

DEVELOPMENT BANK OF THE PHILIPPINES

AGENCY INFORMATION INVENTORY

(as of 30 September 2018)

agency_abbrv	agency_name	title	description	file_format	online_publication	location_or_url	disclosure	original_data_owner	data_maintainer	date_released	frequency_of_update
DBP	Development Bank of the Philippines	Advertisements	Promotional media of the bank, its products, and services	pdf	No		Public	Corporate Affairs Departments	Corporate Affairs Departments	Various years	
DBP	Development Bank of the Philippines	Advisory opinions	This includes but not limited to opinions made by LSG	DOC, PDF	No		Confidential	Various units	Various units	Various years	
DBP	Development Bank of the Philippines	Amended By-Laws of DBP	A document containing the amended by-laws of the DBP including the powers and duties of the Board of Directors	pdf	No		Public	Office of the Corporate Secretary	Office of the Corporate Secretary	Various years	
DBP	Development Bank of the Philippines	Annual Reports	A report published annually containing the overall performance and highlights of the bank, including its audited financial statements	pdf	Yes	https://www.devbnkphl.com/about.php?cat=67	Public	Operations Sector	Corporate Affairs Departments	Various years	
DBP	Development Bank of the Philippines	Appointments	Involving all appointment documents of the bank's officers	PDF	No		Internal Use	Various units	Human Resource Management Group	Various years	
DBP	Development Bank of the Philippines	Asset and Liability Management Committees Documentation	Includes all documents and recorded discussions of the Asset and Liability Management Committee	DOC, XLS, PDF	No		Highly Restricted	Enterprise Risk Management Group	Enterprise Risk Management Group	Various years	
DBP	Development Bank of the Philippines	Awards and/or Contracts	Involving procurement of goods, services, infrastructure and consulting services	PDF	Yes	http://www.devbnkphl.com/about.php?cat=392&204219f028996d4ea8d2dfef9475a6a8	Public	Various business units	Corporate Affairs Departments	Various years	Annually
DBP	Development Bank of the Philippines	Awards and/or Contracts	Involving procurement of goods, services, infrastructure and consulting services	DOC, PDF	No		Highly Restricted	Operations Sector	Operations Sector	Various years	
DBP	Development Bank of the Philippines	Balance Sheet	Statement that shows the financial position of the Bank.	pdf	Yes	https://www.devbnkphl.com/about.php?cat=384&e5ce1f18fe139b3657ee7bfa009abf89	Public	Accounting	Operations Sector	Various years	
DBP	Development Bank of the Philippines	Bangko Sentral ng Pilipinas (BSP) Reports	Contains inbound and outbound reports to the Bangko Sentral ng Pilipinas	DOC, XLS, PDF	No		Confidential	Various units	Compliance Management Group	Various years	
DBP		Bankwide Corporate Operating Budget (COB) for DBM Approval	A statement of income and expenses through operations	DOC, XLS, PDF	No		Highly Restricted	Various units	Strategic Planning Group	Various years	
DBP	Development Bank of the Philippines	BIR Forms and Schedules	Documents of the Bank's tax returns & supporting schedules as an evidence of payment and filing to BIR	PDF, XLS	No		Confidential	Accounting	Operations Sector	Various years	
DBP	Development Bank of the Philippines	Board Committees Documentation	Includes all documents and recorded discussions of the Bank's Board of Directors	DOC, XLS, PDF	No		Highly Restricted	Office of the Corporate Secretary	Office of the Corporate Secretary	Various years	

