
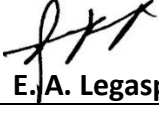

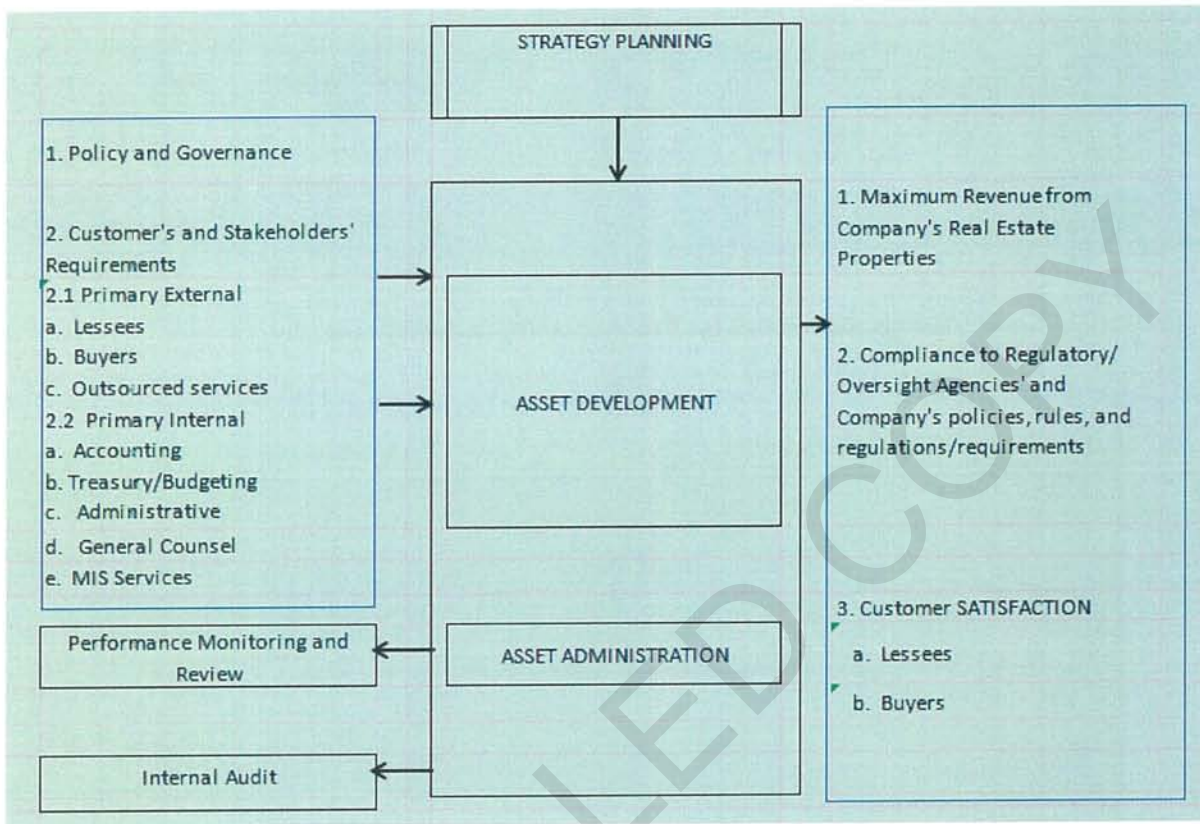
	Title of Manual		Document No.	
	SYSTEM PROCEDURES MANUAL		QMS-03F3	
	Department/ Process Owner		Effective Date	
	ASSET MANAGEMENT DEPARTMENT		September 3, 2021	
Title of Document		Revision No.	Page	
TABLE OF CONTENTS		1	1 of 1	

DOC NO.	DOCUMENT TITLE	REV NO	EFFECTIVITY DATE
	AMD CONTEXT DIAGRAM	0	September 30, 2020
AMD-01	ASSET DEVELOPMENT	1	September 3, 2021
AMD-01F1	Annex A- Bid Letter Form- Lease/Sale	1	September 3, 2021
AMD-01F2	Annex B - Bidder's Information Sheet	1	September 3, 2021
AMD-01F3	Annex C - Bidder's Site Inspection Certificate	1	September 3, 2021
AMD-01F4	Authorization	1	September 3, 2021
AMD-02	ASSET ADMINISTRATION	1	September 3, 2021
AMD-02F1	Accomplishment Report on Travel	1	September 3, 2021
AMD-02F2	Schedule of Funding and Payment of Real Property Tax	1	September 3, 2021
AMD-02F3	Transmittal of Real Property Tax Official Receipt	1	September 3, 2021
AMD-02F4	Reservation Form	1	September 3, 2021
AMD-02F5	Authority to Enter	1	September 3, 2021
AMD-02F6	Client Satisfaction Rating Form -Lease Contract Management	1	September 3, 2021

Rev. No.	Affected pages/ section	Revision History	
0	-	New version of PNOC QMS; to include PNOC Energy Supply Base and PNOC Industrial Park.	
1	Page 1	Re-arranged forms and numberings; change in effectivity date	
Prepared by		Reviewed by	Approved by
 R. T. Macapas/S. D. Cayetano		 E. A. Legaspi	 Atty. R. C. Chua
Process Owner		Department Manager - Asset Management Department	SVP Energy Investments

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Context Diagram Asset Management Department



The Asset Management Dept. (AMD) is the real estate arm of PNOC. It is mandated to ensure the productive and optimum use of the landholdings and facilities of the company through sale, lease, transfer/donation, land swap and other appropriate modes. The objective is to generate maximum and long term steady flow of revenues from real estate assets for the company's energy/energy- allied projects.

As a Core Process of PNOC, AMD's mandates and processes emanate from the corporate strategic plans set by the PNOC Board of Directors.

AMD has two (2) main processes, namely, Disposal/Utilization and Maintenance of the properties.

In the performance of its processes/tasks, AMD interacts with various Support Processes or Departments of PNOC.

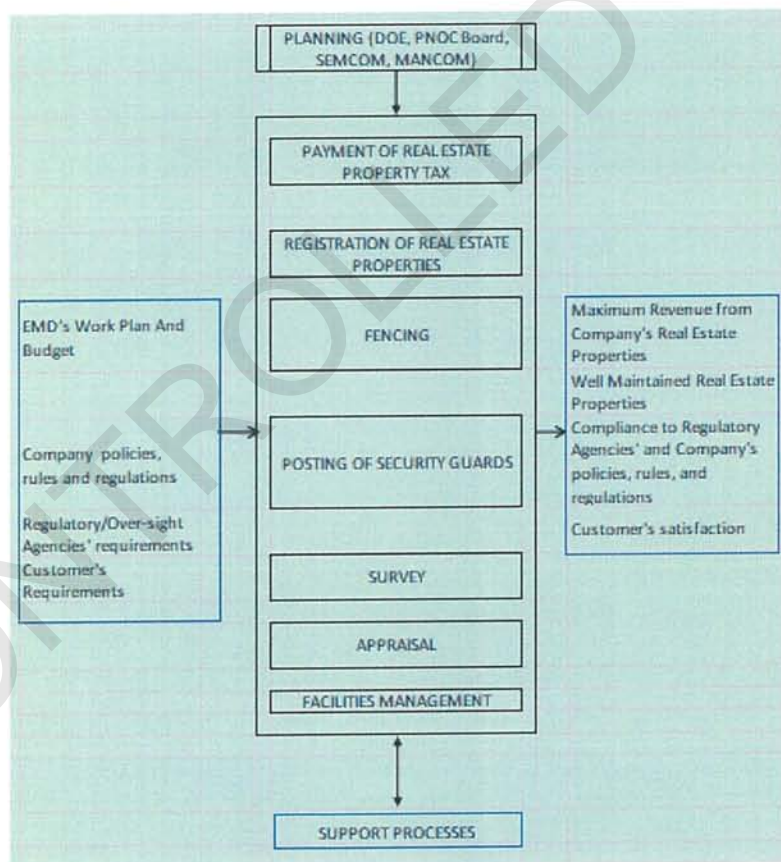
AMD ensures compliance to PNOC's (internal) and Regulatory/Oversight agencies' (external) policies, rules and regulations; and satisfaction of its customers.

Context Diagram Asset Management Department

Modes of productive property utilization include lease of the assets and other schemes that may be approved by the PNOC Board in accordance with GCG Memorandum Circular No. 2013-03 Re-issued on the guidelines for the lease/utilization of assets. The aim is to ensure recurring or steady flow of revenues and long term use of the assets. Under this category are properties which are strategically located and of substantial size or area which will attract potential lessees and investors for long term energy projects of PNOC.

AMD interacts with various Support Processes of the company in achieving the above tasks.

Process: Maintenance of the Real Estate Properties





Context Diagram Asset Management Department

The Maintenance of real estate assets is the process that is aimed at ensuring that property ownership is fully and legally documented, secured and compliant with the government regulations on property ownership. The tasks involved in this process are payment of real estate taxes, registration of properties, securing the properties by posting of guards and fencing, survey, appraisal, and maintenance of facilities.


AMD interacts with various Support Processes of the company in achieving the above tasks.

Rev. No.	Affected pages/ section	Revision History
0	-	New version of PNOC QMS; to include PNOC Energy Supply Base and PNOC Industrial Park.

Prepared by	Reviewed by	Approved by
 R. T. Macapas/B. D. Cayetano Process Owner	 Atty. E. A. Legaspi Department Manager - Asset Management Department	 Atty. L. C. A. Aquitania SVP Energy Investments

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CONTROLLED

	Title of Manual		Document No.	
	SYSTEM PROCEDURES MANUAL		AMD-01	
	Department/ Process Owner		Effective Date	
	ASSET MANAGEMENT DEPARTMENT		September 3, 2021	
Title of Document		Revision No.	Page	
ASSET DEVELOPMENT		1	1 of 11	

1.0 Objective

Achieve optimal use of company real estate properties through sale, lease and other approved modes of disposal/utilization.

2.0 Scope

This covers the policy, guidelines and procedures in the optimal use of company real estate properties thru sale, lease and other approved modes of disposal/utilization.

3.0 References


Commission on Audit Circular No. 89-296
 GCG Memorandum Circular No. 2018-02
 Government Accounting and Auditing Manual
 NEDA JV Guidelines
 PNOC Manual for the Disposal/Utilization of Real Estate Properties

4.0 Definitions and Abbreviations


AD	Asset Development Division
BIR	Bureau of Internal Revenue
CAR	Certificate Authorizing Registration
CGT	Capital Gains Tax
CTC	Certified True Copy
DC	Disposal Committee
DOAS	Deed OF Absolute Sale
FCE	Final Contract Endorsement
MR	Market Rent
MV	Market Value
NOA	Notice of Award
ONETT	One-Time Transactions
TCT	Transfer Certificate of Title
TD	Tax Declaration

5.0 Policies and Guidelines

- 5.1 As a general rule, the disposal and/or utilization of Company's real estate properties shall be conducted through public bidding.
- 5.2 The basis of floor price of property for disposal/utilization shall be the current market value (MV) which shall be valid for a period of twelve (12) months from date of 3rd party appraisal.

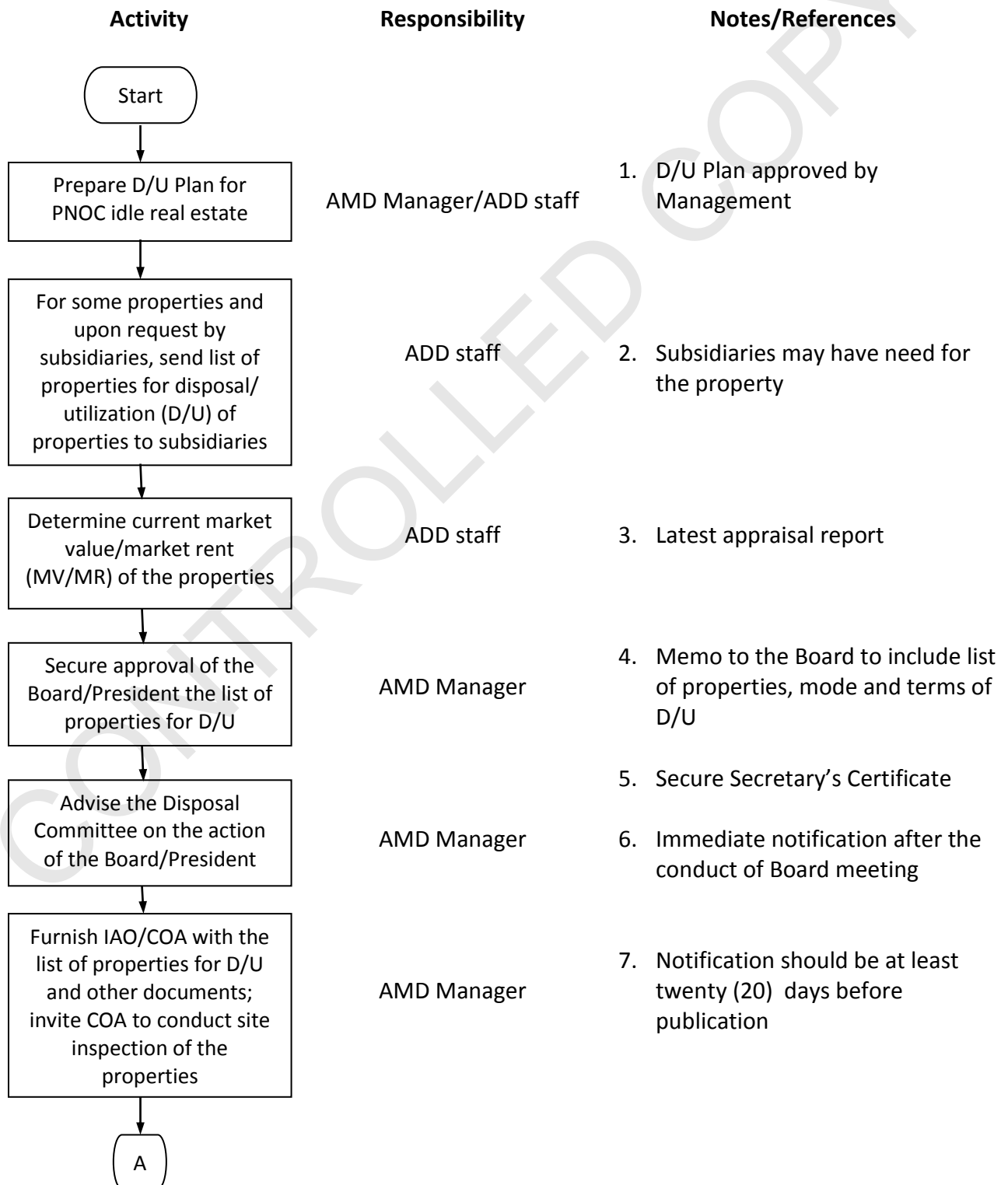
	Title of Manual		Document No.	
	SYSTEM PROCEDURES MANUAL		AMD-01	
	Department/ Process Owner		Effective Date	
	ASSET MANAGEMENT DEPARTMENT		September 3, 2021	
Title of Document		Revision No.	Page	
ASSET DEVELOPMENT		1	2 of 11	


- 5.3 Properties are considered for disposal if after undertaking a thorough evaluation, no immediate present nor future need by PNOC in its operation can be foreseen such that disposal thereof will be more beneficial to the company.
- 5.4 The approval for the disposal of real estate properties including the grant of right-of-way, shall be in accordance with the following limits of authority:
- | | |
|-----------------------|---|
| P 5 Million and below | President or his duly authorized representative/s |
| Above P 5 Million | Board of Directors |
- 5.5 The approval for the lease contract for real estate properties based on annual rental, shall be in accordance with the following limits of authority:
- | | |
|-------------------------|---|
| P300,000 and below | Manager, Asset Management Department |
| P300,001 – P1,000,000 | Senior Vice President, Energy Investments |
| P1,000,001 – P5,000,000 | President or his duly authorized representative/s |
| Above P 5 Million | Board of Directors |
- 5.6 The Disposal Committee shall conduct bidding and award subject to Board/President approval of real estate for disposal and utilization. It shall likewise conduct pre-qualification of bidders for real estate for utilization.
- 5.7 The real estate properties of PNOC may be disposed or utilized through the following schemes:
- 5.7.1 Sale thru public bidding
 - 5.7.2 Sale thru negotiation
 - 5.7.3 Lease/Joint Venture thru public bidding
 - 5.7.4 Lease/Joint Venture thru negotiation
- 5.8 Sale/Lease thru negotiation as a mode of disposal shall be resorted to only after the failure of at least two (2) public biddings.
- 5.9 Public bidding shall be considered a failure if there is only one bidder or no bidder at all or if the bid deposit is non-complying vis-à-vis the prescribed amount.
- 5.10 Other disposal and utilization schemes may be considered subject to the approval of the Board/President.

