



CITIZEN'S CHARTER

Head Office External Services

5. Referror's Fee

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The procedure describes the process involved in the preparation and submission of quotation to prospective clients for manpower and property management services.

Office/Division: Property Management & Maintenance Services (PMMS)
Department

Classification: Complex

Type of Transaction: G2C – Government to Citizen

Who may avail: All individuals whether Licensed Real Estate Broker (REB) or not

5. Referror's Fee

Checklist Requirements

Referral Form

Broker's Registration Letter

Negotiated Sale Offer

Offer to Lease

Official Receipt/s or Certification issued by the Accounting Center representing buyer/lessee's payments

Where to Secure



PMMS Department

PMMS Department

PMMS Department

PMMS Department

Land Bank of the Philippines



5.Referor's Fee

<i>CLIENT STEPS</i>	<i>AGENCY ACTION</i>	<i>FEES TO BE PAID</i>	<i>PROCESSING TIME</i>	<i>PERSON RESPONSIBLE</i>
1. Submits duly filled-out forms and other supporting documents to the Business Development Analyst	Acknowledges the letter request. Review and evaluate the veracity and completeness of the submitted forms and documents. Endorses the submitted documents to the Head of PMMS Department for final review and endorsement to PCEO	None	6 Hours	Business Development Analyst
	Review and endorse the same to the PCEO for approval	None	2 Hours	Head, PMMS Department
	Approves the submitted documents and returns to the PMMS Department for submission to Land Bank	None	4 Hours	President and CEO
	Facilitates submission of the documents to the LBP Special Assets Department for processing of broker's commission	None	45 Minutes	Business Development Analyst
	Processes broker's commission and credits the same to the account of LBRDC. Provides copy of Credit Advice or Disbursement Voucher to LBRDC as proof of commission payment	None	2 Days	Account Officer (LBP Special Assets Department)

<i>CLIENT STEPS</i>	<i>AGENCY ACTION</i>	<i>FEES TO BE PAID</i>	<i>PROCESSING TIME</i>	<i>PERSON RESPONSIBLE</i>
	Receives the copy of Credit Advice or Disbursement Order from LBP- SPAD and requests issuance of Official Receipt from the Cashier	None	30 Minutes	Business Development Analyst
	Prepares computation of Referror's Fee and endorses to the PMMS Department for review	None	1 Hour	Business Development Analyst
	Reviews and endorses the submitted documents to the Internal Audit Specialist	None	30 Minutes	Head, PMMS Department
	Reviews and endorse the submitted documents to the PCEO for final approval	None	30 Minutes	Internal Audit Specialist
	Approves the submitted documents and returns to the PMMS Department for facilitation of referror's fee release	None	4 Hours	President and CEO
	Endorses the approved Referror's Fee computation to the Accounting Unit for processing of referror's fee release	None	15 minutes	Business Development Analyst

<i>CLIENT STEPS</i>	<i>AGENCY ACTION</i>	<i>FEES TO BE PAID</i>	<i>PROCESSING TIME</i>	<i>PERSON RESPONSIBLE</i>
None	Preparation, checking, and approval of Journal Entries of the Disbursement Voucher, routing for review and approval of the Voucher	None	2 hours	Disbursement Assistant, Division Chief – Finance, Finance Manager
	Certifying the expenses incurred for the Disbursement Voucher prepared		1 hour and 30 minutes	Division Chief – PMMS Dept.
	Certifying the availability of funds for the Disbursement Voucher prepared		1 hour and 30 minutes	Acting Treasurer
	Pre-audit of the Disbursement Voucher prepared		1 hour and 30 minutes	Internal Audit Specialist
	Approval of the Disbursement Voucher		1 hour and 30 minutes	President and CEO
None	Preparation of Check Payment	None	4 Hours	Disbursement Assistant
None	Release of Check	None	1 day	Disbursement Assistant

TOTAL

None

7 Days