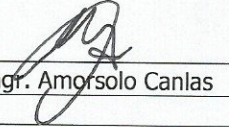


Policy No:	ADM-POL-EBG-0009
Policy Title:	Vehicle Parking Policy
Implementation Procedure:	
Date of Issuance:	June 8, 2016
Effectivity:	A.Y. 2016-2017
Page Number:	One (1)
Office of Origin: (Policy Expert)	Engineering, Buildings and Grounds
"Supersedes" Notification:	
Purpose of Policy:	The policy details 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"> • The Colegio's gate at the Legaspi Street serves as the designated drop-off and pick-up points for the students. • Public service vehicles (School Buses) are restricted from entering the campus. However, drop off inside the premises is allowed when it is raining. Parking inside the campus is strictly prohibited. • Private service vehicle are allowed to enter the Colegio only to drop off students. The Colegio restricts parking of private service vehicle-inside its premises. • Guests vehicle ENTRY and PARKING requires prior request and approval from the EBG office. • Administrators' vehicle parking shall be appropriately assigned by the EBG office. • Employees' vehicle entry shall only be allowed with approved access pass. However, the parking privilege entails a "first-arrival-first-served" basis. In addition, parking reservation is strictly prohibited. • The EBG office reserves the right to suspend or terminate use of issued access pass anytime as deemed appropriate and necessary by the management.
Applicability:	Parents, employees and students
Policy Approval Authority:	Director of the Engineering, Buildings and Grounds
Related Policies or References	ADM-POL-AUX-0008
Definition:	
Prepared by:	Engineering, Buildings and Grounds
Approved by	 Engr. Amoroso Canlas
Date of Approval	

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