



LAND BANK OF THE PHILIPPINES

AGENCY INFORMATION INVENTORY

As of 31 December 2018

AGENCY ABR	AGENCY NAME	TITLE	DESCRIPTION	FILE FORMAT	ONLINE PUBLICATION	LOCATION OR URL	DISCLOSURE	ORIGINAL DATA OWNER	DATA MAINTAINER	DATE RELEASED	FREQUENCY OF UPDATE
Agency abbreviation	Name of agency (spelled out)	Title of the information	Description of the information	CSV, XLS, SHP, KML, TXT, PDF, DOC, etc.	Yes/No	Location of published information or URL for direct download	Whether the information is either of the following: - public : info can be disclosed for public consumption regardless of identity - exception : info is under the Exceptions List - internal : info only for agency consumption - with fee : info can be disclosed but with corresponding charges based on the agency's mandate/policies/business model - limited : info, upon verification of the requesting party's identity, can only be disclosed to specific person/s and/or entity/ies	Agency or office who originally owns the information	Unit responsible for the information	The date when the information was initially released (YYYY-MM-DD)	Daily, Annually, Biannually, Quarterly, Monthly
LBP	Land Bank of the Philippines	LBP Citizen's Charter	Provide guide to the clients and the public the procedures in availing services in major frontline touchpoints of LANDBANK namely: Branch Banking Operations, Lending Operations and Agrarian Services Operations.	DOC/PDF	Yes	https://www.landbank.com/citizens-charter/	Public	LBP	LBP Concerned Units	Various	Annually or as the need arises
LBP	Land Bank of the Philippines	FOI Manual	Present the guidelines and procedures to access information in LBP pursuant to EO No. 2, s. 2016.	DOC/PDF	Yes	https://www.landbank.com/sites/default/files/transparency/LBP%20Peoples%20Freedom%20Information%20Manual_EO125252016.pdf	Public	LBP	LBP-CAD, in coordination with LSG	10 November, 2016	Annually or as the need arises
LBP	Land Bank of the Philippines	Executive Orders / Administrative Orders	Contain various implementing guidelines/policies for LBP personnel on new processes, products, services and/or system.	DOC/PDF	No	File folder	Limited	LBP	LBP-SMD	Various	As the need arises
LBP	Land Bank of the Philippines	Annual Report	Report of targets and accomplishments of LBP and its subsidiaries.	DOC/PDF	Yes	https://www.landbank.com/sites/default/files/publication/LANDBANK%20AR%20202016_REVISIED.pdf	Public	LBP	LBP-SPG	Various	Annually
LBP	Land Bank of the Philippines	COA Audited Financial Statements	Provide data on LBP's Statement of Financial Position, Statement of Cash Flows and Independent Auditor's Report	PDF	Yes	https://www.landbank.com/transparency/	Public	LBP	LBP-OS	Various	Annually
LBP	Land Bank of the Philippines	Approved Annual Budget	Present the yearly corporate budget of LBP as approved by its Board of Directors	PDF	Yes	https://www.landbank.com/transparency/	Public	LBP	LBP-AAD	Various	Annually
LBP	Land Bank of the Philippines	Procurement/Bidding Documents	Contain the Annual Procurement Plan and contracts awarded by LBP	PDF	Yes	https://www.landbank.com/transparency/	Public	LBP	LBP-ProcD	Various	Annually
LBP	Land Bank of the Philippines	Equipment and Physical Assets Inventory	Provide lists of LBP physical assets and equipment	DOC	No	File folder	Limited	LBP	LBP-FMD	Various	Annually
LBP	Land Bank of the Philippines	Certificate of Registration/Official Receipt of LBP Official's Motor Vehicle	Proof of purchase/registration of LBP-owned motor vehicles	DOC	No	File folder	Internal	LBP	LBP-FMD	Various	Annually
LBP	Land Bank of the Philippines	Contracts	Consist of formal and legal binding agreements entered by and between LBP and concerned person or entities, institutions or other government units/agencies.	DOC, PDF	No	File folder	Limited	LBP/Binding Parties	LBP Concerned Units	Various	As the need arises
LBP	Land Bank of the Philippines	Memorandum of Agreement / Understanding	Include all agreements between LBP and other government and private entities	DOC	No	File folder	Limited	LBP / Contracting Party/ies	LBP Concerned Units	Various	As the need arises
LBP	Land Bank of the Philippines	Statement of Assets Liabilities and Networth	Compilation of SALN submitted by all LBP personnel	DOC	No	File folder	Exception	LBP	LBP-HRMG	Various	Annually
LBP	Land Bank of the Philippines	Local and Foreign Travel Authorities	Issued to all LBP personnel who have requested to travel, both local and foreign, and official and personal in nature	DOC	No	File folder	Limited	LBP	LBP-HRMG	Various	As the need arises

