

2019 EMPLOYEE WELFARE AND BENEFITS

- **REPRESENTATION AND TRANSPORTATION ALLOWANCE (RATA)**

Incumbents of Supervisory, Managerial and Executive positions (Pay Grade 8 and above) based on duly approved / prescribed RATA rate for each rank / level.

Officials who are entitled to and assigned vehicles for their official use shall only be entitled to Representation Allowance. Actual RATA shall be based on the actual number of days worked during the month in accordance with the guidelines issued by the Department of Budget and Management (DBM) for the purpose.

- **CHRISTMAS BONUS AND CASH GIFT OR 13TH MONTH PAY**

All employees who have rendered at least 4 months of service from January 1 to October 31 of each year are entitled to one (1) month basic pay (13th month pay) plus Christmas Cash Gift in the amount of Five Thousand (P5,000.00) Pesos. Pro-rated amount shall be applied to those with less than 4 months of service.

- **14TH MONTH PAY**

All employees who have rendered at least 4 months of service from January 1 to October 31 of each year are entitled to one (1) month basic pay. Pro-rated amount shall be applied to those with less than 4 months of service. Advance 50% payment and the remaining half are granted on the 2nd and 4th quarters, respectively, of each year.

- **UNIFORM ALLOWANCE**

All regular rank and file employees are required to wear the prescribed office uniform. For this purpose, a uniform allowance equivalent to Six Thousand Pesos (Php 6,000.00) Pesos is granted to all qualified employees. The uniform allowance shall be paid directly to the duly selected supplier / manufacturer of the uniforms. Officers are also entitled to the uniform allowance of the same amount under the same conditions for the grant of the benefit. Officers, however, have the option to select designs of uniforms different from those of the rank and file.

Employees who resigns or is separated from the service during the year before completing at least six (6) months of actual service shall reimburse the Corporation for the pro-rated amount of the uniform allowance based on number of months of actual service, provided that a fraction of a month shall be considered as one (1) month.

- **LENGTH OF SERVICE AWARD**

All full-time regular officers and employees who have rendered at least ten (10) years of continuous service as employees of the Corporations shall be entitled to a corporate token corresponding to the respective milestone with the Corporation, as follows, and

subject to the policies and guidelines in the grant thereof as approved by the Board of Directors:

- **RETIREMENT BENEFITS**

Retirement or Separation Benefits shall be granted to employees of the Corporation or their beneficiaries. All employees of the Company are automatically considered members of the Retirement Benefit Plan. They shall be entitled to receive its benefits in accordance with its policies and guidelines. Membership thereof shall continue until the member retires, resigns or is separated from the service, or upon transfer to another office, or upon his death.

- **FIDELITY BONDING OF ACCOUNTABLE OFFICERS AND EMPLOYEES OF THE CORPORATION**

Officers/Employees of the Corporation whose nature of duties performed by them permits or requires the possession, custody or control of funds or properties for which they are accountable, hence, considered bondable officers/ employees who shall be bonded and their fidelity insured with the Bureau of Treasury, the agency under the Department of Finance authorized to provide Fidelity Bonds to all accountable public officers and in accordance with the rules and procedures thereof.

Accountable officers and employees include, among others, the Petty Cash Custodian, Revolving Fund Custodian, Cashier, Property Supply Officer or Custodian, authorized signatories and counter-signatories in the issuance of checks and approval of disbursement vouchers.

The Fidelity Bond of an accountable officer / employee shall be cancelled when he is no longer accountable by reason of retirement, separation from the service, promotion, transfer, suspension from office or for any other reason rendering him not bondable.

The Administrative Unit - CSG shall ensure that all accountable officers of the Corporation are bonded and that bonds are cancelled in accordance with the pertinent laws, rules and regulations.

- **TRAVELLING ALLOWANCES / EXPENSES**

Official travel covers local and foreign travels of all employees, including service agency contractuels deployed with the Corporation, which are considered as urgent and extremely necessary, will involve the minimum expenditure and are beneficial to the Corporation and/or the country.