agency_abbrv	agency_name	title	description	file_format	online_publication	location_or_url	disclosure	original_data_owner	data_maintainer	date_released	frequency_of_update
DBP	Development Bank of the Philippines	Book of Signatures	Contains specimen signatures of bank officers for reference in documentation	PDF, DOC	No		Internal Use	Various units	Office of the Corporate Secretary	Various years	
DBP	Development Bank of the Philippines	BSP examination reports	Includes results and documents related to BSP examinations	DOC, XLS, PDF	No		Highly Restricted	Various units	Compliance Management Group	Various years	
DBP	Development Bank of the Philippines	Business Segment Planning Spreadsheet (BSPS)	Contains information of the bank's business units' performance vis-à-vis the enterprise-wide performance	XLS, PDF	No		Confidential	Various units	Strategic Planning Group	Various years	
DBP	Development Bank of the Philippines	Business Unit Portals	Includes online resources of the bank accessible through the intranet	html, pdf, doc	No		Internal Use	Various units	Various units	Various years	
DBP	Development Bank of the Philippines	Certificate of Clearance (for Travels and Separation from Service)	Forms with employee personal information issued by the Bank in connection with the employee's travel abroad/separation from service	DOC	No		Internal Use	Various units	Human Resource Management Group	Various years	
DBP	Development Bank of the Philippines	Circulars	Involving all released Circulars by the Bank	PDF	No		Internal Use	Various units	Office of the Corporate Secretary	Various years	
DBP	Development Bank of the Philippines	COA Financial Audit Report	Reports from COA regarding the operational performance of a particular unit of the Bank	pdf	Yes	https://www.devbnkph.com/about.php?cat=384&e5ce1f18fe139b3657ee7bfa009abf89	Public	Various units	Various units	Various years	
DBP	Development Bank of the Philippines	COA Reports	Reports provided to and received from the Commission on Audit (COA)	DOC, XLS, PDF	No		Confidential	Various units	Compliance Management Group	Various years	
DBP	Development Bank of the Philippines	Collateral security agreements	Includes all documents related to the bank's Collateral security agreements	DOC, PDF	No		Confidential	Various units	Various units	Various years	
DBP	Development Bank of the Philippines	Computer programs	Involves information of computer programs being used by the bank	RDBMS	No		Highly Restricted	Various units	Information and Communications Technology Management Group	Various years	
DBP	Development Bank of the Philippines	Corporate level strategic plans	Includes strategic plans approved by the Board of Directors	DOC, XLS, PDF	No		Highly Restricted	Various units	Strategic Planning Group	Various years	
DBP	Development Bank of the Philippines	Credit and appraiser's inspection / appraisal report	Contains results of credit checks and property appraisals conducted by CAM	DOC, XLS, PDF	No		Confidential	Credit and Appraisal Mgt	Operations Sector	Various years	
DBP	Development Bank of the Philippines	Credit Policy Memoranda	Involving all released credit policy memoranda by the Credit Policy Supervision Department	PDF	No		Internal Use	Enterprise Risk Management Group	Enterprise Risk Management Group	Various years	
DBP	Development Bank of the Philippines	Credit Transaction mediums	A transaction media that contains the loan application or amendments to an approved credit application of the client	PDF, XLS, DOC	No		Confidential	Various units	Various units	Various years	
DBP	Development Bank of the Philippines	Customer transaction data	Contains transactions done by the clients of the bank		No		Confidential	Various units	Various units	Various years	

