MEMORANDUM

TO : ALL CONCERNED EMPLOYEES

RE : POEA CAR STICKERS

DATE : 12 April 1994

In order to update the roster of employees/individuals who were given privileges to park at the Basement, a new set of guidelines, hereto attached, shall be followed.

These new guidelines shall take effect on May 2, 1994.

For compliance.

FELICISIMO O. JOSON
Administrator
GUIDELINES ON CAR PARKING PRIVILEGE

1. Only vehicles with valid POEA car stickers will be allowed to park at the basement.

1.1 Application and approval procedures for issuance of POEA car stickers:

1.1.1 Requesting party shall be asked to fill out an application for issuance of car sticker

1.1.2 Said party shall present the original and xerox copy of the following documents:

a. Car registration
b. LTO Official Receipt
c. Driver's License

1.1.3 All applications shall be processed/evaluated by the GSPD which shall recommend for approval applications that are in order to the Manager, Administrative Branch.

1.1.4 Once application is approved, car sticker shall be issued to new requesting party. However, stickers issued before and still used by the recipient may re-confirm the use of the same for recording purposes. Putting of car sticker on the vehicle shall be made in the presence of a representative of the GSPD and/or security agency. Said representative will have the responsibility to check if the details of the vehicle is consistent with the information written in the application.

1.2 Guidelines for issuance of car sticker

1.2.1 Any bonafide employee who uses his/her vehicle in reporting to work will be entitled to one car sticker each. Additional car sticker may be provided upon request of the employee but limited to two [2] stickers only.
1.2.2 Bonafide employee of OWWA, CIS, SSS and Provident Insurance assigned at the POEA who uses his/her vehicle in reporting to work will be entitled to one sticker each.

1.2.3 Recipients of top performers award will be entitled to one car sticker only.

1.2.4 Bank representatives [PNB, Far East, Coco Bank, Metro Bank, Allied Bank] assigned at POEA who uses his/her own vehicle and/or company vehicle in reporting to work will be entitled to one sticker each.

1.2.5 POEA - PDOS Speakers who uses his/her own vehicle and/or company vehicle in reporting to POEA will be entitled to one sticker each.

1.2.6 Private entities/persons renting a space in the concession area will be entitled to one sticker only.

2. POEA sticker is non-transferable.

3. Vehicle owners will only be allowed to park their car at the basement from 7:00 a.m. to 7:00 p.m. Only POEA employees rendering overtime services or attending NPA classes may be allowed to park beyond 7:00 p.m. The security agency shall have the responsibility to verify weather employees whose vehicles are parked at the basement are still within the building.

4. POEA employees who have plans of leaving their car at the basement after office hours for reason other than what is stipulated in item 3 should park their car at the upper level parking area.

6. Overnight parking shall not be allowed without prior approval from the Manager, Administrative Branch and/or Chief, GSPD. For records purposes, employees should submit a written request to the Manager, Administrative Branch.
7. Cancellation of parking privilege/car sticker shall be made based on the following grounds:

1.1 If the employee is no longer connected with POEA [i.e resigned, retired, terminated];

1.2 If concession rights of private entities/persons have been terminated;

1.3 If employees from other government/financial institutions such as OWWA, CIS, private banks, etc. have been reassigned to other extension units of their respective offices outside of POEA and/or has resigned, retired or have been terminated. For this purpose, government/financial institutions shall be requested to regularly update list of personnel assigned at POEA.

1.4. If vehicle owner violets parking rules of POEA.