	Title of Manual	Document No.	
	SYSTEM PROCEDURES MANUAL	AMD-01	
	Department/ Process Owner	Effective Date	
	ASSET MANAGEMENT DEPARTMENT	September 3, 2021	
Title of Document	Revision No.	Page	
ASSET DEVELOPMENT	1	3 of 11	


6.0 Details

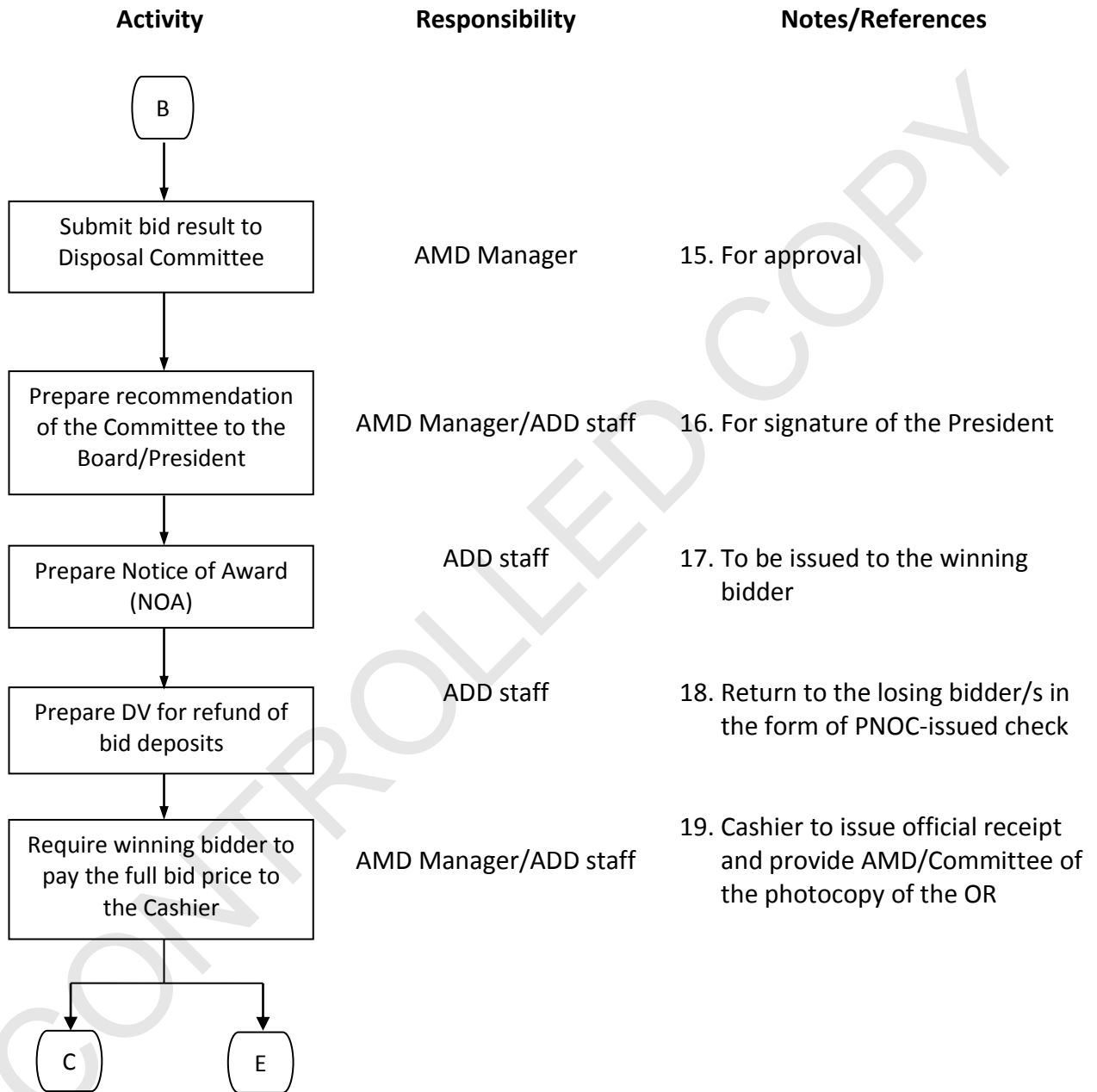
6.1 Submission of Disposal/Utilization Plan/ Preparation of TOR




	Title of Manual		Document No.	
	SYSTEM PROCEDURES MANUAL		AMD-01	
	Department/ Process Owner		Effective Date	
	ASSET MANAGEMENT DEPARTMENT		September 3, 2021	
Title of Document		Revision No.	Page	
ASSET DEVELOPMENT		1	4 of 11	

Activity	Responsibility	Notes/References
A		
Prepare Bidding Guidelines and Terms and Conditions of Bidding/Negotiation; Invitation to Bid/Submit Offer to Negotiate; forms; schedule of activities	ADD staff	8. For approval of Disposal Committee
Advertise properties for bidding in newspapers of general circulation	ADD staff	9. At least 3 consecutive days
Post notices in the area where the property is located	ADD staff	10. At least 3 public places, 10 working days prior to pre-bidding conference
Facilitate the conduct of pre-bidding conference	AMD Manager/ADD staff	11. Attended by Disposal Committee, Secretariat and prospective bidder/s 12. 10 working days from the 3 rd publication
Facilitate the conduct of bid proceedings	AMD Manager/ADD staff	13. Attended by Disposal Committee, Secretariat, representatives from Board Audit Committee Chair, Treasury, Accounting, Internal Audit, COA and bidder/s
Tabulate bids and prepare minutes of bidding and bid summary; evaluate results	ADD staff	14. For Approval of Disposal Committee and concurrence of attendees except the bidder
B		


	Title of Manual	Document No.	
	SYSTEM PROCEDURES MANUAL	AMD-01	
	Department/ Process Owner	Effective Date	
	ASSET MANAGEMENT DEPARTMENT	September 3, 2021	
Title of Document	Revision No.	Page	
ASSET DEVELOPMENT	1	5 of 11	

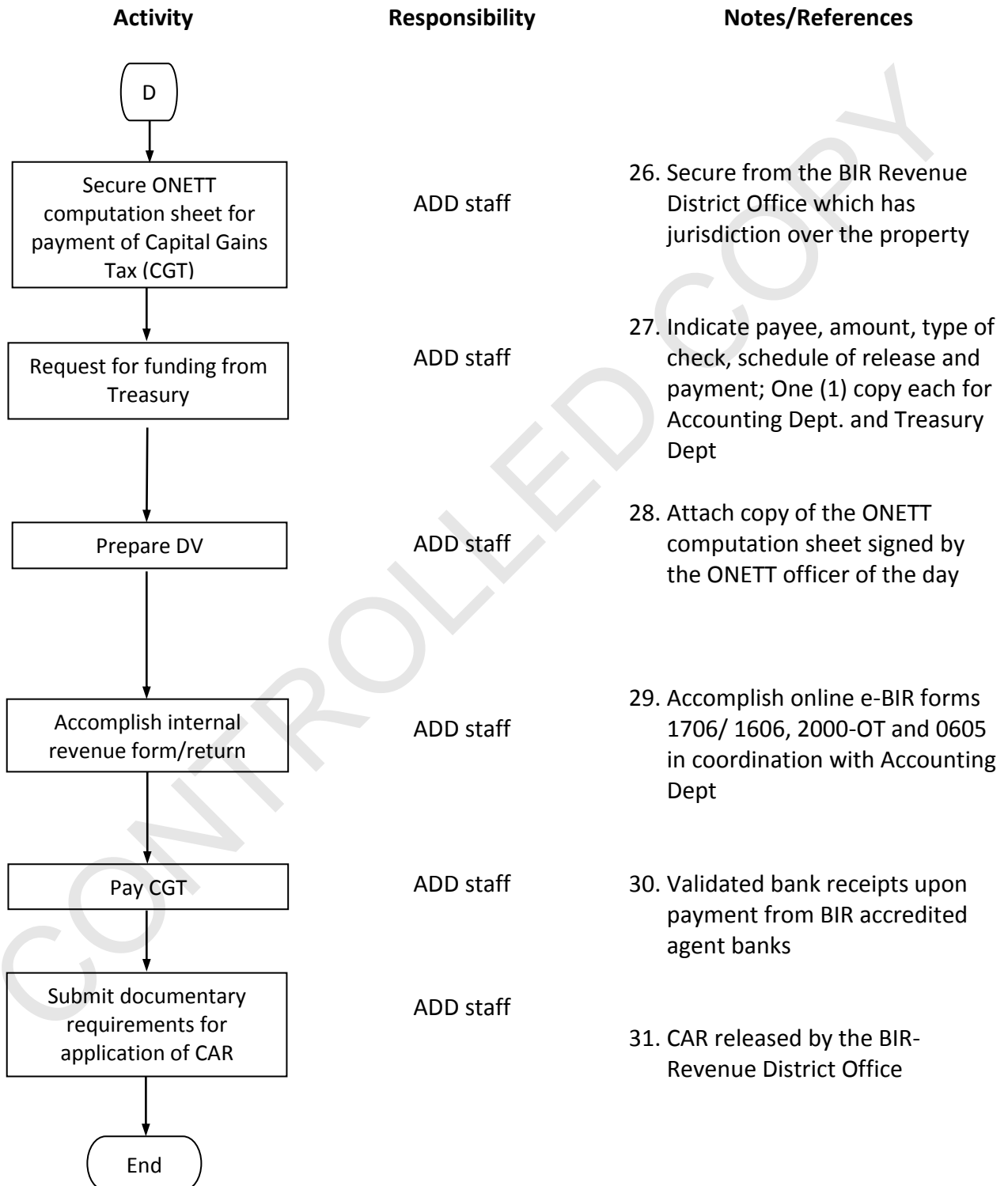



	Title of Manual		Document No.	
	SYSTEM PROCEDURES MANUAL		AMD-01	
	Department/ Process Owner		Effective Date	
	ASSET MANAGEMENT DEPARTMENT		September 3, 2021	
Title of Document		Revision No.	Page	
ASSET DEVELOPMENT		1	6 of 11	

A. In case of Sale

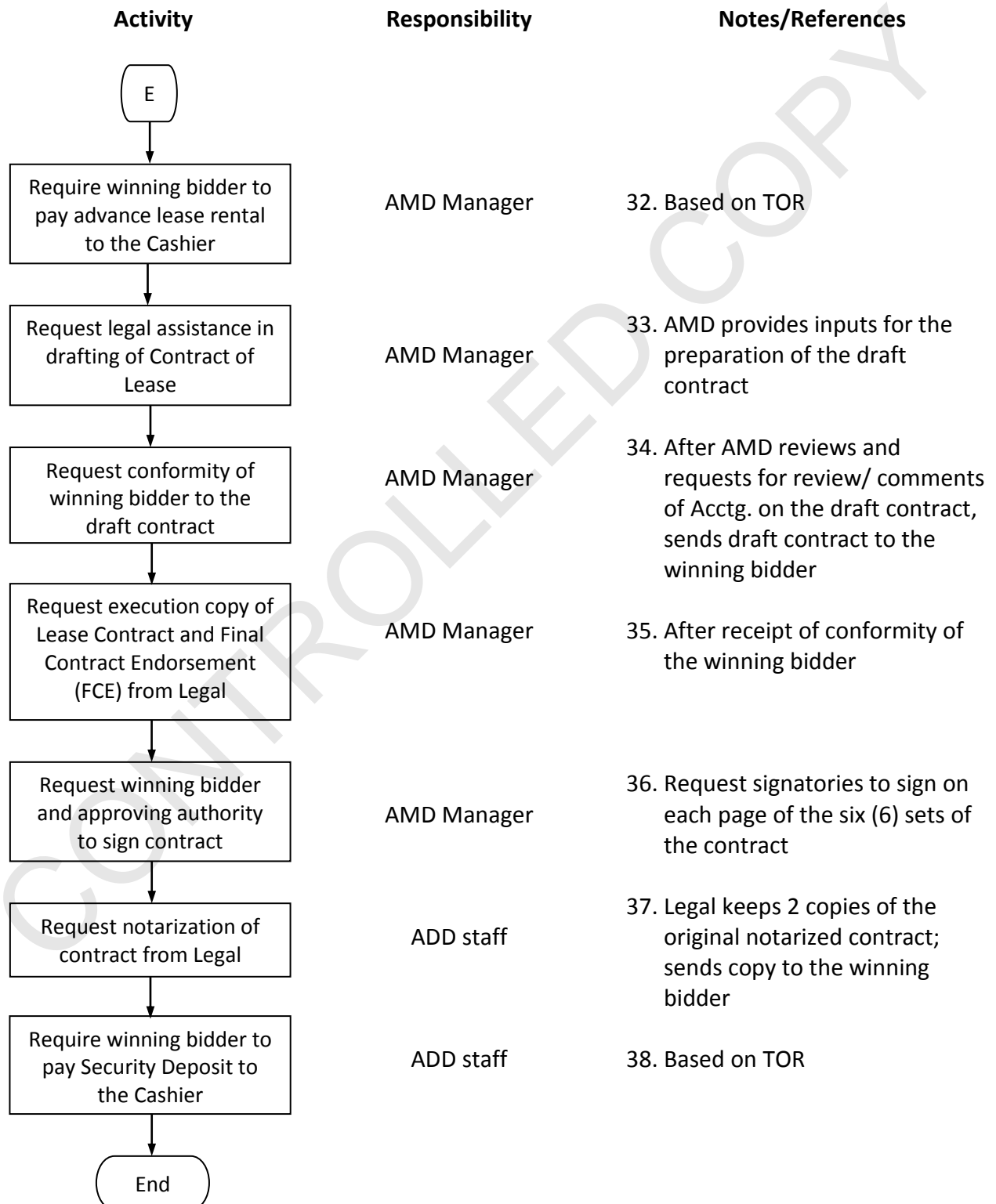
Activity	Responsibility	Notes/References
C		
Request legal assistance in drafting Deed of Absolute Sale (DOAS)	AMD Manager/ADD staff	20. AMD provides inputs for the preparation of the draft contract
Request review/conformity of winning bidder to the draft contract	ADD staff	21. Sends draft contract to the winning bidder after review of AMD and Accounting (financial aspect)
Request execution copy of DOAS and Final Contract Endorsement (FCE) from Legal	AMD Manager/ADD staff	22. After receipt of conformity of the winning bidder
Request winning bidder and approving authority to sign contract	AMD Manager/ADD staff	23. Request signatories to sign on each page of the six (6) sets of the contract
Request notarization of contract from Legal	AMD Manager	24. Legal keeps 2 copies of the original notarized contract; sends copy to the winning bidder
Release of TCT and other documents to the winning bidder	ADD staff	25. Winning bidder to acknowledge receipt of documents
Secure CTC of documents required for the application of registration with the BIR	ADD staff	26. AMD requests CTC of TD from Assessor's Office and CTC of TCT from the Registry of Deeds
D		


	Title of Manual		Document No.	
	SYSTEM PROCEDURES MANUAL		AMD-01	
	Department/ Process Owner		Effective Date	
	ASSET MANAGEMENT DEPARTMENT		September 3, 2021	
Title of Document		Revision No.	Page	
ASSET DEVELOPMENT		1	7 of 11	



