

Sick leave credits, in excess of the maximum leave credits that can be carried over ninety (90) days, shall be paid its cash equivalent within thirty (30) days after the end of the year based on the current basic salary.

The Administrative Unit shall be responsible for the automatic commutation of the excess leave credits.

In meritorious cases and subject to approval of management, an officer or personnel can request commutation of a certain number of sick leave credits not exceeding fifty percent (50%) of his/her available sick leave credits, provided that after such commutation he/she will still have available sick leave credits of forty-five (45) days and provided further, that this can be done only once in a calendar year.

5. Commutation of Unused Sick Leave Credits Upon Separation

All personnel shall be entitled to the cash equivalent of their respective unused sick leave credits upon their resignation or separation from the service. The cash equivalent shall be computed using the basic salary on the effective date of resignation or separation

C. Application and Approval of Sick Leaves

1. Reporting of absences due to illness

All personnel are required to notify on the same day the Administrative Unit and/or their superiors of absences due to sickness or accident.

2. Filing of Application for Sick Leave

Application for sick leave must be filed within two (2) days after the officer or employee reports back to work.



Use of sick leaves for medical appointments, scheduled medical procedures or doctor advised rest shall be filed in advance.

A medical certificate is required to be submitted to support a sick leave of absence in excess of five (5) days.

3. Approving Officers

Application for sick leave shall be duly noted and endorsed by the employee's immediate supervisor and approved by the authorized signatory under the CASA.

A home visit may be requested by the approving officer to check on an employee applying for sick leave.

4. Half Day Absences and Early Departure From Work Due to Sickness

Half-day absences and early departure from work resulting from sickness shall be applied against sick leave. However, the officer or employee should inform and seek the approval of the immediate superior prior to leaving the office, otherwise, the employee shall be considered absent without leave.

4. MATERNITY AND PATERNITY LEAVES

A. Entitlements

As provided for by Law, the Corporation shall provide pregnant personnel whether regular or probationary, sixty (60) days of maternity leave for normal delivery and seventy-eight (78) days for caesarian delivery. The maternity leave shall be used in cases of delivery, abortion or miscarriage. This shall be in addition to the vacation and sick leave earned by the employee.

Likewise, married male personnel of the Corporation, whether regular or probationary, whose wife are giving or gave birth shall be entitled to a seven (7) days paternity leave to enable them to attend to and lend support to their wife.

**B. Filing of Maternity or Paternity Leave**1. Maternity Leaves

Soon after learning of her pregnancy, an officer or employee of the Corporation shall inform her superior and the Administrative Unit of such condition and the probable date of her delivery.

She shall accomplish the forms required by the Social Security System with thirty (30) days of the probable date of delivery.

After the delivery, abortion or miscarriage, a copy of relevant documents such as the birth certificate and the medical certificate shall be submitted to the Administrative Unit.

2. Paternity Leaves

A married male officer or personnel whose spouse is pregnant, shall inform his immediate superior and the Administrative Unit of such situation and the probable date of delivery (paternity leave).

3. Filing of Application for Maternity/Paternity Leaves

Application for maternity or vacation leave must be submitted to the Administrative Unit on the prescribed form, at least, two (2) days prior to the date of leave.

4. Limitations/Restrictions

Maternity and paternity leaves may only be availed up to the fourth delivery, abortion or miscarriage.

Maternity and paternity leaves are not cumulative nor convertible to cash.

5. SPECIAL LEAVE PRIVILEGES**A. General Policy**

The Corporation provides special leave privileges to officers and regular employee to allow them to attend to any special occasions or emergencies that are not work-related.

**B. Entitlement, Allowable Purposes, and Filing of Special Leaves****1. Entitlements and Allowable Purposes**

All officers and regular employees of the Corporation shall be entitled to three (3) days special leave privilege in a year with full pay and not deducted from their earned vacation leave.

Special leave privileges can be used for any three (3) of the following listed special occasions or emergency:

- Birthday of employee or immediate family member
- Wedding Anniversary
- Graduation Day
- Enrollment Day
- PTA Meetings
- Burial Obligation
- Domestic Emergency

2. Application for and Approval of Special Leave Privilege

Application for special leave of one full day or more shall be submitted to the Administrative Unit on the prescribed form five (5) days prior to the date of leave. In case of burial obligation and domestic emergencies, the officer and regular employees is required to notify on the same day the Administrative Unit and file within two (2) days after the officer or employee reports back to work.

