



Republic of the Philippines
DEPARTMENT OF ENERGY
(Kagawaran ng Enerhiya)

DEPARTMENT ORDER NO. DO2022-05-0008 //

GUIDELINES FOR THE USE OF PARKING SPACES AT THE DEPARTMENT OF ENERGY (DOE) PREMISES

WHEREAS, Section 2(e) of Administrative Order No. 38, s. 2002, provides that the Administrative Services (AS) of the DOE shall formulate and implement policies, plans, programs and regulations on human resource, relations, as well as coordinate activities for special events of the DOE.

WHEREAS, in line with the function of the Administrative Service, the General Services Division (GSD) is responsible for the proper operation, maintenance and repair of the Department's buildings and facilities, equipment, service vehicles, basic utilities, e.g., electricity, water and power, and supervision and management of parking spaces and annually contracted maintenance services, e.g., janitorial, security, photocopying, shuttle, electrical, air-con, elevators, specialty trades, and general administrative work including staff support services, and proper documentation on the aforementioned functions.

WHEREAS, the Department has to come up with a policy on parking spaces at the DOE premises which shall regulate the use of parking spaces thereby ensuring proper/smooth vehicle traffic at the parking lot.

NOW THEREFORE, in consideration of the foregoing premises, the DOE hereby imposes and promulgates the following guidelines, to wit:

SECTION 1. PURPOSE

To set a clear-cut policy regarding parking privileges for DOE Officials and Employees in the DOE-designated parking areas/spaces. Vehicle owners who are classified as Contract of Service (COS), Casual, Contracted-Out, Out-Sourced and Visitors also fall within this policy.

SECTION 2. ELIGIBILITY

- 2.1. This parking privilege shall be exclusive to DOE Officials and employees, and to any member of their immediate family, respectively, subject to Section 4 of this Order.

- 2.2. Above-named officials/personnel must register their vehicle to secure a parking sticker.
- 2.3. Any vehicle without a DOE parking sticker shall be directed to the visitor's parking area.
- 2.4. A vehicle can be registered any time of the year subject to the compliance of vehicle parking sticker requirements under Section 3.

SECTION 3. VEHICLE PARKING STICKER REQUIREMENTS

- 3.1. Parking sticker requirements:
 - 3.1.1 Photocopy of LTO Registration and OR/CR of vehicle;
 - 3.1.2 Photocopy of Valid Driver's License of employee/driver; and
 - 3.1.3 Photocopy of Company ID
- 3.2. Complete documents must be submitted to the General Services Division - Administrative Services (GSD-AS) for validation.

SECTION 4. ISSUANCE OF VEHICLE PARKING STICKER

- 4.1. Upon submission and validation of the documents, the GSD-AS will immediately issue a Vehicle Parking Sticker which must be placed on the windshield of the registered vehicle, at no cost on the part of the DOE Official/employee.
- 4.2. Vehicle Parking Stickers are specific to the official/employee and the vehicles (license plates) to which they are registered, or that of the official/employee's immediate family member to whom it is registered.

Vehicle parking stickers may not be transferred, sold or duplicated.

- 4.3. Additional sticker maybe issued to an employee with multiple vehicles up to a maximum of 2 vehicles only.

Regardless of the number of parking sticker applied, each Official/employee is allowed to park only one vehicle in the DOE-designated parking slots at any given time.

SECTION 5. VEHICLE STICKER DISPLAY

- 5.1. The GSD-AS will be in-charge of the installation of the Vehicle Parking Sticker:

- 5.1.1. Motorcycles: Sticker must be clearly visible in front of the motorcycle.
- 5.1.2. Automobiles: Sticker must be placed on the wind shield, lower left-hand side (driver's side).

SECTION 6. VALIDITY OF VEHICLE PARKING STICKER

- 6.1. Vehicle parking stickers are valid until the 31st of December of each year.
- 6.2. All vehicle parking stickers can be renewed as early as December of the current year subject to the compliance of vehicle parking sticker requirements under Section 3.