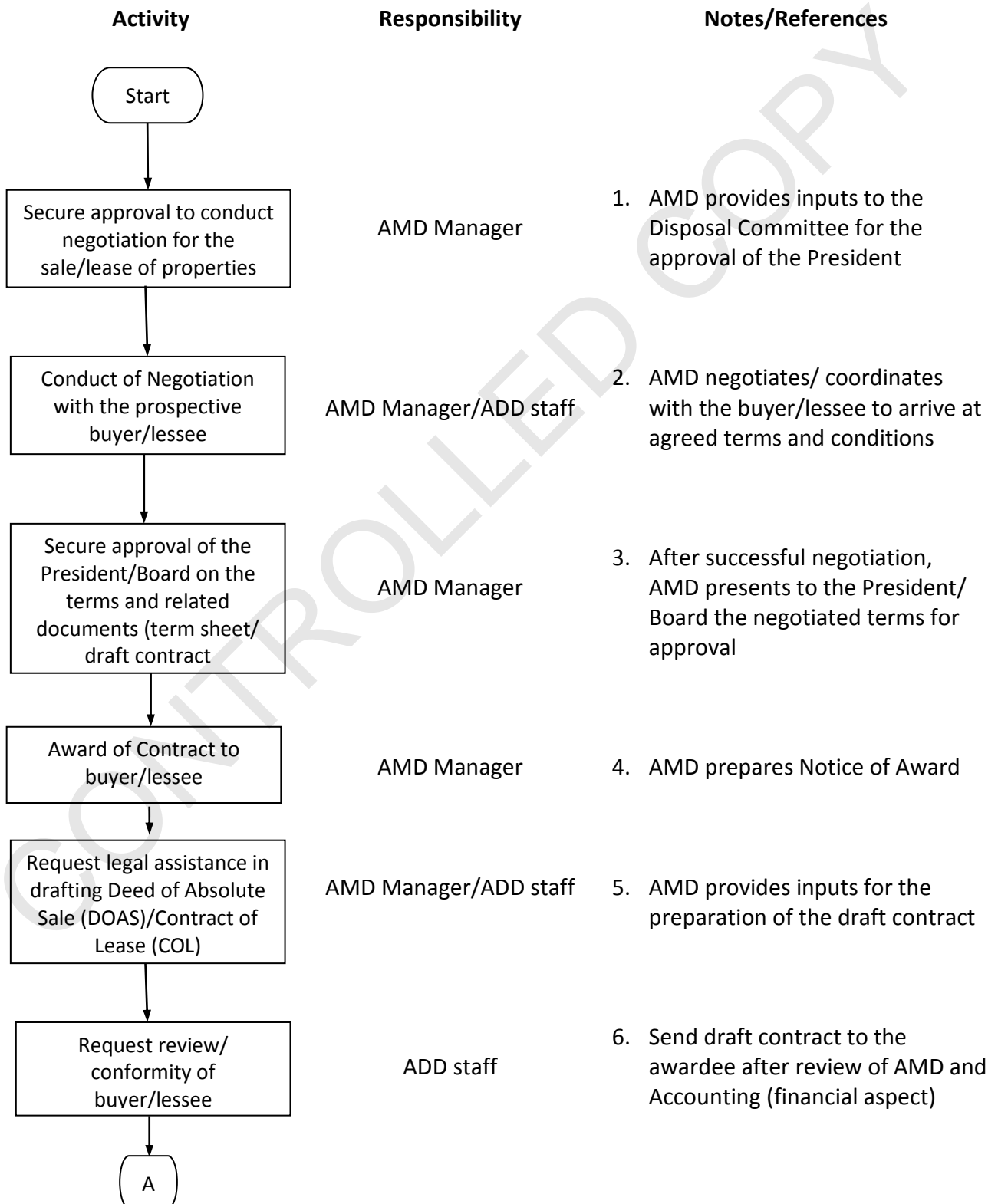
	Title of Manual	Document No.	
	SYSTEM PROCEDURES MANUAL	AMD-01	
	Department/ Process Owner	Effective Date	
	ASSET MANAGEMENT DEPARTMENT	September 3, 2021	
Title of Document	Revision No.	Page	
ASSET DEVELOPMENT	1	8 of 11	


B. In case of Lease

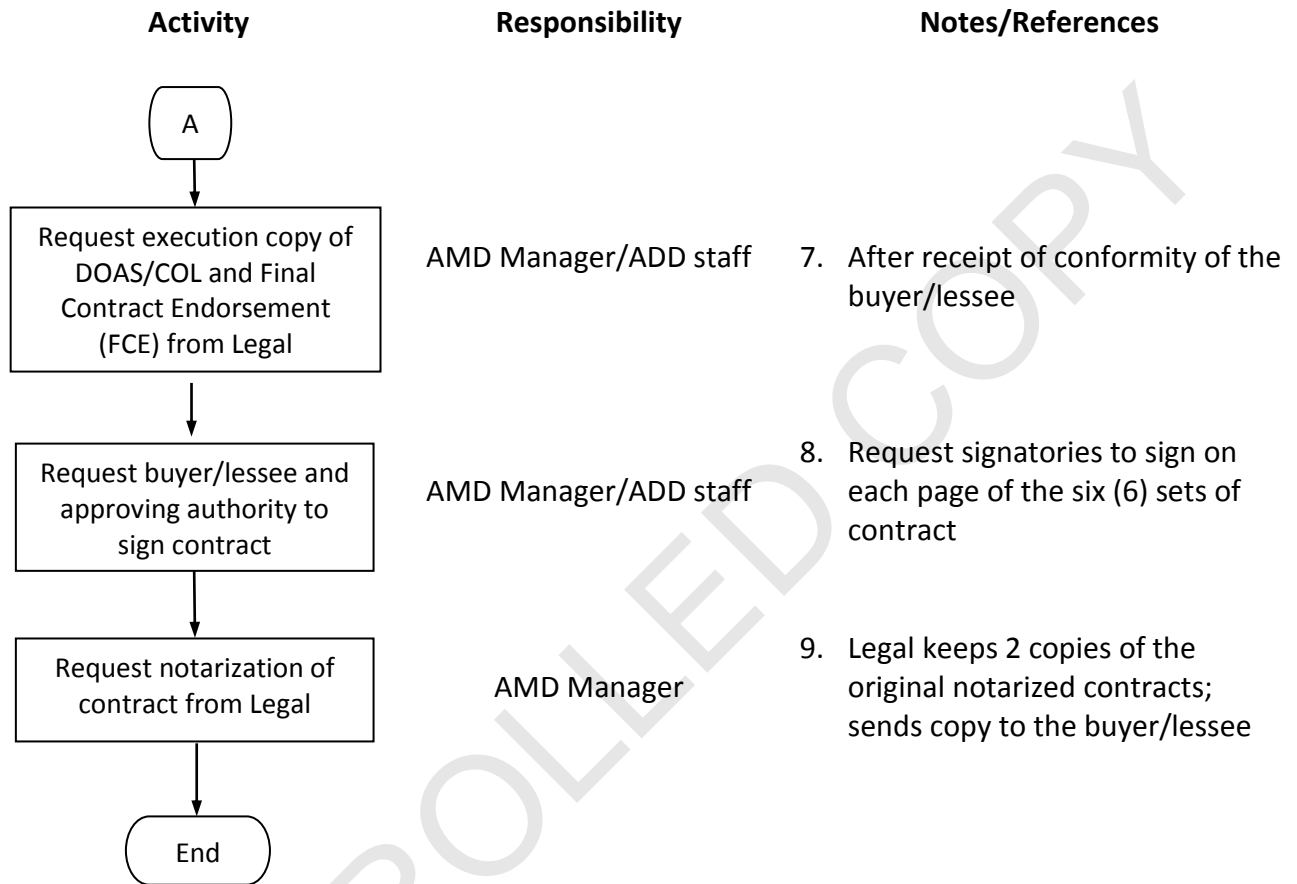



	Title of Manual	Document No.	
	SYSTEM PROCEDURES MANUAL	AMD-01	
	Department/ Process Owner	Effective Date	
	ASSET MANAGEMENT DEPARTMENT	September 3, 2021	
Title of Document	Revision No.	Page	
ASSET DEVELOPMENT	1	9 of 11	

6.2 Negotiation



	Title of Manual	Document No.	
	SYSTEM PROCEDURES MANUAL	AMD-01	
	Department/ Process Owner	Effective Date	
	ASSET MANAGEMENT DEPARTMENT	September 3, 2021	
Title of Document	Revision No.	Page	
ASSET DEVELOPMENT	1	10 of 11	



	Title of Manual	Document No.	
	SYSTEM PROCEDURES MANUAL	AMD-01	
	Department/ Process Owner	Effective Date	
	ASSET MANAGEMENT DEPARTMENT		
Title of Document	Revision No.	Page	
ASSET DEVELOPMENT	0	11 of 11	

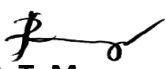


7. Records and Files Generated

Advertising Contract
 Attendance Sheet – accomplished
 Authority to Enter
 Bid Letter Form – accomplished
 Bid Summary
 Bidder's Information Sheet – accomplished
 Bidder's Site Inspection Certificate – accomplished
 Certification - final amount of bid – accomplished
 Debit Note
 Deed of Absolute Sale
 Disbursement Voucher
 Disposal/Utilization Plan
 Final Contract Endorsement
 Invitation to Bid/Invitation to Submit Offer to Negotiate
 Lease Contract
 Letter of Intent to Purchase/Lease Property
 Meeting Notification
 Minutes of Meeting
 Notice of Award
 PNOC OR
 Secretary's Certificate

8. Attachments

Sample Forms

Rev. No.	Affected pages/ section	Revision History
0	-	New version of PNOC QMS; to include PNOC Energy Supply Base and PNOC Industrial Park
1	Pages 3, 4,5,6 & 9 Page 1 and 11 Pages 1-12	Revisions in the flowchart/activity details Alphabetized references, definitions and abbreviations and records and files references Change in effectivity date

Prepared by	Reviewed by	Approved by
 R. T. Macapas	 Atty. E. A. Legaspi	 Atty. R. C. Chua
Process Owner	Department Manager	SVP Energy Investments



PHILIPPINE NATIONAL OIL COMPANY
Energy Center, Bonifacio Global City, Taguig City

ASSET MANAGEMENT DEPARTMENT

BID LETTER FORM

Date: _____

THE CHAIRMAN

COMMITTEE FOR THE DISPOSAL AND UTILIZATION
OF PNOC REAL ESTATE PROPERTIES
PHILIPPINE NATIONAL OIL COMPANY
4th Floor, Asset Management Department
PNOC Bldg. 6, Energy Center, Rizal Drive
Bonifacio Global City, Taguig City

SIR/MADAM:

We are pleased to submit our bid for the **SALE** of PNOC property located at _____ on an "as-is where-is" basis in the total amount of _____ PESOS (P_____).

We agree to comply with the Bidding Guidelines and Terms of Reference which we have signed and submitted together with this bid.

We hope for your consideration.

Very truly yours,

(Bidder's Signature over Printed Name)



PHILIPPINE NATIONAL OIL COMPANY
Energy Center, Bonifacio Global City, Taguig City

ASSET MANAGEMENT DEPARTMENT

BID LETTER FORM

Date: _____

THE CHAIRMAN

COMMITTEE FOR THE DISPOSAL AND UTILIZATION
OF PNOC REAL ESTATE PROPERTIES
PHILIPPINE NATIONAL OIL COMPANY
4th Floor, Asset Management Department
PNOC Bldg. 6, Energy Center, Rizal Drive
Bonifacio Global City, Taguig City

SIR/MADAM:

We are pleased to submit our bid for the **LEASE** of PNOC property located at _____ on an "as-is where-is" basis in the total amount of _____ PESOS (P_____). We intend to develop or put up _____ at subject property.

We agree to comply with the Bidding Guidelines and Terms of Reference which we have signed and submitted together with this bid.

We hope for your consideration.

Very truly yours,

(Bidder's Signature over Printed Name)



ASSET MANAGEMENT DEPARTMENT

BIDDER'S INFORMATION SHEET

Name of Bidder : _____

Complete Address : _____

Company Name : _____

Complete Address : _____

Contact Number

Residence/Office No. : _____

Cellphone No. : _____

Fax No. : _____

Valid Government Issued ID : _____

Date/Place of Issue : _____

Authorized Representative/s :

1. _____

2. _____



ASSET MANAGEMENT DEPARTMENT

BIDDER'S SITE INSPECTION CERTIFICATE

This is to certify that I/we have conducted site inspection of PNOC property being offered for
LEASE/SALE located at _____ last
_____ to verify its location and actual condition as well as the status of the
title.

(Bidder's Signature over Printed Name)

Date



PHILIPPINE NATIONAL OIL COMPANY
Energy Center, Bonifacio Global City, Taguig City

ASSET MANAGEMENT DEPARTMENT

AUTHORIZATION

This is to authorize _____ of _____ to
Bidder's Name Company Name


enter PNOG property located at _____ for

the conduct of site inspection to verify its location and actual condition on

_____.

Issued this _____ 202_, Taguig City.

Manager
Asset Management Department

	Title of Manual		Document No.	
	SYSTEM PROCEDURES MANUAL		AMD-02	
	Department/ Process Owner		Effective Date	
	ASSET MANAGEMENT DEPARTMENT		September 3, 2021	
Title of Document		Revision No.	Page	
ASSET ADMINISTRATION		1	1 of 25	

1.0 Objectives:


- 1.1 To define the specific boundaries of PNOC properties through survey for purposes of protection and registration.
- 1.2 To post security guards and monitor their compliance to the service contract to ensure the protection and control of properties against 3rd party intrusions.
- 1.3 Construction of fences in PNOC properties to ensure its protection and continuous control.
- 1.4 To update the market value and market rent of properties through 3rd party appraisal.
- 1.5 To undertake registration of untitled properties and/or properties with problems on documentation
- 1.6 To resolve issues on properties with existing informal settlers.
- 1.7 To pursue claims for just compensation over PNOC lots affected by government project (RROW, CARP, etc.)
- 1.8 Timely compliance with government regulations on payment of real estate property (RPT) taxes in order to ensure responsible ownership and control of PNOC real estate properties.
- 1.9 To optimally use and properly administer the PNOC Staffhouse located at Lamao, Limay, Bataan by ensuring proper upkeep of the premises through hiring of caretaker, security and pest control services.
- 1.10 To monitor lessees' compliance to the Lease Agreements.

2.0 Scope

This covers the policy, guidelines and procedures in the maintenance and administration of real estate properties.

3.0 References

Asset Management Manual
 Issuances by Local Government Units on Local Taxes and Administrative Fees
 Local Government Code
 National Internal Revenue Code


	Title of Manual	Document No.	
	SYSTEM PROCEDURES MANUAL	AMD-02	
	Department/ Process Owner	Effective Date	
	ASSET MANAGEMENT DEPARTMENT	September 3, 2021	
Title of Document	Revision No.	Page	
ASSET ADMINISTRATION	1	2 of 25	

4.0 Definitions and Abbreviations

AAD	Asset Administration Division
ABC	Approved Budget for the Contract
BAC	Bids and Awards Committee
FCE	Final Contract Endorsement
OGC	Office of the General Counsel
PCM	Procurement Management Division
RPT	Real Property Tax
TOR	Terms of Reference
WOR	Work Order Requisition

5.0 Policies and Guidelines

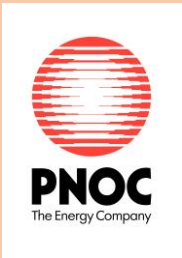
- 5.1 Outsourced services (survey, security, appraisal, fencing, pest control and hiring of caretaker)
- a. In accordance with the approved work plans and programs, AMD shall contract the services of a private-practicing agency/ contractor for survey, appraisal, security, fencing, pest control and hiring of caretaker;
 - b. A Work Order with Terms of Reference for the outsourced services based on the approved work plans for the year shall be prepared.
 - c. Outsourced services shall be through the conduct of public bidding by PCM/BAC. In case where it is practicable, local canvass may be conducted.
 - c. Evaluation of the qualification, requirements and experience of the agency/contractor shall be undertaken to ensure that the activity shall be completed.
 - d. Provisions/requirements of the service contract shall be strictly implemented and monitored.
 - e. For survey and fencing services, post-inspection shall be conducted to determine the completion of the activity in accordance with the terms of the reference/contract.
 - f. For security and caretaker services, periodic monitoring of the performance of the guards and caretaker and contractor's compliance to the contracts shall be conducted.