LBP	Land Bank of the Philippines	Agenda, Minutes of Board Actions, Committee, Staff Meetings	Consist of detailed discussions that transpired in various meetings	DOC/PDF	No	File folder	Exception	LBP	LBP Concerned Units	Various	As the need arises
LBP	Land Bank of the Philippines	Special Orders	Authorities issued to LBP personnel in the performance of official functions as well as directives and policies within LBP's mandates	DOC, PDF	No	File folder	Limited	LBP	LBP Concerned Units	Various	As the need arises
LBP	Land Bank of the Philippines	201 Files of LBP Employees	Include files of Permanent, Co-Term, Outsource, Consultants, and Contractual personnel of LBP containing appointments, training attended, performance evaluation, etc.	DOC	No	File folder	Limited	LBP	LBP-HRMG	Various	As the need arises
LBP	Land Bank of the Philippines	Result of background investigation	Comprise of BI conducted for purposes of hiring, appointment, and promotion	DOC	No	File folder	Exception	LBP	LBP-HRMG	Various	As the need arises
LBP	Land Bank of the Philippines	Medical & Physical Exam Results of Personnel	Contain results of laboratory tests, x-ray, etc.	DOC	No	File folder	Exception	LBP	LBP-ERD	Various	Annually
LBP	Land Bank of the Philippines	Administrative Cases	Administrative cases involving personnel of LBP personnel filed either internally, through Civil Service Commission, from Office of the Ombudsman, Sandiganbayan, etc.	DOC	No	File folder	Limited	LBP	LBP-LSG	Various	As the need arises
LBP	Land Bank of the Philippines	Depositors' Related Documents	Include various documents (e.g., bank statement, customer information sheet, etc.) related to a depositor's relationship with LBP	DOC	No	File folder	Exception	LBP	LBP-BBS	Various	As the need arises
LBP	Land Bank of the Philippines	Treasury & Investment Agreements with other entities	Include all agreements through various investment instruments offered by LBP with other <u>government and private entities</u>	DOC	No	File folder	Exception	LBP	LBP-TIBS	Various	As the need arises
LBP	Land Bank of the Philippines	Trust Agreements with other entities	Include all documents related to client's availment of any of the various trust products offered by LBP	DOC	No	File folder	Exception	LBP	LBP-TBG	Various	As the need arises
LBP	Land Bank of the Philippines	Credit Facility Grants	Provide related documents on loans releases of LBP to its clients	DOC	No	File folder	Limited	LBP	LBP-ADLS	Various	As the need arises
LBP	Land Bank of the Philippines	Land Titles / Agrarian Reform Bonds	Consist of documents related to Comprehensive Agrarian Reform Program	DOC	No	File folder	Limited	LBP	LBP-ASG	Various	As the need arises

