MEMORANDUM

TO: ALL POEA OFFICIALS AND EMPLOYEES

RE: POEA CAR STICKERS

DATE: September 2, 1997

In order to update the list of employees/individuals authorized to park at the Basement, effective November 2, 1997, the following guidelines for car parking shall be observed and followed:

GUIDELINES ON CAR PARKING

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

1.1. Application and approval procedures for the 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/Certificate of Registration
c. Drivers License
1.1.3. Vehicle that are applied for car sticker must be registered in the name of the requesting party or in his immediate family. In cases where the vehicle is yet to be transferred under his name, the office must be furnished with documents evidencing assignment like deed of sale etc.

1.1.4. All applications shall be processed / evaluated by the GSPD which shall recommend for approval by the Manager, Administrative Branch.

1.1.5. Once application is approved, car sticker shall be issued to the requesting party. 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. As much as possible, the sticker should be pasted at the upper right side of the windshield.

1.2. Security guards deployed at the basement are authorized to conduct inspection of all vehicles entering the Basement Parking Area and are responsible to maintain a logsheet to record the arrival and departure time and the owner of a vehicle.

1.3. Holders / Beneficiaries of car stickers

1.3.1. Each employee is entitled with a car sticker for every vehicle he/she uses in reporting for work to the office provided said vehicles conform with Rule No. 1.1.3.

1.3.2. Bonafide employee of OWWA, SSS, MEDICARE, PNP-CIG, PACC, DOJ assigned at the POEA who uses his/her vehicle in reporting to work will be entitled to one sticker each.

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

1.3.4. Bank representatives (PNB, Far East, UCPB, 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.

1.3.5. POEA - PDOS Speakers and PDSP Evaluators who uses his / her own vehicle and / or company vehicle in reporting to POEA will be entitled to one sticker each.
1.3.6. Private entities / persons renting a space in the office will be entitled to one sticker only.

2. POEA Sticker is non-transferrable.

3. Vehicle owners will only be allowed to park their car at the basement from 7:00 AM to 7:00 PM. Only POEA employees rendering overtime services may be allowed to park beyond 7:00 PM. The security agency shall have the responsibility to verify whether 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 secure clearance from GSPD or they may park their car at the upper level parking area.

5. 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 private banks, OWWA, SSS, PNP-CIG, 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.

1.3. If vehicle owner violates parking rules of POEA.
6. Diplomats, government officials, resource speakers and guests during festivities, conferences, training / seminars and other meetings are allowed to park at the Basement without POEA car sticker provided Offices hosting these activities should as much as possible furnish the Administrative Branch of list of guests and the corresponding plate numbers of their vehicles that will be given authorization to park at the Basement Parking Area.

Adherence to these guidelines will be for our own safety and security.

For compliance.

FELICISIMO J. JOSE, JR.
Administrator