	Title of Manual		Document No.	
	SYSTEM PROCEDURES MANUAL		AMD-02	
	Department/ Process Owner		Effective Date	
	ASSET MANAGEMENT DEPARTMENT		September 3, 2021	
Title of Document		Revision No.	Page	
ASSET ADMINISTRATION		1	3 of 25	

- g. For appraisal services, review and evaluation of the submitted appraisal reports shall be conducted to determine compliance to the terms of reference/contract.
- h. For pest control services, review and evaluation of the quarterly service report shall be done to determine compliance to the conditions of the contract.
- i. Certificate of Completion shall be prepared for completed and satisfactory performance of the contractor and shall be the basis for processing payment due to contractor.

5.2 Registration

- a. All PNOC-own and conveyed real estate properties shall be covered by an original certificate of title/transfer certificate of title.
- b. All Certificates of Title shall be registered/transferred in the name of PNOC.
- c. For properties where the registration and/or transfer of title cannot be effected by reason of the absence of documents, i.e. deed evidencing the transfer to PNOC from the previous owner of the properties, research and investigation shall be conducted to secure the missing document to enable registration and transfer.
- d. In case of untitled properties, AMD, in coordination with the Office of the General Counsel shall undertake titling through administrative or judicial proceedings. Further, a survey plan duly approved by the Land Management Service of the Department of Environment and Natural Resources shall be secured as part of pre-registration activities
- e. AMD shall likewise secure from several government agencies certified true copies of the following documents, i.e. tax declaration; technical description; tax clearance; certificate of no improvement; DENR certification (alienable and disposable); lot status; BIR electronic Certificate Authorizing Registration and other necessary documents for purposes of compliance of the requirements for registration and transfer of registration.


	Title of Manual	Document No.	
	SYSTEM PROCEDURES MANUAL	AMD-02	
	Department/ Process Owner	Effective Date	
	ASSET MANAGEMENT DEPARTMENT	September 3, 2021	
Title of Document	Revision No.	Page	
ASSET ADMINISTRATION	1	4 of 25	

5.3 Properties with Informal Settlers

- a. For real estate properties with informal settlers, AMD shall coordinate with local government officials to discuss and/or explore reasonable courses of action to resolve the problem.
- b. If the property is not intended for Community Mortgage Program (CMP), AMD shall prepare/issue Notice to Vacate. If necessary, AMD shall seek assistance from the OGC for filing of appropriate legal action and subsequent execution of court decision.
- c. If the property is intended for CMP, AMD shall coordinate with the informal dwellers, LGU officials, concerned non-government organizations and other national agencies for the implementation of CMP in accordance with existing laws/regulations and procedures.

5.4 Claim for Just Compensation

- a. AMD shall conduct initial evaluation of the report/project to determine the particular property affected.
- b. Ocular inspection shall be conducted and if necessary, a joint ocular inspection with the implementing agency shall be conducted to determine the exact area/portion of lot affected by the project.
- c. Evaluate the just compensation offered based on the prevailing market value and or latest third party appraisal.
- d. Seek legal consultation/guidance with OGC on the project with the result of AMD's initial evaluation of the project.
- e. Submit recommendation for approval/disapproval to the management.
- f. Coordinate with the implementing agency the claims for just compensation.
- g. Completion of the requirements for the processing and release of the just compensation.


	Title of Manual		Document No.	
	SYSTEM PROCEDURES MANUAL		AMD-02	
	Department/ Process Owner		Effective Date	
	ASSET MANAGEMENT DEPARTMENT		September 3, 2021	
Title of Document		Revision No.	Page	
ASSET ADMINISTRATION		1	5 of 25	

5.5 Administration of PNOC Staffhouse

- a. The PNOC Staffhouse at Lamao, Limay, Bataan shall be used by PNOC employees and guests who are on official travel to the PNOC Industrial Park, Local Government Offices and other offices in relation to their official travel.
- b. A Reservation Form shall be filled-up by the requesting employee, signed by the employee's supervisor/department manager.
- c. Filled out/signed Reservation Form shall be approved by the AMD Manager and noted by the Senior Vice-President, Energy Investments.
- d. Authorization/Authority to Enter shall be issued to the requesting employee to be given to the guard on duty on the day of the employee's travel/ stay at the PNOC Staffhouse.

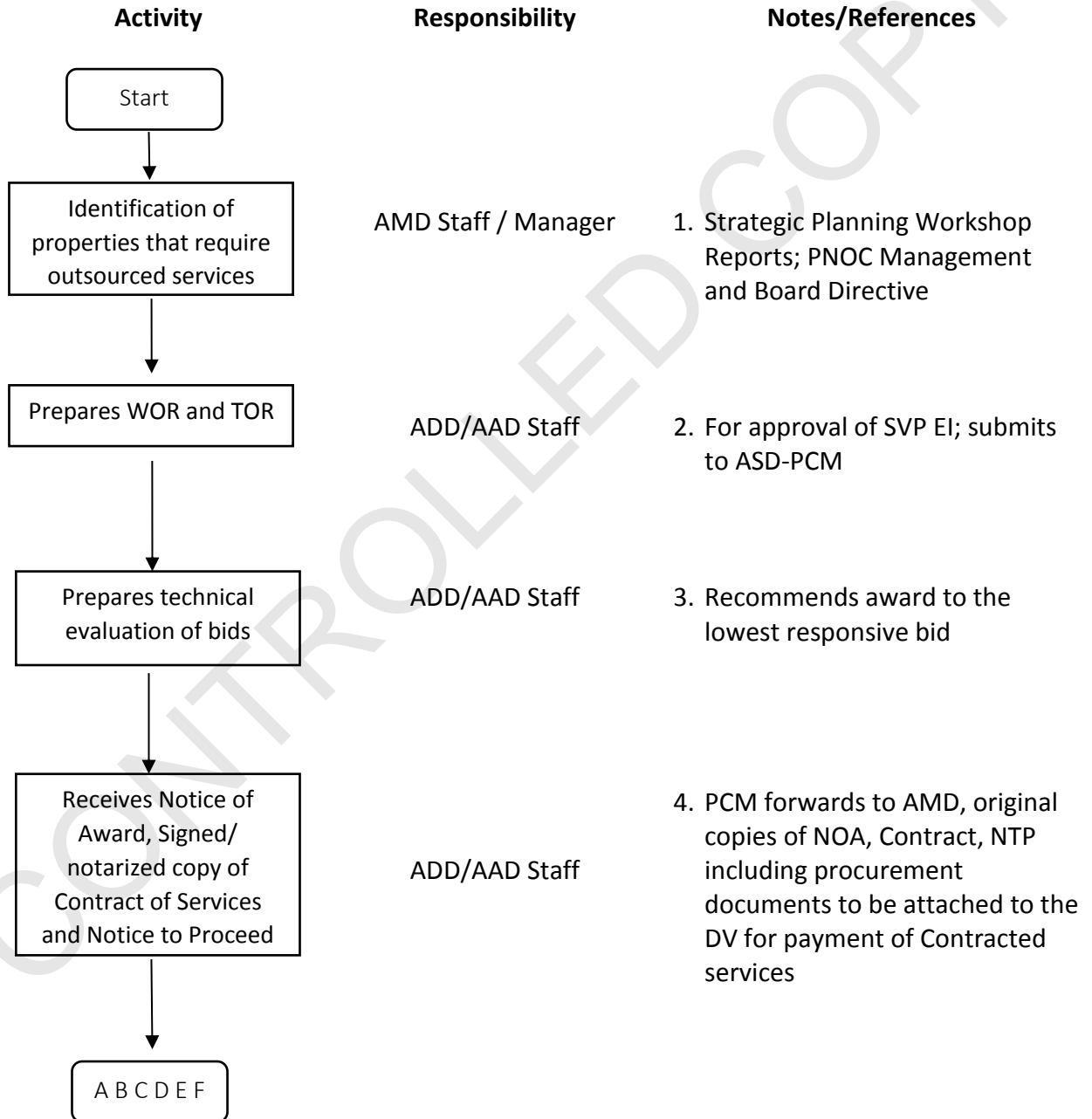
5.6 Payment of real estate property taxes


- a. Real property taxes on PNOC-own and conveyed properties shall be paid on an annual basis within the 1st quarter of each year to avail of maximum discounts granted by local government units. Payment (in the form of company or manager's check) to each local government unit shall be rendered by:
 - a.1 the AMD staff;
 - a.2 thru the branch/field offices of the Land Bank of the Philippines pursuant to the Memorandum of Agreement;
 - a.3 the lessees with existing Lease Contract.
- b. Revisions in increases in real estate assessed value due to local legislation shall be completely documented. Where AMD finds the increase unreasonable, real estate taxes due shall be paid under "protest". Thereafter, the matter shall be referred to the Legal Department.

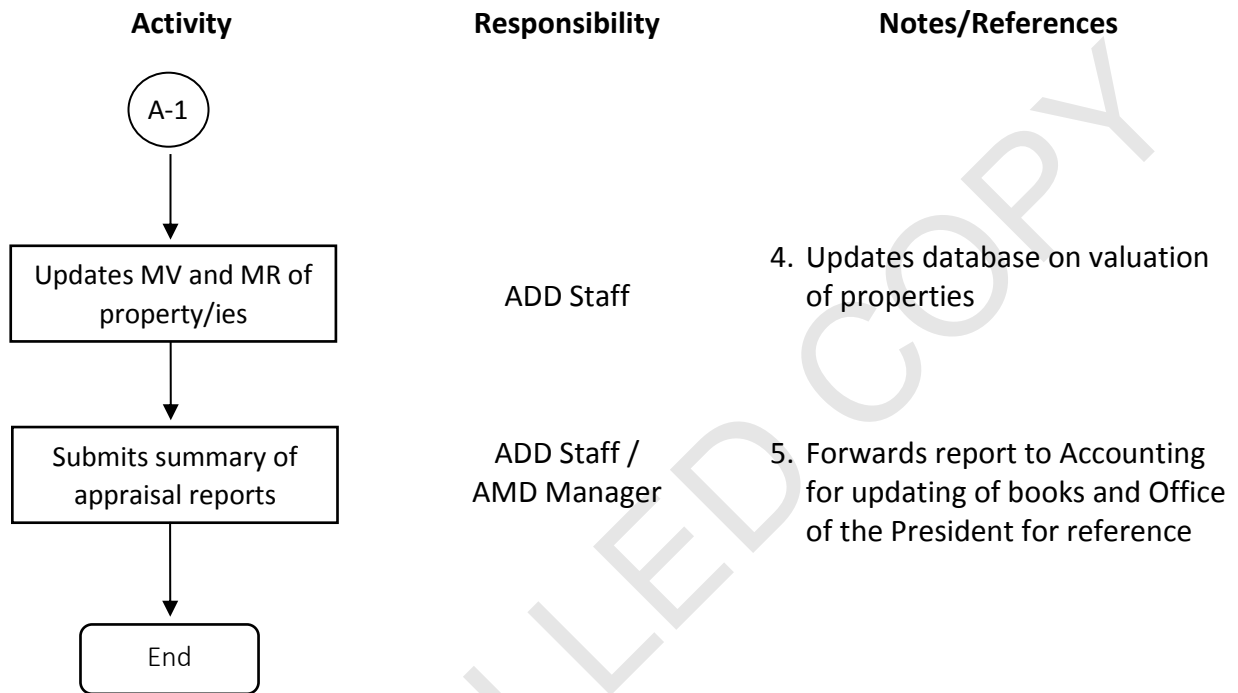
	Title of Manual	Document No.	
	SYSTEM PROCEDURES MANUAL	AMD-02	
	Department/ Process Owner	Effective Date	
	ASSET MANAGEMENT DEPARTMENT	September 3, 2021	
Title of Document	Revision No.	Page	
ASSET ADMINISTRATION	1	6 of 25	

6.0 Details

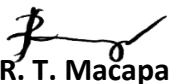

6.1 Outsourced Services




	Title of Manual	Document No.	
	SYSTEM PROCEDURES MANUAL	AMD-02	
	Department/ Process Owner	Effective Date	
	ASSET MANAGEMENT DEPARTMENT	September 3, 2021	
Title of Document	Revision No.	Page	
ASSET ADMINISTRATION	1	8 of 25	

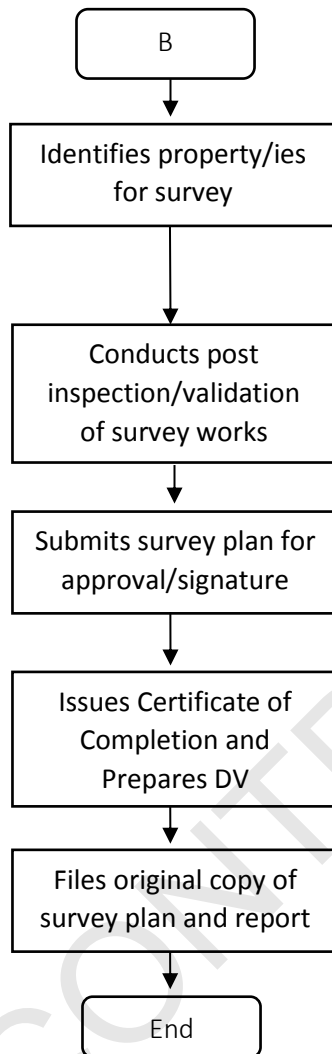


Rev. No.	Affected pages/ section	Revision History
0		New version of PNOC QMS; to include PNOC Energy Supply Base and PNOC Industrial Park.
1	Page 6 to 8	Added new procedures

	Reviewed by	Approved by
 R. T. Macapas Process Owner	 Atty. E. A. Legaspi Department Manager - Asset Management Department	 Atty. R. C. Chua SVP for Energy Investments

	Title of Manual	Document No.	
	SYSTEM PROCEDURES MANUAL	AMD-02	
	Department/ Process Owner	Effective Date	
	ASSET MANAGEMENT DEPARTMENT	September 3, 2021	
Title of Document	Revision No.	Page	
ASSET ADMINISTRATION	1	9 of 25	

B. Survey Activity



Responsibility

Notes/References

AAD Staff

1. Depending on the purpose/need, identifies property/ies for relocation / subdivision / structural /

ADD Staff

2. Joint activity by AAD staff and surveyor; coordinates with surveyor on error/s noted or items for clarification, if any

