332./ C88 1998

# LAND BANK OF THE PHILIPPINES TAGAYTAY CITY BRANCH

FIELD STUDY

JONATHAN C. CRUZ

Department of Economics, Management and Development Studies

CAVITE STATE UNIVERSITY

Indang, Cavite

April 1998

## LAND BANK OF THE PHILIPPINES TAGAYTAY CITY BRANCH

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 Marketing)



Land Bank of the Philippines Tagaytay City Branch 332.1 C88 1999 FS-28

JONATHAN C. CRUZ April 1998

#### ABSTRACT

CRUZ, JONATHAN C. "LAND BANK OF THE PHILIPPINES TAGAYTAY CITY BRANCH" A Field Study. Bachelor of Science in Business Management Major in Marketing. Cavite State University. April 1998. Adviser: Ms. Lina Abogadie.

A three-month field study was conducted at Land Bank of the Philippines (LBP) Tagaytay Branch, located at Kaybagal Road, Tagaytay City. Specifically, it aimed to gather information on organization, management, production, marketing and financial aspects of the bank. Problems were identified and feasible solutions were recommended.

Gathering of data was done through observation and actual participation in the bank's activities and personal interviews with the branch manager, cashier, executive assistant, bookkeeper and head of the accounting department. Financial data were estimated from the annual report of finance from the head office.

Part of the training was exposure and involvement in almost all activities of the bank.

Land Bank of the Philippines is the only universal bank with a social mission to spur countryside development. The bank also supports the industrial and agricultural development of the country. It also gives cooperatives, small entrepreneurs, vendors and small farmers technical and credit assistance.

LBP Tagaytay Branch offers deposits and loans. In 1997, the bank's financial status indicated a successful and impressive performance. To maintain the financial stability of the bank, controllable expenses should be monitored and minimized.

#### TABLE OF CONTENTS

P	age
BIOGRAPHICAL DATA	iii
ACKNOWLEDGMENT	iv
ABSTRACT	vi
LIST OF FIGURES	ix
LIST OF APPENDICES	x
INTRODUCTION	1
Importance of the Field Study	2
Objectives of the Field Study	2
THE BANK	3
Historical Background	3
Organization and Management	5
Management Policies and Procedures.	11
Motivation and Incentives	12
Bank Operations	13
Marketing	19
Finance	20
Problems Encountered by the Bank	21
Future Plans	21
FIELD STUDY EXPERIENCES	23
Activities	23

Observations	23
Problems Encountered.	24
BIBLIOGRAPHY	25
APPENDICES	2€

#### LIST OF FIGURES

Figure	F	age
1	Location map of LandBank of the Philippines Tagaytay Branch	6
2	Organizational structure of the LandBank of the Philippines Tagaytay Branch	, 7
3	Layout of the LandBank of the Philippines	8

#### LIST OF APPENDICES

Appendix	I	Page
1	Incentives of regular employee	27
2	The merit increase program.	28
3	Example of Automatic Fund Transfer Agreement	29
4	Requirements in new and existing cooperatives	32
5	List of Cooperatives and Vendor	36
6	Requirements in availing home loan	38
7	Information about the Cooperative Accreditation Program	40

### LANDBANK OF THE PHILIPPINES TAGAYTAY CITY BRANCH<sup>1</sup>

#### Jonathan C. Cruz

<sup>1</sup> A field study report presented to the faculty of the Department of Economics, Managment and Development Studies, College of Agriculture, Forestry, Environment and Natural Resources, Cavite State University, Indang, Cavite in partial fulfillment of the requirements for graduation with the degree of Bachelor of Science in Business Management major in Marketing with Contribution No FS 1998-BM 02-004. Prepared under the supervision of Ms. Lina Abogadie.

#### INTRODUCTION

Banking institutions have significant contributions in the economy. Banks have different categories in their services offered, because some banks are owned by government which means that their subsidies come from the government and some are private which means their resources depend upon their income.

A bank is a financial institution which serves not only as a depository of funds but also as a source of credit of business organizations. It also provides an accumulation of savings in small amounts, which in effect benefits not only the banks in providing them with loanable funds but also the depositors by aquiring interest in their deposits (Miranda, 1991).