agency_abbrv	agency_name	title	description	file_format	online_publication	location_or_url	disclosure	original_data_owner	data_maintainer	date_released	frequency_of_update
DBP	Development Bank of the Philippines	DBP Charter	Document containing the Executive Order and Republic Act that created the DBP Constitution and Section 8 of Republic Act No. 6713	pdf	Yes	https://www.devbnkph.com/about.php?cat=204	Public	Office of the Corporate Secretary	Office of the Corporate Secretary	Various years	
DBP	Development Bank of the Philippines	DBP Manual of Corporate Governance	A manual that guides the bank in its execution of good practices of corporate governance and of the policies of the regulators in the bank's daily affairs	PDF	Yes	https://www.devbnkph.com/UserFiles/4.4%20Manual%20of%20Corporate%20Governance.pdf	Public	Corporate Governance Office	Corporate Governance Office	Various years	
DBP	Development Bank of the Philippines	DBP Sustainable Development Report	Report that communicates the Bank's economic, environmental and social performances. It subscribes to the latest standard of the Global Reporting Initiative (GRI). The GRI framework prescribes standards for publicly communicating an organization's triple bottom line reporting.	PDF	Yes	https://www.devbnkph.com/about.php?cat=67	Public	Integrated Services Department	Development Sector	Various years	Annually
DBP	Development Bank of the Philippines	Department of Finance (DOF) Reports	Contains inbound and outbound reports to the Department of Finance	DOC, XLS, PDF	No		Confidential	DOF / various units	Office of the President and CEO	Various years	
DBP	Development Bank of the Philippines	Deposits / withdrawals	All deposit and withdrawal transactions made by clients on a given period of time		No		Highly Restricted	Various units	Branch Banking Sector	Various years	
DBP	Development Bank of the Philippines	Desk manuals	A manual that contains the necessary information about a particular unit of the bank	PDF, DOC	No		Internal Use	Various units	Various units	Various years	
DBP	Development Bank of the Philippines	Disbursement Vouchers	Numbered document used to facilitate payments and other expenses; such as, but not limited to, outstanding obligations due to various stakeholders or administrative expenses incurred	DOC	No		Internal Use	Various units	Various units	Various years	
DBP	Development Bank of the Philippines	Documentation on Personnel Investigations for Disciplinary Action	Includes documents and records of disciplinary and/or administrative cases where a bank personnel is involved	DOC, XLS, PDF	No		Highly Restricted	Corporate Governance Office	Corporate Governance Office	Various years	
DBP	Development Bank of the Philippines	EMS Legal Register and Other Requirements	A register that covers the list of laws and regulations and other applicable requirements to which the Bank must adhere to.	DOC, XLS, PDF	No		Internal Use	Integrated Services Department (ISD)	Integrated Services Department (ISD)	Various years	
DBP	Development Bank of the Philippines	EMS Objectives, Targets and Programs (OTPs)	Set of documents that reflects what the Bank does, what it wants to achieve and the concrete actions/programs to achieve the desired result in a definite time frame.	DOC, XLS, PDF	No		Internal Use	Integrated Services Department (ISD)	Integrated Services Department (ISD)	Various years	