AAD Staff /
AMD Manager

3. In case of subdivision survey, submits plan to SVP for EI for approval

AAD Staff /
AMD Manager


4. Recommends payment of surveying services based on prescribed limits of authority; prepares supporting documents

AAD Staff

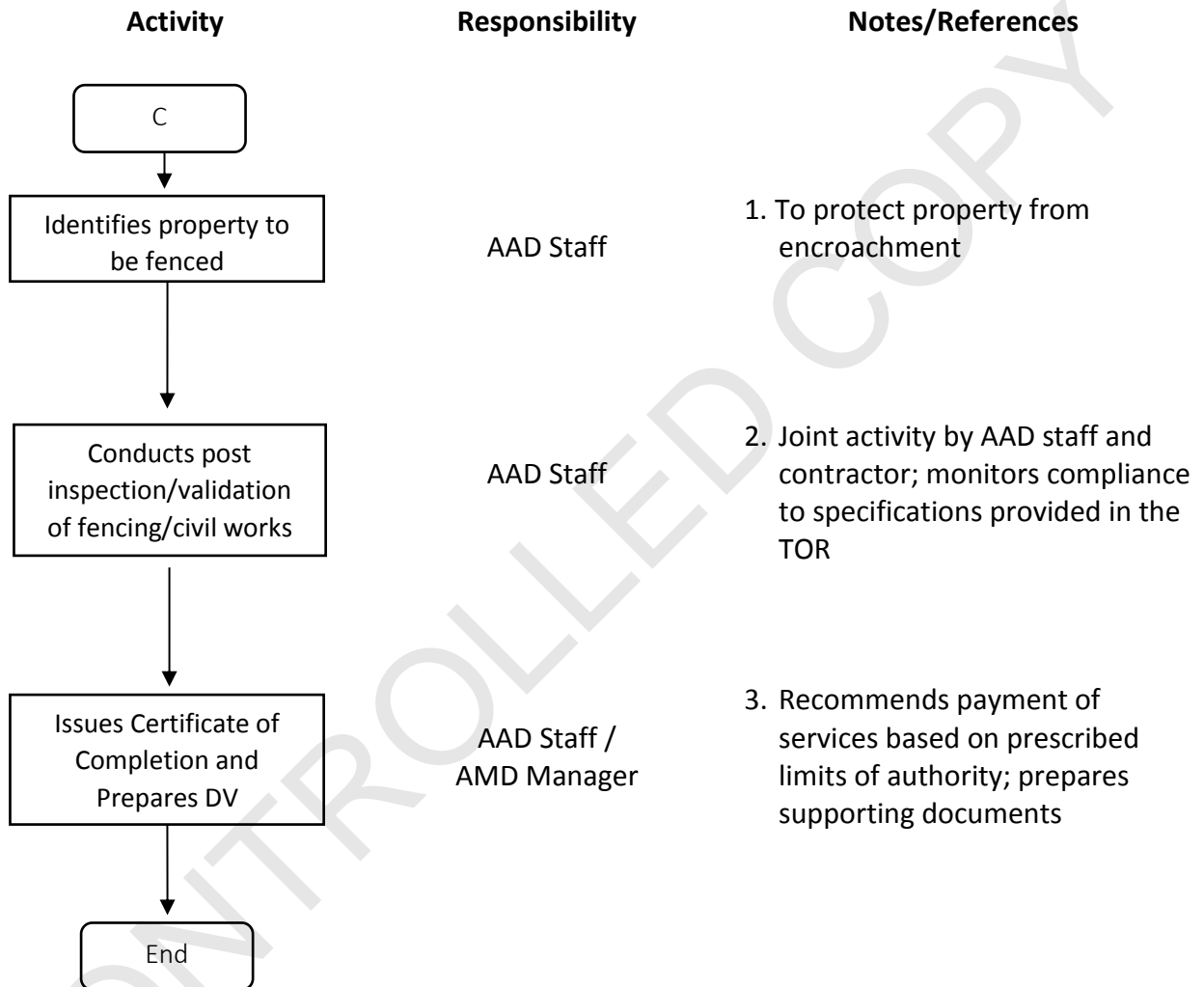
5. AMD map/filing cabinet

Rev. No.	Affected pages/ section	Revision History
0		New version of PNOC QMS; to include PNOC Energy Supply Base and PNOC Industrial Park.
1	Page 9	Added new procedure

	Reviewed by	Approved by
 J. O. Labarda Process Owner	 Atty. E. A. Legaspi Department Manager - Asset Management Department	 Atty. R. C. Chua SVP for Energy Investments


 PNOC <small>The Energy Company</small>	Title of Manual	Document No.	
	SYSTEM PROCEDURES MANUAL	AMD-02	
	Department/ Process Owner	Effective Date	
	ASSET MANAGEMENT DEPARTMENT	September 3, 2021	
Title of Document	Revision No.	Page	
ASSET ADMINISTRATION	1	10 of 25	

C. Fencing Activity

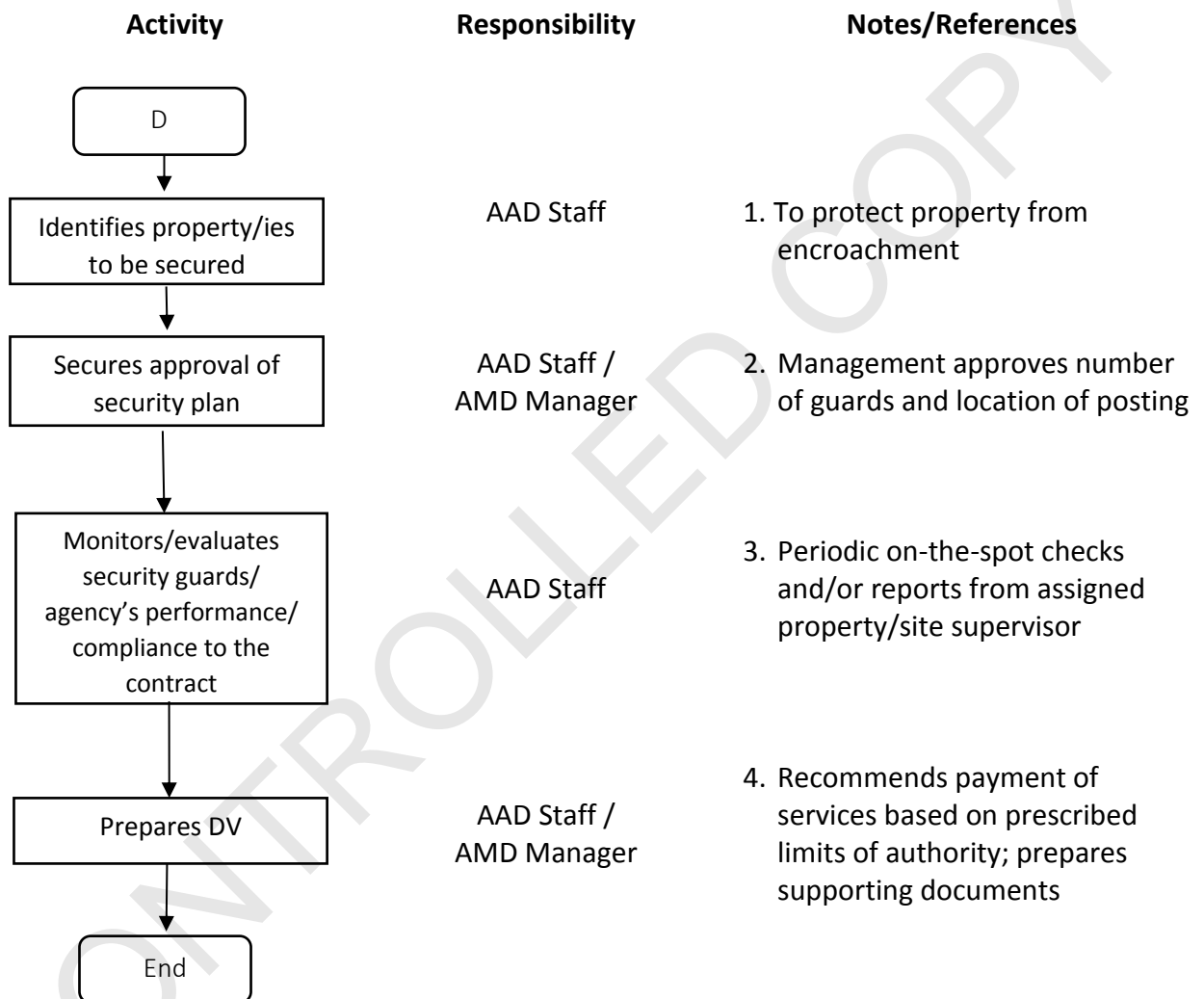


Rev. No.	Affected pages/ section	Revision History
0		New version of PNOC QMS; to include PNOC Energy Supply Base and PNOC Industrial Park.
1	Page 10	Added new procedure

	Reviewed by	Approved by
 J. O. Labarda Process Owner	 Atty. E. A. Legaspi Department Manager - Asset Management Department	 Atty. R. C. Chua SVP for Energy Investments


 PNOC <small>The Energy Company</small>	Title of Manual		Document No.	
	SYSTEM PROCEDURES MANUAL		AMD-02	
	Department/ Process Owner		Effective Date	
	ASSET MANAGEMENT DEPARTMENT		September 3, 2021	
Title of Document		Revision No.	Page	
ASSET ADMINISTRATION		1	11 of 25	

D. Posting of Security Guards

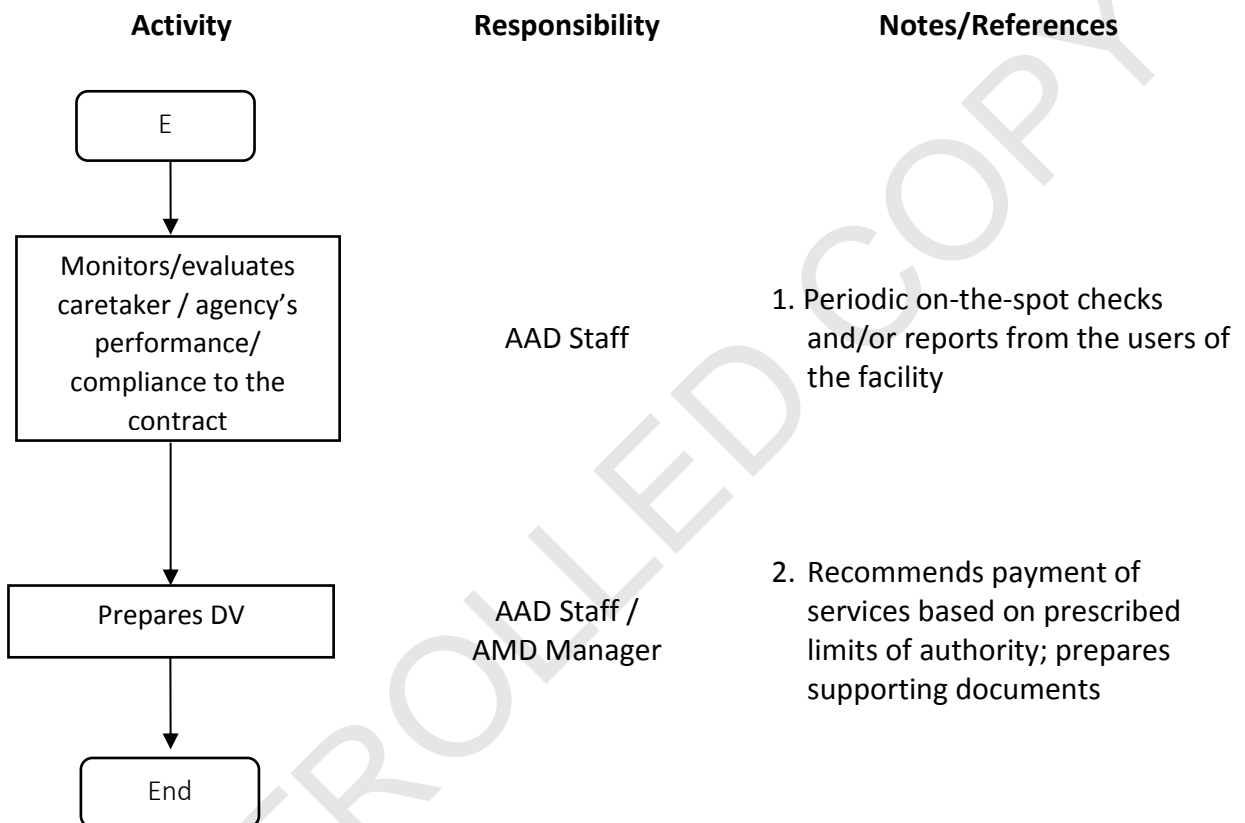


Rev. No.	Affected pages/ section	Revision History
0		New version of PNOC QMS; to include PNOC Energy Supply Base and PNOC Industrial Park.
1	Page 11	Added new procedure

	Reviewed by	Approved by
 J. O. Labarda Process Owner	 Atty. E. A. Legaspi Department Manager - Asset Management Department	 Atty. R. C. Chua SVP for Energy Investments


	Title of Manual	Document No.	
	SYSTEM PROCEDURES MANUAL	AMD-02	
	Department/ Process Owner	Effective Date	
	ASSET MANAGEMENT DEPARTMENT	September 3, 2021	
Title of Document	Revision No.	Page	
ASSET ADMINISTRATION	1	12 of 25	

E. Posting of Caretaker at PNOC Staff house at Bataan

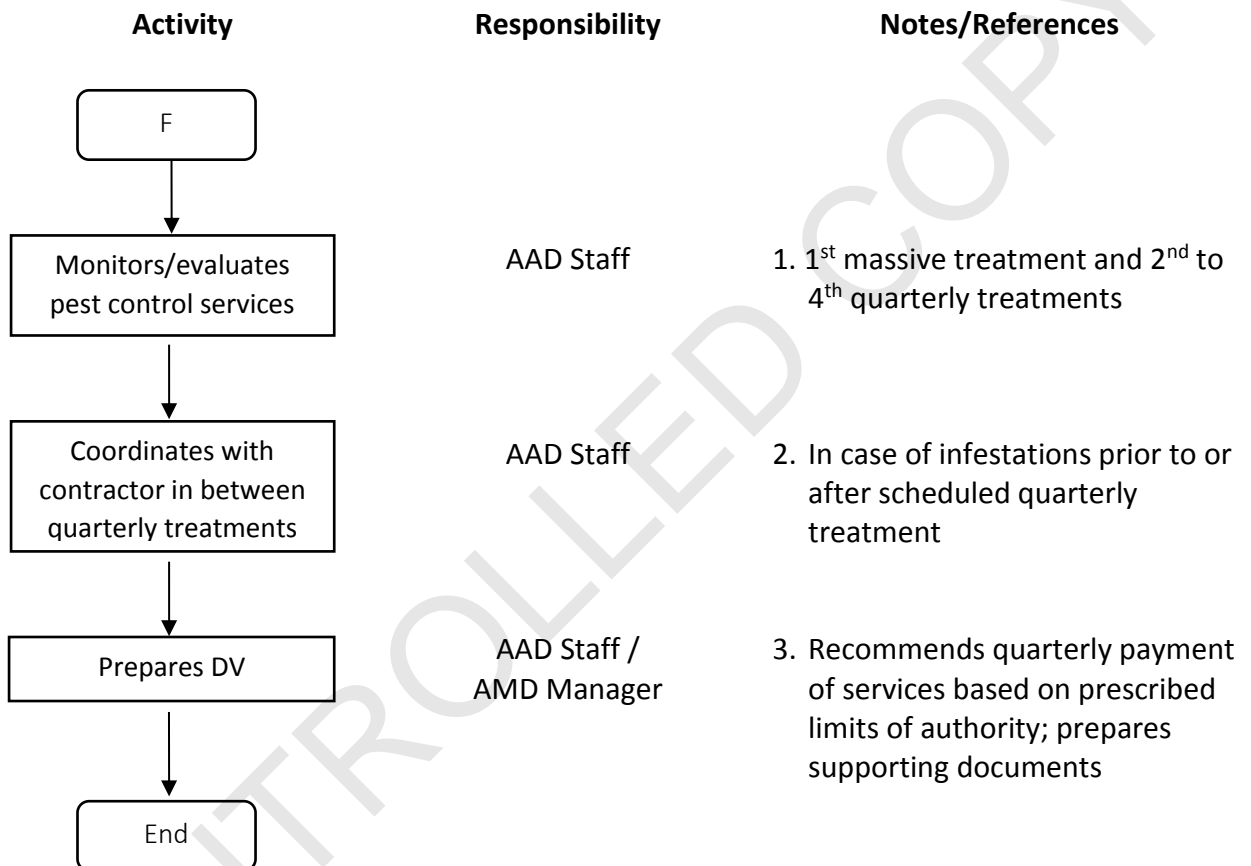


Rev. No.	Affected pages/ section	Revision History
0		New version of PNOC QMS; to include PNOC Energy Supply Base and PNOC Industrial Park.
1	Page 12	Added new procedure

	Reviewed by	Approved by
 S. D. Cayetano Process Owner	 Atty. E. A. Legaspi Department Manager - Asset Management Department	 Atty. R. C. Chua SVP for Energy Investments


 PNOC The Energy Company	Title of Manual		Document No.	
	SYSTEM PROCEDURES MANUAL		AMD-02	
	Department/ Process Owner		Effective Date	
	ASSET MANAGEMENT DEPARTMENT		September 3, 2021	
Title of Document		Revision No.	Page	
ASSET ADMINISTRATION		1	13 of 25	

