



# **Operations and Administrative Support Services**

## **External Services**



## 1. Appraisal of Road Right of Way

Request for appraisal by Department of Public Works and Highways (DPWH) for the Right-of-Way (ROW) Act under Republic Act 10752 and other Special Projects of other government agencies.

<b>Office or Division:</b>	Property Valuation and Credit Information Department (PVCID)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G– Government to Government			
<b>Who may avail:</b>	DPWH and Other Government Agencies			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter request from government agency		Requesting government agency		
Parcellary Plan or Lot Plan		Bureau of Lands		
Inventory of Assets to be appraised		Requesting government agency		
Copy of title/s (all pages)		Registry of Deeds		
Current Tax Declarations		Assessor's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Letter request for appraisal service with attached requirements stated above	1.1 Check if documents are complete and properly filled-out	None	2 Hours	<i>Administrative Assistant</i> PVCID
None	1.2 Evaluate, indicate instructions	None	2 Hours	<i>Department Head</i> PVCID
None	1.3 Evaluate request and instructions from the Department	None	2 Hours	<i>Unit Head</i> PVCID
None	1.4 Indicate additional instructions and assign request	None	2 Hours	<i>Team Head</i> PVCID



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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.5 Prepare Letter Proposal with Terms of Reference/ Memorandum of Agreement, and estimate appraisal fee	None	4 Hours	<i>Property Valuation Specialist (PVS)</i> PVCID
None	1.6 Review, approve and release proposal to government agency concerned for confirmation	None	68 Banking Days (inclusive of the 3-month validity period for confirmation of the proposal from the government agency concerned)	<i>PVS, Team Head, Unit Head; Department Head</i> PVCID
None	1.7 Conduct appraisal and ocular inspection of the property	None	30 Banking Days	<i>Task Force, Team Head</i> PVCID
None	1.8 Prepare appraisal report	None	20 Banking Days	<i>Task Force, Team Head</i> PVCID
None	1.9 Approve and release appraisal report	None	10 Banking Days	<i>PVS, Unit Head, Department Head</i> PVCID
	<b>TOTAL</b>	<b>None</b>	<b>129 Banking Days, 4 Hours</b>	

Notes: (a) Includes 66 banking days for client to confirm the proposal; and  
 (b) Location and area of property were considered in the processing time, thus, maximum number of days was considered in the conduct of the appraisal and said service shall be covered by a contract/agreement.

## 2. Closure/Updating of Modified Disbursement Scheme (MDS) Sub-Account/s to the MDS Online System

Closure/updating of MDS Sub-Account/s endorsed by MDS Servicing Branches (MSBs)

<b>Office or Division:</b>	MDS and Collections Management Department (MCMD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	All National Government Agencies (NGAs)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter Request from NGAs (if any) (1 original or photocopy) 2. Endorsement memo from LBP-MSBs (1 original or photocopy)		<ul style="list-style-type: none"> <li>• NGAs-Finance Division</li> <li>• LBP-MSBs</li> </ul>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Prepare letter-request to MSBs for the closing and updating of MDS sub-accounts	1.1 MSB to receive and signature-verify letter request from the NGAs	None	3 Banking Days	Document Analyst/ Assistant Division Chief/Division Chief, MDS/MMU, MCMD
None	1.2 MSB to prepare and transmit endorsement letter to MCMD	None		
None	1.3 MCMD to receive and signature verify memo-endorsement and close/update in the MDS online system	None		
	<b>TOTAL</b>	<b>None</b>	<b>3 Banking Days</b>	



### 3. Credit Information/Background Information Services – Leasing

Request for Credit Information (CI) of LBP Leasing Corporation thru Bankers' Association of the Philippines – Credit Bureau (BAPCB) Loandex Information System (LIS)

<b>Office or Division:</b>	Property Valuation and Credit Information Department (PVCID)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2B – Government to Business			
<b>Who may avail:</b>	LBP Leasing Corporation			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter Request for Credit Information with List of Account Names		LBP Leasing Corporation		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit duly accomplished Credit Information Request (CIR) Form with the following information:  For Corporate Accounts: <ul style="list-style-type: none"> <li>Corporate name or Business name</li> <li>Complete address</li> </ul> For Individual: <ul style="list-style-type: none"> <li>Complete name (Given name, Surname, Middle Name)</li> <li>Complete Address</li> <li>Taxpayer Identification No. (TIN)</li> </ul>	1.1 Check completeness of request and supporting data/ information and input request in the LIS	None	1 Banking Day	<i>Credit and Technical information Management Unit (CTIMU) – 1 Administrative Assistant/Analyst PVCID</i>
	1.2 Evaluate and assign request	None	5 Banking Days (subject to 5 day LIS response)	<i>Credit Information Unit (CIU) Team Head PVCID</i>
	1.3 Generate and print LIS reports in the BAPCB Loandex Website on the 5 <sup>th</sup> day and forward to CIU	None	4 Hours	<i>CTIMU – 1 Administrative Assistant/Analyst PVCID</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.4 Analyze and prepare CIR	None	4 Hours	CIA PVCID
None	1.5 Review and check CIR	None	4 Hours	<i>CIU Team Head, Unit Head</i> PVCID
None	1.6 Transmit CIR to concerned LANDBANK Leasing through couriers	None	4 Hours	<i>CTIMU – 1 Administrative Assistant</i> PVCID
	<b>TOTAL</b>	<b>None</b>	<b>8 Banking Days</b>	

#### 4. Deliberation and Selection of Hiring Candidates

Preparation of materials and presentation for Selection Board\* and LBP Board deliberations and approval.\*\*

<b>Office or Division:</b>	Personnel Administration Department (PAD) - HR Planning and Staffing Unit (HRPSU)
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2G – Government to Government
<b>Who may avail:</b>	Qualified Applicants/Requesting Units
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
Pre-employment requirements (1 original copy each) <ul style="list-style-type: none"> <li>➤ Updated LBP Application Form,</li> <li>➤ Authenticated Copy of Eligibility</li> <li>➤ Transcript of Records (original)</li> <li>➤ Medical Test Results (original)</li> <li>➤ Civil Service Commission (CSC) Form 211 (must be original)</li> <li>➤ Persons with Disabilities (PWD) ID Card (if applicable)</li> <li>➤ National Bureau of Investigation (NBI) Clearance (must be original)</li> <li>➤ Regional/Municipal Trial Court (RTC and MTC) (must be original)</li> <li>➤ Police Clearance (must be original)</li> <li>➤ Certificate of Employment</li> <li>➤ Philippine Statistics Authority (PSA) Birth Certificate (must be original)</li> <li>➤ Certificate of Attendance to Trainings/Seminars</li> <li>➤ Affidavit of No Delinquent Financial Obligation (must be original)</li> <li>➤ Consent for Credit Information (CI) Report</li> <li>➤ Board Resolutions, Comparative Assessment Form (CAF), Agenda, Interview Sheets, Background Investigation (BI) Results, Medical Clearance, Audit Clearance, CI Report, Centralized Watch list Check</li> </ul>	Qualified Applicants, Government agencies Concerned and PAD



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<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit pre-employment requirements to PAD	1. Prepare CAF	None	1 Banking Day	<i>Human Resource Management (HRM) Assistant, HRM Analyst, HRM Specialist I / II, Division Chief, Assistant Department Manager (ADM), Assistant Vice President (AVP) Selection and Promotion Division (SPD), PAD</i>
2. Submit BI report to PAD from Security Department (SD) and Third Party Service Provider (TPSP)	2. Include in the agenda for Selection Board deliberation****		2 Banking Days	<i>HRM Assistant, HRM Analyst, HRM Specialist I / II, Division Chief, ADM, AVP, SPD, PAD</i>
3. Submit Medical Clearance to PAD from Employee Relations Department (ERD)	3. Submit proposal for approval of LANDBANK Board of Directors*****		2 Banking Days	<i>HRM Assistant, HRM Analyst, HRM Specialist I / II, Division Chief, ADM, AVP, SPD, PAD</i>
4. Submit CI report to PAD from Property Valuation and Credit Information Department (PVCID)	4. Prepare notice of assumption upon receipt of LBP Board Resolution		2 Banking Days (Items 4.1 & 5.1)	<i>HRM Assistant, HRM Analyst, HRM Specialist I / II, Division Chief, ADM, AVP, SPD, PAD</i>





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<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
5. Submit Audit Clearance to PAD from Internal Audit Group (IAG), if candidate is an existing Service Company Workers (SCWs)	5. Send pre-assumption requirements to candidates	None		<i>HRM Assistant, HRM Analyst, HRM Specialist I / II, Division Chief, ADM, AVP, SPD, PAD</i>
	<b>TOTAL</b>	<b>None</b>	<b>7 Banking Days</b>	

*\*A required by CSC 2017 Omnibus Rules on Appointment and Other HR Actions*

*\*\*As required by the LANDBANK Charter (RA 3844)*

*\*\*\*Excludes TAT of a.) ERD for medical clearances and additional medical examinations that may be required from candidate for hiring; b.) SD/TPSP for the conduct of BI; c.) IAG for audit clearance, if existing SCW; d.) PVCID for the CI Report*

*\*\*\*\*Subject to the scheduled Selection Board Meeting*

*\*\*\*\*\*Subject to the scheduled LBP Board of Directors Meeting*



## 5. Deployment of Service Company Workers (SCWs)

Processing of endorsement for deployment of candidates (non-permanent, relievers, project-based SCWs) in coordination with the Third-Party Service Provider (TPSP).

<b>Office or Division:</b>	Personnel Administration Department (PAD) - HR Planning and Staffing Unit (HRPSU)			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	LANDBANK Units			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1 original copy of Deployment template addressed to PAD with complete attachments (1 original copy each): <ul style="list-style-type: none"> <li>➤ LBP Application Form</li> <li>➤ Resume</li> <li>➤ Transcript of Records</li> </ul>		LANDBANK – EO No. 083, S. 2019 Guidelines on the Deployment and Maximum Term of Service of the Service Company Workers		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Send deployment template with complete attachments to PAD	1.1 Receive the deployment template with complete attachments from the requesting unit and encode in monitoring system and attach tracking sheet	None	9 Banking Days (Items 1.1-1.3)	Human Resource Management (HRM) Assistant, Division Chief, Assistant Department Manager (ADM), Headcount Management and Manpower Division (HMMPD), PAD
None	1.2 Evaluate request for deployment – request necessary documents from requesting unit	None		HRM Assistant, Division Chief, ADM, HMMPD, PAD



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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.3 Endorse upon receipt of requested documents	None		<i>HRM Assistant, Division Chief, ADM, HMMPD, PAD</i>
None	1.4 Endorse candidate considered for deployment to TPSP for pre-employment requirements	None	5 Banking Days	
None	1.5 Assumption of the candidate to the requesting unit*	None		<i>HRM Assistant, Division Chief, ADM, Selection and Promotion Division (SPD), PAD</i>
	<b>TOTAL</b>	<b>None</b>	<b>14 Banking Days</b> (excluding dependencies to the TPSP, candidate, and requesting unit)	

*\*Subject to the evaluation of the TPSP; Service Level Agreement with TPSP is TAT of 10 Banking Days from receipt of request from PAD*

## 6. Employment Verification and Other Queries

Issuance of employment verification and other queries.

<b>Office or Division:</b>	Personnel Administration Department (PAD) - Separation and Records Division (SRD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B - Government to Business; G2G - Government to Government			
<b>Who may avail:</b>	Private Banks and government offices			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter request for employment verification through email, parcel/courier, personal appearance (1 original copy)		Various offices/companies; Personnel concerned		
Authorization letter to conduct employment verification (1 original copy)		Personnel concerned		
Valid ID (1 photocopy)		Personnel concerned		
Specimen signature (1 original copy)		Verifier from various offices/companies		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Request for employment verification through email, parcel/courier, personal appearance	1.1 Receive request for employment verification	None	1 Minute	Human Resource Management (HRM) Assistant, SRD, PAD
None	1.2 Validate data through SAP-HRIS and print	None	1 Banking Day	HRM Assistant, SRD, PAD
None	1.3 Review/Affix initial/e-initial	None	1 Banking Day	Assistant Division Chief, Division Chief SRD, PAD
2. Receive reply through e-mail	2. Send reply through e-mail or hard copy	None	7 Hours and 59 Minutes	HRM Assistant, SRD, PAD
	<b>TOTAL</b>	<b>None</b>	<b>3 Banking Days</b>	



## 7. Enrollment of Large Taxpayer/Non Large Taxpayer Account in the Electronic Tax Payment System (ETPS) Enrollment Facility

Enrollment of Large/Non-Large Taxpayer in the Electronic Filing Payment System (EFPS) of the Bureau of the Internal Revenue (BIR)

<b>Office or Division:</b>	MDS and Collections Management Department (MCMD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government; G2B – Government to Business; G2C – Government to Citizen			
<b>Who may avail:</b>	All NGAs			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Transmittal Memorandum (1 original or scanned copy) 2. e-Tax Payment Enrollment Form (1 original or scanned copy)		All LBP Servicing Branches/Extension Offices		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Send duly accurately accomplished ETPS Enrolment Form and Transmittal Memo	1.1 Receive the duly accomplished and verified e-Tax Payment Enrollment Form from the Branch  <i>Note:</i>  <i>The information in e-Tax Payment Enrollment Form should match with the ETPS requirements</i>	None	3 Banking Days	<i>Document Analyst/ Assistant Division Chief/Division Chief, MDS/MMU, MCMD</i>



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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.2 Validate the completeness of the received e-Tax Payment Enrollment Form and encode in the Monitoring Tool (Excel)	None		<i>Document Specialist/ Assistant Division Chief/Division Chief/ CMD/CMU, MCMD</i>
None	1.3 Forward the validated e-Tax Payment Enrollment Form for verification	None		<i>Document Specialist/ Assistant Division Chief/Division Chief/ CMD/CMU, MCMD</i>
None	1.4 Input the data from the duly accomplished and verified e-Tax Payment Enrollment Form in the ETPS Enrollment Facility	None		<i>Document Specialist/ Assistant Division Chief/Division Chief/ CMD/CMU, MCMD</i>
None	1.5 Generate the Password/Pin Mailer from the ETPS Enrollment Facility and List of Authorized Users/Accounts and prepare Transmittal Memorandum	None		<i>Document Specialist/ Assistant Division Chief/Division Chief/ CMD/CMU, MCMD</i>



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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.6 Forward the e-Tax Payment Enrollment Form, Transmittal Memorandum and List of Authorized Users/ Accounts to the Immediate Supervisor, CMD for checking. If in order, affix signature	None		<i>Document Specialist/ Assistant Division Chief/Division Chief/ CMD/CMU, MCMD</i>
None	1.7 Forward the duly checked e-Tax Payment Enrollment Form, Transmittal Memorandum and List of Authorized Users/ Accounts to ADM/Head, MCMD for approval	None		<i>Document Specialist/ Assistant Division Chief/Division Chief/ CMD/CMU, MCMD</i>



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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	<p>1.8 Send/forward/ release the Transmittal Memorandum together with the System Generated Password/Pin Mailer to the Depository Branch concerned</p> <p><i>Notes:</i></p> <p><i>a. For Provincial Depository Branch, the Transmittal Memorandum and the System Generated Password/Pin Mailer shall be forwarded through FMD</i></p> <p><i>b. For Metro Manila Depository Branch, the Transmittal Memorandum and the System Generated Password/Pin Mailer be shall be forwarded to concerned Branch Group</i></p>	None		<p><i>Document Specialist/ Assistant Division Chief/Division Chief/ CMD/CMU, MCMD</i></p>





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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	<i>c. Pick-up of System Generated Password/Pin Mailer shall be supported by an Authorization duly signed by the Head of the Depository Branch. The signature of the Depository Branch Head on the Authorization shall be verified by the Assigned Personnel, IOMD/MMU before releasing the System Generated Password/Pin Mailer to the Branch authorized personnel</i>	None		
	<b>TOTAL</b>	<b>None</b>	<b>3 Banking Days</b>	

## 8. Enrollment of MDS Sub-Account/s to the MDS Online System

Enrollment of National Government Agencies (NGA's) MDS Sub-Account/s forwarded to us by MDS Servicing Branches (MSBs)

<b>Office or Division:</b>	MDS and Collections Management Department (MCMD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	All NGAs			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
MDS Sub-Account Enrollment Form (duly accomplished) – 1 original or photocopy		NGAs-Finance Division LBP-MSBs		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the following documents to MSB: <ul style="list-style-type: none"> <li>• Letter- Request to open an Account</li> <li>• BTr Clearance, Notarized copy of the Agency's Undertaking and Waiver of Confidentiality</li> <li>• Accomplished and authenticated Client information, SSCs and Terms and Conditions</li> </ul>	1.1 MSB to send list of MDS sub-account to the NGA concerned for DBM's funding	None	3 Banking Days	<i>Liaison Officer/ Account and Document Specialist/ Assistant Division Chief/Division Chief, MDS/MMU, MCMD</i>
	1.2 MSB to send the accomplished MDS Sub-Account Enrollment Form to MCMD via fax, email or courier	None		
	1.3 MCMD to verify signatures and check if properly filled-out with the required information	None		



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<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
None	1.4 MCMD to enroll the MDS sub-account in the MDS online system through the FIAS terminal	None		<i>Document Analyst/ Assistant Division Chief/Division Chief, MDS/MMU, MCMD</i>
	<b>TOTAL</b>	<b>None</b>	<b>3 Banking Days</b>	

## 9. Evaluation of Proposal for Regular Hiring

Evaluate/assess proposals for regular hiring and compliance to Qualification Standards (QS) of the proposed candidate.

<b>Office or Division:</b>	Personnel Administration Department (PAD) - HR Planning and Staffing Unit (HRPSU)	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2G – Government to Government	
<b>Who may avail:</b>	LANDBANK Units	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
<p>1. Original copy of memo-proposal for regular hiring addressed to PAD with complete attachments (1 original copy each):</p> <ul style="list-style-type: none"> <li>➤ Interview Sheet and Certificate of Competency</li> <li>➤ Pre-employment requirements (Updated LBP Application Form, Authenticated Copy of Eligibility, Transcript of Records, Medical Test Results, Civil Service Commission (CSC) Form 211, Persons with Disabilities (PWD) ID Card (if applicable), National Bureau of Investigation (NBI) Clearance, Regional/Municipal Trial Court (RTC and MTC), Police Clearance, Certificate of Employment, Philippine Statistics Authority (PSA) Birth Certificate, Certificate/s of Attendance to Trainings/Seminars (if applicable), Affidavit of No Delinquent Financial Obligation, Consent for Credit Information (CI) Report)</li> </ul>	LANDBANK – Hiring Policies and Procedures	



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<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Send proposal for regular hiring with complete attachments to PAD	1.1 Receive the proposal for regular hiring from the requesting unit and encode in monitoring system and attach tracking sheet	None	1 Banking Day	PAD – Receiving
None	1.2 Evaluate and assess compliance to QS of the proposed position and completeness of requirements	None	2 Banking Days	Human Resource Management (HRM) Assistant, HRM Analyst, HRM Specialist I/II, Assistant Division Chief (ADC), DC, Selection and Promotion Division, (SPD), Head, HRPSU, Head, PAD, Head, Human Resource Management Group (HRMG)
None	1.3 Request for conduct of Background Investigation, Audit Clearance, CI Report, and training certification (if applicable)	None	2 Banking Days	
None	1.4 Send pre-employment requirements to the proposed candidate for compliance	None		



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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.5 Receive and evaluate authenticity/ completeness of submitted documents from qualified applicants	None	1 Banking Day	<i>HRM Assistant, HRM Analyst, HRM Specialist I/II, ADC, DC, SPD, Head, HRPSU, Head, PAD, Head, HRMG</i>
None	1.6 Forward medical results to Employee Relations Department (ERD) – Medical Division for clearance	None		
None	1.7 Final Interview of qualified applicant	None	1 Banking Day	
	<b>TOTAL</b>	<b>None</b>	<b>7 Banking Days*</b>	

*\*Excludes Turnaround Time of a.) ERD for medical clearances and additional medical examinations that may be required from candidate for hiring; b.) Administrative Legal Department/TPSP for the conduct of background investigation; c.) Internal Audit Group for audit clearance, if existing Service Company Worker; d.) Property Valuation and Credit Information Department for the CI Report*

*\*Excludes further the compliance of the candidate to the deadline set for the submission of requirements and other delays caused from the part of the candidate and/or other concerned departments*

## 10. Generation of Internet Banking Back-Office MIS Reports

Generation of requested reports from iAccess and weAccess Back-Office.