agency_abbrv	agency_name	title	description	file_format	online_publication	location_or_url	disclosure	original_data_owner	data_maintainer	date_released	frequency_of_update
DBP	Development Bank of the Philippines	EMS OTPs Monitoring Report	The assessment and monitoring on the status of performance of the Bank's asset OTPs including the root cause analysis for under/overachieved targets and actions to be undertaken.	DOC, XLS, PDF	No		Internal Use	Integrated Services Department (ISD)	Integrated Services Department (ISD)	Various years	
DBP	Development Bank of the Philippines	Environmental Aspects and Impact Register	List that identifies attributes of the Bank's products, activities and services and determination of those that have significant impacts on the environment.	DOC, XLS, PDF	No		Internal Use	Integrated Services Department (ISD)	Integrated Services Department (ISD)	Various years	
DBP	Development Bank of the Philippines	Executive Committee Documentation	Includes all documents and recorded discussions of the Bank's Executive Committee of the Board of Directors	DOC, XLS, PDF	No		Highly Restricted	Various units	Office of the Corporate Secretary	Various years	
DBP	Development Bank of the Philippines	Governance Commission for GOCCs (GCG) Reports	Contains inbound and outbound reports to the Governance Commission for GOCCs	DOC, PDF	No		Confidential	Various units	Corporate Governance Office	Various years	
DBP	Development Bank of the Philippines	Group Orders	Numbered documents to inform changes within a particular sector whether permanent or temporary.	DOC, PDF	No		Internal Use	Various units	Office of the Corporate Secretary	Various years	
DBP	Development Bank of the Philippines	IGLF Governing Board-Technical Advisory Group Meeting Documentation	Minutes, Resolutions, Transcripts, and Meeting materials	DOC, PDF, Hardcopy	No		Highly Restricted	IGLF	IGLF	Various years	
DBP	Development Bank of the Philippines	Industry Studies	A comprehensive review and analysis of various industries that covers the industry structure, economic and market aspect, financial performance, regulatory framework and the bank's exposure to the industry.	DOC, XLS, PDF	No		Confidential	Strategic Planning Group	Strategic Planning Group	Various years	
DBP	Development Bank of the Philippines	Inter-Bank Communications	Correspondence between DBP and other banks	DOC, PDF	No		Confidential	Various units	Various units	Various years	
DBP	Development Bank of the Philippines	Internal audit reports	Includes all documents related to the conduct of Internal Audit by the IAG	DOC, PDF	No		Confidential		Internal Audit Group	Various years	
DBP	Development Bank of the Philippines	Internal Office Communications	Correspondence between offices of the bank	DOC, XLS, PDF	No		Confidential	Various units	Various units	Various years	
DBP	Development Bank of the Philippines	Investments / placements	Includes all documents related to the bank's current and planned investments	DOC, XLS, PDF	No		Confidential	Various units	Various units	Various years	
DBP	Development Bank of the Philippines	Job Opening Announcements	Procurement materials on the hiring of consultants	pdf	Yes	https://careers.devbnk.phl.com/	Public	Human Resource Management Group / various units	Human Resource Management Group	Various years	
DBP	Development Bank of the Philippines	LGU-GC Documentation	Documents used for Board meetings of LGU-GC	Hardcopy	No		Confidential	Development Sector - Office of the Head	Development Sector - Office of the Head	Various years	
DBP	Development Bank of the Philippines	Liquidity reports (from Treasury)	Contains information on the bank's liquidity position	DOC, PDF	No		Confidential	Financial Resources Sector (Treasury)	Financial Resources Sector (Treasury)	Various years	

agency_abbrv	agency_name	title	description	file_format	online_publication	location_or_url	disclosure	original_data_owner	data_maintainer	date_released	frequency_of_update
DBP	Development Bank of the Philippines	Litigation strategy memos	includes all court related petition and answer documents	DOC, PDF	No		Highly Restricted	Various units	Legal Services Group	Various years	
DBP	Development Bank of the Philippines	Loan agreements / Promissory notes / Releases	Includes all documents related to the bank's Loan agreements, Promissory notes, and Loan Releases	DOC, PDF	No		Confidential	Various units	Various units	Various years	
DBP	Development Bank of the Philippines	Management Committee Documentation	Includes all documents and recorded discussions of the Bank's Management Committee	DOC, XLS, PDF	No		Highly Restricted	Various units	Strategic Planning Group	Various years	
DBP	Development Bank of the Philippines	Management reports	Contains inbound and outbound reports to the Bank's senior management	DOC, XLS, PDF	No		Confidential	Various units	Various units	Various years	
DBP	Development Bank of the Philippines	Manual of Approving Authorities	Manual containing the proper levels of authority required to carry out all transactions of administrative nature in the Bank	PDF, DOC	No		Internal Use	Various units	Strategic Planning Group	Various years	
DBP	Development Bank of the Philippines	Marina Documentation	Documents used for Board meetings of Marina	Hardcopy	No		Confidential	Development Sector - Office of the Head	Development Sector - Office of the Head	Various years	
DBP	Development Bank of the Philippines	Memorandum Orders	\involving all released memoranda	PDF	No		Internal Use	Various units	Human Resource Management Group	Various years	
DBP	Development Bank of the Philippines	Merger and acquisition documents	Includes all documents related to the bank's mergers and acquisition activities	DOC, XLS, PDF	No		Highly Restricted	Various units	Financial Resources Sector	Various years	
DBP	Development Bank of the Philippines	Miscellaneous Directives	Special instructions/Policy amendments	PDF	No		Internal Use	Office of the President and CEO	Office of the President and CEO	Various years	
DBP	Development Bank of the Philippines	Offering Tickets (OT)	Transaction media that contain amendments to approved credit proposals	PDF, XLS, DOC	No		Confidential	Various units	Various units	Various years	
DBP	Development Bank of the Philippines	Office Orders	Numbered document to inform changes within a particular office/branch whether permanent or temporary.	PDF	No		Internal Use	Various units	Office of the Corporate Secretary	Various years	
DBP	Development Bank of the Philippines	Performance Management Forms	Report on the results related to the conduct of the Bank's performance rating	DOC, XLS	No		Confidential	Various units	Human Resource Management Group	Various years	
DBP	Development Bank of the Philippines	Physical Checks	Physical checks from outward transactions of the branches	Hardcopy	No		Confidential	Branch Banking Sector	Branch Banking Sector (Branches)	Various years	
DBP	Development Bank of the Philippines	Pre-employment Exam Results	Data that contains the results of job applicants during their pre-employment exams	DOC, XLS, PDF	No		Confidential	Human Resource Management Group	Human Resource Management Group	Various years	
DBP	Development Bank of the Philippines	Personnel employment, service, performance records	201 files, service records, performance records information such as address, credentials, employment records, among others	DOC, XLS, PDF	No		Confidential	Human Resource Management Group	Human Resource Management Group	Various years	
DBP	Development Bank of the Philippines	Press Releases	News articles and photos released to media outlets (print and TV) for publication	PDF	No	https://www.devbnkph.com/news.php	Public	Corporate Affairs Department	Corporate Affairs Department	Various years	