- **SALARIES AND WAGES**

The salary of an employee begins to accrue on the day he assumes office and upon the discharge of the duties of his position.

- **PERSONNEL ECONOMIC RELIEF ALLOWANCE (PERA)**

Each regular employee is entitled to Php 2,000.00 per month. The Personnel Economic Relief Allowance (PERA) is a subsidy granted to all government workers as a form of assistance to help make ends meet in the face of economic crisis as well as higher prices. This makes the PERA responsive to the needs of the government worker in the event of high prices.

- **EXTRAORDINARY AND MISCELLANEOUS EXPENSES FUND (EMEF)**

Reimbursable expenses entitlement of LLFC Officers with the rank of Assistant Vice President and up. The claim for reimbursement of such expenses shall be supported by receipts or equivalent documents.

- **OVERTIME PAY**

Overtime pay shall be processed and paid as part of the regular payroll provided the overtime services are supported by duly approved Overtime Authorization (per the Corporation's CASA).

- **SALARY ADJUSTMENT/DIFFERENTIAL**

Salary adjustment or differential due to promotion or step increment shall be made part of the regular payroll.

- **Vacation Leave (VL)**

Vacation leave of absence is granted to employees for personal reasons, the approval of which must be contingent upon the needs of the service. Hence, the grant of vacation leave is discretionary on the part of the Group/Unit Head concerned or on the part of the President in case of officers reporting directly to the President. Mere filing of such leave application does not entitle an officer/employee to go on leave outright.

- **Sick Leave (SL)**

Sick leave of absence shall be granted only on account of sickness or disability on the part of the employee concerned or of any member of his/her immediate family.

- **Mandatory / Forced Vacation Leave (PVL)**

Mandatory leave is provided in order that the employee could take time out from his/her daily tasks for at least one (1) week to renew his/her vigor. The mandatory annual five-day programmed vacation leave may be availed of at any day within the year which need not be continuous for five (5) working days.

- **Special Leave Privileges (SLP)**

This leave will enable officers and employees of the Corporation to enjoy a respite or time off from work on special occasions of their lives or during emergency cases.

- **Compensatory Service**

Compensatory service shall pertain to the service rendered by an employee, including those on official business outside the Corporation's premises or on travel, who, due to exigency of the service, are required to report for work/render whole day service during a special non-working holiday or work suspension due to typhoon, etc.

- **Maternity Leave**

All female employees, whether married or not, who have rendered an aggregate service to the Corporation of two (2) years or more are entitled to maternity leave with full pay to commence on or before the actual date of delivery.

- **Paternity Leave**

Married male employees shall be allowed to avail of the non-commutable and non-cumulative paternity leave.

- **Calamity Leave**

All officers and employees of the Corporation affected by natural calamities / disasters may be granted a 5-day special calamity leave for subject to the conditions and requirements herein.

- **Monetization of Leave Credits**

Monetization of accumulated vacation and sick leave credits shall be allowed to provide additional funds for the officer/employee's financial needs and investment opportunities subject to the requirements and conditions herein.

- **Terminal Leave**

An employee of the Corporation who is separated from the service is entitled to the commutation of all unused accumulated vacation and sick leaves to his/her credits.