<b>Office or Division:</b>	Electronic Banking Support Unit (eBSU)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B – Government to Government			
<b>Who may avail:</b>	LANDBANK Branches, OFBank and Other Bank Units Concerned			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Memo/e-mail request for generation of Internet Banking Back-Office MIS reports		LANDBANK Branches, OFBank and Other Bank Units concerned		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Send request for generation of Internet Banking Back-Office MIS Reports thru memo/e-mail	1.1 Validate request if applicable	None	1 Minute	<i>e-Products Specialist</i> // eBSU
	1.2 Access the Internet Banking Back-Office	None	2 Minutes	<i>e-Products Assistant</i> eBSU
	1.3 Generate the following: <ul style="list-style-type: none"> <li>• Monthly Internet Banking Back Office MIS Reports</li> <li>• Daily Internet Banking Back-Office reports for OFBank, Credit Card Administration Department and Electronics Product Department</li> </ul>	None	21 Minutes	<i>e-Products Assistant</i> eBSU



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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	<ul style="list-style-type: none"> <li>Other Internet Banking Reports as needed/ requested by branches/ units concerned</li> </ul>	None		<i>e-Products Assistant</i> eBSU
None	1.4 Summarize the Performance Reports for the Internet Banking Facilities (for monthly generated reports only)	None	20 Minutes	<i>e-Products Assistant</i> eBSU
None	1.5 Send the generated reports to LANDBANK Branches, OFBank and other Bank units concerned the thru email/ Secure File Transfer Protocol	None	5 Minutes	<i>e-Products Assistant</i> eBSU
	<b>TOTAL</b>	<b>None</b>	<b>49 Minutes</b>	



## 11. Generation of Mobile Banking Application (MBA) Reports

Generation of requested reports from MBA Back-Office

<b>Office or Division:</b>	Electronic Banking Support Unit (eBSU)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B – Government to Government			
<b>Who may avail:</b>	LANDBANK Branches, OFBank and Other Bank Units Concerned			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Memo/e-mail request for generation of MBA reports from LANDBANK Branches, OFBank and Other Concerned Units of the Bank		LANDBANK Branches/OFBank/Other Concerned Units of the Bank		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Send request for generation of MBA Reports thru memo/e-mail	1.1 Validate request if applicable	None	1 Minute	<i>e-Products Assistant</i> eBSU
None	1.2 Access the MBA Back-Office and generate the following reports for OFBank: <ul style="list-style-type: none"> <li>• Transaction Journal Report</li> <li>• Schedule of Bills Payment</li> <li>• Interbank Fund Transfer Report</li> </ul>	None	27 Minutes	<i>e-Products Assistant</i> eBSU



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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.3 Upload the generated reports to OFBank thru Secure File Transfer Protocol	None	5 Minutes	<i>e-Products Assistant</i> eBSU
None	1.4 Generate the following reports for Credit Card Administration Department (CCAD): <ul style="list-style-type: none"> <li>• Schedule of Bills Payment for LANDBANK MasterCard Credit Card</li> <li>• Schedule of Bills Payment for LANDBANK Visa Credit Card</li> </ul>	None	5 Minutes	<i>e-Products Assistant</i> eBSU
None	1.5 Send the generated reports to CCAD thru e-mail	None	10 Minutes	<i>e-Products Assistant</i> eBSU



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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.6 Generate the following Bankwide reports to Electronic Products Department (EPD): <ul style="list-style-type: none"> <li>• Transaction Journal Report</li> <li>• Schedule of Bills Payment</li> <li>• InterBank Fund Transfer</li> <li>• MBA For The Year</li> <li>• MBA For The Month</li> </ul>	None	30 Minutes	<i>e-Products Assistant</i> eBSU
None	1.7 Send the generated reports to EPD thru e-mail	None	10 Minutes	<i>e-Products Assistant</i> eBSU
None	1.8 Generate other reports as requested by Bank Units concerned	None	15 Minutes	<i>e-Products Assistant</i> eBSU
None	1.9 Send the generated reports to Bank units concerned thru e-mail	None	10 Minutes	<i>e-Products Assistant</i> eBSU
	<b>TOTAL</b>	<b>None</b>	<b>1 Hour, 53 Minutes</b>	

## 12. Issuance of Bidding Documents

To issue Bidding Documents to prospective bidders.

<b>Office or Division:</b>	HOBAC Secretariat Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B - Government to Business; G2G - Government to Government			
<b>Who may avail:</b>	Prospective Bidders			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Request Payment Acceptance Order (PAO) from HOBAC Secretariat	1.1 Confirm receipt of bidder's request  1.2 Prepare PAO and issue same to the bidders	None	30 Minutes	<i>Procurement Analyst/ Specialist</i> HOBAC Secretariat
2. Pay the bidding documents fee and submit the following:  a) Official Receipt  b) Secure File Transfer Form	2.1 Confirm receipt of bidder's OR and SFTF  2.2 Endorse Documents to ProcD for the issuance of bidding documents	PHP 500 or 1/10 of 5% of the Approved Budget for the Contract rounded off to the next hundred, whichever is higher	60 Minutes	<i>Procurement Analyst/ Specialist</i> HOBAC Secretariat



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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	TOTAL	PHP 500 or 1/10 of 5% of the Approved Budget for the Contract rounded off to the next hundred, which-ever is higher	90 Minutes	

### 13. Processing and Remittance of Philippine Health Insurance Corporation (PHIC) Collections

Remittance of PhilHealth Collections and Submission of Collection Documents to PHIC – Head Office

<b>Office or Division:</b>	MDS and Collections Management Department (MCMD)			
<b>Classification:</b>	Simple/Highly Technical			
<b>Type of Transaction:</b>	G2G – Government to Government; G2B – Government to Business; G2C – Government to Citizen			
<b>Who may avail:</b>	All Government Agencies and Private Entities			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>Online PHIC Collections for each Quincena (2 original copies)</li> <li>PhilHealth Agents Receipt (PAR) (1 original copy)</li> <li>PhilHealth Premium Payment Slip (PPPS) (1 original copy)</li> <li>Statement of Premium Account (SPA) (1 original copy)</li> <li>Cancelled PAR (3 original copies)</li> <li>Returned Check (1 original copy)</li> <li>Summary of PhilHealth Collections indicating “No Collection” (1 original copy)</li> <li>Memo request and Summary of Debit/Credit Adjustments, if any (1 original copy)</li> </ul>		<ul style="list-style-type: none"> <li>Data Center Management Department – Technology Management Group</li> <li>All LBP Servicing Branches</li> </ul>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Accept premium payments from PhilHealth clients thru Over-The-Counter (OTC) and ePayments	1.1 Download, print and validate the required and complete reports from IDRARS and FIAS (Snapshot)	<u><b>OTC</b></u> PHP 40.00 per Transaction  <u><b>ePayment</b></u> PHP 10.00 per Transaction	1 Banking Day	<i>Document Analyst/            Document Specialist/            Assistant Division Chief/Division Chief/DMD/CMU/ MCMD</i>



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<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
None	1.2 Prepare PhilHealth Remittance Report, Adjustments with corresponding Debit/Credit	None		<i>Document Analyst/ Document Specialist/ Assistant Division Chief/Division Chief/DMD/CMU/ MCMD</i>
None	1.3 Send/transmit to PhilHealth – Head Office thru email on or before 4:00 PM daily (copy furnished Pasig Capitol Branch)	None		<i>Document Analyst/ Document Specialist/ Assistant Division Chief/Division Chief/DMD/CMU/ MCMD</i>
2. Send the complete and required reports/documents within fifteen (15) banking days after the collection period	2.1 Generate the required report from IDRARS and validate against the received documents from the branches as stated in the checklist of requirements	None		<i>Document Analyst/ Document Specialist/ Assistant Division Chief/Division Chief/DMD/CMU/ MCMD</i>



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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	2.2 Prepare the following remittance reports/documents: <ul style="list-style-type: none"> <li>• Transmittal Letter</li> <li>• Summary of PHIC Collections</li> <li>• Online PHIC Collections</li> <li>• PAR</li> <li>• PPPS</li> <li>• SPA</li> <li>• Summary of Cancelled Receipt</li> <li>• Summary of Dishonored Check</li> <li>• Summary of Credit/Debit Adjustment</li> <li>• Summary of Lost PAR</li> </ul>	None		<i>Document Analyst/ Document Specialist/ Assistant Division Chief/Division Chief/DMD/CMU/ MCMD</i>





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<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
None	2.3 Deliver the remittance reports and documents to PhilHealth – Head Office on the 30 <sup>th</sup> of the month for 1 to 15 collections of the month and on the 15 <sup>th</sup> of the following month for 16 to 30/31 collections of the month	None		<i>Document Analyst/ Document Specialist/ Assistant Division Chief/Division Chief/DMD/CMU/ MCMD</i>
	<b>TOTAL</b>	<b>OTC – PHP 40.00 per Transacti on EPayment – P 10.00 per Transacti on</b>	<b>1 Banking Day</b>	

#### 14. Processing of Claims/Disbursement Transactions (Field Units) – Simple

Payments of various transactions are processed through Disbursement Orders (DOs) which are supported by required documents depending on the nature of transactions.

<b>Office or Division:</b>		Accounting Center (AC)/Accounting Unit (AU)		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C – Government to Citizen; G2B – Government to Business; G2G – Government to Government		
<b>Who may avail:</b>		LBP Proponent Units/Departments; Supplier/Contractor/Consultant		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
List of required documents depending on the nature of transactions are presented in <b>Annex AU</b>		Where to secure the required documents are likewise presented in <b>Annex AU</b>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit/issue required documents to Requisitioning Unit	1.1 Evaluate and ensure completeness of documentary requirements	None	15 Minutes	<i>Executive Assistant (EA)/Head LBP Requisitioning Unit (RU)</i>
None	1.2 Prepare DO	None	15 Minutes	<i>EA LBP RU</i>
None	1.3 Approve DO and forward together with the required documents to AC/AU	None	1 Hour	<i>EA/Head LBP RU</i>



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<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
None	1.4 Submit DO with required documents to AC/AU	None	2 Hours	<i>EA/Head LBP RU</i>
None	1.5 Receive the DO with supporting documents and record in the logbook the DO with supporting documents	None	20 Minutes	<i>Financial Assistant/ Analyst/Specialist AC/AU-FAD</i>
None	1.6 Transmit DO to Control and Analysis Division for certification as to funds availability	None	10 Minutes	<i>Financial Assistant/ Analyst/Specialist AC/AU-FAD</i>
None	1.7 Verify available budget and certify the DO as to availability of funds	None	20 Minutes	<i>Financial Assistant/ Analyst/Specialist AC/AU-FAD</i>
None	1.8 Forward DO to processor	None	20 Minutes	<i>Financial Assistant/ Analyst/Specialist, AC/AU, FAD</i>
None	1.9 Evaluate the documents if properly approved and check completeness	None	4 Hours	<i>Financial Assistant/ Analyst/Specialist AC/AU-FAD</i>



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<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
None	1.10 Submit to Supervisor for checking	None	10 Minutes	<i>Financial Assistant/ Analyst/Specialist</i> AC/AU-FAD
None	1.11 Check DO and validate completeness of supporting documents	None	4 Hours	<i>Assistant Division Chief (ADC)/Division Chief (DC)</i> AC/AU-FAD
None	1.12 Endorse DO to AC/AU Head for approval	None	10 Minutes	<i>ADC/DC</i> AC/AU-FAD
None	1.13 Review the DO and supporting documents/ Approve and sign the DO	None	1 Hour	<i>AC/AU Head</i> FAD
None	1.14 Send validated/ approved DO acknowledged by Clustered Branch in the DO logbook, for check issuance or credit to account	None	10 Minutes	<i>Financial Assistant/ Analyst/Specialist</i> AC/AU-FAD



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<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
2. Submit validated/ approved DO with required documents to Clustered Branch	2.1 Receive DO with supporting documents	None	20 Minutes	New Accounts Clerk/ CASA Bookkeeper/ Branch Operations Officer/Branch Service Officer/Branch Head LBP Branch
None	2.2 Issue/process the following:  a. Prepare and approve Manager's Check  b. Credit to account	None		
	<b>TOTAL</b>	<b>None</b>	<b>1 Banking Day, 6 Hours, 30 Minutes</b>	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p><b>Goods and Services</b></p> <ol style="list-style-type: none"> <li>1. Triplicate copy of duly accomplished and approved DOs</li> <li>2. Check whichever is applicable: (1 original copy) <ul style="list-style-type: none"> <li>• Certification of Satisfactory Service</li> <li>• Recommendation for Payment</li> <li>• Certificate of Completion</li> <li>• Inspection Report</li> <li>• Acknowledgement Receipt and Inspection Receipt (ARIR)</li> </ul> </li> <li>3. Sales Invoice (SI) / Billing Statement / Statement of Account (SOA) (1 original copy)</li> <li>4. Delivery Receipt (DR) with signature and printed name of recipient and actual date of receipt of items to determine penalty/late delivery of goods/(to be attached if a regular/standard form of supplier) (1 original copy)</li> <li>5. Notice to Proceed (NTP) with printed name, signature and date of receipt of representative of supplier (1 original copy)</li> <li>6. Purchase Order (PO) with printed name, signature and date of receipt of representative of service provider (1 original copy)</li> <li>7. Notice of Award (NOA) with printed name, signature and date of receipt of representative of service provider (1 original copy)</li> <li>8. Procurement Request Form (PRF) funded and duly approved per approving authorities (1 original copy)</li> <li>9. Pre-repair Inspection Report (for repair of equipment) (1 original copy)</li> </ol>	<p>LBP Proponent Field Units</p> <p>LBP Proponent Field Units</p> <p>Suppliers to be secured by LBP Proponent Field Units</p> <p>Suppliers to be secured by LBP Proponent Field Units</p> <p>LBP Proponent Field Units</p> <p>LBP Proponent Field Units</p> <p>LBP Proponent Field Units</p> <p>LBP Proponent Field Units</p> <p>LBP Proponent Field Units</p>

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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>Approval of Department Head per approving authorities (1 original copy)</p> <ul style="list-style-type: none"> <li>• Check whichever is applicable: <ul style="list-style-type: none"> <li>○ Extension/change of delivery/contract period</li> <li>○ Waiver of liquidated damages for late deliveries</li> </ul> </li> </ul> <p>13. Warranty Certificate if noted in PO/ Terms of Reference (TOR)/Contract (1 certified true copy)</p> <p>14. Evaluation Report by the end-user (if indicated in RBAC Resolution) (1 original copy)</p> <p>15. If memo approval for Alternative Method of Procurement is thru Exclusive Distributorship (1 certified true copy)</p> <ul style="list-style-type: none"> <li>• Notarized Certificate of Sole / Exclusive Distributorship from Local Company stating that it has no sub-dealers selling at lower prices and for which no suitable substitute can be obtained at more advantageous terms</li> <li>• Notarized Certificate of Sole / Exclusive Distributorship from Foreign Company</li> </ul> <p>16. Bid Documents if procured through public bidding or Annual Procurement Plan (1 original copy)</p>	<p>Suppliers to be secured by LBP Proponent Field Units</p> <p>LBP Proponent Field Units</p> <p>Suppliers to be secured by LBP Proponent Field Units</p> <p>LBP Proponent Field Units</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>Rentals and Maintenance of Equipment</b> 1. Triplicate copy of duly accomplished and approved DOs 2. Check whichever is applicable: (1 original copy) <ul style="list-style-type: none"> <li>• Certification of Satisfactory Service</li> <li>• Recommendation for Payment</li> <li>• Certificate of Completion</li> <li>• Inspection Report</li> <li>• Acknowledgement Receipt and Inspection Receipt (ARIR)</li> <li>• Service Maintenance Report / Maintenance Sheet</li> <li>• Preventive Maintenance Report for repair / regular maintenance of the equipment acknowledged / signed by LBP end-user corresponding to period being billed</li> <li>• Meter Request Form/Meter Reading</li> </ul> 3. Schedule of Payments / Computation of Amount for Payment for monitoring / maintenance of equipment, if various equipment (1 original copy) 4. Sales Invoice (SI) / Billing Statement / Statement of Account (SOA) (1 original copy) 5. Notice to Proceed (NTP) with printed name, signature and date of receipt of representative of supplier (1 original copy) 6. Purchase Order (PO) with printed name, signature and date of receipt of representative of service provider (1 original copy) 7. Notice of Award (NOA) with printed name, signature and date of receipt of representative of service provider (1 original copy)	LBP Proponent Field Units  LBP Proponent Field Units          LBP Proponent Field Units  Suppliers to be secured by LBP Proponent Field Units  LBP Proponent Field Units  LBP Proponent Field Units  LBP Proponent Field Units

