

**LAND BANK OF THE PHILIPPINES – BATANGAS LENDING CENTER  
MARAWOY, LIPA CITY, BATANGAS**

Field Study Report  
Submitted to the Faculty of the  
Cavite State University  
Indang, Cavite

In partial fulfillment  
of the requirements for the degree of  
Bachelor of Science in Business Management  
(Major in Economics)



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*Land Bank of the Philippines - Batangas  
Lending Center Marawoy, Lipa City,  
332.17 H87 2002  
FS-149*

**JOSE DENNIS M. HUELGAS**  
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## ABSTRACT

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The field study exposed the author to the firm's management operation and environment and gave an opportunity to apply the knowledge acquired in the classroom discussions. It also provided the student with technical knowledge on business activities and an experience of being employed which can be beneficial for future employment.

Data and information were obtained through researches, company's manual and records, observations and interviews with the staff and supervisors of the different departments.

The field study conducted is in line with the theories acquired in the classroom discussions. It contributed experiences to students in the development of their skills and knowledge on the use of office equipment and machine.

Land Bank of the Philippines is well known for its superiority in Credit and Banking Industry leading on their innovative in extending services to its clients.

The credit needs among individual, household and firm show the importance of money on their day to day use. Batangas Lending Center, under the supervision of Land Bank of the Philippines, had been responsive in such needs in the areas of Batangas.

During the span of the training at Batangas Lending Center, the following skills were developed: proper personal relation, organizing and filing, preparation of business letter, analysis of Financial Statements and secretarial tasks.



Several problems were observed and suitable solutions were suggested. Problems on the clients' past due accounts, selling of real and other properties owned and acquired and in monitoring and investigating clients were experienced by the center. With these problems, continuous negotiation on their clients and purchase of additional vehicle were recommended by the author.

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