SECTION 7. DAMAGED or LOST PERMITS/STICKERS:

- 7.1. If a sticker is damaged or lost, the incident must be reported to the GSD-AS thru the Security Office immediately.
- 7.2. The following documents are required to process the replacement of the lost or damaged sticker:
 - 6.2.1 Notarized Affidavit of Loss;
 - 6.2.2 Photocopy of LTO Registration and OR/CR of vehicle;
 - 6.2.3 Photocopy of Valid Driver's License; and
 - 6.2.4 Photocopy of Company ID

SECTION 8. PARKING LOT/PERMIT CLASSIFICATIONS

- 8.1. Reserved (Red): These slots are exclusive for specific Officials and DOE service vehicles. Valid sticker must always be displayed.
- 8.2. Open (White): These slots are authorized for any DOE employees, COS, and Out-Sourced personnel.
- 8.3. Commuter/Outsiders (Yellow): Include all visitors and/or clients.
- 8.4. PWD/Senior citizens (Blue)

SECTION 9. GENERAL INFORMATION

- 9.1. The DOE-designated parking areas are on a "first come, first served" basis. Having a parking sticker does not guarantee a parking space but provides the privilege to park in any vacant and designated parking space.

- 9.2. Parking is authorized only in the designated parking areas.
- 9.3. Drivers of vehicles parked on DOE-assigned parking spaces shall bear their own risk. The DOE Management shall not be liable for any loss or damage to any vehicle or other property or any damage or injury to any person arising from or for the prevention of ingress to or egress from the parking spaces caused by the use or attempted use by any person of the parking spaces or any other part thereof, except in the case of negligence on the part of the DOE, its officials, employees or agents.
- 9.4. Vehicle must be properly parked at the designated parking space, facing the wall.
- 9.5. Overnight parking (10pm-5am) is prohibited. In the event an employee needs to leave his/her personal vehicle in a parking area overnight or for an extended period due to work-related travel or other extenuating circumstances, the employee shall notify and seek approval from his/her Director, the Security Officer, GSD Chief, and the AS Director. Without a written authorization, a vehicle left overnight or for an extended period may be deemed abandoned and can result in the vehicle being towed at the owner's expense.
- 9.6. All parking users are enjoined to maintain a clean and safe parking area. The following rules shall be observed at all times:
 - 9.1.1. Drivers are required to observe speed restrictions of 20kph within the compound and give right-of-way to pedestrians.
 - 9.1.2. No littering.
 - 9.1.3. Drivers must respect others' property.
 - 9.1.4. Drivers must not turn carelessly or drive irresponsibly.
 - 9.1.5. Employees must not conduct maintenance or repair jobs to their cars while they are parked in our lot, except on emergency cases, e.g., jump start of vehicles or related cases.
- 9.7. Lack of available space in a desired area is not a valid excuse for violating parking regulations.
- 9.8. Strictly no idling while parked in the DOE premises.

SECTION 10. STALLED VEHICLES

10.1. Stalled vehicle owner must notify the GSD-AS thru the Security Office immediately, with their name, the vehicle's license plate number, and parking location.

10.2. A grace period of up to 12 hours may be allowed. No extensions will be granted. A lost/broken vehicle key is considered a stalled vehicle and falls under this policy. If 12 hours is not sufficient time to remove the vehicle, the owner is required to contact a towing company thru any means to have the vehicle removed at their expense within 3 hours.

SECTION 11. PARKING VIOLATION

Depending on the gravity of the offenses, penalties ranging from corrective interview, written reprimand/warning, suspension, to revocation of parking privileges shall be imposed for violation of any of the rules in this Department Order.

- 11.1. 1st Offense - Warning and a written reprimand.
- 11.2. 2nd Offense - Suspension of Parking Permit for three (3) months
- 11.3. 3rd Offense - Revocation of parking privileges.

SECTION 12. OTHER PROVISIONS/CONDITIONS

All DOE employees are hereby enjoined to extend full support and compliance to the DOE Parking Rules and Regulations.

SECTION 13. EFFECTIVITY

This Guidelines shall take effect immediately will take effect for immediately upon signing thereof.

Bonifacio Global City, Taguig City, Metro Manila, _____.


ALFONSO G. CUSI
Secretary



MAY 10 2022