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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> <li>b. RBAC recommending approval (1 Certified True Copy)</li> <li>c. Purchase Order (1 original copy for one-time payment/Certified True copy if not – original copy to be attached in the last payment of the contract)</li> <li>d. Notice to Proceed (1 original copy for one-time payment/Certified True copy if not – original copy to be attached in the last payment of the contract)</li> <li>e. Notice of Award (1 original copy for one-time payment/Certified True copy if not – original copy to be attached in the last payment of the contract)</li> </ul>	<p>RBAC secured by LBP Field Units</p> <p>RBAC secured by LBP Field Units</p> <p>RBAC secured by LBP Field Units</p> <p>RBAC secured by LBP Field Units</p>
<p><b>Seminars &amp; Training Expenses (Meals)</b></p> <ul style="list-style-type: none"> <li>1. Triplicate copy of duly accomplished and approved DOs</li> <li>2. Billing Statement/Statement of Account (1 original copy)</li> <li>3. Request for quotation form (1 original copy for at least 3 suppliers)</li> <li>4. For Claims above PHP10,000.00 (or Unit's threshold per RBAC Resolution) <ul style="list-style-type: none"> <li>a. Procurement Request Form (1 original copy)</li> <li>b. RBAC recommending approval (1 original copy)</li> <li>c. Purchase Order (1 original copy)</li> <li>d. Notice to Proceed (1 original copy)</li> <li>e. Notice of Award (1 original copy)</li> </ul> </li> <li>5. OR/Sales Invoice (1 original copy)</li> </ul>	<p>LBP Proponent Field Units</p> <p>Service Provider secured by Proponent Field Units</p> <p>LBP Proponent Field Units</p> <p>secured by LBP Proponent Field Units</p> <p>RBAC secured by LBP Proponent Field Units</p> <p>RBAC secured by LBP Proponent Field Units</p> <p>RBAC secured by LBP Proponent Field Units</p> <p>RBAC secured by LBP Proponent Field Units</p> <p>RBAC secured by LBP Proponent Field Units</p> <p>Service Provider to be secured by LBP Proponent Field Units</p>
<p><b>Sports &amp; Wellness (External)</b></p> <ul style="list-style-type: none"> <li>1. Triplicate copy of duly accomplished and approved DOs</li> <li>2. Billing Statement / Statement of Account (SOA) (1 original copy)</li> </ul>	<p>LBP Proponent Field Units</p> <p>Payee secured by LBP Proponent Field Units</p>

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
3. Approved Memo Request re: External Sports Budget (1 original / Certified True Copy)	LBP Proponent Field Units
4. Budgeted Cost of External Sports Program (GCAA/BAA/PCHC) (if applicable) (1 Certified True Copy)	LBP Proponent Field Units
<b>Stationary and Supplies Used</b> <ol style="list-style-type: none"> <li>1. Triplicate copy of duly accomplished and approved DOs</li> <li>2. PRF and availability of funds duly certified by the Accounting Unit (1 original copy)</li> <li>3. Canvass Sheet if total purchase is P1,000.00 but not more than P10,000.00. Claims over P10,000 (or Unit's threshold per RBAC Resolution) should secure RBAC approval (1 original copy)</li> <li>4. Inspection Report (1 original copy)</li> <li>5. OR/Sales Invoice (1 original copy)</li> <li>6. Report of Waste Material, in case of replacement of parts/repair of semi-expendable items (i.e., items costing PHP10,000.00 and below) if applicable (1 original copy)</li> </ol>	<p>LBP Proponent Field Units</p> <p>secured by LBP Proponent Field Units</p> <p>LBP Proponent Field Units</p> <p>LBP Proponent Field Units Provider of Goods to be secured by LBP Proponent Field Units LBP Proponent Field Units</p>
<b>Miscellaneous Expenses</b> <ol style="list-style-type: none"> <li>1. Triplicate copy of duly accomplished and approved DOs</li> <li>2. Procurement Request Form and availability of funds duly certified by the Accounting Unit (1 original copy)</li> <li>3. Official Receipt/Sales Invoice (1 original copy)</li> <li>4. Approval for the incurrence of expense/booking to miscellaneous expense account (1 original copy/ Certified True Copy)</li> </ol>	<p>LBP Proponent Field Units</p> <p>LBP Proponent Field Units</p> <p>Provider of Goods/Services to be secured by LBP Proponent Field Units LBP Proponent Field Units</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>Membership Fees</b> <ol style="list-style-type: none"> <li>1. Triplicate copy of duly accomplished and approved DOs</li> <li>2. Billing Statement/Statement of Account (SOA) (1 original copy)</li> <li>3. Invitation for Membership/ Approval of Group Head/BIR Form No. 2303 (for new membership ,if applicable) (1 Original/ Certified True Copy</li> <li>4. Approval of Group Head for additional/increase of membership. (1 original/ Certified True Copy)</li> <li>5. Official Receipt (for reimbursements) (1 original copy)</li> </ol>	<p>LBP Proponent Field Units</p> <p>Payee secured by LBP Proponent Field Units</p> <p>LBP Proponent Field Units</p> <p>LBP Proponent Field Units</p>
<b>Seminars and Training Expense - Graduate Education Program (GEP)</b> <ol style="list-style-type: none"> <li>1. Triplicate copy of duly accomplished and approved DOs</li> <li>2. Letter from Organization Development Department (ODD) certifying of the granted GEP Scholarship (1 original copy if one-time payment/ certified true copy if recurring claims)</li> <li>3. Official Receipt (1 original copy)</li> </ol>	<p>LBP Proponent Field Units</p> <p>ODD to be secured by LBP Proponent Field Units</p> <p>Schools / Universities</p>
<b>Lease/Rent (Bank Premises)</b> <ol style="list-style-type: none"> <li>1. Board approval or certification from the proponent/originating unit that the lease of building or bank premise does not require Board approval</li> <li>2. Procurement Request Form (PRF) (numbered and dated)</li> <li>3. Notice of Award (NOA) (date should be after PRF)</li> <li>4. Contract of Lease (date should be after NOA)</li> <li>5. Purchase Order (PO) (date should be after NOA)</li> <li>6. Notice to Proceed (date should be after Contract of Lease and PO)</li> </ol>	<p>LBP Proponent Field Units</p> <p>LBP Proponent Field Units</p> <p>RBAC secured by LBP Proponent Field Units</p> <p>LBP Proponent Field Units</p> <p>LBP Proponent Field Units</p> <p>RBAC secured by LBP Proponent Field Units</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
7. Certification that the Contract of Lease is legally sufficient and valid	Field Legal Attorney secured by LBP Proponent Field Units
8. Certificate of Occupancy	Lessor secured by LBP Proponent Field Units
9. Billing Statement	Lessor secured by LBP Proponent Field Units
10. Official Receipt	Lessor secured by LBP Proponent Field Units
<b>Fidelity Bond</b>	
1. Approved memo request per guidelines	LBP Proponent Field Units
2. Authority to Accept Payment (ATAP)	Bureau of the Treasury (BTr) secured by LBP Proponent Field Units
3. Clearance from Administrative Legal Department (ALD)	LBP Proponent Field Units
4. Office Order	LBP Proponent Field Units
5. Application Form duly approved	LBP Proponent Field Units
6. Statement of Assets, Liabilities and Net Worth	LBP Proponent Field Units
7. List of Bonded Officials/Employees certified by Unit Head	LBP Proponent Field Units
8. Assumption to Duty (for new employee)	LBP Proponent Field Units
9. Confirmation Letter issued by BTr upon receipt of proof of payment	BTr secure d by LBP Proponent Field Units

## 15. Processing of Claims/Disbursement Transactions (Field Units) – Complex

Payments of various transactions are processed through Disbursement Orders (DOs) which are supported by required documents depending on the nature of transactions.

<b>Office or Division:</b>	Accounting Center (AC)/Accounting Unit (AU)			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Citizen; G2B – Government to Business; G2G – Government to Government			
<b>Who may avail:</b>	LBP Proponent Units/Departments; Supplier/Contractor/Consultant			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
List of required documents depending on the nature of transactions are presented in <b>Annex AV</b>		Where to secure the required documents are likewise presented in <b>Annex AV</b>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit/issue required documents to Requisitioning Unit (RU)	1.1 Evaluate and ensure completeness of documentary requirements	None	15 Minutes	<i>Executive Assistant (EA)/Head LBP RU</i>
None	1.2 Prepare DO	None	15 Minutes	<i>EA, LBP RU</i>
None	1.3 Approve DO and forward together with the required documents to AC/AU	None	1 Hour	<i>EA/Head LBP RU</i>
None	1.4 Submit DO with required documents to AC/AU	None	2 Hours	<i>EA/Head LBP RU</i>
None	1.5 Receive and record in the logbook the DO with supporting documents	None	20 Minutes	<i>Financial Assistant/Analyst/Specialist AC/AU-FAD</i>





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<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
None	1.6 Transmit DO to Control and Analysis Division for certification as to funds availability	None	10 Minutes	<i>Financial Assistant/ Analyst/Specialist</i> AC/AU-FAD
None	1.7 Verify available budget and certify the DO as to availability of funds	None	20 Minutes	<i>Financial Assistant/ Analyst/Specialist</i> AC/AU-FAD
None	1.8 Forward DO to processor	None	20 Minutes	<i>Financial Assistant/ Analyst/Specialist</i> AC/AU-FAD
None	1.9 Evaluate the documents if properly approved and check completeness	None	2 Banking Days	<i>Financial Assistant/ Analyst/Specialist</i> AC/AU-FAD
None	1.10 Submit to Supervisor for checking	None	10 Minutes	<i>Financial Assistant/ Analyst/Specialist</i> AC/AU-FAD
None	1.11 Check DO and validate completeness of supporting documents	None	1 Banking Day	<i>Assistant Division Chief (ADC)/Division Chief (DC)</i> AC/AU-FAD
None	1.12 Endorse DO to AC/AU Head for approval	None	20 Minutes	<i>ADC/DC</i> AC/AU-FAD



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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.13 Review DO and supporting documents/ approve and sign the DO	None	4 Hours	AC/AU Head FAD
None	1.14 Send validated/ approved DO acknowledged by Clustered Branch in the DO logbook, for check issuance or credit to account	None	10 Minutes	Financial Assistant/ Analyst/Specialist AC/AU-FAD
2. Submit validated/ approved DO with required documents to Clustered Branch	2.1 Receive DO with supporting documents	None	15 Minutes	New Accounts Clerk/ CASA Bookkeeper/ Branch Operations Officer/Branch Service Officer/Branch Head LBP Branch
None	2.2 Issue/process the following:  a. Prepare and approve Manager's Check  b. Credit to account	None		
	<b>TOTAL</b>	<b>None</b>	<b>4 Banking Days, 1 Hour, 35 Minutes</b>	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p><b>Advertising and Publicity</b></p> <ol style="list-style-type: none"> <li>1. Triplicate copy of duly accomplished and approved DOs</li> <li>2. Check whichever is applicable: (1 original copy) <ul style="list-style-type: none"> <li>• Certification of Satisfactory Service</li> <li>• Certification on compliance of media mileage</li> <li>• Certificate of Performance / Service Report</li> <li>• Newspaper clippings/Copy of Advertisement evidencing publication</li> </ul> </li> <li>3. Check whichever is applicable: (1 original copy) <ul style="list-style-type: none"> <li>• Advertising Contract</li> <li>• Notarized Contract Agreement</li> <li>• Terms of Reference</li> <li>• Signed Proposal if there is no Contract/Agreement (unsigned copy is acceptable if w/ contract)</li> <li>• Approval memo on ad placement proposal in accordance with approving authorities</li> <li>• Invitation to advertise / sponsor or proposal of advertiser</li> <li>• Price Quotation Form</li> </ul> </li> <li>4. Procurement Request Form funded and duly approved per approving authorities (1 original copy)</li> <li>5. Other documents which is deemed necessary (1 original copy)</li> </ol>	<p>LBP Proponent Field Units</p> <p>Corporate Affairs Group (CAG)/LBP Proponent Field Units</p> <p>LBP Proponent Field Units</p> <p>LBP Proponent Field Units</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>Donations</b> <ol style="list-style-type: none"> <li>1. Triplicate copy of duly accomplished and approved DOs</li> <li>2. Letter-request indicating nature of requests and/or intended use of cash donation/requested goods (1 original copy)</li> <li>3. Memorandum of Approval/ Board Resolution/ Certificate of Donation/ Deed of Donation and Agreement (whichever is applicable) (1 original copy)</li> <li>4. Accreditation documents /Certificate of Registration with the SEC (if applicable) (1 Certified True Copy)</li> <li>5. Memo-endorsement from Bank unit concerned certifying availability of requested goods (for in Kind/fixed assets donations only) (1 original)</li> </ol>	<p>LBP Proponent Field Units</p> <p>Donee, to be secured by LBP Proponent Field Units</p> <p>CAG/LBP Proponent Field Units</p> <p>Donee, to be secured by LBP Proponent Field Units</p> <p>CAG/LBP Proponent Field Units</p>
<b>Goods and Services (see <i>Annex AU</i> on page J-38 to J-47)</b>	
<b>Janitorial Services</b> <ol style="list-style-type: none"> <li>1. Triplicate copy of duly accomplished and approved DOs</li> <li>2. Certification of Actual Service Rendered (1 original copy)</li> <li>3. Sales Invoice (SI) / Billing Statement / Statement of Account (SOA) (1 original copy)</li> <li>4. Billing Register of service provider to support the SOA verified as to correctness by Accounting Center/ Accounting Unit (1 original copy)</li> <li>5. Notarized certification by the service provider that the salaries of the employees for the period have been paid and corresponding deductions of PAG-IBIG, SSS and PhilHealth were likewise remitted (1 original copy)</li> <li>6. Manpower Deployment Schedule by service provider for the billing period (1 original copy)</li> </ol>	<p>LBP Proponent Field Units</p> <p>Facilities Management Department /LBP Proponent Field Units</p> <p>Suppliers to be secured by LBP Proponent Field Units</p> <p>LBP Proponent Field Units</p> <p>Suppliers to be secured by LBP Proponent Field Units</p> <p>Suppliers to be secured by LBP Proponent Field Units</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
7. Adjusted Project Cost (Basic Pay based on Wage Order) (1 certified true copy)	Suppliers to be secured by LBP Proponent Field Units
8. Individual Attendance Report duly approved (1 original copy)	Suppliers to be secured by LBP Proponent Field Units
9. Overtime claim (1 original copy)	Suppliers to be secured by LBP Proponent Field Units
10. Notarized Contract / Agreement / TOR (1 original copy)	Facilities Management Department /LBP Proponent Field Units
11. Notice to Proceed (NTP) with printed name, signature and date of receipt of representative of supplier (1 original copy)	LBP Proponent Field Units
12. Purchase Order (PO) with printed name, signature and date of receipt of representative of service provider (1 original copy)	LBP Proponent Field Units
13. Notice of Award (NOA) with printed name, signature and date of receipt of representative of service provider (1 original copy)	LBP Proponent Field Units
14. Procurement Request Form (PRF) funded and duly approved per approving authorities (1 original copy)	LBP Proponent Field Units
15. Performance Security coinciding with period of the contract / PO as required in the Notice of Award (1 certified true copy) <ul style="list-style-type: none"> <li>• If Cash or cashier's/manager's check - LBP Official Receipt</li> <li>• If Bank draft / guarantee or irrevocable letter of credit – Copy of Bank draft / guarantee or irrevocable letter of credit</li> <li>• If Surety bond was issued by a surety or insurance company thru LIBI <ul style="list-style-type: none"> <li>– Copy of Surety bond</li> <li>– Notarized current Certification of Authority to issue Surety Bond by the Insurance Commission authenticated by the supplier</li> </ul> </li> </ul>	Suppliers to be secured by LBP Proponent Field Units

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
16. RBAC Approval and Abstract of Bids/ Quotation (1 original copy)	LBP Proponent Field Units
17. Quotation of service provider (1 original copy)	Suppliers to be secured by LBP Proponent Field Units
18. Bid Documents if procured through public bidding or Annual Procurement Plan (1 original copy)	LBP Proponent Field Units
<b>Rentals and Maintenance of Equipment (see Annex AU on page J-38 to J-47)</b>	
<b>Postage, Cable, Telephone and Telegraph</b>	
1. Triplicate copy of duly accomplished and approved DOs	LBP Proponent Field Units
2. Statement of Account/Billing Statement (1 Original copy)	Payee secured by LBP Proponent Field Units
3. For newly installed unit	
a) Procurement Request Form (1 original copy for one-time payment/Certified True copy if not – original copy to be attached in the last payment of the contract)	secured by LBP Proponent Field Units
b) RBAC recommending approval (1 original copy for one-time payment/Certified True copy if not – original copy to be attached in the last payment of the contract)	RBAC secured by LBP Proponent Field Units
c) Purchase Order (1 original copy for one-time payment/Certified True copy if not – original copy to be attached in the last payment of the contract)	RBAC secured by LBP Proponent Field Units
d) Notice to Proceed (1 original copy for one-time payment/Certified True copy if not – original copy to be attached in the last payment of the contract)	RBAC secured by LBP Proponent Field Units
e) Notice of Award (1 original copy for one-time payment/Certified True copy if not – original copy to be attached in the last payment of the contract)	RBAC secured by LBP Proponent Field Units

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
4. Summary of Billing (for claim with multiple accounts) (1 Original copy)	Payee secured by LBP Proponent Field Units
5. For PLDT internet subscription - <ul style="list-style-type: none"> <li>– Certification of Actual Service (1 Original copy)</li> <li>– Rendered or Inspection Report (1 Certified true copy)</li> <li>– Notarized Certificate of Sole /Exclusive Distributorship (if applicable) (1 Certified true copy)</li> </ul>	LBP Proponent Field Units
6. Certification of Satisfactory Service/ Recommendation for Payment/ Certificate of Completion/ Acknowledgement Receipt (1 Original Copy)	LBP Proponent Field Units
7. Notarized Contract/ Agreement/ Terms of Reference or Signed Proposal (1 original copy for one-time payment/Certified True copy if not – original copy to be attached in the last payment of the contract)	LBP Proponent Field Units
<b>Rental of Service Vehicles</b>	
1. Triplicate copy of duly accomplished and approved DOs	LBP Proponent Field Units
2. Certification of Satisfactory Service (1 Original copy)	LBP Proponent Field Units
3. Billing Statement / Statement of Account (SOA) (1 Original Copy)	Suppliers to be secured by LBP Proponent Field Units
4. Notarized Contract Agreement / Supplemental Contract / Terms of Reference (1 original copy for one-time payment/Certified True copy if not – original copy to be attached in the last payment of the contract)	LBP Proponent Field Units
5. Summary of Billing Schedule / Computation of Chauffeuring Services (1 Original Copy)	LBP Proponent Field Units
6. Procurement Request Form (1 original copy for one-time payment/Certified True copy if not – original copy to be attached in the last payment of the contract)	secured by LBP Proponent Field Units

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
7. RBAC recommending approval (1 Certified True copy) 8. Notice of Award, Notice to Proceed and Purchase Order (1 original copy for one-time payment/Certified True copy if not – original copy to be attached in the last payment of the contract)	RBAC secured by LBP Proponent Field Units  RBAC secured by LBP Proponent Field Units
9. Board Resolution (if applicable) (1 Certified true copy) 10. Trip Ticket (for armortech only) (1 Original copy) 11. List of armor personnel and a-car unit (for armortech only) (1 Original copy)	to be secured by LBP Proponent Field Units  Suppliers to be secured by LBP Proponent Field Units Suppliers to be secured by LBP Proponent Field Units
<b>Security Services</b> 1. Triplicate copy of duly accomplished and approved DOs 2. Certificate of Satisfactory Service (1 original) 3. Sales Invoice (SI) / Billing Statement / Statement of Account (SOA) (1 original copy) 4. Computation of amount claimed by service provider (1 original copy) 5. Guards Detailed Schedule signed by Head, Field Unit (1 original copy) 6. Notarized certification by the security agency that the salaries of the employees for the period have been paid and corresponding deductions of Pag-IBIG, SSS and PhilHealth were likewise remitted (1 original copy) 7. Daily Time Record (DTR) (1 original copy) 8. Authority to render overtime (1 original copy) 9. Summary of Daily Time Record (1 original copy) 10. Notarized Contract / Agreement / TOR (1 original copy)	LBP Proponent LBP Field Units  Security Department/LBP Proponent Field Units  Service provider to be secured by LBP Proponent Field Units  Security Department/LBP Proponent Field Units  Security Department/LBP Proponent Field Units  Service provider to be secured by LBP Proponent Field Units   Service provider to be secured by LBP Proponent Field Units Security Department/LBP Proponent Field Units  Service provider to be secured by LBP Proponent Field Units Service provider to be secured by LBP Proponent Field Units





CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
11. Notice to Proceed (NTP) with printed name, signature and date of receipt of representative of supplier (1 original copy)	LBP Proponent Field Units
12. Purchase Order (PO) with printed name, signature and date of receipt of representative of service provider (1 original copy)	LBP Proponent Field Units
13. Notice of Award (NOA) with printed name, signature and date of receipt of representative of service provider (1 original copy)	LBP Proponent Field Units
14. Procurement Request Form (PRF) funded and duly approved per approving authorities (1 original copy)	LBP Proponent Field Units
<b>Fuel and Lubricants</b>	
1. Triplicate copy of duly accomplished and approved DOs	LBP Proponent Field Units
2. Sales Invoice/Billing Statement/ Statement of Account (1 Original copy)	Payee secured by LBP Proponent Field Units
3. Purchase Order with signature of approving officer, name of driver, vehicle type, plate no. & Request for Service Vehicle (RSV) number (1 original copy)	LBP Proponent Field Units
4. Approved RSV/Trip Ticket by the approving officer and end user (1 Original copy)	LBP Proponent Field Units
5. Summary of billing by the provider (1 Original Copy)	Payee secured by LBP Proponent Field Units

## 16. Processing of Claims/Disbursement Transactions (Head Office) - Simple

Payments of various transactions are processed through Disbursement Orders (DOs) which are supported by required documents depending on the nature of transactions.