agency_abbrv	agency_name	title	description	file_format	online_publication	location_or_url	disclosure	original_data_owner	data_maintainer	date_released	frequency_of_update
DBP	Development Bank of the Philippines	Product and Service Brochures	Marketing kit that details the salient selling points of DBP/department to offer the products and services to the prospective clients. It includes the landmark transactions/deals successfully completed by DBP/department.	PDF	No	https://www.devbnkp.com/services.php?cat=2	Public	Various units	Corporate Affairs Department	Various years	
DBP	Development Bank of the Philippines	Product research and development Reports	Reports on new product research and development	DOC, XLS, PDF	No		Highly Restricted	Strategic Planning Group	Strategic Planning Group	Various years	
DBP	Development Bank of the Philippines	Program Documents	Records/documents related to the approval, implementation and management of programs developed by the department	DOC, PDF	No		Confidential	Financing Inclusive Development (FIND), Financing Infrastructure, Environment and Logistics Development (FIELD)	Financing Inclusive Development (FIND), Financing Infrastructure, Environment and Logistics Development (FIELD)	Various years	
DBP	Development Bank of the Philippines	Program Status Reports including documents submitted by stakeholders	Status / accomplishment of the development programs of the Bank	DOC, XLS, PDF	No		Confidential	Financing Inclusive Development (FIND), Financing Infrastructure, Environment and Logistics Development (FIELD)	Financing Inclusive Development (FIND), Financing Infrastructure, Environment and Logistics Development (FIELD)	Various years	
DBP	Development Bank of the Philippines	Project Evaluation and Endorsement Report (PEER) and PEER-related documents	Technical, environmental and social evaluation and recommendation of the proposed project	DOC, PDF	No		Confidential	Financing Inclusive Development (FIND), Financing Infrastructure, Environment and Logistics Development (FIELD)	Financing Inclusive Development (FIND), Financing Infrastructure, Environment and Logistics Development (FIELD)	Various years	
DBP	Development Bank of the Philippines	Records Retention and Disposal Books	Documents enlisting the archived and disposed records of the Bank	DOC	No		Internal Use	Various units	Office of the Corporate Secretary	Various years	
DBP	Development Bank of the Philippines	Reports to Funders and Government Agencies	Status Report / Reports on project updates/ accomplishments including periodic progress review of pipeline projects submitted to regulatory agencies/funders	DOC, PDF, XLS	No		Confidential	Financing Inclusive Development (FIND), Financing Infrastructure, Environment and Logistics Development (FIELD)	Financing Inclusive Development (FIND), Financing Infrastructure, Environment and Logistics Development (FIELD)	Various years	
DBP	Development Bank of the Philippines	Report on Salaries & Allowances (ROSA)	Quarterly report submitted to Commission on Audit covering key official of the Bank	DOC, XLS	No		Confidential	Human Resources Management Group	Human Resources Management Group	Various years	
DBP	Development Bank of the Philippines	Sector Orders	Numbered document to inform changes within a particular sector whether permanent or temporary.	PDF	No		Internal Use	Various units	Office of the Corporate Secretary	Various years	
DBP	Development Bank of the Philippines	Securities and Exchange Commission (SEC) Reports	Contains inbound and outbound reports to the Securities and Exchange Commission	DOC, PDF	No		Confidential	Treasury	Office of the President and CEO	Various years	