F. Pest Control at PNOG Staff house at Bataan

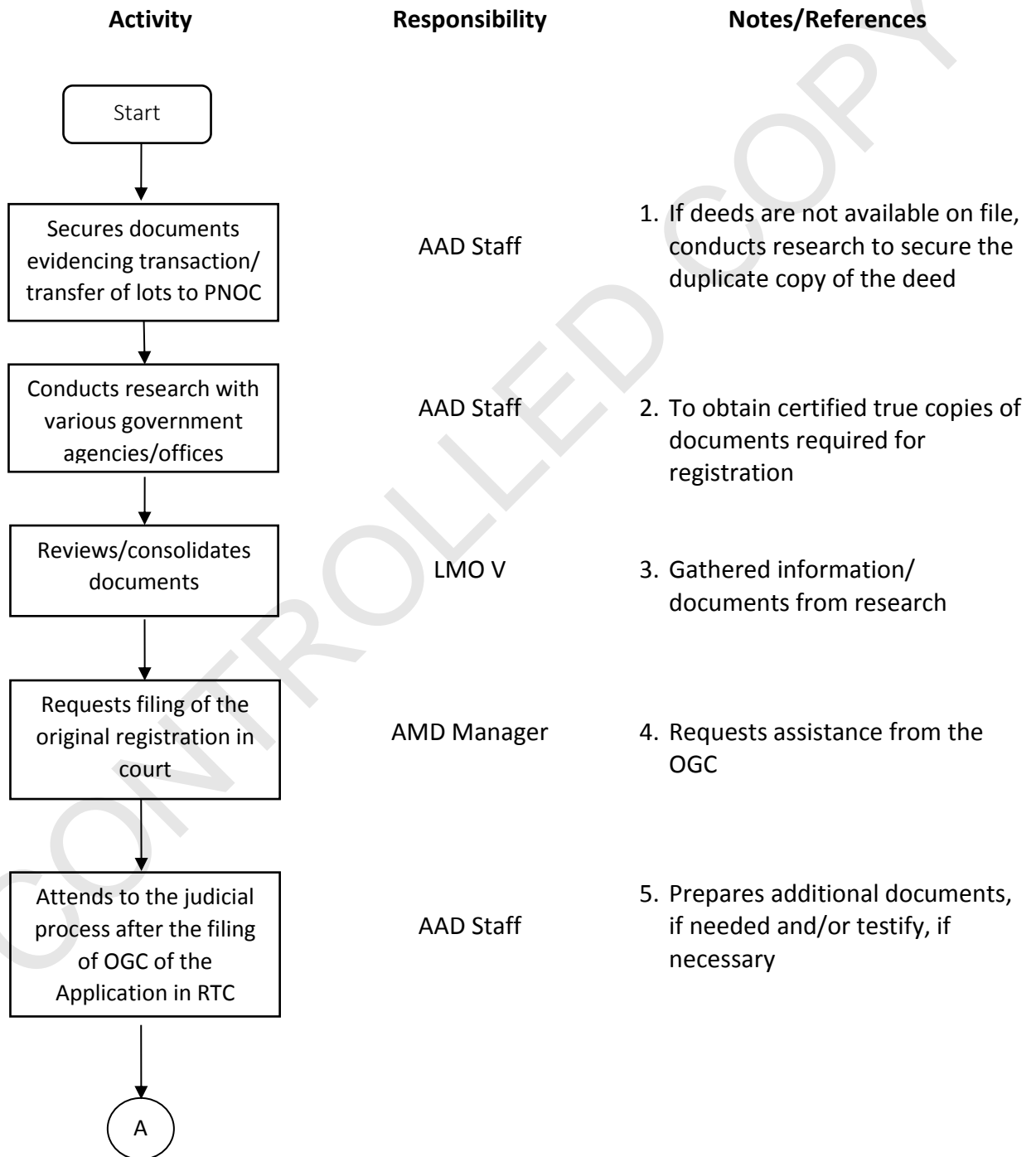


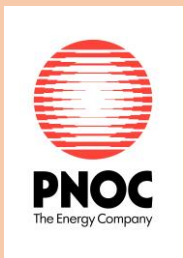
Rev. No.	Affected pages/ section	Revision History
0		New version of PNOG QMS; to include PNOG Energy Supply Base and PNOG Industrial Park.
1	Page 13	Added new procedure

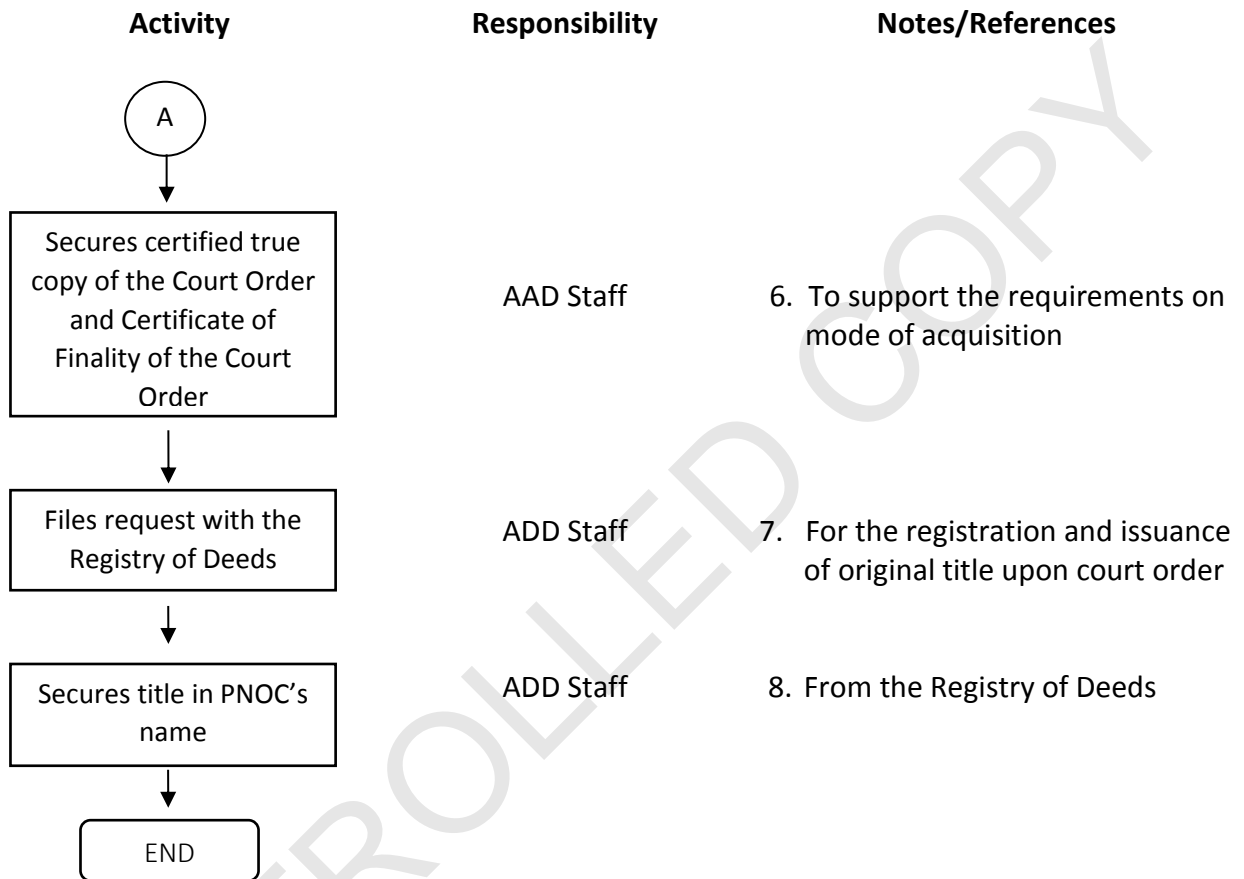
	Reviewed by	Approved by
 S. D. Cayetano Process Owner	 Atty. E. A. Legaspi Department Manager - Asset Management Department	 Atty. R. C. Chua SVP for Energy Investments

	Title of Manual		Document No.	
	SYSTEM PROCEDURES MANUAL		AMD-02	
	Department/ Process Owner		Effective Date	
	ASSET MANAGEMENT DEPARTMENT		September 3, 2021	
Title of Document		Revision No.	Page	
ASSET ADMINISTRATION		1	14 of 25	

6.2 Registration of Untitled Properties




	Title of Manual	Document No.	
	SYSTEM PROCEDURES MANUAL	AMD-02	
	Department/ Process Owner	Effective Date	
	ASSET MANAGEMENT DEPARTMENT	September 3, 2021	
Title of Document	Revision No.	Page	
ASSET ADMINISTRATION	1	15 of 25	

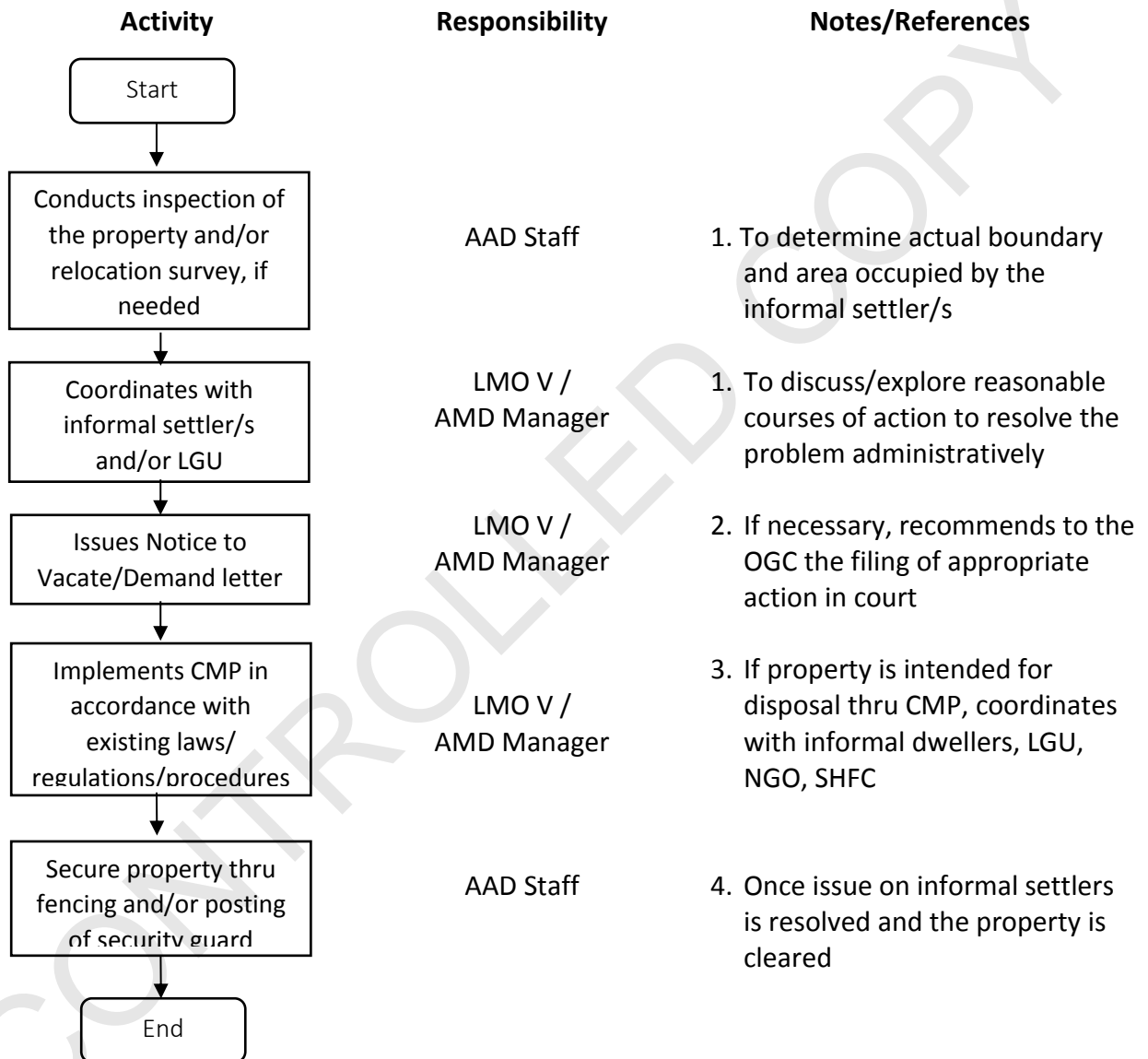


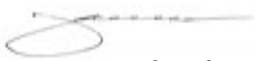


Rev. No.	Affected pages/ section	Revision History
0		New version of PNOC QMS; to include PNOC Energy Supply Base and PNOC Industrial Park.
1	Page 14&15	Added new procedure

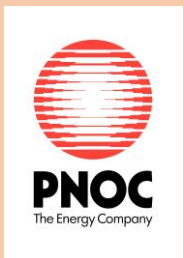
	Reviewed by	Approved by
 J. O. Labarda Process Owner	 Atty. E. A. Legaspi Department Manager - Asset Management Department	 Atty. R. C. Chua SVP for Energy Investments

	Title of Manual	Document No.	
	SYSTEM PROCEDURES MANUAL	AMD-02	
	Department/ Process Owner	Effective Date	
	ASSET MANAGEMENT DEPARTMENT	September 3, 2021	
Title of Document	Revision No.	Page	
ASSET ADMINISTRATION	1	16 of 25	