<b>Office or Division:</b>		Administrative Accounting Department (AAD)		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C – Government to Citizen; G2B – Government to Business; G2G – Government to Government		
<b>Who may avail:</b>		LBP Proponent Units/Departments; Supplier/Contractor/Consultant		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
List of required documents depending on the nature of transactions are presented in <b>Annex AW</b>		Where to secure the required documents are likewise presented in <b>Annex AW</b>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit/issue required documents to Proponent Unit (PU)	1.1 Evaluate and ensure completeness of documentary requirements	None	15 Minutes	<i>Executive Assistant (EA)</i> LBP PU
None	1.2 Prepare DO	None	15 Minutes	<i>EA</i> LBP PU
None	1.3 Approve DO and forward together with the required documents to AAD	None	1 Hour, 20 Minutes	<i>Head</i> LBP PU
None	1.4 Submit DO with required documents to AAD	None	10 Minutes	<i>EA</i> LBP PU



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<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
None	1.5 Receive the DO with supporting documents, assign control number and record in the Disbursement Order Monitoring System (DOMS)	None	1 Hour	<i>Accounts Assistant Budget Management Unit (BMU)-AAD</i>
None	1.6 Evaluate DO if properly approved and with available budget	None	1 Hour	<i>Accounts Specialist BMU-AAD</i>
None	1.7 Certify budget availability	None	30 Minutes	<i>Division Chief (DC), MAD/RAD, Head BMU-AAD/AAD, Approving Authorities</i>
None	1.8 Update DOMS and forward DO to Disbursement and Payroll Unit (DPU)	None	30 Minutes	<i>Accounts Assistant BMU-AAD</i>
None	1.9 Receive DO from BMU and distribute to assigned processor	None	1 Hour	<i>Accounts Analyst/ Specialist DPU-AAD</i>



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<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
None	1.10 Evaluate and check the completeness of all necessary requirements/ documents and endorse DO to DC for approval	None	1 Banking Day, 4 Hours	<i>Accounts Analyst/ Specialist</i> DPU-AAD
None	1.11 Recommend for approval/ approve/sign DO	None	1 Hour	<i>DC,</i> CCD/ECD/PD/SCD, <i>Head</i> DPU-AAD/AAD, <i>Approving authorities</i>
None	1.12 Forward approved DO to Financial Transaction Division	None	1 Hour	<i>Bookkeeper</i> DPU-AAD
None	1.13 Receive DO from DPU	None	30 Minutes	<i>Accounts Analyst/ Specialist</i> GAU-AAD
None	1.14 Final checking of DO for correctness and proper approval	None	1 Hour	<i>Accounts Analyst/ Specialist</i> GAU-AAD
None	1.15 Prepare Manager's Check (MC), if applicable	None	20 Minutes	<i>Bookkeeper,</i> GAU-AAD
None	1.16 Check and approve MC	None	20 Minutes	<i>Approving Authorities</i>



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<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
None	1.17 Update MC number and MC date in DOMS and the MC Register	None	20 Minutes	<i>Bookkeeper</i> GAU-AAD
2. Present the requirements – FTD window 2	2.1 Validate authenticity of requirements presented	None	20 Minutes	<i>Bookkeeper/Accounts Analyst/Accounts Specialist</i> GAU-AAD
None	2.2 Check if with existing claim	None		<i>Bookkeeper/Accounts Analyst/Accounts Specialist</i> GAU-AAD
None	2.3 Release DO to LBP employee/client for encashment thru Cash Department or client as the basis in preparing the Official Receipt (OR)	None		<i>Bookkeeper/Accounts Analyst/Accounts Specialist</i> GAU-AAD
3. Issuance of OR – FTD window 1	3.1 Validate correctness of OR issued (amount in words and in figures tally with the amount in the DO)	None	30 Minutes	<i>Bookkeeper/Accounts Analyst/Accounts Specialist</i> GAU-AAD



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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	3.2 Instruct the customer as follows: a. For MC, write the following in the MC register: ✓ Name ✓ Sig-nature ✓ OR Number ✓ Date  b. For Credit, affix his/her signature on the payment received portion in the original copy of DO	None	20 Minutes	<i>Bookkeeper/Accounts Analyst/Accounts Specialist</i> GAU-AAD
None	3.3 Affix signature in the copy of the attached Tax Certificate, if applicable	None		<i>Bookkeeper/Accounts Analyst/Accounts Specialist</i> GAU-AAD



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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Acknowledge receipt of payment in the DO and in the attached Tax Certificate, if applicable – FTD window 2	4.1 Issue the following: a. For MC- ✓ Original copy of MC ✓ Triplicate copy of DO ✓ Three (3) copies of Tax Certificate if applicable  b. For Credit- triplicate copy of DO and three (3) copies of Tax Certificate, if applicable	None	20 Minutes	<i>Bookkeeper/Accounts Analyst/Accounts Specialist GAU-AAD</i>
None	4.2 If for Credit, advise the customer that payment will be credited immediately after the date of issuance of OR	None		<i>Bookkeeper/Accounts Analyst/Accounts Specialist GAU-AAD</i>
	<b>TOTAL</b>	<b>None</b>	<b>3 Banking Days</b>	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p><b>Goods and Services (SCD)</b></p> <ol style="list-style-type: none"> <li>1. Triplicate copy of duly accomplished and approved DOs in accordance with applicable CASA provision</li> <li>2. Check whichever is applicable: (1 original copy) <ul style="list-style-type: none"> <li>• Certification of Satisfactory Service</li> <li>• Recommendation for Payment</li> <li>• Certificate of Completion</li> <li>• Inspection Report</li> <li>• Acknowledgement Receipt and Inspection Receipt (ARIR)</li> <li>• Summary of Billing Reports per end-user and with recommendation for Payment signed by Head of Proponent Unit</li> </ul> </li> <li>3. Sales Invoice (SI) / Billing Statement / Statement of Account (SOA) (1 original copy)</li> <li>4. Delivery Receipt (DR) with signature and printed name of recipient and actual date of receipt of items to determine penalty / late delivery of goods / (to be attached if a regular / standard form of supplier) (1 original copy)</li> <li>5. Notice to Proceed (NTP) with printed name, signature and date of receipt of representative of supplier (1 original copy)</li> <li>6. Purchase Order (PO) with printed name, signature and date of receipt of representative of service provider (1 original copy)</li> <li>7. Notice of Award (NOA) with printed name, signature and date of receipt of representative of service provider (1 original copy)</li> </ol>	<p>LBP Proponent Units/Departments</p> <p>LBP Proponent Unit/Department</p> <p>Suppliers to be secured by LBP Proponent Units/Departments</p> <p>Suppliers to be secured by LBP Proponent Units/Departments</p> <p>LBP Proponent Units/Departments</p> <p>LBP Proponent Units/Departments</p> <p>LBP Proponent Units/Departments</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
8. Procurement Request Form (PRF) funded and duly approved per approving authorities (1 original copy)	LBP Proponent Units/Departments
9. Pre-repair Inspection Report (for repair of equipment) (1 original copy)	LBP Proponent Units/Departments
10. Report of Waste Materials (for worn-out parts replacement only) (1 original copy)	LBP Proponent Units/Departments
11. Performance Security coinciding with period of the contract / PO as required in the Notice of Award (1 certified true copy) <ul style="list-style-type: none"> <li>• If Cash or cashier's/manager's check - LBP Official Receipt</li> <li>• If Bank draft / guarantee or irrevocable letter of credit – Copy of Bank draft / guarantee or irrevocable letter of credit</li> <li>• If Surety bond was issued by a surety or insurance company thru LANDBANK Insurance Brokerage Inc. (LIBI)               <ul style="list-style-type: none"> <li>○ Copy of Surety bond</li> <li>○ Notarized current Certification of Authority to issue Surety Bond by the Insurance Commission authenticated by the supplier</li> </ul> </li> </ul>	Suppliers to be secured by LBP Proponent Units/Departments
12. BAC Approval (1 original copy) <ul style="list-style-type: none"> <li>• Abstract of Bids / Quotation</li> <li>• Check whichever is applicable:               <ul style="list-style-type: none"> <li>○ Change of Supplier's name</li> <li>○ Change in Product/ Item Specifications</li> <li>○ Change of end-user</li> <li>○ Cancellation of award</li> <li>○ Increase/Reduction in amount</li> <li>○ From Non-VAT to VAT and vice versa / VAT to VAT-Exempt and vice versa</li> <li>○ Partial Payment</li> <li>○ Waiver of Required Performance Security</li> </ul> </li> </ul>	LBP Proponent Units/Departments

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> <li>• Approval of Department Head per approving authorities (1 original copy)</li> <li>• Check whichever is applicable: <ul style="list-style-type: none"> <li>○ Extension/change of delivery/ contract period</li> <li>○ Waiver of penalty/liquidated damages for late deliveries</li> </ul> </li> </ul> <p>13. Warranty Certificate if noted in PO/ Terms of Reference (TOR)/Contract (1 certified true copy)</p> <p>14. Evaluation Report by the end-user (if indicated in BAC Resolution) (1 original copy)</p> <p>15. Memo Approval by LBP President on Alternative Method of Procurement with HOBAC recommending approval if not procured thru public bidding</p> <p>16. If memo approval for Alternative Method of Procurement is thru Exclusive Distributorship (1 certified true copy)</p> <ul style="list-style-type: none"> <li>• Notarized Certificate of Sole / Exclusive Distributorship from Local Company stating that it has no sub-dealers selling at lower prices and for which no suitable substitute can be obtained at more advantageous terms</li> <li>• Notarized Certificate of Sole / Exclusive Distributorship from Foreign Company</li> </ul> <p>17. Bid Documents if procured through public bidding or Annual Procurement Plan (1 original copy)</p>	<p>Suppliers to be secured by LBP Proponent Units/Departments</p> <p>LBP Proponent Units/Departments</p> <p>Suppliers to be secured by LBP Proponent Units/Departments</p> <p>LBP Proponent Units/Departments</p>
<p><b>Insurances</b></p> <p>1. Triplicate copy of duly accomplished and approved DOs in accordance with applicable CASA provision</p> <p>2. Statement of Account/Billing Statement (1 original copy)</p> <p>3. Authenticated copy of Insurance Policy</p>	<p>LBP Proponent Units/Departments</p> <p>GSIS secured by LBP Proponent Units/Departments</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
4. Authority To Accept Payment (ATAP)	LBP Proponent Units/Departments
5. Certification duly signed by Department Head attesting that payment has been checked, verified, found to be correct, and recommended for payment.	
6. Summary of Items/Asset Insured (if with multiple billing statement) (1 original copy)	
7. Remittance List verified by GSIS (payment through approving authorities) (1 original copy & 1 verified emailed copy)	LBP Proponent Units/Departments
8. Memo request/instruction to Loan Operations Management Department (LOMD) re: booking of expense accounts (duly received by LOMD), if applicable (1 original copy/Certified True Copy)	LBP Proponent Units/Departments
<b>Sponsorship &amp; Advertising</b>	
1. Triplicate copy of duly accomplished and approved DOs in accordance with applicable CASA provision	LBP Proponent Units/Departments
2. Check whichever is applicable: <ul style="list-style-type: none"> <li>• Certification of Satisfactory Service</li> <li>• Certification on compliance of media mileage</li> <li>• Certificate of Performance / Service Report</li> <li>• Newspaper clippings / Copy of Advertisement evidencing publication</li> <li>• Inspection Report (signed by Inspector and Unit Head/Department Head for items/services delivered directly to LBP-Head Office)</li> </ul>	LBP Proponent Units/Departments
3. Sales Invoice (SI) / Billing Statement / Statement of Account (SOA)	Suppliers to be secured by LBP Proponent Units/Departments
4. Check whichever is applicable: <ul style="list-style-type: none"> <li>• Advertising Contract</li> <li>• Notarized Contract Agreement</li> </ul>	LBP Proponent Units/Departments

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> <li>• Terms of Reference</li> <li>• Signed Proposal if there is no Contract / Agreement (unsigned copy is acceptable if with contract)</li> <li>• Approval memo on ad placement proposal in accordance with CASA</li> <li>• Invitation to advertise / sponsor or proposal of advertiser</li> <li>• Price Quotation Form</li> </ul> <p>5. Procurement Request Form (PRF) funded and duly approved per CASA</p>	LBP Proponent Units/Departments
<p><b>Association Dues of Acquired Property</b></p> <ol style="list-style-type: none"> <li>1. Triplicate copy of duly accomplished and approved DOs in accordance with applicable CASA provision</li> <li>2. Billing Statement / Statement of Account (SOA) (1 original copy)</li> <li>3. Memo request/instruction to LOMD re: booking of expense accounts (duly received by LOMD) (1 original copy/ Certified True Copy)</li> </ol>	<p>LBP Proponent Units/Departments</p> <p>Payee secured by LBP Proponent Units/ Departments</p> <p>LOMD secured by LBP Proponent Units/ Departments</p>
<ol style="list-style-type: none"> <li>4. Certification duly signed by Department Head attesting that payment has been checked, verified, found to be correct, and recommended for payment.</li> <li>5. Certification duly signed by Department Head attesting that payment has NOT been processed yet by any LBP Branch</li> </ol>	LBP Proponent Units/ Departments
<p><b>Maintenance or Rental of Equipment</b></p> <ol style="list-style-type: none"> <li>1. Triplicate copy of duly accomplished and approved DOs in accordance with applicable CASA provision</li> <li>2. Check whichever is applicable: (1 original copy) <ul style="list-style-type: none"> <li>• Certification of Satisfactory Service</li> <li>• Recommendation for Payment</li> <li>• Certificate of Completion</li> <li>• Inspection Report</li> <li>• Acknowledgement Receipt and Inspection Receipt (ARIR)</li> </ul> </li> </ol>	<p>LBP Proponent Units/Departments</p> <p>LBP Proponent Unit/Department</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>3. Check whichever is applicable: (1 original copy)</p> <ul style="list-style-type: none"> <li>• Service Maintenance Report / Maintenance Sheet</li> <li>• Preventive Maintenance Report for repair / regular maintenance of the equipment acknowledged / signed by LBP end-user corresponding to period being billed</li> <li>• Meter Request Form/Meter Reading</li> </ul>	
<p>4. Schedule of Payments / Computation of Amount for Payment for monitoring / maintenance of equipment, if various equipment (1 original copy)</p> <p>5. Sales Invoice (SI) / Billing Statement / Statement of Account (SOA) (1 original copy)</p> <p>6. Delivery Receipt (DR) with signature and printed name of recipient and actual date of receipt of items to determine penalty / late delivery of goods / (to be attached if a regular / standard form of supplier) (1 original copy)</p>	<p>LBP Proponent Unit/Department</p> <p>Suppliers to be secured by LBP Proponent Units/Departments</p>
<p>7. Notice to Proceed (NTP) with printed name, signature and date of receipt of representative of supplier (1 original copy)</p> <p>8. Purchase Order (PO) with printed name, signature and date of receipt of representative of service provider (1 original copy)</p> <p>9. Notice of Award (NOA) with printed name, signature and date of receipt of representative of service provider (1 original copy)</p> <p>10. Procurement Request Form (PRF) funded and duly approved per approving authorities (1 original copy)</p>	<p>LBP Proponent Units/Departments</p> <p>LBP Proponent Units/Departments</p> <p>LBP Proponent Units/Departments</p> <p>LBP Proponent Units/Departments</p>

