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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0521-0023
MEMORANDUM
03 May 2021

For: **Executive Committee Members**
Bureau and Service Directors
Division Chiefs
Central Office Personnel
All Others Concerned

Subject: **ADDENDUM AND CORRIGENDUM TO OUA MEMO 00-0920-0138 RE: PARKING AT CENTRAL OFFICE IN THE NEW NORMAL**

This Memorandum is supplementary to the attached OUA Memo 00-0920-0138 dated 11 September 2020 titled *Parking at Central Office in the New Normal*. This also provides updates and adjustments on the designated parking areas at the Department of Education (DepEd) Central Office.

In this regard, kindly refer to the following parking guidelines:

Vehicles must be parked only at the designated parking areas with assigned number per parking slot.

1. Parking A – Flagpole area and in front of Rizal Building

a. Parking Slot No. 1 to 58

- i. EXECOM Members (dark blue)
- ii. Bureau/Service Directors (dark blue)
- iii. DepEd Service Vehicles (red)
- iv. VIP Visitors (pink)
- v. Non-DepEd Government Vehicles (neon blue)

2. Parking B- Covered Parking Motorpool

a. Parking Slot No. 59 to 95

- i. EXECOM Members (dark blue)
- ii. DepEd Service Vehicles (red)
- iii. Private vehicles of EXECOM Members, Directors, Division Chiefs with orange stickers



Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

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3. **Parking C – PASS Dorm**
 - a. **Parking Slot No. 96-110 (first come, first served basis)**
 - i. Motorcycles (yellow)
 - ii. Private vehicles of DepEd employees with neon green stickers
4. **Parking D – In front of Alonzo Building/Canteen (first come, first served basis)**
 - a. **Parking Slot No. 111-117 and 147-165**
 - i. Private vehicles of DepEd employees with neon green stickers
 - b. **Parking Slot No. 118-135**
 - i. Vehicles of Visitors (dark green)
 - c. **Parking Slot No. 136-146**
 - i. Private vehicles of EXECOM Members, Directors, Division Chiefs with orange sticker

Attached is the DepEd Central Office Parking Layout for reference (Annex A).

Employees with private vehicles must secure their parking stickers from the Office of the Undersecretary for Administration (OUA) to access designated parking spaces. However, this will not guarantee an automatic parking slot as the parking space is on a first come, first served basis.

All DepEd service vehicles must be parked at the designated parking slots. Central Office drivers must coordinate with the General Services Division (GSD) for the issuance of dedicated slot number for each service vehicle, as stated in items 1.a.iii and 2a.i of this set of guidelines.

Appropriate car passes with numbers and color codes will be issued by the Central Safety and Security Office (CSSO), in coordination with the GSD.

Further, as a general rule, privately-owned vehicles are not allowed to park overnight, unless authorized or permitted by the OUA.

The CSSO shall oversee and strictly implement these guidelines to ensure order and the safety and protection of all concerned.

For more information, queries and concerns on this matter, kindly contact Ms. Mary Jane De Guzman, Administrative Officer IV and OIC Assistant Chief of the General Services Division (GSD), through 8633-6680/638-1785 or email at mary.deguzman021@deped.gov.ph.

For immediate dissemination and strict compliance.