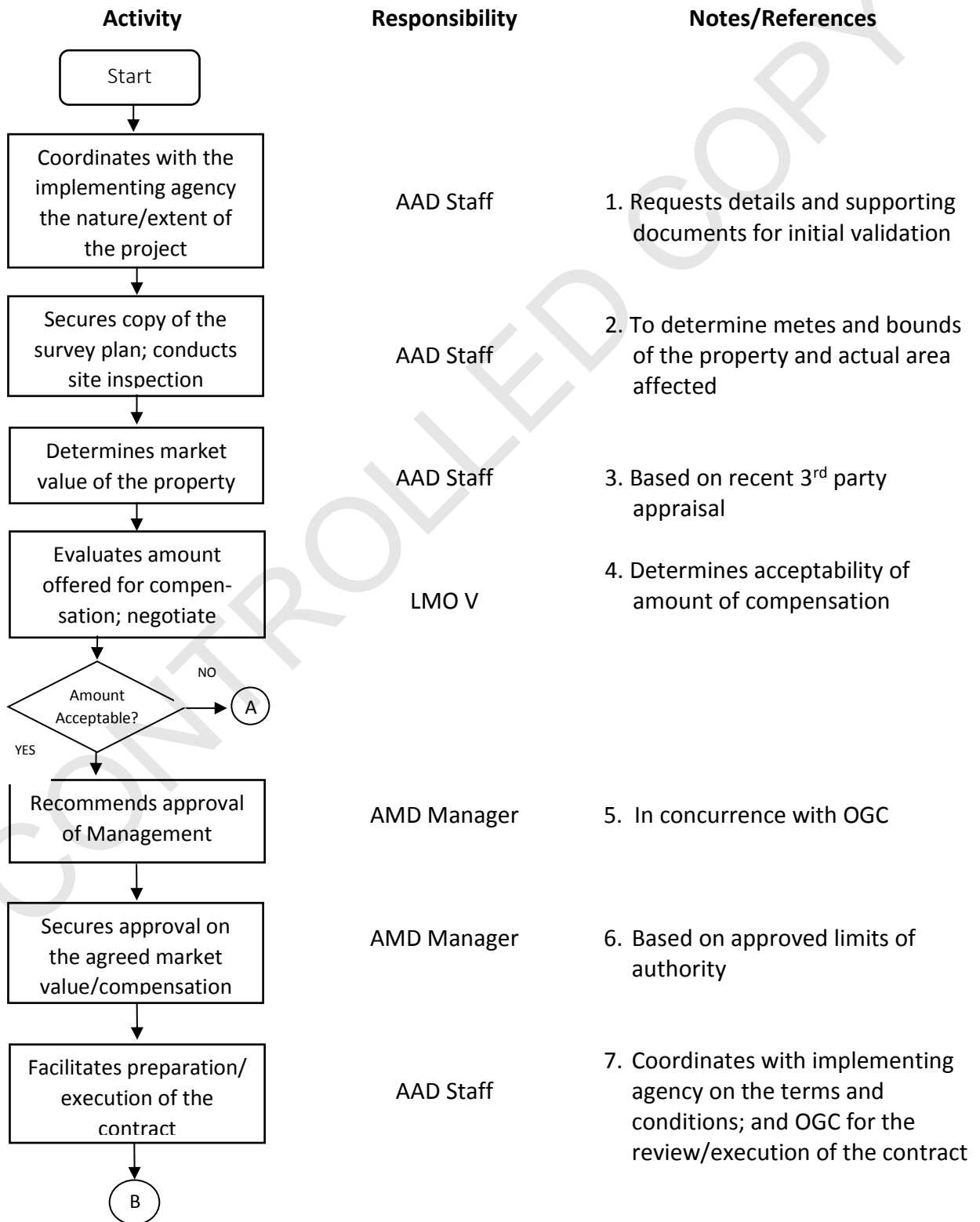
6.3 Properties with Informal Settlers




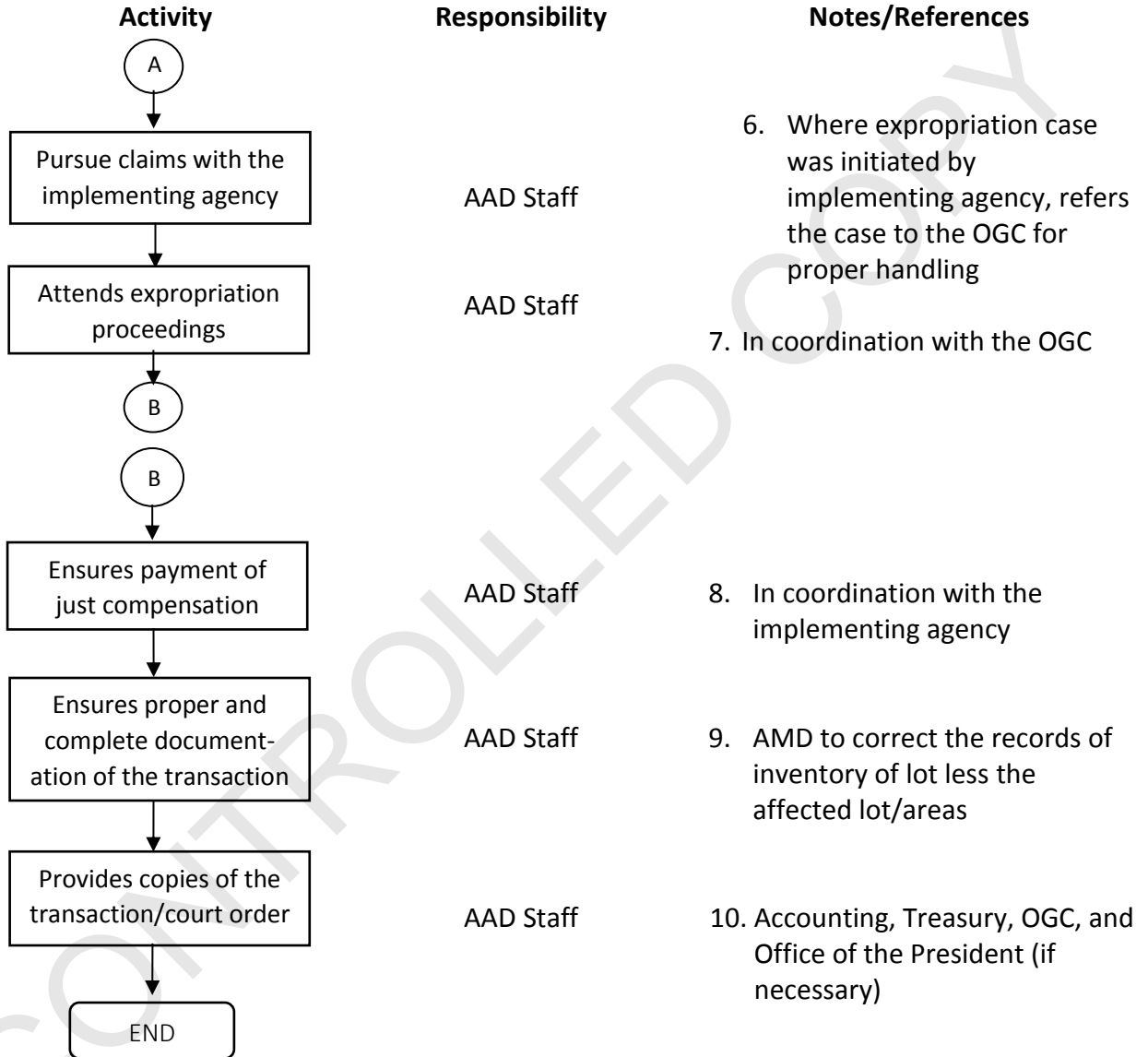
Rev. No.	Affected pages/ section	Revision History	
0		New version of PNOC QMS; to include PNOC Energy Supply Base and PNOC Industrial Park.	
1	Page 16	Added new procedure	
		Reviewed by	Approved by
 J. O. Labarda Process Owner		 Atty. E. A. Legaspi Department Manager - Asset Management Department	 Atty. R. C. Chua SVP for Energy Investments

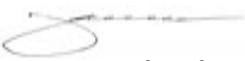


	Title of Manual		Document No.	
	SYSTEM PROCEDURES MANUAL		AMD-02	
	Department/ Process Owner		Effective Date	
	ASSET MANAGEMENT DEPARTMENT		September 3, 2021	
Title of Document		Revision No.	Page	
ASSET ADMINISTRATION		1	17 of 25	


6.4 Claim for Just Compensation



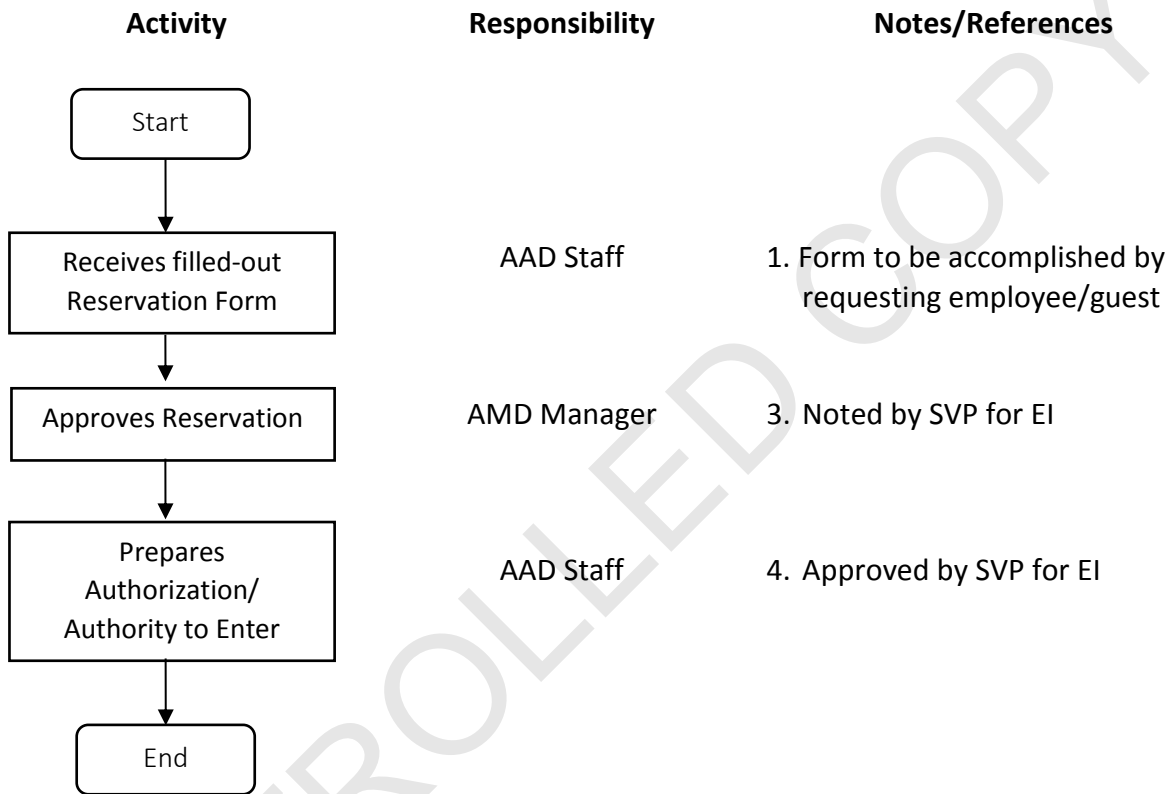
	Title of Manual	Document No.	
	SYSTEM PROCEDURES MANUAL	AMD-02	
	Department/ Process Owner	Effective Date	
	ASSET MANAGEMENT DEPARTMENT	September 3, 2021	
Title of Document	Revision No.	Page	
ASSET ADMINISTRATION	1	18 of 25	



Rev. No.	Affected pages/ section	Revision History	
0		New version of PNOC QMS; to include PNOC Energy Supply Base and PNOC Industrial Park.	
1	Page 18	Added new procedure	
		Reviewed by	Approved by
			
	J. O. Labarda Process Owner	Atty. E. A. Legaspi Department Manager - Asset Management Department	Atty. R. C. Chua SVP for Energy Investments


	Title of Manual	Document No.	
	SYSTEM PROCEDURES MANUAL	AMD-02	
	Department/ Process Owner	Effective Date	
	ASSET MANAGEMENT DEPARTMENT	September 3, 2021	
Title of Document	Revision No.	Page	
ASSET ADMINISTRATION	1	19 of 25	

6.5 Administration of PNOC Staffhouse

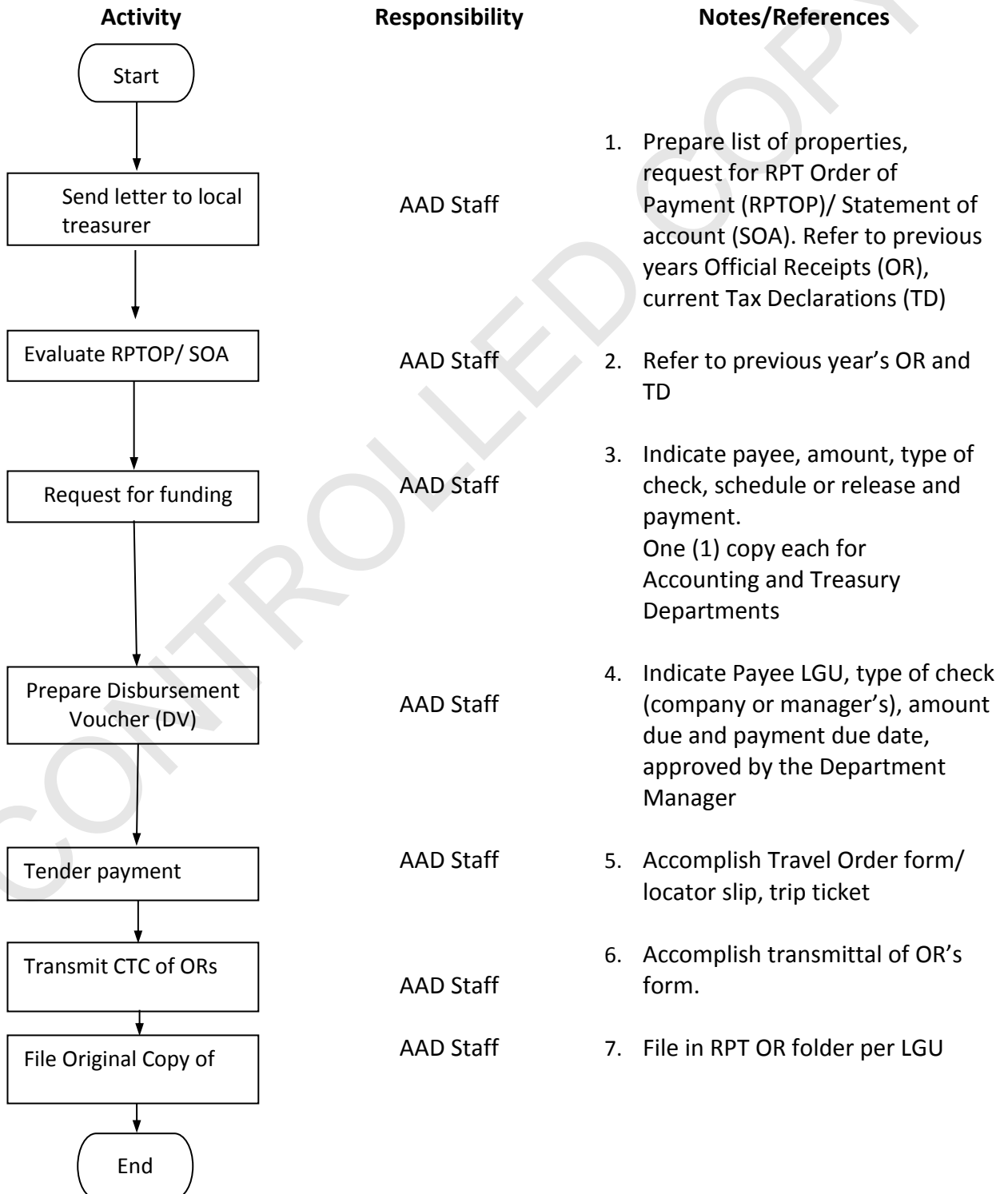


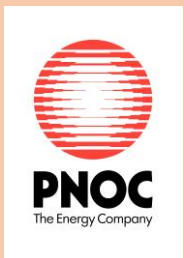
Rev. No.	Affected pages/ section	Revision History
0		New version of PNOC QMS; to include PNOC Energy Supply Base and PNOC Industrial Park.
1	Page 19	Added new procedure

	Reviewed by	Approved by
 S. D. Cayetano Process Owner	 Atty. E. A. Legaspi Department Manager - Asset Management Department	 Atty. R. C. Chua SVP for Energy Investments

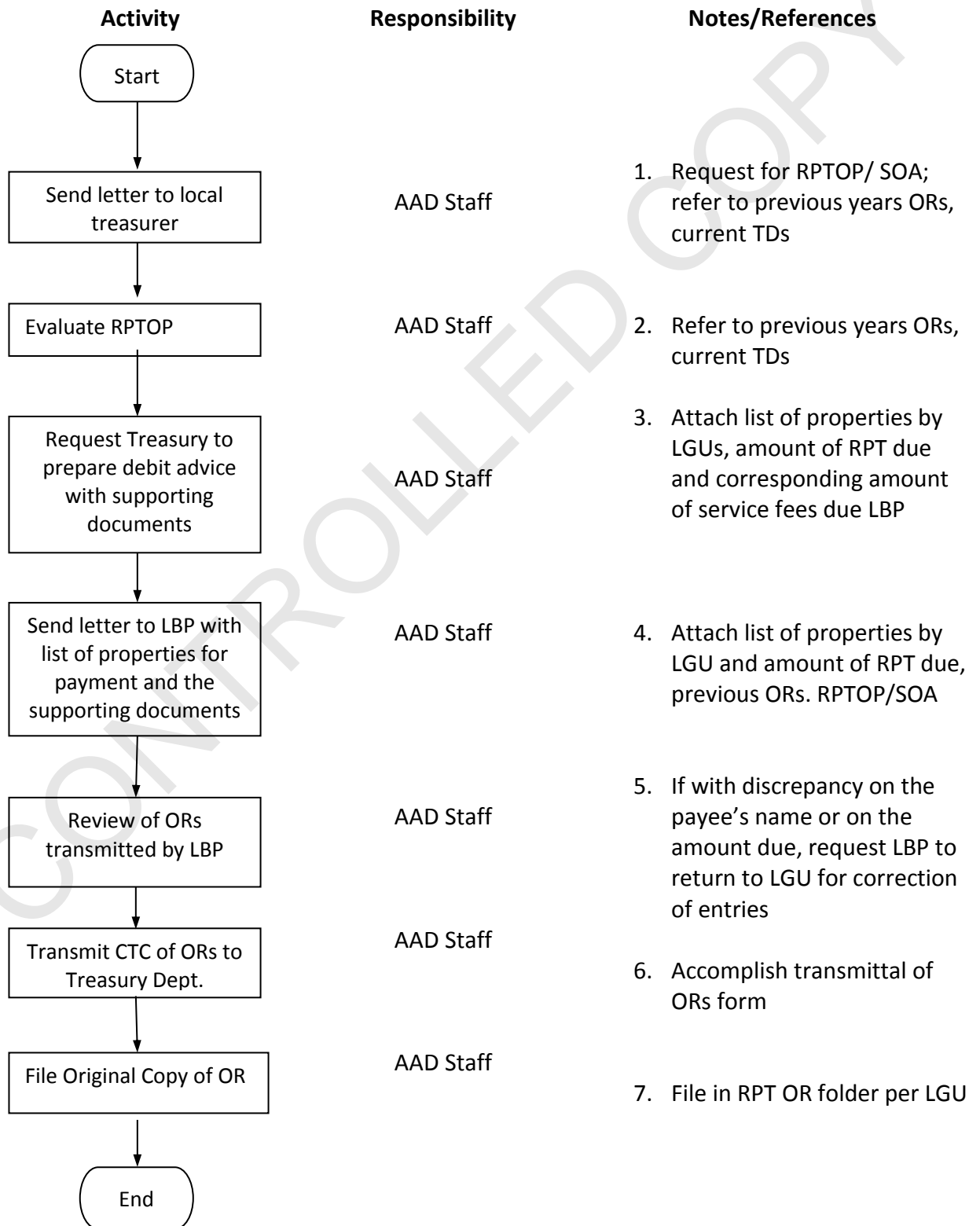
	Title of Manual	Document No.	
	SYSTEM PROCEDURES MANUAL	AMD-02	
	Department/ Process Owner	Effective Date	
	ASSET MANAGEMENT DEPARTMENT	September 3, 2021	
Title of Document	Revision No.	Page	
ASSET ADMINISTRATION	1	20 of 25	