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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>Utilities Expenses</b> <ol style="list-style-type: none"> <li>1. Triplicate copy of duly accomplished and approved DOs in accordance with applicable CASA provision</li> <li>2. Statement of Account/Billing Statement. (1 original copy)</li> <li>3. Certification of Satisfactory Service</li> <li>4. (for newly installed unit)-               <ol style="list-style-type: none"> <li>a. Procurement Request Form (1 original copy for one-time payment/Certified True copy if not – original copy to be attached in the last payment of the contract)</li> <li>b. BAC recommending approval (1 Certified True Copy)</li> <li>c. Purchase Order (1 original copy for one-time payment/Certified True copy if not – original copy to be attached in the last payment of the contract)</li> <li>d. Notice to Proceed (1 original copy for one-time payment/Certified True copy if not – original copy to be attached in the last payment of the contract)</li> <li>e. Notice of Award (1 original copy for one-time payment/Certified True copy if not – original copy to be attached in the last payment of the contract)</li> </ol> </li> <li>5. Cost-Benefit Analysis (applicable only for renewal of contract)</li> </ol>	<p>LBP Proponent Units/Departments</p> <p>Payee to be secured by LBP Proponent Units/Departments</p> <p>LBP Proponent Units/Departments</p> <p>AAD-BMU to be secured by LBP Proponent Units/Departments</p> <p>BAC to be secured by LBP Proponent Units/Departments</p> <p>ProcD to be secured by LBP Proponent Units/Departments</p> <p>ProcD to be secured by LBP Proponent Units/Departments</p> <p>ProcD to be secured by LBP Proponent Units/Departments</p> <p>LBP Proponent Units/Departments</p>
<b>Student Trainee Allowance</b> <ol style="list-style-type: none"> <li>1. Triplicate copy of duly accomplished and approved DOs in accordance with applicable CASA provision</li> <li>2. Certificate of completion with rating issued by PAD</li> <li>3. Student Trainee Evaluation</li> <li>4. Approved Daily Time Record (1 original copy)</li> <li>5. Valid ID</li> </ol>	<p>Personnel Administration Department (PAD) – Recruitment Division</p> <p>PAD</p> <p>Units/Departments</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>Refund of Retention Fee, Performance Bond and Bid Bond</b> <ol style="list-style-type: none"> <li>1. Triplicate copy of duly accomplished and approved DOs in accordance with applicable CASA provision</li> <li>2. Copy of Letter Request from Supplier for Refund of Retention Fee/Performance Bond/ Bid Bond (1 original copy)</li> <li>3. LBP Official Receipt (OR) (1 original copy)</li> <li>4. Document to confirm actual date of delivery of goods / services / completion of project</li> <li>5. For non-expendable supplies / software enhancement - Payment recommendation with certification from end-user that the items delivered are free from patent and latent defects and all the conditions imposed under the contract have been fulfilled.</li> </ol>	<p>LBP Proponent Units/Departments</p> <p>Suppliers to be secured by LBP Proponent Units/Departments</p> <p>LBP Proponent Units/Departments</p>
<b>Refund of Offered Price – Acquired Assets</b> <ol style="list-style-type: none"> <li>1. Triplicate copy of duly accomplished and approved DOs in accordance with applicable CASA provision</li> <li>2. Memo to Group Head re: Refund of 10% Offered Price (1 Certified True Copy)</li> <li>3. Memo to LOMD for booking of Cash Surrender Value (CSV) Refund for the rescission of the Sales Contract Receivable (SCR) Account (1 Original/ Certified True Copy)</li> <li>4. Copy of Letter Request from Supplier for Refund (1 original copy)</li> <li>5. LBP Official Receipt/Payment Acceptance Order (1 Original copy)</li> </ol>	<p>LBP Proponent Units/Departments</p> <p>Suppliers to be secured by LBP Proponent Units/Departments</p> <p>LOMD/Loans Recovery Department (LRD)</p> <p>Suppliers to be secured by LBP Proponent Units/Departments</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>Seminars &amp; Training Expenses (Meals)</b> 1. Triplicate copy of duly accomplished and approved DOs in accordance with applicable CASA provision 2. Billing Statement/Statement of Account (1 original copy) 3. Request for quotation form (1 original copy for at least 3 suppliers) 4. For Claims above PHP10,000.00 a. Procurement Request Form (1 original copy) b. BAC recommending approval (1 original copy) c. Purchase Order (1 original copy) d. Notice to Proceed (1 original copy) e. Notice of Award (1 original copy) 5. OR/Sale Invoice (1 original copy)	LBP Proponent Unit/Department  Service Provider to be secured by Proponent Unit  LBP Proponent Unit/Department  AAD-BMU to be secured by LBP Proponent Units/Departments BAC to be secured by LBP Proponent Units/Departments ProcD to be secured by LBP Proponent Units/Departments ProcD to be secured by LBP Proponent Units/Departments ProcD to be secured by LBP Proponent Units/Departments Service Provider to be secured by LBP Proponent Units/Departments
<b>Sports &amp; Wellness (External)</b> 1. Triplicate copy of duly accomplished and approved DOs in accordance with applicable CASA provision 2. Billing Statement / Statement of Account (SOA) (1 original copy) 3. Approved Memo Request re: External Sports Budget (1 original / Certified True Copy) 4. Budgeted Cost of External Sports Program (GCAA/BAA/PCHC) (if applicable) (1 Certified True Copy)	LBP Proponent Units/Departments  Payee secured by LBP Proponent Units/Departments LBP Proponent Units/Departments  LBP Proponent Units/Departments
<b>Stationary and Supplies Used</b> 1. Triplicate copy of duly accomplished and approved DOs in accordance with applicable CASA provision 2. PRF and availability of funds duly certified by the Accounting Unit (1 original copy)	LBP Proponent Unit/Department  AAD – Budget secured by LBP Proponent Unit/Department

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
3. Canvass Sheet if total purchase is P1,000.00 but not more than P10,000.00. Claims over P10,000 should secure BAC approval thru the Procurement Department. (1 original copy) 4. Inspection Report (1 original copy) 5. ORs/Sis (1 original copy)	LBP Proponent Unit/Department / BAC   LBP Proponent Unit/Department Provider of Goods to be secured by LBP Proponent Units/Departments
6. Report of Waste Material, in case of replacement of parts/repair of semi-expendable items (i.e., items costing PHP10,000.00 and below) if applicable (1 original copy)	LBP Proponent Unit/Department
<b>Miscellaneous Expenses</b> 1. Triplicate copy of duly accomplished and approved DOs in accordance with applicable CASA provision 2. Procurement Request Form and availability of funds duly certified by the Accounting Unit (1 original copy) 3. Official Receipt/Sales Invoice (1 original copy) 4. Approval for the incurrence of expense/booking to Miscellaneous Expense account (1 original copy/ Certified True Copy) 5. Inspection Report	LBP Proponent Unit/Department  LBP Proponent Unit/Department  Supplier to be secured by LBP Proponent Units/Departments LBP Proponent Unit/Department / Approving Authority  LBP Proponent Units/Departments
<b>Membership Dues</b> 1. Triplicate copy of duly accomplished and approved Dos in accordance with applicable CASA provision 2. Billing Statement/Statement of Account (SOA) (1 original copy) 3. Invitation for Membership/ Approval of Group Head/BIR Form No. 2303 (for new membership ,if applicable) (1 Original/ Certified True Copy) 4. Approval of Group Head for additional/increase of membership. (1 original/ Certified True Copy)	LBP Proponent Units/Departments  Payee secured by LBP Proponent Units/Departments LBP Proponent Units/Departments  LBP Proponent Units/Departments

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
5. Official Receipt (for reimbursements) (1 original copy)	Secured by LBP Proponent Units/Departments
<b>Relief and Disaster Assistance Fund (RDAF) Processing</b> 1. Triplicate copy of duly accomplished and approved DOs in accordance with applicable CASA provision 2. Human Resource Management Group (HRMG) Memorandum (1 original copy) 3. Approved endorsement for the grant of financial assistance thru LBP RDAF	Employees Relations Department (ERD)  ERD
<b>Seminars and Training Expense - Graduate Education Program (GEP)</b> 1. Triplicate copy of duly accomplished and approved DOs in accordance with applicable CASA provision 2. Letter from Organization Development Department (ODD) certifying of the granted GEP Scholarship (1 original copy if one-time payment/ certified true copy if recurring claims) 3. Billing Statement (1 original copy) 4. Registration Form 5. Previous Grades, if applicable	LBP Proponent Unit/Department  ODD  Schools / Universities to be secured by ODD
<b>For Release of Payment – thru issuance of Manager’s Check or Credit to account or Encashment</b> 1. Authorization Letter with Official Logo/Letter Head of the Issuing Company (1 original/ e-mailed copy) 2. Valid Identification Card of Authorized Personnel (1 photocopy) 3. Valid Identification Card of Authorizing Officer 4. Official Receipt (1 original copy) 5. ID of LBP Employee/Student Trainee	Supplier/Payee  Supplier/Payee  Supplier/Payee  Supplier/Payee Payee

## 17. Processing of Claims/Disbursement Transactions (Head Office) - Complex

Payments of various transactions are processed through Disbursement Orders (DOs) which are supported by required documents depending on the nature of transactions.

<b>Office or Division:</b>	Administrative Accounting Department (AAD)			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Citizen; G2B – Government to Business; G2G – Government to Government			
<b>Who may avail:</b>	LBP Proponent Units/Departments; Supplier/Contractor/Consultant			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
List of required documents depending on the nature of transactions are presented in <b>Annex AX</b>		Where to secure the required documents are likewise presented in <b>Annex AX</b>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit/issue required documents to Proponent Unit (PU)	1.1 Evaluate and ensure completeness of documentary requirements	None	15 Minutes	<i>Administrative Services Officer (EA)</i> LBP PU
None	1.2 Prepare Disbursement Order (DO)	None	15 Minutes	<i>EA</i> LBP PU
None	1.3 Approve DO and forward together with the required documents to AAD	None	1 Hour, 20 Minutes	<i>Head</i> LBP PU
None	1.4 Submit DO with required documents to AAD	None	10 Minutes	<i>Head</i> LBP PU
None	1.5 Receive the DO with supporting documents, assign control number and record in the DOMS	None	1 Hour	<i>EA</i> LBP PU



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<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
None	1.6 Evaluate DO if properly approved and with available budget	None	1 Hour	<i>Accounts Specialist Budget Management Unit (BMU)-AAD</i>
None	1.7 Certify budget availability	None	30 Minutes	<i>Division Chief (DC), MAD/RAD Head BMU-AAD/AAD, Approving authorities</i>
None	1.8 Update DOMS and forward DO to Disbursement and Payroll Unit (DPU)	None	30 Minutes	<i>Accounts Assistant BMU-AAD</i>
None	1.9 Receive DO from BMU and distribute to assigned processor	None	1 Hour	<i>Accounts Analyst/ Specialist DPU-AAD</i>
None	1.10 Evaluate and check the completeness of all necessary requirements/ documents and endorse DO to DC for approval	None	4 Banking Days	<i>Accounts Analyst/ Specialist DPU-AAD</i>



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<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
None	1.11 Approve/ recommend and sign DO per approving authorities	None	1 Banking Day, 4 Hours	<i>DC, CCD/ECD/PD/SCD, Head DPU-AAD/AAD, Approving authorities</i>
None	1.12 Forward approved DO to FTD	None	2 Hours	<i>Bookkeeper DPU-AAD</i>
None	1.13 Receive DO from DPU	None	30 Minutes	<i>Accounts Analyst/ Specialist GAU-AAD</i>
None	1.14 Check DO for correctness and proper approval	None	1 Hour	<i>Accounts Analyst/ Specialist GAU-AAD</i>
None	1.15 Prepare Manager's Check (MC), if applicable	None	20 Minutes	<i>Bookkeeper GAU-AAD</i>
None	1.16 Check and approve MC	None	20 Minutes	<i>Approving Authority</i>
None	1.17 Update MC number and MC date in DOMS and the MC Register	None	20 Minutes	<i>Bookkeeper GAU-AAD</i>
2. Present the requirements – FTD window 2	2.1 Validate authenticity of requirements presented	None	20 Minutes	<i>Bookkeeper/Accounts Analyst/Accounts Specialist GAU-AAD</i>



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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	2.2 Check if with existing claim	None		<i>Bookkeeper/Accounts Analyst/Accounts Specialist GAU-AAD</i>
None	2.3 Release DO to LBP employee/ client for encashment thru Cash Department or client as the basis in preparing the Official Receipt (OR)	None		<i>Bookkeeper/Accounts Analyst/Accounts Specialist GAU-AAD</i>
3. Issuance of OR – FTD window 1	3.1 Validate correctness of OR issued (amount in words and in figures tally with the amount in the DO)	None	30 Minutes	<i>Bookkeeper/Accounts Analyst/Accounts Specialist GAU-AAD</i>
None	3.2 Instruct the customer as follows: a. For MC, write the following in the MC register: ✓ Name ✓ Signature ✓ OR Number ✓ Date	None	20 Minutes	<i>Bookkeeper/Accounts Analyst/Accounts Specialist GAU-AAD</i>





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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	b. For Credit, affix his/her signature on the payment received portion in the original copy of DO  c. Affix signature in the copy of the attached Tax Certificate, if applicable	None		<i>Bookkeeper/Accounts Analyst/Accounts Specialist GAU-AAD</i>
4. Acknowledge receipt of payment in the DO and in the attached Tax Certificate, if applicable – FTD window 2	4.1 Issue the following: a. For MC- ✓ Original copy of MC ✓ Triplicate copy of DO ✓ Three (3) copies of Tax Certificates, if applicable  b. For Credit-triplicate copy of DO and three (3) copies of Tax Certificate, if applicable	None	20 Minutes	<i>Bookkeeper/Accounts Analyst/Accounts Specialist GAU-AAD</i>



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<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
None	4.2 If for Credit, advise the customer that payment will be credited immediately after the date of issuance of OR	None		<i>Bookkeeper/Accounts Analyst/Accounts Specialist GAU-AAD</i>
	<b>TOTAL</b>	<b>None</b>	<b>7 Banking Days</b>	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p><b>Advertising and Publicity</b></p> <ol style="list-style-type: none"> <li>1. Triplicate copy of duly accomplished and approved DOs in accordance with applicable CASA provision</li> <li>2. Check whichever is applicable: (1 original copy) <ul style="list-style-type: none"> <li>• Certification of Satisfactory Service</li> <li>• Certification on compliance of media mileage</li> <li>• Certificate of Performance / Service Report</li> <li>• Newspaper clippings / Copy of Advertisement evidencing publication</li> <li>• Inspection Report (signed by Inspector and Unit Head/Department Head for items/services delivered directly to LBP-Head Office)</li> </ul> </li> <li>3. Sales Invoice/ Billing Statement / Statement of Account (1 original copy)</li> <li>4. Check whichever is applicable: (1 original copy) <ul style="list-style-type: none"> <li>• Advertising Contract</li> <li>• Notarized Contract Agreement</li> <li>• Terms of Reference</li> <li>• Signed Proposal if there is no Contract/ Agreement (unsigned copy is acceptable if w/ contract)</li> <li>• Approval memo on ad placement proposal in accordance with applicable CASA provision</li> <li>• Invitation to advertise / sponsor or proposal of advertiser</li> <li>• Price Quotation Form</li> </ul> </li> <li>5. Performance Security (LBP Official Receipt / Surety Bond / Bank Guarantee)</li> </ol>	<p>LBP Proponent Units/Departments</p> <p>Corporate Affairs Group (CAG)/LBP Proponent Unit/Department</p> <p>Suppliers to be secured by LBP Proponent Units/Departments</p> <p>LBP Proponent Units/Departments</p> <p>Suppliers to be secured by LBP Proponent Units/Departments</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> <li>6. Purchase Order (PO) with printed name, signature and date of receipt of representative of supplier / service provider</li> <li>7. Notice of Award (NOA) with printed name, signature and date of receipt of representative of supplier / service provider</li> <li>8. Notice to Proceed (NTP) with printed name, signature and date of receipt of representative of supplier / service provider</li> <li>9. Procurement Request Form funded and duly approved per approving authorities (1 original copy)</li> <li>10. Performance Security (Surety Bond / Bank Guarantee)</li> <li>11. HOBAC Approval (Abstract of Bids and Quotations / Price Quotations / Change in Suppliers' name, product, and end-user / Cancellation of Award / Increase or Reduction in Amount / Non-Vat to Vat Registered and vice versa / VAT Exempt and vice-versa / Partial Payment / Waiver of Required Performance Security</li> <li>12. Approval of Extension / Change of Delivery Date / Contract Period per CASA</li> <li>13. Waiver of penalty / liquidated damages for late deliveries per CASA</li> </ul>	<p>LBP Proponent Units/Departments</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>Donations</b> <ol style="list-style-type: none"> <li>1. Triplicate copy of duly accomplished and approved DOs in accordance with applicable CASA provision</li> <li>2. Letter-request indicating nature of requests and/or intended use of cash donation/requested goods (1 original copy)</li> <li>3. Memorandum of Approval/ Board Resolution/ Certificate of Donation/ Deed of Donation and Agreement (whichever is applicable) (1 original copy)</li> <li>4. Certification of Satisfactory Service</li> <li>5. Accreditation documents /Certificate of Registration with the SEC (if applicable). (1 Certified True Copy)</li> <li>6. Memo-endorsement from Bank unit concerned certifying availability of requested goods (for in Kind/fixed assets donations only) (1 original)</li> </ol>	<p>LBP Proponent Units/Departments</p> <p>Donee, to be secured by LBP Proponent Units/Departments</p> <p>CAG/LBP Proponent Units/Departments</p> <p>Donee, to be secured by LBP Proponent Units/Departments</p> <p>CAG/LBP Proponent Units/Departments</p>
<b>Fees and Commissions</b> <ol style="list-style-type: none"> <li>1. Triplicate copy of duly accomplished and approved DOs in accordance with applicable CASA provision</li> <li>2. Sales Invoice/Statement of Account/Billing Statement. (1 Original Copy)</li> <li>3. Application to purchase foreign currency in case of other currency (3 original copies)</li> <li>4. Certification of Satisfactory Service/Completed in accordance with contract (1 Original Copy)</li> <li>5. Monitoring Sheet (1 Original Copy)</li> <li>6. Purchase Order (PO) with printed name, signature and date of receipt of representative of supplier / service provider</li> </ol>	<p>LBP Proponent Units/Departments</p> <p>LBP Proponent Units/Departments</p> <p>LBP Proponent Units/Departments</p> <p>LBP Proponent Units/Departments</p> <p>LBP Proponent Units/Departments</p> <p>LBP Proponent Units/Departments</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
7. Notice of Award (NOA) with printed name, signature and date of receipt of representative of supplier / service provider 8. Notice to Proceed (NTP) with printed name, signature and date of receipt of representative of supplier / service provider	LBP Proponent Units/Departments
9. Procurement Request Form (1 original copy for one-time payment/Certified True copy if not – original copy to be attached in the last payment of the contract) 10. Certification of correctness by the Department Head - Treasury Operations Department (1 original copy) 11. BAC Recommending Approval – Direct Contracting with various information/System and Brokerage Service Provider (1 original copy for one-time payment/Certified True copy if not – original copy to be attached in the last payment of the contract)	Budget Management Unit - Administrative Accounting Department secured by LBP Proponent Units/Departments  LBP Proponent Units/Departments  BAC secured by LBP Proponent Units/Departments
<b>Goods and Services (see <i>Annex AW</i> on page J-64 to J-76)</b>	
<b>Infrastructure (15% Mobilization Fee)</b> 1. Triplicate copy of duly accomplished and approved DOs in accordance with applicable CASA provision 2. Recommendation of Payment by Project Management and Engineering (PMED) with supporting computation (1 original copy) 3. Sales Invoice (SI)/Billing Statement / Statement of Account (SOA) (1 original copy) 4. CARI (Contractor's All Risk Insurance) covering period of construction	LBP Proponent Units/Departments  PMED/LBP Proponent Unit/Department  Suppliers to be secured by LBP Proponent Units/Departments

