


Procedure No:	ADM-PROC-AUX-0005
Procedure Title:	Application and Renewal of Parking Permit
Related Policy:	ADM-POL-AUX-0008 Vehicle Parking Policy
Date of Issuance:	S.Y. 2010 to 2011
Effectivity:	S.Y. 2010 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Auxiliary Services Office
"Supersedes" Notification:	
Procedure Description:	This procedure details the application, payment, and renewal of Parking Permit.
Areas of Responsibility:	Auxiliary Services Office
Procedure Details:	<p>Application</p> <p>Step 1. The employee accomplishes a Parking Permit Application Form from the Auxiliary Services Office.</p> <p>Step 2. The employee pays the parking permit fee to the Treasurer's Office.</p> <p>Step 3. The employee submits the receipt to the Auxiliary Services Office.</p> <p>Step 4. The Auxiliary Services Office issues the Parking Permit.</p> <p>Renewal</p> <p>Step 1. The employee secures Parking Permit Renewal Form from the Auxiliary Services Office.</p> <p>Step 2. The Auxiliary Services Office will issue Parking Permit Renewal Form only when the employee is found eligible for renewal. Employees with violations as discussed in ADM-POL-AUX-0008 Vehicle Parking Policy shall not be granted renewal of parking permit.</p> <p>Step 3. Employees with approved renewal can pay the parking permit renewal fee to the Treasurer's Office.</p> <p>Step 4. The employee submits the receipt to the Auxiliary Services Office.</p> <p>Step 5. The Auxiliary Services Office issues the Parking Permit.</p>
Procedure Approval Authority:	Director of the Auxiliary Services Office
References:	Parking Permit Renewal Form
Definition:	
Help Page:	Auxiliary Services Office
Prepared by:	Planning, Funding and Development Office
Approved by:	 Mr. Roberto Aguba
Date of Approval:	

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