Special leaves shall be duly noted and endorsed by the immediate supervisor and approved by the authorized signatory under the CASA.

6. COMPENSATORY SERVICE

Compensatory service shall pertain to the service rendered by employee, including those on official business outside premises or on travel, who, due to exigency of service, are requested to report for work/render whole day service during a special non-working holiday or work suspension due to typhoon, etc. Employees who came in late on the day they rendered compensatory service may be allowed to avail of future time off provided they completed the required eight (8) hour work on that particular day. No overtime claim shall be allowed.



Compensatory service shall be covered by Malacanang Proclamation as well as specific declaration with the company duly approved by the President and CEO.

Compensatory service shall offset future non-attendance during a regular working day chosen by the employee concerned.

The regular working day availed of/chosen for offsetting shall not be more than three (3) months after the day that the compensatory service is rendered. Otherwise, said compensatory leave shall be deemed forfeited.

V. EMPLOYEE DEVELOPMENT

1. PROMOTIONS

A. GENERAL

The Company shall offer its employees suitable opportunities for career development and advancement.

B. Vacant Position

A listing of vacant or newly created positions shall be made available to all officers and employees of the Company for the purpose of inviting applications from qualified employees within the Company.

The job posting shall specify the title, salary, job description and qualification requirements of the position.

C. Eligibility

A candidate for promotion shall have rendered continuous service for at least one year in his/her present position and should have received a rating of at least **very satisfactory** in the last two (2) consecutive performance ratings.



D. Approval of Promotion for Regular Employees

With the recommendation of the supervisor, the Department Head-Division Head shall submit a list of qualified employees to the President & CEO or General Manager who shall choose the candidate for a vacant or newly created position. The President or General Manager may recommend to Executive Committee for temporarily designate a candidate to fill in a vacant or newly created position prior to promotion in order to evaluate the suitability of the candidate for the position.

E. Approval of Promotion for Officers

With the recommendation of the General Manager, the President & CEO or the members of the Remuneration & Nomination Committee shall have the option to screen candidates for officer level position. They shall collectively select the most suitable candidate for the position.

F. Transfer

The transfer of positions below supervisory and supervisory level shall be approved by the President & CEO or General Manager. For the positions above supervisory shall be approved by the BOD. All approved transfer shall be covered by a Special Order.

G. Temporary Designation

An officer or employee, who is temporarily designated to another position within the company for a minimum of sixty (60) calendar days, shall not be entitled to the rights, privileges and allowances of that position unless approved by the Board. All approved temporary designations shall be covered by a Special Order issued by the President & CEO or Head of the Office.



2. TRAINING

A. General

After the employees have been selected and placed, they shall be trained. The concern for manpower training and development stems from the realization that continued growth and stability of the Company will depend on the capability and skills of its human resource.

B. Identification of Training Needs

Training needs and priorities of each unit/department shall be determined by the Administrative Section in consultation with the respective heads of unit/department. The approval shall be documented by a Special Order signed by the President & CEO for local training and by a Board Resolution approved by the Board of Directors for foreign training.

The identified training needs shall be evaluated by the Administrative Unit for possible incorporation in the in-house training programs or for searching of suitable external training offerings to send trainees to.

C. Training Invitations and Offers

All training invitations received by employees or unit/departments shall be forwarded to the Administrative Unit for evaluation and matching with the previously identified training needs. Course offering which match the identified needs shall be referred by the Administrative Unit to the unit/department concerned for nomination of participants for training.

Nominees shall be evaluated by the Administrative Unit based on the minimum requirements of the training courses. Nominees possessing the minimum requirements shall be referred to the concerned unit/department heads for endorsement.

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D. Training Request Requirements

Department/Unit heads may support an employee's request to participate in a development program by flexible or alternate work scheduling, leave without pay, leave at full or part pay, full or part payment of fees and expenses, and temporary or part-time reassignment in another unit.

1. The employee has completed the probationary period, if required, and
2. The employee's performance is satisfactory or better.

E. Required Program Attendance

When a unit head requires an employee to attend a training or development program, the time spent in attendance shall be counted as time worked, and the full fees and related costs, i.e., materials, travel and per diem, shall be paid by the company.

F. Continuing Education for License Maintenance

Continuing education courses for the maintenance of licenses which are requirements for employment in the employee's present position are not automatically considered professional development programs and do not necessarily qualify for fee reimbursement.

