

CONSTRUCTION MANAGEMENT DEPARTMENT MANUAL

Chapter 11: Forms Used by Construction Management Department

Class Code: D
Reference Code:
OM-CMD-11.0
Revision Number:
00
Date: Effective
Nov. 20, 2018
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Annex A

and the bound	LB	P RESOURCES AND DEVELOPMENT CORPORATION	PRF No.:
To a soul of the s		PROCUREMENT REQUEST FORM	
TO: The Procuren	nent Unit		DATE PREPARED:
	Please furnish th	citem(s) listed below. WE CERTIFY that the ITEM(S) REQUESTED are	
		d will be used solely for the PURPOSE STATED.	
PROJECT/PURP	OSE:		DATE NEEDED:
Quantity	Unit	Item Description	Estimated Amount
			# 12
			100
			4363
		diately cross all spaces not used below the last article.	
[1] Prepared	by:	[2] Recommending Approval	[3] Approved
Req	ruesting Emp	ployee Requesting Unit Head	President and CEO



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Annex B

0	LBP RESOURCES AND DEVELOPMENT CORPORATION WITHDRAWAL SLIP						
PROJECT/ PL	JRPOSE:			Date of Re	quest:		
Quantity	Unit	Item I	Description		Available	Not Available	
				-			
				4			
Note: Reque 1] Requeste	sting Unit must	invariably cross all spa		ow the last art			
aj negacote	M Dy.		[o] neco	minerality is			
	Requesti	ng Employee		Centr	al Warehouser	man	
2] Recomm	ending Approv	al:	[4] Appr	roved for Rele	ase:		
	Head, Re	questing Unit		Administrative Manager			
Distribution:	[1] Administra	ative Unit [2] Requesti	ing Unit				



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Annex C

-	LBP RESOURCES AND DEV			ATION	TO No.		
	TRAVEL	ORDE			Date:		
Name		Position					
Official Station			Residence				
urpose of Trave	al .						
	Place to be visited	Т	me	Allowabi	e Expenses		
Date	(Destination)	Departure	Arrival	Transfo	Fare	Per Diem	Total Amount
			× 1	d u			
		1					
		E.					
					1		
							1
					1		
			1				
					1		
					4		
			1	To	tal Amount		
[1] Prepared By	r:		[2] Recomme				
			-		ve reviewed the f	oregoing iten	erary.
			Charles Charles		he service, that !		
	Requesting Employee				ences claimed fo		ASSECTION 1
[3] Approved B	у;						
	President and CEO				Supervisor		4 0050



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LBP RESOURCES AND DEVELOPMENT CORPORATION TO No.						
REIMBURSEMENT OF TRAVELLING			NG EXPENSES Date:			
- 11 - 1		Position				
	Residence					
el		1				
Place to be visited	T	īme	Allowable	Expenses	Dav Dissa	T-1-1-1
(Destination)	Departure	Arrival	Тгапъро	Fare	Per Diem	Total Amoun
			Tot	al Amount		
r.		[2] Recomme			1	
Requesting Employee		I hereby certif	y that I have re essary to the s	eviewed the for ervice, that the	e period cov	
:						
Accounting Unit				Supervisor		
udit						
						100
	LIQUIDATION OF CAREIMBURSEMENT O	Place to be visited (Destination) Departure Requesting Employee Accounting Unit	LIQUIDATION OF CASH ADVANCE FOR TRAVEL REIMBURSEMENT OF TRAVELLING EXPENSES Position Residence Place to be visited (Destination) Departure Arrival I hereby certifulation the travel necessor reasonable are reas	LIQUIDATION OF CASH ADVANCE FOR TRAVEL REIMBURSEMENT OF TRAVELLING EXPENSES Position Residence I Place to be visited (Destination) Departure Arrival Transpo Tot [2] Recommending Approv I hereby certify that I have re the travel necessary to the s reasonable and the expence	LIQUIDATION OF CASH ADVANCE FOR TRAVEL REIMBURSEMENT OF TRAVELLING EXPENSES Position Residence Place to be visited Time Allowable Expenses	LIQUIDATION OF CASH ADVANCE FOR TRAVEL REIMBURSEMENT OF TRAVELLING EXPENSES Position Residence Place to be visited Time Allowable Expenses (Destination) Departure Arrival Transpo Fare Total Amount [2] Recommending Approval: I hereby certify that I have reviewed the foregoing items the travel necessary to the service, that the period coverage management of the service in the travel necessary to the service, that the period coverage management is and the expenses claimed for were proper accounting Unit Accounting Unit Supervisor



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Annex E

1 1 1 1 1 1 1 1 1	LBP RESOURCES AND DEVELOPMENT CO A Subsidiary of the Land Bank of the Philippines	DRPORATION	
	ESTIMATE	SHEET	
Project: Location:	6	Date: Prepared By:	
Subject:			

Dan			MATER	IALS COST	LABOR	LABOR COST		
Line Number	ITEMS	UNIT	QUANTITY	UNIT	TOTAL	AVERAGE RATE	TOTAL	TOTAL
			1					
			1			_		-
						1		
			1			+		-
-				_			_	-
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			1					
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						1		1
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		_						-
					1			1



