

VI. Feedback and Complaints

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback	<p>Drop in the suggestion box located at the lobby of LANDBANK Branches/Customer Care Desks</p> <p>Customer Care Hotline: (632) 8-405-7000 1-800-10-405-7000</p> <p>Social Networking Sites: Facebook: https://www.facebook.com/landbankofficial Twitter: @LBP_official</p> <p>Customer Care Mail: Online: https://www.landbank.com/contact-us Email: customercare@landbank.com Letter: 2F LANDBANK Plaza, 1598 M.H. Del Pilar corner Dr. J. Quintos Streets, Malate, Manila</p>
How feedbacks are processed	<p>Branch Officer opens daily the suggestion box and compiles and records all feedback submitted.</p> <p>Feedbacks received through telephone, mail, online messages, and e-mail are immediately referred to the unit concerned for appropriate action.</p> <p>Feedback requiring answers are addressed immediately upon receipt of the feedback, and the answer of the office is then relayed to the citizen.</p>

<p>How to file a complaint</p>	<p>File the complaint via the Customer Care Desk located at all LANDBANK Customer-Facing Units.</p> <p>Customer Care Hotline: (632) 8-405-7000 1-800-10-405-7000</p> <p>Social Networking Sites: Facebook: https://www.facebook.com/landbankofficial Twitter: @LBP_official</p> <p>Customer Care Mail: Online: https://www.landbank.com/contact-us Email: customercare@landbank.com Letter: 2F LANDBANK Plaza, 1598 M.H. Del Pilar corner Dr. J. Quintos Streets, Malate, Manila</p> <p>Complaints can be filed via telephone, mail, online messages, and e-mail. Make sure to provide the following information:</p> <ul style="list-style-type: none"> - Name of person filing the complaint - Details of the Complaint - Other supporting evidence, if any
<p>How complaints are processed</p>	<p>Complaints received through telephone, mail, online messages, and e-mail are immediately referred to the unit concerned for appropriate action.</p> <p>Upon receipt of the complaint, Unit concerned shall start the investigation and coordinate with other units/external parties, if necessary.</p> <p>Client shall be informed of the result of investigation, via e-mail, text message, letter or call report, within 48 hours upon completion of investigation/updating of case status as resolved/closed.</p>

<p><i>How complaints are processed cont.</i></p>	<p>Complaint shall be classified as to its nature and category to determine handling and resolution period, as follows:</p> <table border="1" data-bbox="672 352 1409 968"> <thead> <tr> <th data-bbox="672 352 935 401">Nature</th> <th data-bbox="935 352 1409 401">Category</th> </tr> </thead> <tbody> <tr> <td data-bbox="672 401 935 968"> <ul style="list-style-type: none"> • Product/ Service-Related • Transaction-Related • Process-Related • Fraud-Related • Personnel/ Employee-Related • Legal Related/ Matters </td> <td data-bbox="935 401 1409 968"> <ul style="list-style-type: none"> • Simple – seven (7) banking days • Complex – 20 banking days • Highly Technical – 45 banking days <p><i>Note: Turn-around time in handling/resolution and requests covered by law, rules and regulations shall be observed (e.g., 93 banking days for Credit Card Disputed Transactions)</i></p> </td> </tr> </tbody> </table>	Nature	Category	<ul style="list-style-type: none"> • Product/ Service-Related • Transaction-Related • Process-Related • Fraud-Related • Personnel/ Employee-Related • Legal Related/ Matters 	<ul style="list-style-type: none"> • Simple – seven (7) banking days • Complex – 20 banking days • Highly Technical – 45 banking days <p><i>Note: Turn-around time in handling/resolution and requests covered by law, rules and regulations shall be observed (e.g., 93 banking days for Credit Card Disputed Transactions)</i></p>
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<p>Contact Information of ARTA, PCC,CCB, BSP</p>	<p>ARTA: complaints@arta.gov.ph (02) 8478-5091 (02) 8478-5093</p> <p>PCC: pcc@malacanang.gov.ph +63(2) 8888</p> <p>CCB: 0908-881-6565 (SMS) email@contactcenterngbayan.gov.ph</p> <p>BSP: consumeraffairs@bsp.gov.ph</p>				