VI. ADMINISTRATIVE DISCIPLINE**1. ADMINISTRATIVE DISCIPLINE****A. General**

LIBI value its reputation for honesty, industry and integrity. This reputation is sustained by a disciplined, competent and efficient workforce whose retention, well-being and continuing development is the primary concern of the company. To this end, LIBI upholds rules and regulations that are considered essential for an efficient and effective organization.

No officer or employee of the Company shall be removed or suspended except for cause as provided for by law after due process.



All officers and employees of the Company may be terminated from employment based on the grounds for termination as stated under the existing policies of the Company and the Labor Code. Normally, termination is preceded by corrective action unless unsatisfactory performance or misconduct warrants immediate dismissal.

B. Responsibilities

1. Department Officers/Head

The Department Officer is responsible for the imposition of office discipline and the enforcement of order and efficiency of his/her department. He/she shall determine the disciplinary measures appropriate for the infractions committed within his/her department and shall impose penalties in accordance with the approved guidelines.

2. Administrative Unit

The Administrative Unit shall provide advice and service consistent with the concepts of disciplinary measures and in accordance with the approved guidelines.

C. Disciplinary Process

1. Preliminary Investigation

Should an employee be suspected of committing an offense, his/her Supervisor shall obtain relevant facts surrounding the misbehavior and verify them.

If this is the employee's first minor offense, employee shall be counseled and given chance to explain reasons for the misbehavior.

2. Counseling

If employee do not respond to the counseling and continue to commit the same offense, his/her Supervisor thru the Department Head shall give employee oral reprimand and put him/her on close monitoring. Employee will be reminded of the penalty that shall be enforced if he/she committed the same offense again. His/Her Supervisor shall consider these oral warnings for performance appraisal purposes.



3. Written Reprimand

Should there still be no positive response to the admonitions, employee will be issued written reprimand containing the statement of offense, as well as reference to the disciplinary actions taken to no avail. A copy of this shall be filed under employee's 201 file.

4. Suspension Penalties

If the first three (3) disciplinary actions prove ineffective, as in case of repeated or continued offenses or continued failure to meet work standards, employee's Supervisor shall recommends to the Department Head the penalty which he/she deems appropriate, based on approved Code of Discipline. These penalties may range from suspension to termination.

D. Investigation of Administrative Case

In case of investigation, the following shall be designated members of the Investigation Team:

- a. Concerned Department Head
- b. Representative form the Audit Committee
- c. Personnel Unit

The team shall conduct the investigation of the case including interviews with the concerned personnel and other related personalities. Based on their findings, they shall recommend the necessary and legal course of action to the President & CEO or General Manager.

E. Summary of Proceedings

If any of the following circumstances is present, no formal investigation is necessary and the respondent employee may be removed or dismissed, subject to due process, upon the joint recommendation of Investigation Team and the approval of the Executive Committee.

- 1. The charge is serious and the evidence of guilt is strong.



2. The employee has been penalized twice or more of the same offense stated in the code and there is reasonable ground to believe that he/she is guilty of the present charge.

F. Disciplinary Actions

In carrying out disciplinary actions, similar penalties shall be imposed for similar offenses and only one penalty shall be imposed for each case.

The transfer of an officer or employee of the Company from one position to another without demotion in rank or reduction in salary, when made in the interest of service and not arising from an administrative action, shall not be considered a penalty.

The withholding of benefits of an employee while an administrative case is under process shall not be considered as a penalty, unless otherwise provided, such benefit withheld shall accrue to the respondent at the termination of the administrative case, once exonerated from the charge/case or if the penalty imposed upon him is not dismissal for cause.

The filing of a criminal case in a judicial court shall not suspend the filing of an administrative case for the same offense. An exoneration or acquittal in a criminal case shall likewise not prejudice the administrative case.

G. Penalties

The penalties that may be imposed are as follows:

1. Principal Penalties

The scale of principal penalties according to their degrees of severity is as follows:

- a. Dismissal. This is dishonorable discharge or separation of an employee from service. A dismissed employee loses his rights to any benefits granted by management. Likewise, he shall not be issued a clearance.



