

 <p>LBP RESOURCES AND DEVELOPMENT CORPORATION 24TH Floor LBP Plaza 1598 M.H Del Pilar cor. Dr. J. Quintos St. Malate Manila</p>	ADMINISTRATIVE MANUAL	Class Code: D
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	Chapter 2: Special Committee	Date: Effective Nov. 20, 2018
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0201 Executive Committee

The Executive Committee shall be nominated from among the members of the Board of Directors of the Company. The Committee shall be tasked to review the performance of LBRDC’s operations vis-à-vis set targets and take up and decide on matters affecting the operations of the Company. The Executive Committee shall meet regularly at a frequency and schedules to be agreed upon by its members.

0202 Management Committee

The members of the Management Committee shall be selected by the President from among the officers and employees of the Company. The committee shall meet once a month or as often as necessary in order for the committee members to give an update on the status of the operations of each division, department, section or unit. The committee shall also discuss specific operational highlights, such as, but not limited to major and new accounts being developed and acquired during the month. The President or in his absence, the General Manager shall preside the meeting of the committee.

0203 Ad Hoc Committee

Ad Hoc Committees may be formed by the President from time to time to respond to a specific concern or issue that the Company needs to address. The Members of the Committee/s shall be chosen by the President from among the officers and employees of the Company. Ad Hoc Committees may also be created by the Board of Directors in which case the Board chooses the Committee’s composition.