o Developuer, co	CONSTRUCTION	Class Code: D
od NO	MANAGEMENT DEPARTMENT	Reference Code:
a a a a a a a a a a a a a a a a a a a	MANUAL	OM-CMD
		Revision Number:
AND DEVELOPMENT		00
CORPORATION	CHAPTER 12: FORMS USED BY	Effective Date:
24 TH Floor LBP Plaza 1598 M.H	CONSTRUCTION MANAGEMENT DEPARTMENT	Nov. 20, 2018
Del Pilar cor. Dr. J. Quintos St. Malate Manila	DEFARIMENT	Page 83 of 93

Annex A

and the second second		URCES AND DEVELOPMENT CORPORAT	TON PRF No.:
the state of the state	PR	OCUREMENT REQUEST FORM	
TO: The Procurem	ent Unit		DATE PREPARED:
		ed below. WE CERTIFY that the ITEM(S) REQUESTED are	
PROJECT/PURPO		ed solely for the PURPOSE STATED.	DATE NEEDED:
PROJECT/PURPO	JSE:		. DATE NEEDED:
Quantity	Unit	Item Description	Estimated Amo
		· · · · · ·	
			· · · · · · · · · · · · · · · · · · ·
		s all spaces not used below the last article.	l
[1] Prepared	by:	[2] Recommending Approval	[3] Approved
Rem	uesting Employee	Requesting Unit Head	President and CEO

Annex B

Date of Request: Quantity Unit Item Description Available Not Available Quantity Unit Item Description Available Item Description Quantity Interview Interview Interview Interview Quantity Interview Interview Interview Interview Interview Interview Interview Interview Interview Interview Interview Interview Interview Interview Interview Interview Interview Interview Interview Interview Interview Interview Interview Interview Interview Interview Interview Interview Interview Interview Interview Interview <	0		LBP RESOURCE	S AND DEVELO		PORATION	
Image:	PROJECT/ P	URPOSE:			Date of Re	equest:	*
Image:							
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Requesting Employee Central Warehouseman			invariably cross all spac				
] Request	ed by:		[3] Reco	mmending R	elease:	
P] Recommending Approval: [4] Approved for Release: [4] Approved for	-	Requestin	g Employee		Centr	al Warehouser	man
	2] Recomm	ending Approva	l:	[4] App	oved for Rele	ease:	
Head, Requesting Unit Administrative Manager	-	Head, Req	uesting Unit		Admi	nistrative Man	ager

Anney C

	LBP RESOURCES AND	DEVELOPMEN	CORPOR/	ATION	TO No.		
	TRAV	EL ORDE	R		Date:		
lame			Position				
Official Station			Residence				
Jincial Station							
Purpose of Trave	ł						
	Directo ha visita d	Т	me	Alleuroble	Expenses		1
Date	Place to be visited (Destination)	Departure	ne Arrival	Transfo	Fare	Per Diem	Total Amount
Buto	(Boommanon)	Dopartaro					1
						1.1.11	
[1] Prepared By					al Amount		
II Fiepareu By				ending Appro	val: e reviewed the t	foregoing iten	erary
					e service, that		
	Requesting Employee		1		nces claimed fo		
[3] Approved B	у:		-				
	President and CEO				Supervisor		-

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Annex L	2
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	LBP RESOURCES AND I				TO No.		
	LIQUIDATION OF CA				-		
ALL DING	REIMBURSEMENT	JF IRAVELLING			Date:		
Name			Position				
Official Station			Residence				
Purpose of Trave	əl		1		-		
	Place to be visited	Ti	me	Allowable	Expenses	Per Diem	Total Amount
Date	(Destination)	Departure	Arrival	Transpo	Fare	T OF DIGIT	Total Fullound
[1] Prepared By	:		1	Tot ending Approv		egoing itene	rary,
-	Requesting Employee	-	the travel nec	essary to the s nd the expence	ervice, that the	e period cov	
[3] Checked By:	:		-				
	Accounting Unit	-			Supervisor		
[4] Passed in Au	udit						
	Internal Auditor	_		Pr	resident & CEC)	