- b. Suspension. This is the temporary separation from the service or cessation from work. The suspended employee shall not earn any salary during the period of suspension.
- c. Preventive suspension is on the spot suspension of an employee prior to and/or during an investigation for a violation of this Code, where his continued service or presence in the company's premises would pose a serious or imminent threat or danger to the life of his/her fellow employees or employer or the company's property or would prejudice or obstruct the investigation to be, or being conducted against him.
- d. Reprimand. This is a formal notice to an employee who committed a light offense for the first time as provided in this Code, warning him/her that a repetition of the same act of omission would be dealt with more severely.
- e. Oral Warning. It is an informal notice or advice against the repetition of a violation given to an employee who committed a minor infraction for the first time.

2. Additional Penalties

Upon the recommendation of the Supervisor of the respondent employee or of any authorized officer, Management, may at its sole discretion and in the best interest of the company impose the penalty defined below:

Re-assignment - This is the transfer of an employee from one department, group, section or unit without reduction in rank, status, salary and benefits. It is more or less temporary in nature and may involve change in responsibilities. When not related to any disciplinary action, it shall not be considered as penalty.

H. Grounds for Administrative Disciplinary Action

The following actions shall be considered grounds for administrative disciplinary actions with their corresponding penalties:

1. Grave Offenses A

Penalty: First Offense: Dismissal



- Dishonesty
- Gross and habitual neglect of duty
- Grave misconduct
- Being notoriously undesirable
- Conviction of a crime involving moral turpitude
- Falsification of official document
- Physical or mental incapacity or disability due to vicious habits
- Continuous absence without approved leave for at least 30 calendar days (refer to tardiness policy p.III-5)
- Other grounds for dismissal as stated in the Labor Code of the Philippines

2. Grave Offenses B

Penalty: First Offense: Suspension of six (6) months and one (1) day to one (1) year

Second Offense: Dismissal

- Grave oppression
- Disgraceful and immoral conduct
- Inefficiency and incompetence in the performance of official duties
- Refusal to perform official duty
- Gross insubordination
- Conduct grossly prejudicial to the best interest of the service
- Engaging in private practice of his/her profession unless authorized by the Constitution, Law or regulation provided such practice would not conflict with his/her official functions
- Disclosing or misusing confidential or classified information officially known to him by reason of his/her office and not made available to the public, to further his/her private interests or give undue advantage to anyone or to prejudice the public interest

3. Less Grave Offenses

Penalty: First Offense: First Suspension of one (1) month and (1) day

Second Offense: Six (6) months and one (1) day to one year



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Third Offense: Dismissal

- Simple neglect of Duty
- Simple misconduct
- Gross discourtesy in the course of official duty
- Simple or gross insubordination
- Habitual drunkenness

4. Light Offenses

Penalty: First Offense: Reprimand
Second Offense: Suspension of one (1) to 30 days
Third Offense: Dismissal

- Discourtesy in the course of official duty
- Violation of reasonable office rules and regulations
- Engaging in prohibited gambling
- Refusal to render overtime service
- Borrowing of money by superior/officers from subordinates
- Lending money at usurious rates of interest
- Willful failure to pay just debt
- Willful failure to pay taxes due to government
- Promoting the sale of tickets in behalf of private enterprises that is not intended for charitable or public welfare purposes and even in the latter cases if these have no prior authority
- Failure to process documents and complete tasks which are part of employee's duties and responsibilities.

VII. POLICIES ON SEPARATION

1. VOLUNTARY SEPARATION

- A. Any officers and employees may, at any point in time and upon accomplishing the required clearance and the exit interview procedures, choose to leave the Company at their own accord.
- B. Resignation

An officer or employee wishing to resign from the Company shall submit a letter of resignation to the Administrative Unit at least thirty (30) days prior to the planned resignation date.



No clearance will be issued unless the resigned employee should settle first all the accountabilities. Last pay and other benefits shall be withheld until such clearance was issued. Unpaid accountabilities may be deducted from the benefits that the employee will receive. On the other hand, all benefits due to the officer or regular employees shall also be paid by the Company.

C. Retirement

An officer or regular employee of the Company may retire based on SSS policies.

The retiring officer or regular employee shall notify the Administrative Unit at least thirty (30) days before the planned date of retirement. Prior to the approval of the retirement, unpaid accountabilities to the Company shall first be settled or deducted by the officer or employee from the benefits that the employee will receive. On the other hand, all benefits due to the officer or employee shall be paid by the Company.

2. SEPARATION FOR CAUSE

A. Corrective Action

Corrective action includes but shall not be limited to written warning, salary deduction, demotion and suspension.