agency_abbrv	agency_name	title	description	file_format	online_publication	location_or_url	disclosure	original_data_owner	data_maintainer	date_released	frequency_of_update
DBP	Development Bank of the Philippines	Service Record	Documents with personnel's information on employment or work history in the government	DOC, XLS, PDF	No		Confidential	Human Resource Management Group	Human Resource Management Group	Various years	
DBP	Development Bank of the Philippines	Small Business Corporation Documentation	Documents used for Board meetings of the Small Business Corporate	Hardcopy	No		Confidential	Development Sector - Office of the Head	Development Sector - Office of the Head	Various years	
DBP	Development Bank of the Philippines	Staffing Summary & Details of Salaries and Other Compensation of Permanent, Contractual and Casual Positions	Report on the Bank's approved budget on Personnel Services including projected cost of new hires	DOC, XLS	No		Confidential	Human Resources Management Group,	Human Resources Management Group, Strategic Planning Group	Various years	
DBP	Development Bank of the Philippines	Statement of Condition of the Bank provided to its Creditors	A statement addressed to the creditors reflecting the bank's condition	PDF, XLS	No		Public	Operations Sector	Operations Sector	Various years	
DBP	Development Bank of the Philippines	Status of loan accounts / pending loan applications	Includes information of loan applications currently in the pipe-line	DOC, XLS, PDF	No		Confidential	Various units	Various units	Various years	
DBP	Development Bank of the Philippines	Strategic alliance agreements	Various Memorandum of Agreements executed by DBP and Clients	DOC, PDF	No		Confidential	Various units	Strategic Planning Group	Various years	
DBP	Development Bank of the Philippines	Training Materials	Involving the training paraphernalia, materials	PDF, PPT, DOC	No		Internal Use	Various units	Human Resource Management Group	Various years	
DBP	Development Bank of the Philippines	Travel Assignment Orders	Involving all the information and details of travels for official business of bank's personnel	PDF	No		Internal Use	Various units	Office of the Corporate Secretary	Various years	
DBP	Development Bank of the Philippines	Unpublished internally generated market research	Research gathered, drafted, and utilized for credit/financial evaluation and other decision-making purposes	DOC, XLS, PDF	No		Confidential	Strategic Planning Group	Strategic Planning Group	Various years	
DBP	Development Bank of the Philippines	Gender and Development (GAD) Plans & Budget Reports	Report that communicates the Bank's policies, plans, programs and budget and actual expenses attribute to the Gender and Development Guidelines advocated by the Philippine Commission on Women and ensures practice of fairness and inclusion in its projects.	PDF	Yes	https://www.devbnkpl.com/about.php?cat=488&ce297309fd1a5b758c0b2ff959cc860d	Public	DBP	Employee Relations Department	Various years	Annually

--- Nothing follows ---