LBP RESOURCES AND DEVELOPMENT CORPORATION

A Subsidiary of the Land Bank of the Philippines

ESTIMATE SHEET

Subject:									
Line				MATER	IALS COST	LABOR	COST		
Number	ITEMS	UNIT	QUANTITY	UNIT	TOTAL	AVERAGE RATE	TOTAL	LINE TOTAL	
			+						
		-							
							-		

Annex F

No DEVELO NATA CO		ND DEVELOPMENT CORPORATION . 1598 M. H. del Pilar cor. Dr. J. Quintos Sts., Malate, Manila
	as recommendation for	CE EVALUATION AND APPRAISAL FOR SUBCONTRACTOR the subcontractor who has rendered its services on the project. This formance as evaluated by the Project Engineer.
Nan	ne of the Company	:
	phone no.	
Proj Peri	od Covered	·
CHECKLIST I.	Materials	
	Not in accorda	e with the Specifications ance with the Specifications
II.	Workmanship	e specify)
	,	able t with Minor Punch List e (Please specify)
III.		livery en time frame ven time frame
IV.		within the given time frame beyond the given time frame
V.	Compliance with Occup Complying Not Complying	pancy Safety and Health Standard
RECOMMEND	DATIONS	
DATE PREPA	RED:	
Evaluated By:		Noted By:
Project Engi	neer	President and CEO

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Annex G



LBP RESOURCES AND DEVELOPMENT CORPORATION

A Subsidiary of the Land Bank of the Philippines

PERFORMANCE EVALUATION AND APPRAISAL FOR WORKERS

This will serve as recommendation and clearance for the worker who has rendered his services on the project. This was based on the worker's performance as evaluated by the Immediate Supervisor.

Name of Worker			
vame of worker	•		
Project	:	-	
Period Covered	:		

REMARKS: (On Worker's Performance, Attitude, Attendance, Potential, Liabilities, Etcetera.)

1.			
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9.		 	
10.			

RECOMMENDATIONS:

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Date Prepared:

Evaluated By:

Project Engineer

Noted By:

President and CEO

Administrative Manager

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Annex H

ROJECT INSPECTION A	ND UPDATE REPORT		PIUR NO.	
		1		
COJECT	ONTRACT SUMMARY:	PROJECT	and the second se	DDCCCLIT
		ACCOMPLISHMENT	PREVIOUS	PRESENT
	RCES AND DEVELOPMENT CORPORATION	Date		
PROVED BUDGET	RCES AND DEVELOPMENT CORPORATION	Projected		
		Actual		
ONTRACT AMOUNT		ADVANCE/(DELAY)		
ONTRACT PERIOD				
ART:	END:			
MOUNT OF CB/WAO/S		REVIEW OF CONSTRUCTION CA	ALENDAR:	
EW CONTRACT AMOUNT		Contract Period		
ME EXTENSION		Days elapsed		
EW CONTRACT PERIOD		Percentage of Days Elapsed		
EW COMPLETION DATE		Days: REMAINING/DELAY		
. CRITICAL ISSUES:		RESPONSIBILITIES & ACTION RI	EQUIRED	
TATUS OF WORK ACCO	MPLISHMENT :		and the second	
CATCH UP PLAN (IF NEC	ESSARY) :			
POSSIBLE CHANGE OR	DER :			
				and the second se
NOTED BUNCHUST ITEN	ie .			
. NOTED PUNCHLIST ITEM	15 :	PROJECTED COMPLETION OF F	PUNCHLISTS :	
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ROJECT	LBPRDC-PIUR No. 0.00%	
SIGNIFICANT HIGHLIGHTS FOR THE PERIOD:	C. PROJECTED SCHEDULE FOR THE PERIOD:	=
Inspection Report was made on:		-
Aanpower complement to date:	Projected Manpower for the next period :	
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	3	_
Activities on Site :	Projected Activities for the period :	8
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Materials on Site :	Materials Needed for the period :	
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fools/Equipment :	Tools/Equipment :	
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	(over please	el

TATEMENT OF WORK ACCOMPLI	SHED as of		anuary 0, 1	900		
SCOPE OF WORKS	Contract Amou		% Weight			Total %
Summary per Line Items			Equivalent	Previous	Present	Weight
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TOTAL						
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		2)				
		3)				
		4) 5)				
	where the second se	6)				
Prepared by:	Checked by:			Noted by	:	
Project Engineer	Team Leader			President	and CEO	-