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Annex F

Section Sectio	LBP RESOURCES AND DEVELOPMENT CORPORATION 24 TH Floor LBP Plaza, 1598 M. H. del Pilar cor. Dr. J. Quintos Sts., Malate, Manila
	24 Floor Edi Flaza, 1990 Pl. H. del Flai Col. Dr. 3. Quintos 3ts., Plaiate, Plania
This will a series	PERFORMANCE EVALUATION AND APPRAISAL FOR SUBCONTRACTOR
	re as recommendation for the subcontractor who has rendered its services on the project. Thi In the subcontractor's performance as evaluated by the Project Engineer.
	me of the Company :
	dress :
	ephone no.
	riod Covered :
CHECKLIST	
I.	Materials
	In Accordance with the Specifications
	Not in accordance with the Specifications
	Others (Please specify)
II.	Workmanship
	Highly Acceptable
	Acceptable
	Acceptable but with Minor Punch List
	Not Acceptable (Please specify)
	Not Acceptable (Tlease specify)
III.	Project Completion/Delivery
	Within the given time frame
	Beyond the given time frame
IV.	Ability to rectify Punch list
	Rectified and within the given time frame
	Rectified but beyond the given time frame
	Others (Please specify)
V.	Compliance with Occupancy Safety and Health Standard
	Complying
	Not Complying
	Not complying
RECOMMEN	DATIONS
DATE PREPA	ARED:
Evaluated By	v: Noted By:
Project Engl	ineer President and CEO



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Annex G



PERFORMANCE EVALUATION AND APPRAISAL FOR WORKERS

		clearance for the worker who has rendered his services on the performance as evaluated by the Immediate Supervisor.
Name of Worker		
Project	:	
Period Covered	:	
		Later to the second of the second
		Attitude, Attendance, Potential, Liabilities, Etcetera.)
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8		
9.		
10		
1,		
3		
4		
5	_	
Date Prepared:		
· ·		
Evaluated By:		
Project Engine	er	
Noted By:		
President and C		Administrative Manager



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Annex H

BP RESOURCES AND DEVELOPMENT CORPORATION	Date:				
PROJECT INSPECTION AND UPDATE REPORT		PIUR NO.			
CONTRACT SUMMARY:	PROJECT STATUS:				
ROJECT	ACCOMPLISHMENT	PREVIOUS	PRESENT		
OCATION	Date	PREVIOUS	LKESEINI		
CONTRACTOR LBP RESOURCES AND DEVELOPMENT CORPORATION			_		
PPROVED BUDGET	Projected Actual				
CONTRACT AMOUNT	ADVANCE/(DELAY)				
	ADVANGE/(DELAT)				
CONTRACT PERIOD					
TART: END:					
MOUNT OF CB/WAO/S	REVIEW OF CONSTRUCTION C	CALENDAR:			
IEW CONTRACT AMOUNT	Contract Period				
IME EXTENSION	Days elapsed				
NEW CONTRACT PERIOD	Percentage of Days Elapsed				
IEW COMPLETION DATE	Days: REMAINING/DELAY				
A. CRITICAL ISSUES:	RESPONSIBILITIES & ACTION F	EOHIDED			
STATUS OF WORK ACCOMPLISHMENT:	RESPONSIBILITIES & ACTION I	KEGOIKED			
COLUMN TO THE WAY OF THE PROPERTY OF THE					
	_				
	-				
L CATCH UP PLAN (IF NECESSARY) :					
II. POSSIBLE CHANGE ORDER :					
	- 1		_		
V. NOTED PUNCHLIST ITEMS :	PROJECTED COMPLETION OF	PUNCHLISTS:			
	1				
			1		
,					
			(over pleas		
			fares banking		



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PROJECT INSPECTION & UPDATE REPORT	page 2 of 3 LBPRDC-PIUR No. 0.00%
B. SIGNIFICANT HIGHLIGHTS FOR THE PERIOD:	C. PROJECTED SCHEDULE FOR THE PERIOD:
Inspection Report was made on:	
Manpower complement to date:	Projected Manpower for the next period :
Activities on Site :	Projected Activities for the period :
Materials on Site :	Materials Needed for the period :
Y1-/P	To de /Engle monte.
Tools/Equipment:	Tools/Equipment :
	(over ple



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TATEMENT OF MORE ACCO		Immunica 1		PRDC-PIUR No.	0.00
STATEMENT OF WORK ACCOMPLISHED as of			January 0, 1900		
SCOPE OF WORKS	Contract Amount	% Weight	WORK ACCOMPLISHED		Total '
Summary per Line Item:	5	Equivalent	Previous	Present	Weig
				-	
			-		
		v-v-			
		_		-	_
			_	-	
					_
			-		
TOTAL			-		
IOIAL	- Constitution				_
	VALUE OF WORK AC		Php		
		DISTRIBUTION:			
		1)			
		2)			
		(3)			
		5)			-
		6)			
		1 120			
Prepared by:	Checked by:		Noted by	:	
	annama a mili				