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| Policy No:                           | ADM-POL-AUX-0008   |
| Policy Title:                        | Vehicle Parking Policy   |
| Implementation Procedure:            | ADM-PROC-AUX-0005 Application and Renewal of Parking Permit  |
| Date of Issuance:                    | July 25, 2011  |
| Effectivity:                         | S.Y. 2011 to present   |
| Page Number:                         | One (1)  |
| Office of Origin:<br>(Policy Expert) | Auxiliary Services Office  |
| "Supersedes" Notification:           |  |
| Purpose of Policy:                   | The policy details the issuance, coverage, revocation and renewal of parking permits and other provisions on the utilization of parking spaces.  |
| Detailed Policy Statement:           | <ul style="list-style-type: none"> <li>• Only the Colegio's vehicles and employees whose vehicles have parking permits are allowed to utilize the Colegio's parking spaces.</li> <li>• Parking Permits can be secured from the Auxiliary Services Office.</li> <li>• Parking Permits are given on a first come first served basis.</li> <li>• Parking Permit is issued only when the employee has paid the corresponding fee at the Treasurer's Office.</li> <li>• The parking permit fee is determined by the Treasurer's Office and is subject to change without prior notice.</li> <li>• All parking permit stickers should be affixed to the front windshield of the vehicle, particularly on the lower side of the driver's seat. For motorcycles, the parking permits should be affixed to the headlight.</li> <li>• Parking permit holders should inform the Auxiliary Services Office of any change in their motor vehicle details (i.e. purchase of a new car, motorcycle).</li> <li>• Each parking permit is assigned with a parking slot.</li> <li>• The designated parking slot are as follows <ul style="list-style-type: none"> <li>○ In front of the Quezon Garden – Administrators</li> <li>○ In front of the Liem Garden – Administrators</li> <li>○ In front of the St. Thomas Building – Employees' Parking Area</li> </ul> </li> <li>• Employees should strictly park their vehicles in their designated area. Employees who violate this provision shall be issued with written warning to incident reports. Suspension to revocation of parking permit can be imposed to employees who are habitually violating this provision.</li> <li>• All issued parking permits are valid for one school year.</li> <li>• The Colegio reserves the right to suspend, revoke and refuse renewal of parking permits.</li> <li>• The parking permit is automatically revoked once the employee severs employment from the Colegio.</li> <li>• Employees who were proven to damage any of the Colegio's property as a result of reckless use of vehicle will automatically be revoked and denied of future parking permit.</li> <li>• The Colegio has no liability to the safety and security of vehicles with parking permits.</li> <li>• In cases of institutional activities, the Colegio reserves the right to prevent employees from utilizing their parking spaces with prior notice.</li> </ul> |
| Applicability:                       | All employees  |
| Policy Approval Authority:           | Director of the Auxiliary Services Office  |
| Related Policies or References       | MEMORANDUM 02-SY 2011-2012 of the Auxiliary Services Office  |
| Definition:                          |  |
| Prepared by                          | Planning, Funding and Development Office   |
| Approved by                          | <br>Mr. Roberto Aguba   |
| Date of Approval                     |  |

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