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: 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:
- 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

Prepared by: Engineering, Buildings and Grounds

Approved by: Engr. Amorsolo Canias

Date of Approval