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<ol style="list-style-type: none"> <li>5. Notice to Proceed (NTP) with printed name, signature and date of receipt of representative of supplier (1 original copy)</li> <li>6. Purchase Order (PO) with printed name, signature and date of receipt of representative of service provider (1 original copy)</li> <li>7. Notice of Award (NOA) with printed name, signature and date of receipt of representative of service provider (1 original copy)</li> <li>8. Notarized Construction/Project Agreement with date of execution of contract (no need to attach if supplemental contract only). (1 original copy)</li> <li>9. Procurement Request Form (PRF) funded and duly approved per approving authorities (1 original copy)</li> </ol>	<p>LBP Proponent Units/Departments</p> <p>LBP Proponent Units/Departments</p> <p>LBP Proponent Units/Departments</p> <p>Suppliers to be secured by LBP Proponent Units/Departments</p> <p>LBP Proponent Units/Departments</p>
<p><b>Janitorial Services</b></p> <ol style="list-style-type: none"> <li>1. Triplicate copy of duly accomplished and approved DOs in accordance with applicable CASA provision</li> <li>2. Certification of Actual Service Rendered, Correctness of Statement of Account, Billing Register and Request for Janitorial Assistance (RJA) / Request for Technical Assistance (RTA) for the billing period (1 original copy)</li> <li>3. Sales Invoice (SI) / Billing Statement / Statement of Account (SOA) (1 original copy)</li> <li>4. Billing Register of service provider to support the SOA verified as to correctness by Facilities Management Department (FMD) (1 original copy)</li> </ol>	<p>LBP Proponent Units/Departments</p> <p>Facilities Management Department (FMD) /LBP Proponent Unit/Department</p> <p>Suppliers to be secured by LBP Proponent Units/Departments</p> <p>FMD/LBP Proponent Unit/Department</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>5. Notarized certification by the service provider that the salaries of the employees for the period have been paid and corresponding deductions of PAG-IBIG, SSS and PhilHealth were likewise remitted (1 original copy)</p> <p>6. Manpower Deployment Schedule by service provider for the billing period (1 original copy)</p> <p>7. FMD Work Shift Schedule for the billing period (1 original copy)</p> <p>8. Adjusted Project Cost (Basic Pay based on Wage Order) (1 certified true copy)</p> <p>9. Individual Attendance Report duly approved (1 original copy)</p> <p>10. Overtime claim (1 original copy)</p> <p>11. Approved Official Business Slip</p>	<p>Suppliers to be secured by LBP Proponent Units/Departments</p> <p>Suppliers to be secured by LBP Proponent Units/Departments</p> <p>FMD /LBP Proponent Unit/Department</p> <p>Suppliers to be secured by LBP Proponent Units/Departments</p> <p>Suppliers to be secured by LBP Proponent Units/Departments</p> <p>Suppliers to be secured by LBP Proponent Units/Departments</p>
<p>12. LBP Request for Janitorial Assistance duly approved (1 original copy)</p> <p>13. Notarized Contract / Agreement / TOR (1 original copy)</p> <p>14. Notice to Proceed (NTP) with printed name, signature and date of receipt of representative of supplier (1 original copy)</p> <p>15. Purchase Order (PO) with printed name, signature and date of receipt of representative of service provider (1 original copy)</p> <p>16. Notice of Award (NOA) with printed name, signature and date of receipt of representative of service provider (1 original copy)</p> <p>17. Procurement Request Form (PRF) funded and duly approved per approving authorities (1 original copy)</p>	<p>FMD /LBP Proponent Unit/Department</p> <p>FMD /LBP Proponent Unit/Department</p> <p>LBP Proponent Units/Departments</p>  <p>LBP Proponent Units/Departments</p>  <p>LBP Proponent Units/Departments</p>  <p>LBP Proponent Units/Departments</p>



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<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
5. ROPA Transaction Proposal (1 Certified true copy) 6. Head Office Committee on Asset Disposal (HOCAD) Action Sheet (1 Certified True Copy) 7. Notice of Approval of Sale (1 Certified true copy) 8. Negotiated Sale Offer Letter (1 certified true copy) 9. LBRDC-LBP ROPOA Brokering/ Referral tie-up (1 Certified True Copy) 10. Broker's Registration Letter (for buyers) (1 Certified true copy)	LBP Proponent Units/Departments  HOCAD secured by LBP Proponent Units/Departments  Special Asset Department (SPAD) secured by LBP Proponent Units/Departments LBRDC secured by LBP Proponent Units/Departments LBRDC secured by LBP Proponent Units/Departments
<b>Property Management Services</b> 1. Triplicate copy of duly accomplished and approved DOs in accordance with applicable CASA provision 2. Statement of Account (1 original copy) 3. Certification of Satisfactory Service (1 original copy) 4. Notarized Property Management Contract (1 certified true copy) 5. Periodic Inspection / Accomplishment Report (1 Original copy) 6. Pictures as a proof of visit to site/property (1 certified true copy)	LBP Proponent Units/Departments  LBP Resources and Development Corporation (LBRDC) secured by LBP Proponent Units/Departments LBP Proponent Units/Departments LBP Proponent Units/Departments LBRDC secured by LBP Proponent Units/Departments LBRDC secured by LBP Proponent Units/Departments
7. Memo to LOMD re: booking of expense [duly received by Loan Operations Management Department (LOMD)] (1 Original copy/Certified true copy) 8. Turnover of Property and Management Responsibilities (if property was already sold) (1 Original copy/Certified true copy)	LOMD secured by LBP Proponent Units/Departments  LOMD secured by LBP Proponent Units/Departments
<b>Maintenance or Rental of Equipment (see Annex AW on page J-64 to J-76)</b>	

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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
11. Certificate of Registration (Form 2303) <ul style="list-style-type: none"> <li>If not registered with BIR, attach Notarized Sworn Declaration (Withholding Taxes or Taxability is dependent on their BIR Registration)</li> </ul>	Payee secured by proponent unit/department
12. Terms of Reference for Highly Technical Consultant 13. Engagement Letter	LBP Proponent Units/Departments
<b>Postage, Cable, Telephone and Telegraph</b> <ol style="list-style-type: none"> <li>1. Triplicate copy of duly accomplished and approved DOs in accordance with applicable CASA provision</li> <li>2. Statement of Account/Billing Statement. (1 Original copy)</li> <li>3. For newly installed unit/AKAMAI-               <ol style="list-style-type: none"> <li>a) Procurement Request Form (1 original copy for one-time payment/Certified True copy if not – original copy to be attached in the last payment of the contract)</li> <li>b) BAC recommending approval (1 original copy for one-time payment/Certified True copy if not – original copy to be attached in the last payment of the contract)</li> <li>c) Purchase Order (1 original copy for one-time payment/Certified True copy if not – original copy to be attached in the last payment of the contract)</li> <li>d) Notice to Proceed (1 original copy for one-time payment/Certified True copy if not – original copy to be attached in the last payment of the contract)</li> </ol> </li> </ol>	LBP Proponent Units/Departments  Payee secured by LBP Proponent Units/Departments  AAD-BMU secured by LBP Proponent Units/Departments  BAC secured by proponent unit  ProcD secured by proponent unit  ProcD secured by proponent unit

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>e) Notice of Award (1 original copy for one-time payment/Certified True copy if not – original copy to be attached in the last payment of the contract)</p> <p>4. Summary of Billing (for claim with multiple accounts) (1 Original copy)</p> <p>5. For PLDT internet subscription - AKAMAI</p> <ul style="list-style-type: none"> <li>– Certification of Actual Service (1 Original copy)</li> <li>– Rendered or Inspection Report (1 Original copy)</li> <li>– Notarized Certificate of Sole /Exclusive Distributorship (if applicable) (1 Certified true copy)</li> <li>– Application for Dollar Purchase</li> </ul> <p>6. Certification of Satisfactory Service/ Recommendation for Payment/ Certificate of Completion/ Acknowledgement Receipt (1 Original Copy)</p> <p>7. Notarized Contract/ Agreement/ Terms of Reference or Signed Proposal (1 original copy for one-time payment/Certified True copy if not – original copy to be attached in the last payment of the contract)</p> <p>8. Cost-Benefit Analysis (applicable only for renewal of contract)</p>	<p>ProcD secured by proponent unit</p> <p>Payee secured by LBP Proponent Units/Departments</p> <p>LBP Proponent Units/Departments</p> <p>LBP Proponent Units/Departments</p> <p>LBP Proponent Units/Departments</p>
<p><b>Rental of Service Vehicles</b></p> <p>1. Triplicate copy of duly accomplished and approved DOs in accordance with applicable CASA provision</p> <p>2. Certification of Satisfactory Service (1 Original copy)</p> <p>3. Billing Statement / Statement of Account (SOA) (1 Original Copy)</p>	<p>LBP Proponent Units/Departments</p> <p>LBP Proponent Units/Departments</p> <p>Suppliers to be secured by LBP Proponent Units/Departments</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>4. Notarized Contract Agreement / Supplemental Contract / Terms of Reference (1 original copy for one-time payment/Certified True copy if not – original copy to be attached in the last payment of the contract)</p> <p>5. Summary of Billing Schedule / Computation of Chauffeuring Services (1 Original Copy)</p> <p>6. Procurement Request Form (1 original copy for one-time payment/Certified True copy if not – original copy to be attached in the last payment of the contract)</p> <p>7. BAC recommending approval (1 Certified True copy)</p> <p>8. Purchase Order (PO) with printed name, signature and date of receipt of representative of supplier / service provider</p> <p>9. Notice of Award (NOA) with printed name, signature and date of receipt of representative of supplier / service provider</p> <p>10. Notice to Proceed (NTP) with printed name, signature and date of receipt of representative of supplier / service provider</p> <p>11. Board Resolution (if applicable) (1 Certified true copy)</p> <p>12. Trip Ticket (for armortech only) (1 Original copy)</p> <p>13. List of armor personnel and a-car unit (for armortech only) (1 Original copy)</p>	<p>LBP Proponent Units/Departments</p> <p>LBP Proponent Units/Departments</p> <p>AAD-BMU secured by LBP Proponent Units/Departments</p> <p>BAC secured by proponent unit</p> <p>LBP Proponent Units/Departments</p>     <p>LBP Proponent Units/Departments</p> <p>Suppliers to be secured by LBP Proponent Units/Departments</p> <p>Suppliers to be secured by LBP Proponent Units/Departments</p>
<p><b>Security Services</b></p> <p>1. Triplicate copy of duly accomplished and approved DOs in accordance with applicable CASA provision</p> <p>2. Certification of Satisfactory Service / Completed in accordance with Contract / Term of Reference (1 original)</p>	<p>LBP Proponent Units/Departments</p> <p>Security Department/LBP Proponent Unit/Department</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
3. Sales Invoice (SI) / Billing Statement / Statement of Account (SOA) (1 original copy)	Suppliers to be secured by LBP Proponent Units/Departments
4. Computation of amount claimed by service provider (1 original copy)	Security Department/LBP Proponent Unit/Department
5. Guards Detailed Schedule signed by Head, SD (1 original copy)	Security Department/LBP Proponent Unit/Department
6. Notarized certification by the security agency that the salaries of the employees for the period have been paid and corresponding deductions of Pag-IBIG, SSS and PhilHealth were likewise remitted (1 original copy)	Suppliers to be secured by LBP Proponent Units/Departments
7. Daily Time Record (DTR) (1 original copy)	Suppliers to be secured by LBP Proponent Units/Departments
8. Authority to render overtime (1 original copy)	Security Department/LBP Proponent Unit/Department
9. Summary of Daily Time Record (1 original copy)	Suppliers to be secured by LBP Proponent Units/Departments
10. Notarized Contract / Agreement / TOR (1 original copy)	Suppliers to be secured by LBP Proponent Units/Departments
11. Notice to Proceed (NTP) with printed name, signature and date of receipt of representative of supplier (1 original copy)	LBP Proponent Units/Departments
12. Purchase Order (PO) with printed name, signature and date of receipt of representative of service provider (1 original copy)	LBP Proponent Units/Departments
13. Notice of Award (NOA) with printed name, signature and date of receipt of representative of service provider (1 original copy)	LBP Proponent Units/Departments
14. Procurement Request Form (PRF) funded and duly approved per approving authorities (1 original copy)	LBP Proponent Units/Departments
15. Quotation of service provider	Suppliers to be secured by LBP Proponent Units/Departments

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<p>16. Performance Security coinciding with period of the contract / PO as required in the Notice of Award (1 certified true copy)</p> <ul style="list-style-type: none"> <li>• If Cash or cashier's/manager's check - LBP Official Receipt</li> <li>• If Bank draft / guarantee or irrevocable letter of credit – Copy of Bank draft / guarantee or irrevocable letter of credit</li> </ul>	<p>Suppliers to be secured by LBP Proponent Units/Departments</p>
<ul style="list-style-type: none"> <li>• If Surety bond was issued by a surety or insurance company thru LBI <ul style="list-style-type: none"> <li>– Copy of Surety bond</li> <li>– Notarized current Certification of Authority to issue Surety Bond by the Insurance Commission authenticated by the supplier</li> </ul> </li> </ul> <p>17. BAC Approval (1 original copy)</p> <ul style="list-style-type: none"> <li>• Abstract of Bids / Quotation</li> </ul> <p>18. Bid Documents if procured through public bidding or Annual Procurement Plan (1 original copy)</p> <p>19. Memo Approval by LBP President on Alternative Method of Procurement with HOBAC recommending approval if not procured thru public bidding</p> <p>20. HOBAC Approved Memo for Supplemental Purchase Order</p>	<p>LBP Proponent Units/Departments</p> <p>LBP Proponent Units/Departments</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p><b>Software Delivery/Project Enhancement</b></p> <ol style="list-style-type: none"> <li>1. Triplicate copy of duly accomplished and approved DOs in accordance with applicable CASA provision</li> <li>2. Check whichever is applicable: (1 original copy) <ul style="list-style-type: none"> <li>• Certification of Actual Service Rendered / Completion of Project in accordance with Contract / Agreement /Terms of Reference (TOR) for the period covered by previous payment if advance payment or for the current period covered by payment whichever is applicable</li> <li>• Inspection Report signed by Inspector and Unit Head/Department Head for services delivered directly delivered to LBP-Head Office (if applicable, note that services delivered/completed are in accordance with contract/TOR</li> </ul> </li> <li>3. Notarized Contract / Agreement / Terms of Reference or Signed Proposal if there is no Contract / Agreement (unsigned copy is acceptable if with Vendor's Contract) (1 original copy)</li> <li>4. Sales Invoice (SI) / Billing Statement / Statement of Account (SOA) (1 original copy)</li> </ol>	<p>LBP Proponent Units/Departments</p> <p>LBP Proponent Unit/Department</p> <p>LBP Proponent Unit/Department</p> <p>Suppliers to be secured by LBP Proponent Units/Departments</p>
<ol style="list-style-type: none"> <li>5. Notice to Proceed (NTP) with printed name, signature and date of receipt of representative of supplier (1 original copy)</li> <li>6. Purchase Order (PO) with printed name, signature and date of receipt of representative of service provider (1 original copy)</li> </ol>	<p>LBP Proponent Units/Departments</p> <p>LBP Proponent Units/Departments</p>

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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>Approval of Department Head</p> <ul style="list-style-type: none"> <li>• Check whichever is applicable: <ul style="list-style-type: none"> <li>– Extension/change of delivery/contract period</li> <li>– Waiver of liquidated damages for late deliveries</li> </ul> </li> </ul> <p>11. IT Committee Resolution for Old Contracts (1 certified true copy)</p> <p>12. Evaluation Report by the end-user (if indicated in BAC Resolution) (1 original copy)</p> <p>13. If Alternative Method of Procurement is thru Exclusive Distributorship (1 certified true copy)</p> <ul style="list-style-type: none"> <li>• Notarized Certificate of Sole / Exclusive Distributorship from Local Company stating that it has no sub-dealers selling at lower prices and for which no suitable substitute can be obtained at more advantageous terms</li> <li>• Notarized Certificate of Sole / Exclusive Distributorship from Foreign Company</li> </ul> <p>14. Bid Documents if procured through public bidding or Annual Procurement Plan (1 original copy)</p> <p>15. Warranty Certificate (if noted in Purchase Order / Term of Reference / Contract). Indicate the Unit/Department keeping the Original Copy</p> <p>16. Memo Approval by LBP President on Alternative Method of Procurement with HOBAC recommending approval if not procured thru public bidding</p> <p>17. Bidding Documents</p> <p>18. Annual Procurement Plan (stamped)</p>	<p>Suppliers to be secured by LBP Proponent Units/Departments</p> <p>LBP Proponent Units/Departments</p> <p>Suppliers to be secured by LBP Proponent Units/Departments</p> <p>LBP Proponent Units/Departments</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p><b>Sports and Athletics – Gym/Wellness</b></p> <ol style="list-style-type: none"> <li>1. Triplicate copy of duly accomplished and approved DOs in accordance with applicable CASA provision</li> <li>2. Sales Invoice / Billing Statement / Statement of Account (1 Original copy)</li> <li>3. Certification of Satisfactory Service/ Recommendation for Payment/ Certificate of Completion/ Acknowledgement Receipt (1 Original Copy)</li> <li>4. Procurement Request Form (1 original copy for one-time payment/Certified True copy if not – original copy to be attached in the last payment of the contract)</li> <li>5. BAC recommending approval (1 original copy for one-time payment/ Certified True copy if not – original copy to be attached in the last payment of the contract)</li> <li>6. Purchase Order (PO) with printed name, signature and date of receipt of representative of supplier / service provider</li> <li>7. Notice of Award (NOA) with printed name, signature and date of receipt of representative of supplier / service provider</li> <li>8. Notice to Proceed (NTP) with printed name, signature and date of receipt of representative of supplier / service provider</li> <li>9. Delivery Receipt (for goods) (1 Original Copy)</li> </ol>	<p>LBP Proponent Units/Departments</p> <p>Payee secured by LBP Proponent Units/Departments</p> <p>LBP Proponent Units/Departments</p> <p>AAD-BMU secured by LBP Proponent Units/Departments</p> <p>BAC secured by proponent unit</p> <p>LBP Proponent Units/Departments</p> <p>Payee secured by proponent unit/department</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>Taxes and Licenses (Real Property acquired by the Bank)</b> <ol style="list-style-type: none"> <li>1. Triplicate copy of duly accomplished and approved DOs in accordance with applicable CASA provision</li> <li>2. Billing Statement / Statement of Account (1 Original Copy/Certified True Copy)</li> <li>3. Schedule of Real Estate Tax (if applicable) (1 Original copy)</li> <li>4. Official Receipt (1 Original copy)</li> <li>5. Application for MC, Dollar Demand Draft Electronic Fund Transfer &amp; GC (1 Original copy)</li> <li>6. LBP Resources and Development Corporation (LBRDC) DO (if applicable) (1 Certified True Copy)</li> <li>7. Memo to Loan Operations Management Department (LOMD) re: booking of expense (duly received by LOMD) (1 Original copy/Certified True copy)</li> </ol>	<p>LBP Proponent Units/Departments</p> <p>RD secured by the LBP Proponent Units/Departments</p> <p>LBP Proponent Units/Departments</p> <p>LBP Proponent Units/Departments LBP Proponent Units/Departments</p> <p>LBRDC secured by LBP Proponent Units/Departments</p> <p>LOMD secured by LBP Proponent Units/Departments</p>
<ol style="list-style-type: none"> <li>8. Certification duly signed by SPAD Head attesting that payment has been checked, verified, found to be correct, and recommended for payment.</li> <li>9. Certification duly signed by SPAD Head attesting that payment for RET / RPT has NOT been processed yet by LBP branch</li> </ol>	<p>LBP Proponent Units/Departments</p>
<b>Seminars and Trainings</b> <ol style="list-style-type: none"> <li>1. Triplicate copy of duly accomplished and approved DOs in accordance with applicable CASA provision</li> <li>2. Billing Statement / Statement of Account (1 Original copy)</li> <li>3. Special Order (SO) of participants (1 Certified True Copy)</li> </ol>	<p>LBP Proponent Units/Departments</p> <p>Payee secured by LBP Proponent Units/Departments Organization Development Department (ODD) secured by LBP Proponent Units/Departments</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ol style="list-style-type: none"> <li>4. Invitation from the provider re: seminar with indicated fees &amp; scope (1 Original/Certified True Copy)</li> <li>5. Certificate of attendance (1 Original/Certified True Copy)</li> <li>6. Application to purchase FX in case of other currency (if applicable) (3 original copies)</li> <li>7. SO of participants or confirmation from service provider (for SCW) (1 Original/Certified true copy)</li> <li>8. No. of participant as to Rank-and-File, Officer &amp; Contractual (1 original/certified true copy)</li> <li>9. Deduct applicable taxes to be withheld. (should be included in the particulars of the disbursement order)</li> <li>10. Others (if applicable) SO for change in schedule of seminar/ change in venue of seminar/Memo for non- attendance by the participant/ Memo Approval for the conduct of program exclusive for certain department/Memo on amendment of participant/Accounts Receivable Memo from participant for advance payment/ (Original/Certified true copy)</li> </ol>	<p>Payee secured by LBP Proponent Units/Departments</p> <p>Attendees secured by LBP Proponent Unit/Departments LBP Proponent Units/Departments</p> <p>ODD/service provider secured by LBP Proponent Units/Departments</p> <p>LBP Proponent Units/Departments</p> <p>LBP Proponent Units/Departments</p> <p>ODD secured by LBP Proponent Units/Departments</p>
<p><b>Fuel and Lubricants</b></p> <ol style="list-style-type: none"> <li>1. Triplicate copy of duly accomplished and approved DOs in accordance with applicable CASA provision</li> <li>2. Sales Invoice/Billing Statement/ Statement of Account (1 Original copy)</li> <li>3. Certification of Satisfactory Service</li> <li>4. Purchase Order with signature of approving officer, name of driver, vehicle type, plate no. &amp; Request for Service Vehicle (RSV) number (1 original copy)</li> </ol>	<p>LBP Proponent Units/Departments</p> <p>Payee secured by LBP Proponent Units/Departments</p> <p>LBP Proponent Units/Departments</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
5. Approved RSV/Trip Ticket by the approving officer and end user (1 Original copy) 6. Summary of billing by the provider (1 Original Copy) 7. Summary of billing by Facilities Management Department (FMD) (1 original copy)	LBP Proponent Units/Departments  Payee secured by LBP Proponent Units/Departments FMD secured by LBP Proponent Units/Departments
<b>Sports and Athletics (Wellness Team Event)</b> 1. Triplicate copy of duly accomplished and approved DOs in accordance with applicable CASA provision 2. PRF, duly approved per approving authorities, and availability of funds duly certified by accounting unit (1 original copy) 3. Canvass Sheet if total purchase is P1,000 but not more than 10,000 (1 original copy) 4. BAC approval / Purchase Order/Notice of Award/Notice to Proceed thru Procurement Department if claims is more than P10,000 (1 original copy) 5. Inspection Report, if applicable (1 original copy) 6. Official Receipt / Sales Invoice (1 original copy)	LBP Proponent Unit/Department  LBP Proponent Unit/Department  LBP Proponent Unit/Department  LBP Proponent Unit/Department  LBP Proponent Unit/Department  Provider of Goods / Services
<b>Chartering / Air Transportation</b> 1. Triplicate copy of duly accomplished and approved DOs in accordance with applicable CASA provision 2. Sales Invoice / Billing Statement / Statement of Account (1 Original copy) 3. Delivery Receipt (DR) with signature and printed name of recipient and actual date of receipt of items to determine penalty / late delivery of goods / (to be attached if a regular / standard form of supplier) (1 original copy)	LBP Proponent Unit/Department  Supplier secured by LBP Proponent Units/Departments Supplier secured by LBP Proponent Units/Departments