6.6 Real Estate Tax Payment
a. Payment by AMD Staff



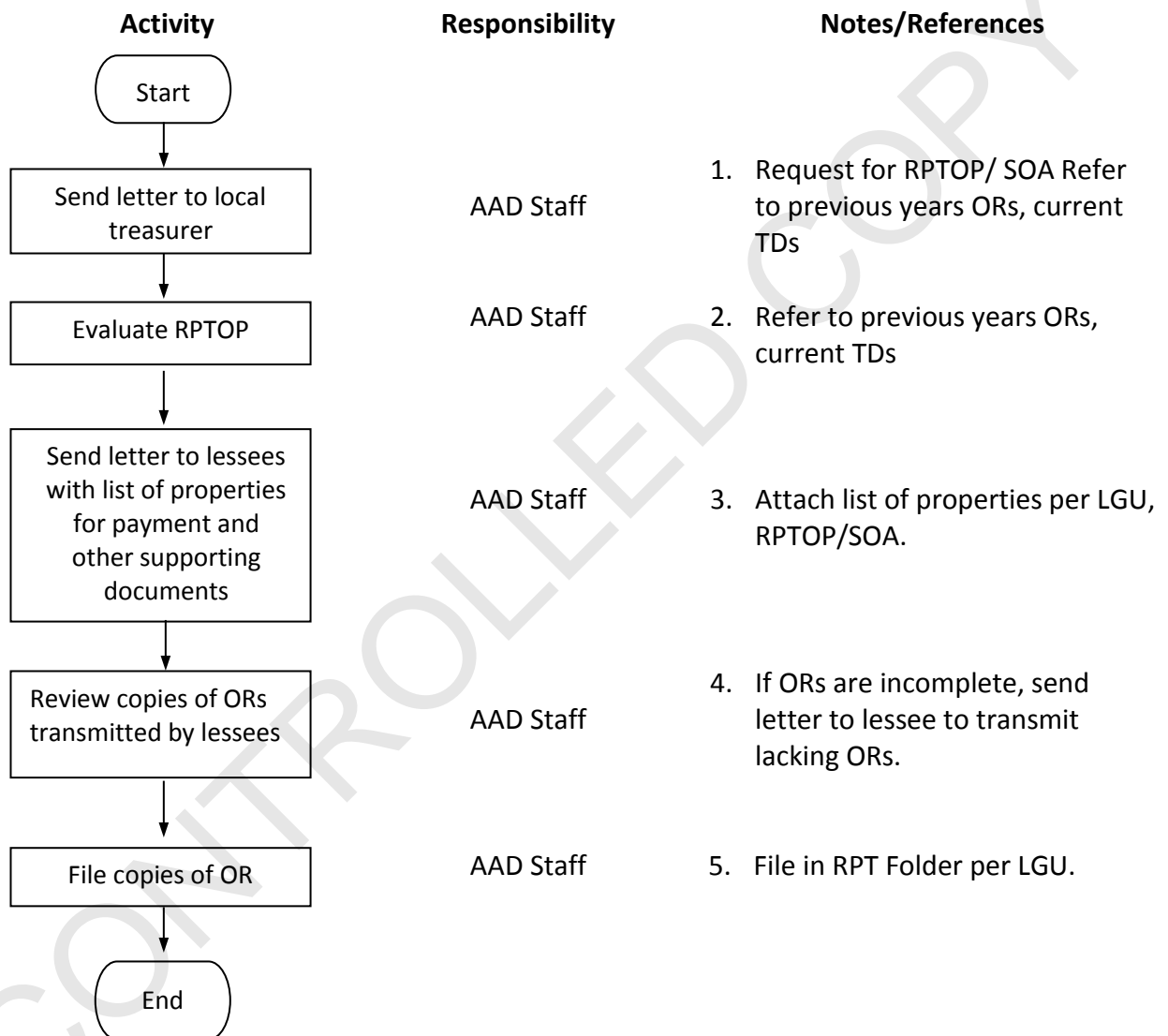
	Title of Manual	Document No.	
	SYSTEM PROCEDURES MANUAL	AMD-02	
	Department/ Process Owner	Effective Date	
	ASSET MANAGEMENT DEPARTMENT	September 3, 2021	
Title of Document	Revision No.	Page	
ASSET ADMINISTRATION	1	21 of 25	

b. Payment thru LBP





	Title of Manual	Document No.	
	SYSTEM PROCEDURES MANUAL	AMD-02	
	Department/ Process Owner	Effective Date	
	ASSET MANAGEMENT DEPARTMENT	September 3, 2021	
Title of Document	Revision No.	Page	
ASSET ADMINISTRATION	1	22 of 25	

b. Payment by Lessees

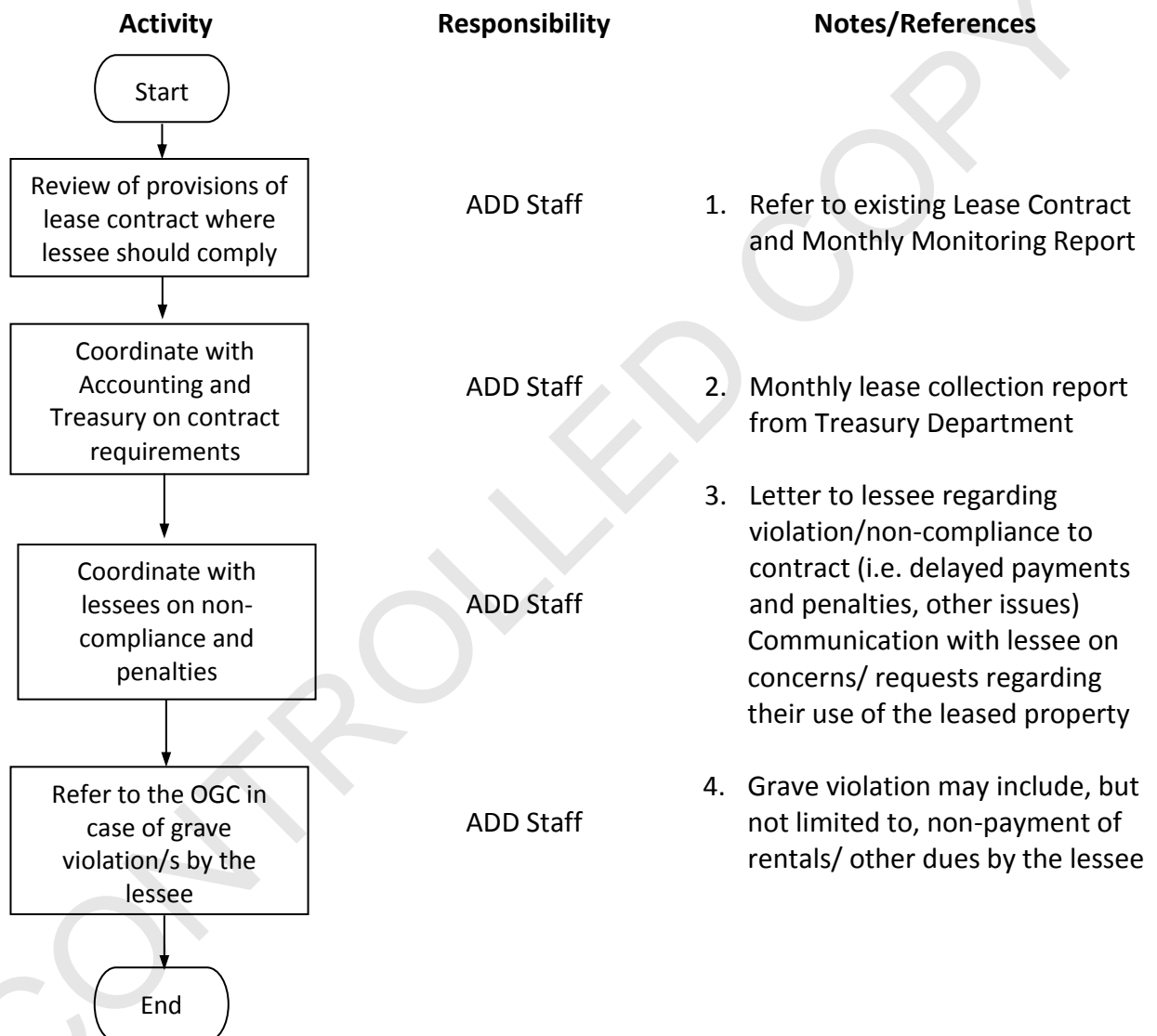


Rev. No.	Affected pages/ section	Revision History
0		New version of PNOC QMS; to include PNOC Energy Supply Base and PNOC Industrial Park.


	Reviewed by	Approved by
 S. D. Cayetano Process Owner	 Atty. E. A. Legaspi Department Manager - Asset Management Department	 Atty. R. C. Chua SVP for Energy Investments


	Title of Manual	Document No.	
	SYSTEM PROCEDURES MANUAL	AMD-02	
	Department/ Process Owner	Effective Date	
	ASSET MANAGEMENT DEPARTMENT	September 3, 2021	
Title of Document	Revision No.	Page	
ASSET ADMINISTRATION	1	23 of 25	

6.7 Monitoring of Lease




Rev. No.	Affected pages/ section	Revision History
0		New version of PNOC QMS; to include PNOC Energy Supply Base and PNOC Industrial Park.

	Reviewed by	Approved by
 J. S. Juan Process Owner	 Atty. E. A. Legaspi Department Manager - Asset Management Department	 Atty. R. C. Chua SVP for Energy Investments

	Title of Manual		Document No.	
	SYSTEM PROCEDURES MANUAL		AMD-02	
	Department/ Process Owner		Effective Date	
	ASSET MANAGEMENT DEPARTMENT		September 3, 2021	
Title of Document		Revision No.	Page	
ASSET ADMINISTRATION		1	24 of 25	

7.0 Records and Files Generated

Appraisal Report
 Certificate of Completion
 Client Satisfaction Survey
 Contract for Caretaker Services
 Contract for Fencing Services
 Contract for Security Services
 Contract for Pest Control Services
 Disbursement Voucher - completed
 Lease Collection Report
 Letter to LBP
 Letters to Lessees
 List of Properties with RPT payable by LBP
 List of Properties with RPT payable by Lessees
 Monthly Monitoring Report
 Official Receipts
 Purchase Order/Contract for Surveying Services
 Purchase Order/Contract for Appraisal Services
 Real Property Tax Order of Payment/Statement of Account
 Request for Funding
 Survey Report
 Terms of Reference
 Transmittal of ORs
 Work Order Requisition – completed

	Title of Manual	Document No.	
	SYSTEM PROCEDURES MANUAL	AMD-02	
	Department/ Process Owner	Effective Date	
	ASSET MANAGEMENT DEPARTMENT	September 3, 2021	
Title of Document	Revision No.	Page	
ASSET ADMINISTRATION	1	25 of 25	

8.0 Attachments

Sample Forms

Rev. No.	Affected pages/ section	Revision History
0	-	New version of PNOC QMS; to include PNOC Energy Supply Base and PNOC Industrial Park.
1	Page 1 Page 3 Page 1, 2 & 24 Page 2 & 6 Page 8 & 9 Page 6 to 25 Pages 1-25	Revised 1.0 Objectives to combine 1.5 and 1.9 sentences Revised 5.2 Registration Aphabetized references, definitions and abbreviations and records and references Changed ProcMD to PCM Revised/added activity box Added new procedures and change/added signatories Change in effectivity date

Prepared by	Reviewed by	Approved by
 S. D. Cayetano Process Owner	 Atty. E. A. Legaspi Department Manager - Asset Management Department	 Atty. R. C. Chua SVP for Energy Investments



PHILIPPINE NATIONAL OIL COMPANY
Energy Center, Bonifacio Global City, Taguig City

**ASSET MANAGEMENT DEPARTMENT
ACCOMPLISHMENT REPORT ON TRAVEL**

AMD Staff	
Date of Travel	
Destination	
Purpose/s:	
Accomplishments:	
Action Plan:	
CONTROLLED COPY	
Prepared by:	Date:
Noted by:	Date:
Approved by:	Date:



PHILIPPINE NATIONAL OIL COMPANY
Energy Center, Bonifacio Global City, Taguig City

ASSET MANAGEMENT DEPARTMENT
AMD-02F2 REV1

TO : Manager, Treasury Department

SUBJECT: SCHEDULE OF FUNDING AND PAYMENT

FUNDING SOURCE:

DATE :

Payee	Amount (P)	Date/Time			AMD Staff In-Charge	Remarks
		Check Release	Departure	Tender		

E. A. Legaspi
Manager, AMD



PHILIPPINE NATIONAL OIL COMPANY
Energy Center, Bonifacio Global City, Taguig City

**ASSET MANAGEMENT DEPARTMENT
PNOC STAFFHOUSE RESERVATION FORM
LAMA O, LIMAY, BATAAN**

Date: _____

Requesting Employee: _____

Department: _____

Purpose of Stay: Official _____

Personal _____

No. of days: ____ From: _____ To: _____

Name of Employee(s) / Guest(s):

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

Noted by: _____
Requesting employee's immediate supervisor

(To be filled-up by AMD)

Date: _____

Approved Disapproved

Remarks: _____

Noted: _____

Atty. Efren A. Legaspi
Manager, Asset Management Dept.

SVP – Energy Investments

jol/sdc



PHILIPPINE NATIONAL OIL COMPANY
Energy Center, Bonifacio Global City, Taguig City

ASSET MANAGEMENT DEPARTMENT

AUTHORIZATION

This is to authorize the following PNOE employees to use the PNOE Staff house at Lamao, Limay Bataan on _____:

1. _____
2. _____
3. _____
4. _____
5. _____

Purpose: _____.

SVP – Energy Investments

[Type here]



Client Satisfaction Rating Form

Ratee: Asset Management Department

Subject :Lease Contract Management

Date of Service : _____

Please give your satisfaction rating on the lease contract monitoring activities conducted by PNOC Asset Management Department. Structural matters, utilities, allocation on usage and elevator/aircon concerns on leased premises are not covered by this survey.

	Service/Output	Rating		
		Quality	Efficiency	Timeliness
1.	Monitoring of payment of accounts			
2.	Issues/concerns on the lease of the property addressed			
3.	Request for documents addressed			
	Over-all Rating			

Legend:

- Quality**
- 5 – Very satisfied
 - 4 – Satisfied
 - 3 – Neutral
 - 2 – Unsatisfied
 - 1 – Very Unsatisfied

- Timeliness**
- 5 – 1 wd before set deadline
 - 3 – on deadline (3 wd)
 - 1 – failed to act upon
 - *wd- working days

Suggestions to improve our service/output:

Rater : _____ Date : _____