2019 EMPLOYEE DEVELOPMENT

- Participation in the annual bowling tournament spearheaded by the Philippine Finance Association (PFA) and participated in by different leasing and financing companies in the Philippines. The tournament was held from September 10 -November 12, 2019.
- Participation in the annual clean-up program of **Manila Bay S.U.N.S.E.T. Partnership Program Inc.**, through volunteerism to promote and implement sustainable and supplementary efforts to improve the environmental quality of Manila Bay. This activity develops environmental awareness as well as reinforces commitment to corporate social responsibility. The CY 2019 Manila Clean-Up was held on August 31, 2019 at the Long Island, Las Pinas-Paranaque Wetland Park (LPPCHEA), Las Pinas City.
- **14 February 2019:
Annual Ice Cream Party-**
An event held in February every year where the officers and employees of the Corporation are gathered for an Ice Cream Party. The Party demonstrates the value and importance that Management gives to the rank and file employees through the uniqueness of the way the event is conducted. The Corporate Officers, including the President and CEO, are the ones who serve the ice cream and other snack items to the rank and file employees in this annual event.
- **Manila Bay Clean-Up Run**
In support of the various activities of the Manila Bay SUNSET Partnership Program, Inc., several LLFC employees volunteered to this activity. The aim is to encourage awareness of the need to protect and clean the Manila Bay coastal areas from floating debris and garbage towards the restoration of its natural beauty and ecology. The event was held on July 7, 2019 in front MBC building, CCP Complex, Pasay City.
- **3rd Quarter Fellowship
September 4, 2019**
LLFC had its CY 2019 Third Quarter Fellowship on September 4, 2019, a bowling activity, at the AMF-Puyat Superbowl, Makati Square, Amorsolo Street, Makati City. The activity which started at 6:00 p.m. was participated by 46 regular employees and 12 contractual LSERV personnel assigned to LLFC.
- **20 December 2019
Year-End Fellowship**
Held annually before the end of the year, the event endeavors to strengthen the camaraderie among the workforce in the event regardless of the position and/or rank

as a means of establishing the significance of each one's vital role in the accomplishment of the undertakings of the Corporation. New employees, those hired during the year, are given the chance to have a special participation in the event as a means of reinforcing the significance of their roles as new members of the Corporate team.

Training Attende CY2019

PARTICULARS	VENUE	DATE OF SEMINAR	PARTICIPANTS		ORGANIZER	NO. OF TRAINING
			MALE	FEMALE		
AMLA	LLFC Board Room	January 23, 2019	18	35	Landbank Compliance Management Group-AML	4 hours
2019 LTS Tax Conference	BIR RDO 125	February 20, 2019	1	0	BIR	8 hours
Walkthrough Session	LBP Main Office	February 22, 2019	0	2	LBP Risk Management Group	8 hours
Mandatory Continuing Legal Education	Leagaspi Village Makati City	March 14-15, 21-22, 2019	0	1	Access	32 hours
PAG-IBIG Forum	McDo Green Belt	March 12, 2019	0	2	Pag-Ibig Fund Buendia	8 hours
Updates on Small Claims Court with Highlights on Violation of BP 22	Herald Suit Chino Roces	May 23, 2019	0	1	CMAP	8 hours
Tax Amnesty	BIR Building QC	June 18, 2019	1	0	BIR	8 hours
Credit investigation Techniques	Herald Suit Chino Roces	July 25, 2019	1	1	CMAP	8 hours
Managing Face to Face Customer Service	St. Giles, Makati	September 9, 2019	1	5	Training for Less	8 hours
Collection and Negotiation Techniques	Malugay Makati City	September 18, 2019	1	4	PFA	8 hours
LTAD Quarterly Tax Updates Seminar	BIR Quezon City	September 18, 2019	1	0	BIR	8 hours
Effective Prospecting for Sales Success	St. Giles, Makati	September 25, 2019	0	3	Training for Less	8 hours
Government Procurement Reporm Act 9184	Hotel Kimberly Manila	September 25-27, 2019	1	0	AGIA	24 hours
Agile Leadership: The power of Agile Leader and Organization	Guthrie Jensen Center	September 26-27, 2019	2	1	Guthrie Jensen	16 hours
Gender Continuity Training	LBP Main Office	October 14-16, 2019	1	1	LBP Main Office	24 hours
Corporate Enhancement for Peak Performance	St. Giles, Makati	October 23, 2019	1	2	Training for Less	8 hours
Corporate Enhancement for Peak Performance	St. Giles, Makati	October 23, 2019	0	3	Training for Less	8 hours
Basic Records & Administrative Management / Records Disposal Administration	LLFC Board Room	November 11-13, 2019	6	15	National Archives of the Philippines	24 hours
Mastering the Basic of Letters of Credit	Marriott Grand Ballroom	November 14-15, 2019	0	2	Center for Global Practices	16 hours
2019 Revised Corporate Code of the Philippines	Marriot Grand Ballroom	November 20, 2019	0	1	Center for Global Practices	8 hours