B. Twin-Notice Requirement

Before effecting the termination of any erring officer or employee, LIBI shall give said officer or employee two written notices, namely:

1. First written notice which appraises the officer or employee of the particular acts or omissions for which his/her dismissal is sought; and
2. The second written notice, which informs the officer or employee of LIBI decision to dismiss him/her.

**VIII. OTHERS****1. PERSONNEL RECORDS****A. General**

An employee's personnel record shall contain only materials, which are necessary and relevant to the Administrative personnel program. Accuracy, relevance, timeliness, and completeness should be observed in the maintenance of personnel records. Appropriate and reasonable safeguards shall be established to ensure security and confidentiality.

B. Access to an Employee's Personnel Records

Within sixty calendar days from the receipt of a written request an employee shall be provided a copy of the employee's own personnel records. There will be no charge for the first copy. Records protected or exempted from disclosure by the law may be withheld.

C. Access to Records by the Public

Information, which may be disclosed to the public, shall be limited to name, current position, date of separation, office address and office telephone number. Release of personnel records specific to the date of hire; current salary, current job description and employment status shall only be done with the consent of the subject employee. Release of information to the public shall be made according to prescribed procedures. A record of information released if it is a subject to subpoena, even without the consent of employees concerned.

F. Location of Records

Personnel records shall be kept under lock key in the LIBI records room.

2. CONFLICT OF INTEREST**A. General**

No officer and employee of LIBI shall engage or venture in any activity, which will directly or indirectly compete with LIBI's line/s of business.

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B. Performance of LIBI Duties

No one in the service of LIBI shall devote to private purposes any portion of time due to the Company nor shall any outside activities interfere with the performance of Company duties.

C. Gifts

All officers and employees are expected to act with integrity and good judgment and to recognize that the acceptance of personal gifts from those doing business or seeking to do business with the Company, even when lawful, may give rise to legitimate concerns about favoritism depending on circumstances.

D. Financial Conflict of Interest

An officer or employee of the Company and his relatives up to third degree of consanguinity or affinity may not make or participate in the decision making if there exists a financial conflict of interest. This is also applicable to all DOSRI parties of LIBI.

G. Employee-Vendor and Vendee Relationship

It is the policy of LIBI to separate the employee's Corporate and private interest and to safeguard the Company and the employees from charges of favoritism in acquisition of goods and services. Goods or services shall not be purchased from an employee or near relative of the employee unless there is a specific determination that the goods or services are not available otherwise.

3. CORPORATE COMMUNICATION AND RECORDS**A. General**

The nature of the Company's business entails 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 LIBI shall be expected to exercise proper caution in the handling office documents, as well as in discussing the activities of the Company as well as of the clients. (Annex 2 – Guidelines on Classification, Handling, Access and Disclosure of Information Assets)

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B. Action on Correspondence

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

C. 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 or General Manager for review and approval.

F. Security of Records and Documents

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

4. SIGNING AUTHORITY

The BOD shall assign the approving officer for the transactions and activities undertaken by LIBI in the regular course of business. The BOD shall also set the limit of the monetary amount that each approving and signing officer can authorize for appropriation, release or disbursement to be used for operations.

5. OTHER ADMINISTRATIVE POLICIES**A. Office Uniform**

All rank and file employees, unit/department head shall be required to wear the prescribed uniform during office hours except on Fridays and special occasions. Officers of the Company shall be exempted from wearing the prescribed uniform. However, they are expected to be always in appropriate business attires.

Employees who are in mourning, visibly pregnant or strictly required by their religion to wear specific clothing shall be exempt from wearing the prescribed uniform.

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An employee whose uniform was lost or damaged shall be required to submit the affidavit to the Administrative Unit explaining the loss or damage and shall be given fifteen days to have the uniform replaced. The cost of replacement or repair shall be borne by the employee.

B. Identification Cards

All officers and employees of the Company shall be required to wear identification cards during office hours to ensure proper identification by the Company's clientele.

An officer or employee whose identification card was lost or damaged is required to submit an affidavit explaining the loss or damage and shall pay the cost of a replacement card to the Cashier. Identification cards shall be surrendered to the Administrative Unit upon resignation, retirement, transfer or termination of employment.