LANDBANK FOI REGISTRY FOR 2017 & 2018

Year-Quarter	Tracking Number	Request Type	Date Received	Title of Request	Extension?	Status	Date Finished	Days Lapsed	Cost	Appeals filed?	Remarks
2017-Q1	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2017-Q2	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2017-Q3	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2017-Q4	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2018-Q1	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2018-Q2	#LBP-032018-01	STANDARD	2018-03-16	Certification on loan balances of an LGU Accountant	YES	Successful	2018-05-25	46	FREE	No	N/A
2018-Q2	#LBP-042018-02	STANDARD	2018-04-13	Certified true copies of Accountant's Advice of Local Check Disbursements of a particular LGU	YES	Info under Exceptions List	2018-06-22	47	FREE	No	N/A
2018-Q2	#LBP-042018-03	STANDARD	2018-04-30	MRTC related documents	YES	Successful	2018-05-31	22	FREE	No	N/A
2018-Q3	#LBP-072018-04	STANDARD	2018-07-02	Request for a copy of the Bank's approved budget for 2018	NO	Proactively disclosed	2018-07-10	6	FREE	No	Information requested is already available at the Bank's website
2018-Q3	#LBP-072018-05	STANDARD	2018-07-03	Request for copies of Bank Statements of certain Barangay from December 2015 up to June 30, 2018	YES	Info under Exceptions List	2018-10-31	84	FREE	No	
2018-Q3	#LBP-072018-06	STANDARD	2018-07-11	Request for the Bank's Verifier to produce documents (scrupulously negotiated checks) and to testify in the criminal cases pursuant to the subject subpoenas	NO	Successful	2018-08-09	21	FREE	No	
2018-Q3	#LBP-072018-07	STANDARD	2018-07-12	Request for the pre-payment documents submitted by a certain stoppage line	NO	Info under Exceptions List	2018-07-27	11	FREE	No	
2018-Q3	#LBP-072018-08	STANDARD	2018-07-16	Request for the issuance of Certified True Copy or Certificate of No Record of the proposal submitted by the Bank to a particular City Government in relation to its loan	NO	Info under Exceptions List	2018-07-18	2	FREE	No	
2018-Q3	#LBP-082018-09	STANDARD	2018-07-30	Request for a copy of the Bank's approved budget for 2018 with details on the suspended benefits	YES	Info under Exceptions List	2018-09-14	32	FREE	No	
2018-Q3	#LBP-072018-10	STANDARD	2018-07-31	Request for various documents relevant to a pending litigation involving the Bank's ROPA to an interested buyer	NO	Closed	2018-08-23	16	FREE	No	No response from requesting party
2018-Q3	#LBP-082018-11	STANDARD	2018-08-08	Request for the issuance of the requisite bank certifications	NO	Successful	2018-09-14	25	FREE	No	
2018-Q3	#LBP-082018-12	STANDARD	2018-08-13	Request for documents pertaining to the Land Transfer Claim of a certain landowner	NO	Closed	2018-08-27	9	FREE	No	No response from requesting party
2018-Q3	#LBP-082018-13	STANDARD	2018-08-24	Request for sample copies of the financial projections of the Bank's financed oil palm cooperatives	NO	Successful	28/08/2018	2	FREE	No	
2018-Q3	#LBP-092018-14	STANDARD	2018-09-03	Request for a detailed list of checks issued by particular LGU from May 15 to August 30, 2018	YES	Info under Exceptions List	2018-11-05	41	FREE	No	
2018-Q4	#LBP-102018-15	STANDARD	2018-10-09	Request for the issuance of bank certifications for various accounts	NO	Successful	2018-10-30	15	FREE	No	
2018-Q4	#LBP-112018-16	STANDARD	2018-11-08	Request for a disbursement notification on High Yield Savings Account (HYSA) of a particular LGU	YES	Processing	ONGONG	NA	FREE	NA	Needs further assessment
2018-Q4	#LBP-112018-17	STANDARD	2018-11-14	Request for the bank personnel to certify under oath relative to the account and issued check of a particular local government	YES	Successful	2018-12-05	15	FREE	NO	

LANDBANK FOI SUMMARY FOR 2017 & 2018

Parent Agency Name	Attached Agency Name	Agency Acronym	Agency Type	Year-Quarter	Request Type	Total Processed Requests	STATUS OF PROCESSED REQUESTS							Total Number of Days Lapsed	Average Processing Time	Ongoing Requests	STATUS OF ONGOING REQUESTS				
							Successful	Proactively Disclosed	Partially Successful	Info Under Exceptions	Info Not Maintained	Invalid Request	Closed				Pending	Accepted	Awaiting Clarification	Processing	
LANDBANK of the Philippines	LANDBANK of the Philippines	LBP	GOCC	2017-Q1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
LANDBANK of the Philippines	LANDBANK of the Philippines	LBP	GOCC	2017-Q2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
LANDBANK of the Philippines	LANDBANK of the Philippines	LBP	GOCC	2017-Q3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
LANDBANK of the Philippines	LANDBANK of the Philippines	LBP	GOCC	2017-Q4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
LANDBANK of the Philippines	LANDBANK of the Philippines	LBP	GOCC	2018-Q1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
LANDBANK of the Philippines	LANDBANK of the Philippines	LBP	GOCC	2018-Q2	STANDARD	3	2	0	0	1	0	0	0	115	38.33	0	0	0	0	0	0
LANDBANK of the Philippines	LANDBANK of the Philippines	LBP	GOCC	2018-Q3	STANDARD	11	3	1	0	5	0	0	2	249	22.63	0	0	0	0	0	0
LANDBANK of the Philippines	LANDBANK of the Philippines	LBP	GOCC	2018-Q4	STANDARD	2	2	0	0	0	0	0	30	15	0	0	0	0	0	1	0