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
4. Check whichever is applicable: <ul style="list-style-type: none"> <li>• Certification of Satisfactory Service</li> <li>• Recommendation for Payment</li> <li>• Certificate of Completion</li> </ul>	LBP Proponent Unit/Department
5. Purchase Order (PO) with printed name, signature and date of receipt of representative of supplier / service provider	LBP Proponent Unit/Department
6. Notice to Proceed (NTP) with printed name, signature and date of receipt of representative of supplier / service provider	LBP Proponent Unit/Department
7. Procurement Request Form (PRF) funded and duly approved per CASA	LBP Proponent Unit/Department
8. Performance Security (LBP Official Receipt / Surety Bond / Bank Guarantee)	LBP Proponent Unit/Department
9. HOBAC Approval (Abstract of Bids and Quotations / Price Quotations / Change in Suppliers' name, product, and end-user / Cancellation of Award / Increase or Reduction in Amount / Non-Vat to Vat Registered and vice versa / VAT Exempt and vice-versa / Partial Payment / Waiver of Required Performance Security	Supplier secured by LBP Proponent Units/Departments
10. Evaluation Report	LBP Proponent Units/Departments
11. Flight Request Form signed by authorized personnel of Proponent Unit	Supplier secured by LBP Proponent Units/Departments
12. Daily Flight Report	LBP Proponent Units/Departments
13. Flight Plan	LBP Proponent Units/Departments
14. Passenger Manifest	LBP Proponent Units/Departments
15. Bidding Documents	LBP Proponent Units/Departments
Annual Procurement Plan (stamped)	LBP Proponent Units/Departments



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>Freight Expense - Suppliers / Clients</b>	
1. Triplicate copy of duly accomplished and approved DOs in accordance with applicable CASA provision	LBP Proponent Units/Departments
2. Sales Invoice / Billing Statement / Statement of Account (1 Original copy)	Supplier secured by LBP Proponent Units/Departments
3. Delivery Receipt (DR) with signature and printed name of recipient and actual date of receipt of items to determine penalty / late delivery of goods / (to be attached if a regular / standard form of supplier) (1 original copy)	Supplier secured by LBP Proponent Units/Departments
4. Check whichever is applicable: <ul style="list-style-type: none"> <li>• Certification of Satisfactory Service</li> <li>• Recommendation for Payment</li> <li>• Certificate of Completion</li> <li>• Summary of Billing Reports per end-user and with recommendation for Payment signed by Head of Proponent Unit</li> </ul>	LBP Proponent Units/Departments
5. Purchase Order (PO) with printed name, signature and date of receipt of representative of supplier / service provider	LBP Proponent Units/Departments
6. Notice of Award (NOA) with printed name, signature and date of receipt of representative of supplier / service provider	LBP Proponent Units/Departments
7. Notice to Proceed (NTP) with printed name, signature and date of receipt of representative of supplier / service provider	LBP Proponent Units/Departments
8. Procurement Request Form (PRF) funded and duly approved per CASA	LBP Proponent Units/Departments
9. HOBAC Approval (Abstract of Bids and Quotations / Price Quotations / Change in Suppliers' name, product, and end-user / Cancellation of Award / Increase or Reduction in Amount / Non-Vat to Vat Registered and vice versa / VAT	LBP Proponent Units/Departments

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Exempt and vice-versa / Partial Payment / Waiver of Required Performance Security	
10. Bidding Documents	LBP Proponent Units/Departments
11. Annual Procurement Plan (stamped)	LBP Proponent Units/Departments
<b>LBRDC Sanitation</b>	
1. Triplicate copy of duly accomplished and approved DOs in accordance with applicable CASA provision	LBP Proponent Units/Departments
2. Sales Invoice / Billing Statement / Statement of Account (1 Original copy)	Supplier secured by LBP Proponent Units/Departments
3. Check whichever is applicable: <ul style="list-style-type: none"> <li>• Certification of Satisfactory Service</li> <li>• Recommendation for Payment</li> <li>• Certificate of Completion</li> </ul>	LBP Proponent Units/Departments
4. Janitorial Supplies Delivery Report (1 original copy)	Supplier secured by LBP Proponent Units/Departments
5. Summary of Daily Consumption of Supplies for the Month	Supplier secured by LBP Proponent Units/Departments
6. Purchase Order (PO) with printed name, signature and date of receipt of representative of supplier / service provider	LBP Proponent Units/Departments
7. Notice of Award (NOA) with printed name, signature and date of receipt of representative of supplier / service provider	LBP Proponent Units/Departments
8. Notice to Proceed (NTP) with printed name, signature and date of receipt of representative of supplier / service provider	LBP Proponent Units/Departments
9. Procurement Request Form (PRF) funded and duly approved per CASA	LBP Proponent Units/Departments
10. Performance Security (LBP Official Receipt / Surety Bond / Bank Guarantee)	LBP Proponent Units/Departments
11. Contract Agreement	LBP Proponent Units/Departments
12. Schedule of Charging of Expenses to various Departments (if applicable)	LBP Proponent Units/Departments
13. Bidding Documents	LBP Proponent Units/Departments



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
14. Memo Approval by LBP President on Alternative Method of Procurement with HOBAC recommending approval if not procured thru public bidding (original copy is safekept by Procurement Department)	LBP Proponent Units/Departments
15. HOBAC Approved Memo for Supplemental Purchase Order	LBP Proponent Units/Departments
<b>For Release of Payment – thru issuance of Manager’s Check or Credit to account or Encashment</b>	
1. Authorization Letter with Official Logo/Letter Head of the Issuing Company (1 original/ e-mailed copy)	Supplier/Payee
2. Valid Identification Card of Authorized Personnel (1 photocopy)	Supplier/Payee
3. Valid Identification Card of Authorizing Officer	Supplier/Payee
4. Official Receipt (1 original copy)	Supplier/Payee

## 18. Processing of Claims/Disbursement Transactions (Head Office) - Highly Technical

Payments of various transactions are processed through Disbursement Orders (DOs) which are supported by required documents depending on the nature of transactions.

<b>Office or Division:</b>	Administrative Accounting Department (AAD)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C – Government to Citizen; G2B – Government to Business; G2G – Government to Government			
<b>Who may avail:</b>	LBP Proponent Units/Departments; Supplier/Contractor/Consultant/ Vendor			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
List of required documents depending on the nature of transactions are presented in <b>Annex AY</b>		Where to secure the required documents are likewise presented in <b>Annex AY</b>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit/issue required documents to Proponent Unit (PU)	1.1 Evaluate and ensure completeness of documentary requirements and prepare DO	None	3 Banking Days	<i>Assistant/Analyst/ Specialist Proponent Unit</i>
None	1.2 Secure approval of the DO and forward together with the required documents to AAD	None	2 Banking Days	<i>Procurement Assistant/Analyst/ Specialist Division Chief (DC)/ Assistant Department Manager/ Department Head Proponent Unit</i>



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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.3 Receive the DO with supporting documents, assign control number and record in the DOMS	None	1 Hour	<i>Accounts Specialist</i> Budget Management Unit (BMU)-AAD
None	1.4 Evaluate DO if properly approved and with available budget	None	1 Hour	<i>Accounts Specialist</i> BMU-AAD
None	1.5 Certify budget availability	None	30 Minutes	<i>DC, MAD/RAD, Head</i> BMU-AAD/AAD, <i>Approving authorities</i>
None	1.6 Update DOMS and forward DO to Disbursement and Payroll Unit (DPU)	None	30 Minutes	<i>Accounts Assistant</i> BMU-AAD
None	1.7 Receive DO from BMU and distribute to assigned processor	None	1 Hour	<i>Accounts Analyst/ Specialist</i> DPU-AAD



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<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
None	1.8 Evaluate and check the completeness of all necessary requirements/ documents and endorse DO to DC for approval	None	12 Banking Days, 1 Hour	<i>Accounts Analyst/ Specialist DPU-AAD</i>
None	1.9 Recommend for approval/ approve/sign DO	None	1 Banking Day, 4 Hours	<i>DC, CCD/ECD/PD/SCD, Head DPU-AAD/AAD, Approving authorities</i>
None	1.10 Forward approved DO to Financial Transaction Division (FTD)	None	3 Hours	<i>Bookkeeper DPU-AAD</i>
None	1.11 Receive DO from DPU	None	30 Minutes	<i>Accounts Analyst/ Specialist GAU-AAD</i>
None	1.12 Check DO for correctness and proper approval	None	1 Hour	<i>Accounts Analyst/ Specialist GAU-AAD</i>
None	1.13 Prepare Manager's Check (MC), if applicable	None	20 Minutes	<i>Bookkeeper GAU-AAD</i>
None	1.14 Check and approve MC	None	20 Minutes	<i>Approving Authorities</i>



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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.15 Update MC number and MC date in DOMS and the MC Register	None	20 Minutes	<i>Bookkeeper</i> GAU-AAD
2. Present the requirements – FTD window 2	2.1 Validate authenticity of requirements presented	None	20 Minutes	<i>Bookkeeper/Accounts Analyst/Accounts Specialist</i> GAU-AAD
None	2.2 Check if with existing claim	None		<i>Bookkeeper/Accounts Analyst/Accounts Specialist</i> GAU-AAD
None	2.3 Release DO to LBP employee/ client for encashment thru Cash Department or client as the basis in preparing the Official Receipt (OR)	None		<i>Bookkeeper/Accounts Analyst/Accounts Specialist</i> GAU-AAD
3. Issuance of OR – FTD window 1	3.1 Validate correctness of OR issued (amount in words and in figures tally with the amount in the DO)	None	20 Minutes	<i>Bookkeeper/Accounts Analyst/Accounts Specialist</i> GAU-AAD



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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	<p>3.2 Instruct the customer as follows:</p> <p>a. For MC, write the following in the MC register:</p> <ul style="list-style-type: none"><li>✓ Name</li><li>✓ Signature</li><li>✓ OR Number</li><li>✓ Date</li></ul> <p>b. For Credit, affix signature on the payment received portion in the original copy of DO</p> <p>c. Affix signature in the copy of the attached Tax Certificate, if applicable</p>	None	30 Minutes	<i>Bookkeeper/Accounts Analyst/Accounts Specialist</i> GAU, AAD





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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>4. Acknowledge receipt of payment in the duplicate copy of DO and in the attached Tax Certificate, if applicable</p> <p>If payment is thru MC, write the following in the MC Register provided by the Bookkeeper/Accounts Analyst/Accounts Specialist:</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Signature</li> <li>• OR Number</li> <li>• Date</li> </ul>	<p>4.1 Issue the following:</p> <p>a. For MC,</p> <ul style="list-style-type: none"> <li>✓ Original copy of MC</li> <li>✓ Triplicate copy of DO</li> <li>✓ Three (3) copies of Tax Certificate, if applicable</li> </ul> <p>b. For Credit, triplicate copy of DO and three (3) copies of Tax Certificate, if applicable</p>	None	20 Minutes	<i>Bookkeeper/Accounts Analyst/Accounts Specialist</i> GAU, AAD
None	<p>4.2 If for Credit, advise the customer that payment will be credited immediately after the date of issuance of OR</p>	None		<i>Bookkeeper/Accounts Analyst/Accounts Specialist</i> GAU, AAD
	<b>TOTAL</b>	<b>None</b>	<b>20 Banking Days</b>	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>Trading-related Fees (Broker's Fee)</b>				
1. Send account invoice for the broker's fees every month-end	1.1 Validate accuracy of charged amount and prepare endorsement for payment	None	5 Banking days (from receipt of invoice from broker)	<i>Treasury Settlement Officer</i> Treasury Operations Department
None	1.2 Prepare DO for the payment of brokers fees	None	1 Banking Day	<i>Executive Assistant</i> Capital Markets Trading Department / Rates and FX Trading Department
None	1.3 Process the DO following the same process	None	7 Banking Days	<i>Accounts Analyst / Specialist / Division Chiefs / Assistant Department Managers/ Head AAD</i> Approving Authorities
None	1.4 Send payment instructions to the brokers settlement account	USD 15 + DST (based on Gross Amount – 0.60 for every PHP 200) or USD 20 + PHP 500 (cable charge) + DST (based on Gross Amount – 0.60 for every PHP 200)	3 Banking Days	<i>Bookkeeper / New Accounts Clerk/ Document Examiner / Branch Service Officer/ Branch Operations Officer / Branch Head/ Cash Department</i>



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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	TOTAL	USD 15 + DST (based on Gross Amount – 0.60 for every PHP 200) or USD 20 + PHP 500 (cable charge) + DST (based on Gross Amount – 0.60 for every PHP 200)	16 Banking Days	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p><b>Infrastructure</b></p> <ol style="list-style-type: none"> <li>1. Triplicate copy of duly accomplished and approved DOs in accordance with applicable CASA provision</li> <li>2. PIUR-Project Inspection and Update Report (Schedule of Time Elapsed-indicated) signed by Head, PMED with SOWA-Statement of Work / Progress Billing Accomplished duly signed by LBP authorized representative</li> <li>3. Recommendation of Payment by PMED with supporting computation (1 original copy)</li> <li>4. Sales Invoice/ Billing Statement / Statement of Account (1 original copy)</li> <li>5. Building Permit (no need if Supplemental Contract). Whichever is applicable: <ul style="list-style-type: none"> <li>• Building for Construction</li> <li>• Building for Renovation</li> <li>• Memo approved by Branch Head re: non-issuance of Office of the Building Official in lieu of Building Permit</li> </ul> </li> <li>6. Occupancy permit - no need if there is note in Turn-Over &amp; Acceptance (Recommending Turn-Over &amp; Acceptance portion) certifying that the project has been completed and all necessary documents have been submitted (i.e. As-built plans, permits and certificate (1 certified true copy)</li> <li>7. Contractor's All Risk Insurance (CARI) (1 certified true copy)</li> <li>8. Turn-Over &amp; Acceptance (TOA) Certificate approved by end-user with corresponding BC Resolution (1 certified true copy)</li> </ol>	<p>LBP Proponent Units/Departments</p> <p>Project Management and Engineering Project/LBP Proponent Unit/Department</p> <p>Suppliers to be secured by LBP Proponent Units/Departments Suppliers to be secured by LBP Proponent Units/Departments</p> <p>Suppliers to be secured by LBP Proponent Units/Departments</p> <p>Suppliers to be secured by LBP Proponent Units/Departments Suppliers to be secured by LBP Proponent Units/Departments</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>9. Certification of project completion (1 certified true copy)</p> <p>10. Notarized Contractor's Affidavit that all materials, labor and salaries have been paid for (1 original copy)</p> <p>11. Deed of Undertaking by LBP Resources and Development Corporation (LBRDC) where 1 year warranty period has not yet lapsed (1 certified true copy)</p> <p>12. Result of Test Analysis, if applicable (1 certified true copy)</p> <p>13. Pictures, before, during and after construction of items of work especially the embedded items (1 certified true copy)</p>	<p>Project Management and Engineering Project/LBP Proponent Unit/Department Suppliers to be secured by LBP Proponent Units/Departments</p> <p>Project Management and Engineering Project/LBP Proponent Unit/Department</p> <p>Suppliers to be secured by LBP Proponent</p> <p>Project Management and Engineering Project/LBP Proponent Unit/Department</p>
<p>14. Notice to Proceed (NTP) with printed name, signature and date of receipt of representative of supplier (1 original copy)</p> <p>15. Purchase Order (PO) with printed name, signature and date of receipt of representative of service provider (1 original copy)</p> <p>16. Notice of Award (NOA) with printed name, signature and date of receipt of representative of service provider (1 original copy)</p> <p>17. Memo re: Approved project cost (1 certified true copy)</p> <p>18. Cost Benefit Analysis of LBP Branch under construction with supporting approved PMED Budget Cost Estimates (1 original copy)</p> <p>19. Notarized Construction/Project Agreement with date of execution of contract (1 original copy)</p> <p>20. Procurement Request Form (PRF) funded and duly approved (1 original copy)</p>	<p>LBP Proponent Units/Departments</p> <p>LBP Proponent Units/Departments</p> <p>LBP Proponent Units/Departments</p> <p>Project Management and Engineering Project/LBP Proponent Unit/Department Project Management and Engineering Project/LBP Proponent Unit/Department</p> <p>Suppliers to be secured by LBP Proponent Units/Departments</p> <p>LBP Proponent Units/Departments</p>