C. Office Decorum

All officers and employees of LIBI are prohibited from engaging in the following activities during office hours and/or within the premises of the Company:

1. Peddling or conducting private business or using the facilities of the Company for private business interests.
2. Leaving the work area without advising the immediate supervisor of one's whereabouts and the probable time return.
3. Loitering
4. Reading non-working related books and papers
5. Wearing of slippers

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D. Published Writing of Officers and Staff

Officers and staff of LIBI shall furnish the Company a copy of their published articles, studies or books. Except for articles, studies or books commissioned, reviewed and approved for publication by the Company, all articles, studies or books published by LIBI officers or staff shall include a disclaimer stating the following. "The views and opinion discussed herein are those of the author and do not necessarily reflect the views and opinion of LIBI."

E. Voluntary Contributions/Company Donation

The Administrative Unit Head/Supervisor shall screen and approve any request for contributions from officers and staff of the Company. Approved request for contribution shall be voluntary in nature and shall not require any officer or staff of the Company to participate.

G. Use of the Office Computers and Other Equipment

The computers and other equipment shall be used for business purposes and shall be available at all times to service the needs of the clients of the Company. Only LIBI officers and employees shall have access to the computers of the Company. The use of computers and other equipment for personal business shall not be allowed.

In addition, the installation or playing of computer games shall strictly be prohibited. Likewise, unauthorized copying, pirating, duplicating or removing from the office premises any Company-owned equipment, hard disks, programs, codes, softwares, and files shall be considered a grave offense and a ground for termination.

H. Visitors Reception

The guard on duty at the reception desk shall screen the visitors and require them to log-in their names, purpose of call and the particular name of the employee they wish to see. The guard shall then notify the employee and direct the visitor to the reception counter or at the designated visitor area.

Employees shall receive their visitors at the reception counter or designated area. Visitors shall not be allowed in the work areas unless properly authorized. Officers may receive their visitors in their respective offices.

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I. Use of Conference Room

The conference room shall only be used for the office-related activities. All officers and staff of the company shall be required to accomplish a reservation form prior to the use of the conference room. The conference room will be booked on a first-come, first served basis.

Users of the conference room shall ensure the cleanliness and orderliness of the facility after use.

J. Use of Telephone

Proper use of the telephone and the practice of courtesy and consideration for the person on the other line should always be observed in order to project a positive image for the Company. Personal calls may be allowed but these should be limited in duration and frequency. Long distance calls shall be restricted to official calls only.

K. Photocopying

The Administrative Unit shall be responsible for photocopying documents required in the regular operations of the Company. The Administrative Unit shall maintain a logbook of the number of pages photocopied during the day.

L. Supplies Requisitions and Property Control

The Administrative Unit shall be responsible for purchasing, storing, monitoring and distributing office supplies and equipment needed in the regular operations of the Company. Officers and employees needing equipment and furniture and fixtures and services shall submit the required request form to the Administrative Unit.

The Administrative Unit shall also be responsible for ensuring that all LIBI properties are insured against possible loss or damage. The Administrative Unit shall likewise ensure that the removal or transfer of any furniture, fixtures, equipment and other LIBI properties out of or within the office premises are covered by a duly approved property transfer forms.



M. Mailing and Delivery

The Administrative Unit shall be responsible for the delivery, pick-up or mailing of letters, documents, packages and other communications needed in the Company's regular course of business. All communications for delivery or mailing shall be forwarded to the Administrative Unit Accompanied by the required delivery form.

N. Use of Company Car

Officers and employees of the Company needing the services of the company car shall accomplish the required form stating the reason for the request. The Administrative Unit with the approval of the President or the General Manager shall organize the use of the company car on a first come first basis.

O. Smoking in the Offices

Smoking shall be prohibited in all work areas, offices, conference room, filing room and reception area.

P. Bringing of the Children to Office

All officers and employees of LIBI shall not be allowed to bring their children to the office during workdays in order to preserve proper decorum and a business-like atmosphere in the offices.

Q. Conduct and Work Relationship

All officers and employees of the Company are expected to conduct themselves with utmost professionalism, efficiency, and integrity when working in and out of the office. They should not engage in activities or situations that would appear to compromise the integrity and objectivity of Company.

The Company's policies and guidelines on work relationship are designed to foster a professional business environment where competence, integrity, and objectivity can be maintained. Common courtesy and respect towards all co-employees should be maintained at all times by every employee.



R. Bonding of Officers and Employees

LIBI officers and employees with cash custodianship responsibilities shall be bonded by the Company. Other officers and employees may be required by the Company to be bonded depending on the functions and responsibilities.

S. Disciplinary Actions

All LIBI officers and employees are expected to comply with Administrative Policies. Officers and employees who do not comply with any of the said policies shall be penalized in accordance with administrative discipline.