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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
25. Approved extension in due date (Work Resumption Order and PO)(1 original copy)	Project Management and Engineering Project/LBP Proponent Unit/Department
26. Approved decrease in contract amount/deductive works (1 original copy)	Project Management and Engineering Project/LBP Proponent Unit/Department
<b>Janitorial</b> (see <b>Annex AX</b> on page J-83 to J-107)	
<b>Security</b> (see <b>Annex AX</b> on page J-83 to J-107)	
<b>Software Delivery, Enhancement &amp; Maintenance of Software, and Renewal of License</b> (see <b>Annex AX</b> on page J-83 to J-107 – Software Delivery/Project Enhancement)	
<b>Software Delivery/Project Enhancement &amp; Maintenance</b> (see <b>Annex AX</b> on page J-83 to J-107 – Software Delivery/Project Enhancement)	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>Office Support Staff</b> 1. Triplicate copy of duly accomplished and approved DOs in accordance with applicable CASA provision  2. Sales Invoice (SI) / Billing Statement / Statement of Account (SOA)  3. Check whichever is applicable: • Certification of Satisfactory Service • Recommendation for Payment • Certificate of Completion	Personnel Administration Department (PAD)  Third-party Service Providers (TPSP) to be secured by PAD  PAD
4. Certificate of Funds Availability (original copy) 5. Certification of Deployment re: List of Contractual, Project-based & Relivers (with contract period)	Treasury Operations Department  PAD
6. Purchase Order with printed name, signature and date of receipt of representative of service provider (1 certified true copy)	PAD
7. Procurement Request Form funded and duly approved per approving authorities (1 certified true copy)	PAD
8. Notice of Award (NOA) with printed name, signature and date of receipt of representative of supplier / service provider	PAD
9. Notice to Proceed (NTP) with printed name, signature and date of receipt of representative of supplier / service provider	PAD
10. HOBAC Approval (Abstract of Bids and Quotations / Price Quotations / Change in Suppliers' name, product, and end-user / Cancellation of Award / Increase or Reduction in Amount / Non-Vat to Vat Registered and vice versa / VAT Exempt and vice-versa / Partial Payment / Waiver of Required Performance Security	PAD





CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>11. Notarized certification by the agency that the salaries of employees for the period have been paid and corresponding deductions of Pag-IBIG, SSS, and Philhealth were likewise remitted</p> <p>12. Warranty Certificate (if noted in Purchase Order / Term of Reference / Contract). Indicate the Unit/Department keeping the Original Copy</p> <p>13. Billing Register (2 original copies)</p> <p>14. Daily Time Record (DTR) (original copy)</p> <p>15. Other additional documents deemed necessary</p>	<p>PAD</p> <p>PAD</p> <p>TPSP</p> <p>TPSP</p> <p>TPSP</p>
<p><b>For Release of Payment</b></p> <p>1. 1 Valid Identification Card of Authorizing Officer &amp; Collector</p> <p>2. Authorization Letter (original copy)</p> <p>3. Official Receipt (1 original copy)</p>	<p>Supplier/Payee</p> <p>Supplier/Payee</p> <p>Supplier/Payee</p>



## 19. Processing of Notice of Cash Allocations (NCAs) through Modified Disbursement Scheme (MDS) Online System

Crediting of Funds/Allocations to MDS Sub-Accounts of the National Government Agencies (NGAs)

<b>Office or Division:</b>	MDS and Collections Management Department (MCMD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Department of Budget and Management (DBM) and All NGAs			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. NCA and Monthly Requirements Schedule (MRS) from DBM-Central Office (1 original copy) 2. NCA and MRS from DBM Regional Offices (1 photocopy)		<ul style="list-style-type: none"> <li>DBM-Central Office (OSEC, NCR and Region IVA)</li> <li>DBM-Regional Offices (Finance Administrative Department)</li> <li>LBP-MCMD and Lead Branches (Baguio, San Fernando La Union, San Fernando Pampanga, Tuguegarao Capitol, West Avenue, Legazpi, Iloilo, Cebu, Tacloban, Zamboanga Main, CDO Capistrano, Davao Recto, Koronadal Roxas and Butuan)</li> </ul>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Prepare NCA/s thru their eBudget System	1.1 MCMD and Lead Branches to pick-up NCAs from DBM Central Office and Regional Offices, respectively	None	3 Banking Days	<i>Liaison Officer/ Account and Document Specialist/ Assistant Division Chief/Division Chief, MDS/MMU, MCMD</i>



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<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
None	1.2 MCMD to credit the NCAs to the MDS sub-accounts of NGAs maintained with LBP's MDS servicing branches through WinVal and NCA-CT Terminal	None		<i>Liaison Officer/ Account and Document Specialist/ Assistant Division Chief/Division Chief, MDS/MMU, MCMD</i>
	<b>TOTAL</b>	<b>None</b>	<b>3 Banking Days</b>	

## 20. Remittance of e-Tax Collections from Large/Non-Large Taxpayers

Remittance of e-Tax Collections from Large/Non-Large Taxpayers to Bureau of Internal Revenue (BIR) – Head Office

<b>Office or Division:</b>	MDS and Collections Management Department (MCMD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government; G2B – Government to Business; G2C – Government to Citizen			
<b>Who may avail:</b>	All Government Agencies and Private Entities			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ol style="list-style-type: none"> <li>Summary of Accepted e-Tax Payment Transactions (1 original copy)</li> <li>Consolidated Report of Daily EFPS Collection (1 original copy)</li> <li>Daily Summary of Confirmed e-Tax Payment Instructions (1 original copy)</li> <li>Daily Summary of Acknowledged e-Tax Payment Instructions (1 original copy)</li> <li>Daily Summary of Rejected e-Tax Payment Instructions (1 original copy)</li> <li>Daily Summary of Scheduled e-Tax Payment Instructions (1 original copy)</li> </ol>		<ul style="list-style-type: none"> <li>Data Center Management Department – Technology Management Group</li> </ul>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Log on to BIR website ( <a href="http://www.bir.gov.ph">www.bir.gov.ph</a> )	1. Generate and validate the required and complete reports from IDRARS and e-Tax Register Facility	PHP 10.00 per transaction	1 Banking Day	<i>Document Specialist/ Assistant Division Chief/Division Chief, CMD/CMU, MCMD</i>



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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Enter all necessary information and file the electronic tax form	2. Prepare Consolidated Report on Daily Collections for good and reject ETPS transactions for the day	None		
3. Taxpayer will be redirected to LANDBANK website after taxpayer chooses LBP	3. Remit ETPS collections to Bangko Sentral ng Pilipinas thru PhilPaSS Participant Browser (PPB) on or before 11:30 AM daily	None		<i>Document Specialist/ Assistant Division Chief/Division Chief, CMD/CMU, MCMD</i>
4. LBP issues an online Confirmation Receipt which the taxpayer can print as a proof of tax payment	4. Report ETPS collections to the Bureau of the Treasury thru TSA Reporting and Monitoring System (TRAMS) on or before 4:00 PM daily	None		
5. LBP send confirmation of the tax payment transaction to BIR	None	None		



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<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
6. Receive online Confirmation Receipt from LBP and Confirmation Advice from BIR	None	None		
	<b>TOTAL</b>	<b>PHP 10.00 per Transaction</b>	<b>1 Banking Day</b>	

## 21. Request for Document/Record of Separated Employees (with Records Archived at Antipolo Warehouse)

Various documents from the Bank which are now stored at the LBP Antipolo Warehouse are being requested by former employees of LBP to facilitate and cater their personal transactions with other agencies.

<b>Office or Division:</b>	Personnel Administration Department (PAD) - Separation and Records Division (SRD)			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	LANDBANK Separated/Inactive Employees LANDBANK Units Office of the Ombudsman			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter-request for various documents indicating the purpose of the request (1 original copy)		201 File IDRARS Files archived at Antipolo Warehouse Separation Folders		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter request for various documents through email, parcel/courier or personal appearance	1.1 Receive and evaluate request letter from inactive employee/Units concerned / agencies	None	1 Minute	<i>Human Resource (HR) Assistant</i> SRD, PAD
None	1.2 Locate the requested document/s from 201 File, separation folders, IDRARS, etc.	None	1 Hour	<i>HR Assistant</i> SRD, PAD



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<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
None	1.3 For 201 File/ Separation Folder already turned-in into the LBP Warehouse, prepare the Record Request Form (RRF) in four (4) copies	None	1 Hour	<i>HR Assistant</i> SRD, PAD
None	1.4 Forward RRF for review and affix signature/ e-signature	None	1 Hour	<i>HR Assistant, Assistant Division Chief (ADC), DC, SRD, Assistant Department Manager (ADM)</i> HRISAU, PAD
None	1.5 Forward the signed/e-signed RRF to Facilities Management Department (FMD) through email or hard copy c/o the Secretary of FMD for processing of the request	None	1 Hour	<i>HR Assistant</i> SRD, PAD
None	1.6 Pick-up of 201 File, separation folders, IDRARS, etc. in Antipolo Warehouse	None	6 Banking Days	FMD





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<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
None	1.7 If the documents are found, photocopy the document/s and prepare the Property Transmittal Slip in four (4) copies to return the box to FMD	None	1 Hour	<i>HR Assistant, ADC, DC, SRD, ADM, HRISAU, PAD</i>
None	1.8 Forward the document/s to the DC/ADC to be certified, affix signature/ e-signature	None	59 Minutes	<i>HR Assistant, ADC, DC, SRD, PAD</i>
None	1.9 Scan the document/s	None	1 Hour and 30 Minutes	<i>HR Assistant, SRD, PAD</i>
2. Receive certified or scanned copy/ies of requested document	2. Route/send the document/s to the requesting party or email scanned copy	None	30 Minutes	<i>Human Resource Assistant SRD-PAD</i>
	<b>TOTAL</b>	<b>None</b>	<b>7 Banking Days</b>	

*Note: Waiting time on the retrieval of files (201 File, separation folders etc.) in Antipolo Warehouse usually takes 6- 21 banking days.*



## 22. Request for Replacement of Lost, Old/Outdated or Damaged Alumni IDs

For proper identification and security purposes, Separation and Records Division of Personnel Administration Department issues replacement of lost, old or damaged alumni IDs.

<b>Office or Division:</b>	Personnel Administration Department (PAD) - Separation and Records Division (SRD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	LANDBANK Alumni			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>➤ Alumni Personal Data Sheet (1 original copy)</li> <li>➤ Notarized Affidavit of Loss (for lost IDs) or surrendered ID cards (for old or damaged IDs) (1 original copy)</li> <li>➤ 1X1 picture (1 original copy)</li> </ul>		LANDBANK Alumni		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit duly accomplished Alumni Personal Data Sheet and submit together with other requirements through email, parcel/courier, personal appearance	1.1 Receive request for the issuance of replacement of lost and damaged ID Cards	None	1 Hour	Human Resource Management Assistant (HRMA), SRD, PAD
None	1.2 Prepare/Print Alumni ID Cards	None	1 Banking Day	



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<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
None	1.3 Review and affix initial/e-initial on memo request prior to release of printed Alumni ID	None	1 Banking Day	<i>Division Chief (DC),</i> SRD-PAD
2. Receive the newly issued Alumni ID	2. Release of printed Alumni ID	None	7 Hours	<i>HRMA</i> SRD, PAD
	<b>TOTAL</b>	<b>None</b>	<b>3 Banking Days</b>	

## 23. Request for Service Record of Separated Rank and File Employees (with records on-site)

The Service Record (SR) is issued to LANDBANK employees who are separated from the Bank and other government agencies such as Government Service Insurance System (GSIS), Ombudsman, Home Development Mutual Fund/PAG-IBIG, etc. which shows a detailed documentary of positions held in LANDBANK and his/her previous government office, if any. (Requirement: SR from previous work in a government office is submitted to Personnel Administration Department (PAD) with his/her salary adjustment/s.

<b>Office or Division:</b>	Personnel Administration Department (PAD) - Separation and Records Division (SRD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	LANDBANK Separated/Inactive Employees Other government agencies such as GSIS, Ombudsman, PAG-IBIG, etc.)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Memo/Letter request for SR indicating the purpose of request (1 original copy)		LANDBANK employee/s separated from LANDBANK Other government agencies such as GSIS, Ombudsman, PAG-IBIG, etc.		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit memo-request for SR through email, parcel/courier, hand carry indicating the mode of receiving the signed SR such as e-mail, pick-up and mail/courier	1.1 Receive memo-request for SR	None	1 Minute	Human Resource Management (HRM) Assistant SRD, PAD
	1.2 Retrieve Personal Data Card (PD Card)	None	4 Hours and 59 Minutes	HRM Assistant, SRD, PAD
	1.3 Encode and print SR from SAP-HRIS	None	5 Hours	HRM Assistant, SRD, PAD
	1.4 Forward printed SR for review and affix signature/e-signature	None	1 Banking Day	Assistant Division Chief (ADC), Division Chief (DC) SRD, PAD



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<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
None	1.5 Log the documents accordingly (i.e., pick-up, courier or e-mail)	None	3 Hours	<i>HRM Assistant, SRD, PAD</i>
2. Receive signed SR through e-mail or pick-up and mail/ courier (depends on the request)	2. Send the signed SR accordingly if pick-up, courier or e-mail	None	3 Hours	<i>HRM Assistant SRD, PAD</i>
	<b>TOTAL</b>	<b>None</b>	<b>3 Banking Days</b>	



## 24. Settlement of LANDBANK Mobile Loan Saver (LMLS) Service Fees

Processing of settlement of LMLS Service Fees to Service Provider

<b>Office or Division:</b>	Electronic Banking Support Unit (eBSU)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B – Government to Private			
<b>Who may avail:</b>	LMLS Service Provider			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Bank Statement of LMLS Clearing and Parking Accounts		LANDBANK Cash Department		
LMLS Released Transaction		LMLS System		
Billing Statement from Service Provider		FINTQNOLOGIES Corp (FINTQ)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Send Billing Statement	1.1 Upon receipt of memo-endorsement from Electronic Products Department (EPD) Billing with the Billing Statement from Service Provider validate amount billed against Settlement Summary Report and Reconciliation Summary Report	None	10 Minutes	<i>e-Products Assistant</i> eBSU



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<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
None	1.2 Validate the amount to be deducted from the amount to be settled representing service fees of cancelled accounts/ adjustment based on memo from Systems Implementation Department and Cash Department	None	10 Minutes	<i>e-Products Assistant</i> eBSU
None	1.3 Prepare and print memo to LANDBANK Cash Department to credit amount billed to Service Provider's Mother Account	None	5 Minutes	<i>e-Products Assistant</i> eBSU
None	1.4 Once approved, forward memo to LANDBANK – Cash Department for processing	None	15 Minutes	<i>e-Products Assistant</i> eBSU



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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.5 Upon receipt of machine-validated memo from Cash Department, send scanned copy of the memo to Service Provider thru e-mail and provide copy to EPD	None	10 Minutes	<i>e-Products Assistant</i> eBSU
	<b>TOTAL</b>	<b>None</b>	<b>50 Minutes</b>	



## 25. Sourcing/Talent Acquisition

Receive job applications from various sourcing channels (Walk -in, Next-of-kin, LANDBANK Website, Employee Referral, Job Fairs, Online Recruitment portals and others) and conduct of pre-employment examination and series of interviews to applicants for employment/referral to various vacancies of the Bank for evaluation and possible placement.

<b>Office or Division:</b>	Personnel Administration Department (PAD) – Recruitment Division (RD)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	Job Applicants	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
Updated Resume/Personal Data Sheet (1 original copy)	Applicant	
Pre-Examination Requirements: <ul style="list-style-type: none"> <li>➤ Application for Employment Form (AFE) (1 original copy)</li> <li>➤ Transcript of Records (TOR) (1 original and photocopy)</li> <li>➤ Certificate of Eligibility (1 original &amp; photocopy)</li> <li>➤ One 1x1 Recent ID picture (1 original copy)</li> </ul>	AFE – Recruitment Division, Personnel Administration Department (PAD), LBP TOR – School where the applicant finished tertiary or post-graduate education Certificate of Eligibility – CSC or PRC ID Picture – Photo studio	
Additional Application Documents: <ul style="list-style-type: none"> <li>➤ List of Trainings Attended (1 photocopy)</li> <li>➤ Consent Form for Conduct of BI (1 original copy; Scanned copy as advance copy may be sent to the designated email of RD)</li> <li>➤ Pay slip (for supervisory level) (1 photocopy; Scanned copy as advance copy may be sent to the designated email of RD)</li> </ul>	List of Trainings Attended / Pay slip – Applicant Consent Form for Conduct of BI – provided by Recruitment Division to be accomplished by Applicant	



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<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Resume/ Personal Data Sheet	1.1 Receive the Resume/ Personal Data Sheet	None	7 Banking Days	<i>Human Resource Management (HRM)Assistant, HRM Analyst, HRM Specialist I/II, Assistant Division Chief (DC), DC Recruitment Division, Personnel Administration Department (RD-PAD)</i>
	1.2 Conduct a preliminary Screening / Evaluation	None		
	1.3 Request applicant to submit/ prepare pre- examination requirements	None		
2. Submit Pre- examination requirements	2.1 Receive the complete requirements	None	2 Banking Days	<i>HRM Assistant, HRM Analyst, HRM Specialist I/II, Assistant DC, DC RD-PAD</i>
	2.2 Evaluate submitted application requirements	None		
	2.3 Conduct initial screening/ interview	None		
	2.4 Schedule online pre- employment examination	None		
	2.5 Conduct the online pre- employment examination	None	4 Banking Days	<i>Head, HR Planning and Staffing Unit (HRPSU), PAD</i>



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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.6 Retrieve evaluation of examination results	None		Head, HRPSU PAD
	2.7 Release the examination results to applicants via email and endorse to concerned units via memo	None	1 Banking Day	Head, PAD
3. Submit additional application documents	3.1 Receive and evaluate the complete set of additional application documents	None	2 Banking Days	HRM Assistant, HRM Analyst, HRM Specialist I/II, Assistant DC, DC RD-PAD
	3.2 Conduct of Second-level interview	None		
	3.3 Preparation and forwarding of Memo Endorsement with attachments to various units of the Bank	None	2 Banking Days	HRM Assistant, HRM Analyst, HRM Specialist I/II, Assistant DC, DC RD-PAD



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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.4 Receive a copy of feedback from various units in need	None	1 Banking Day	Head, HRPSU PAD
	3.5 Update status of qualified applicant pool	None		Head, HRPSU PAD
	3.6 Provide feedback to applicant	None		Head, HRPSU PAD
	<b>TOTAL</b>		<b>19 Banking Days</b>	