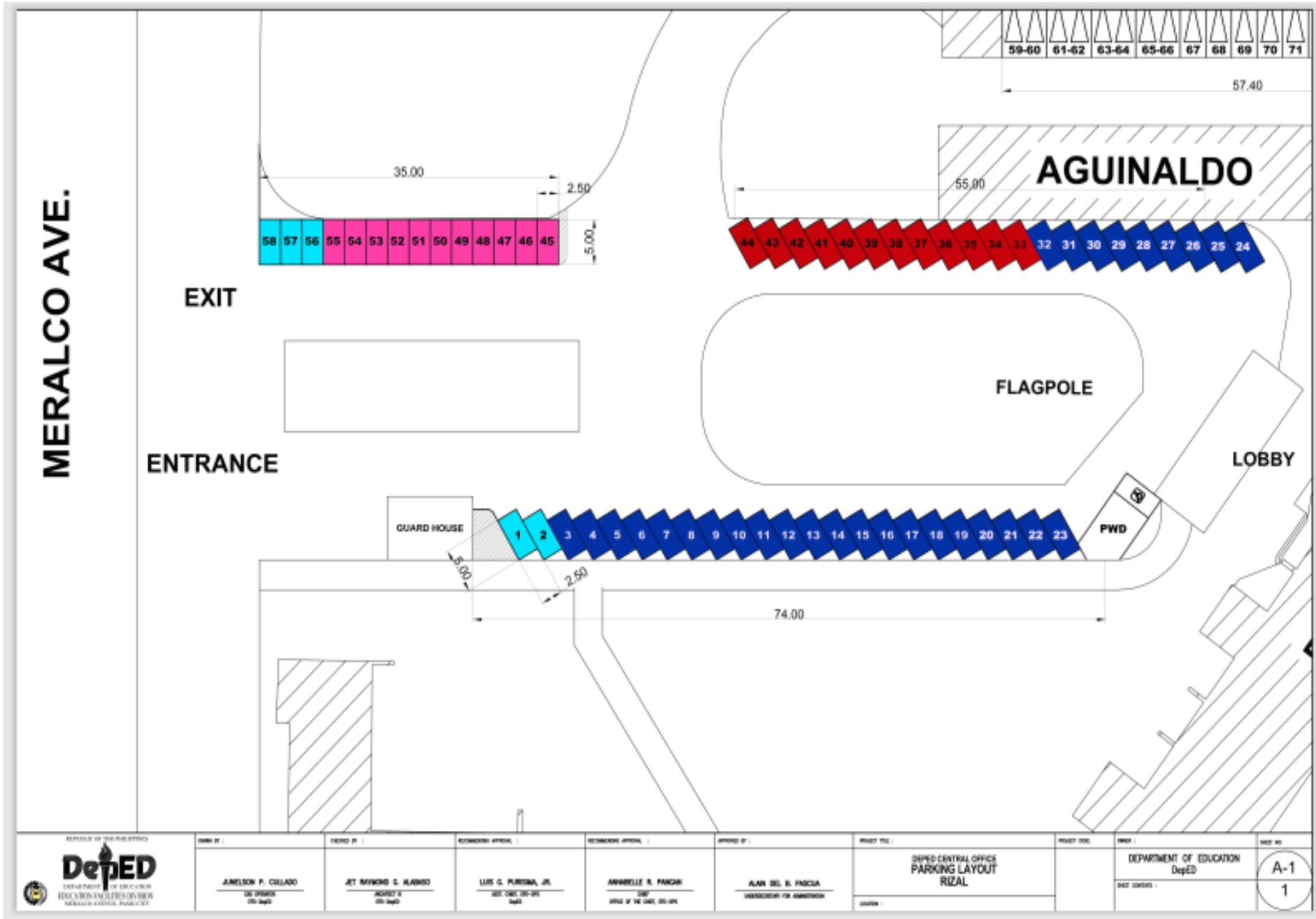

ALAIN DEL B. PASCUA
Undersecretary



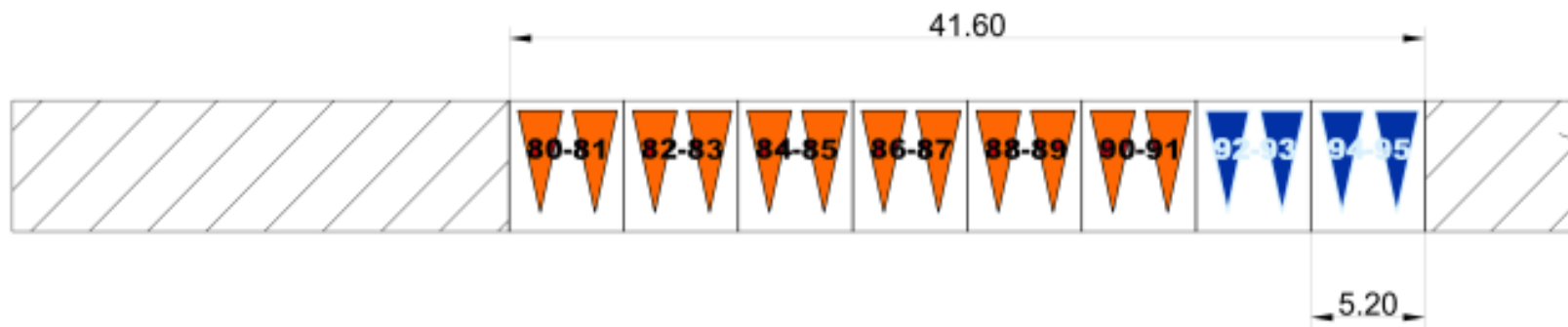
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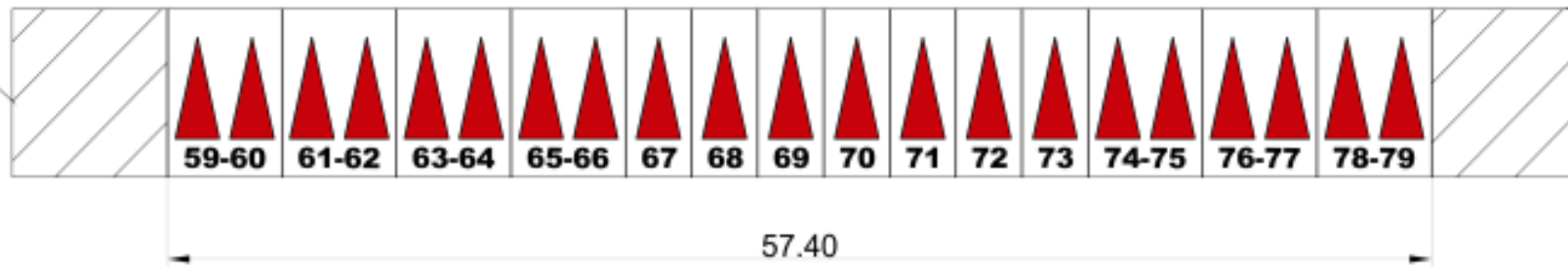
Annex A



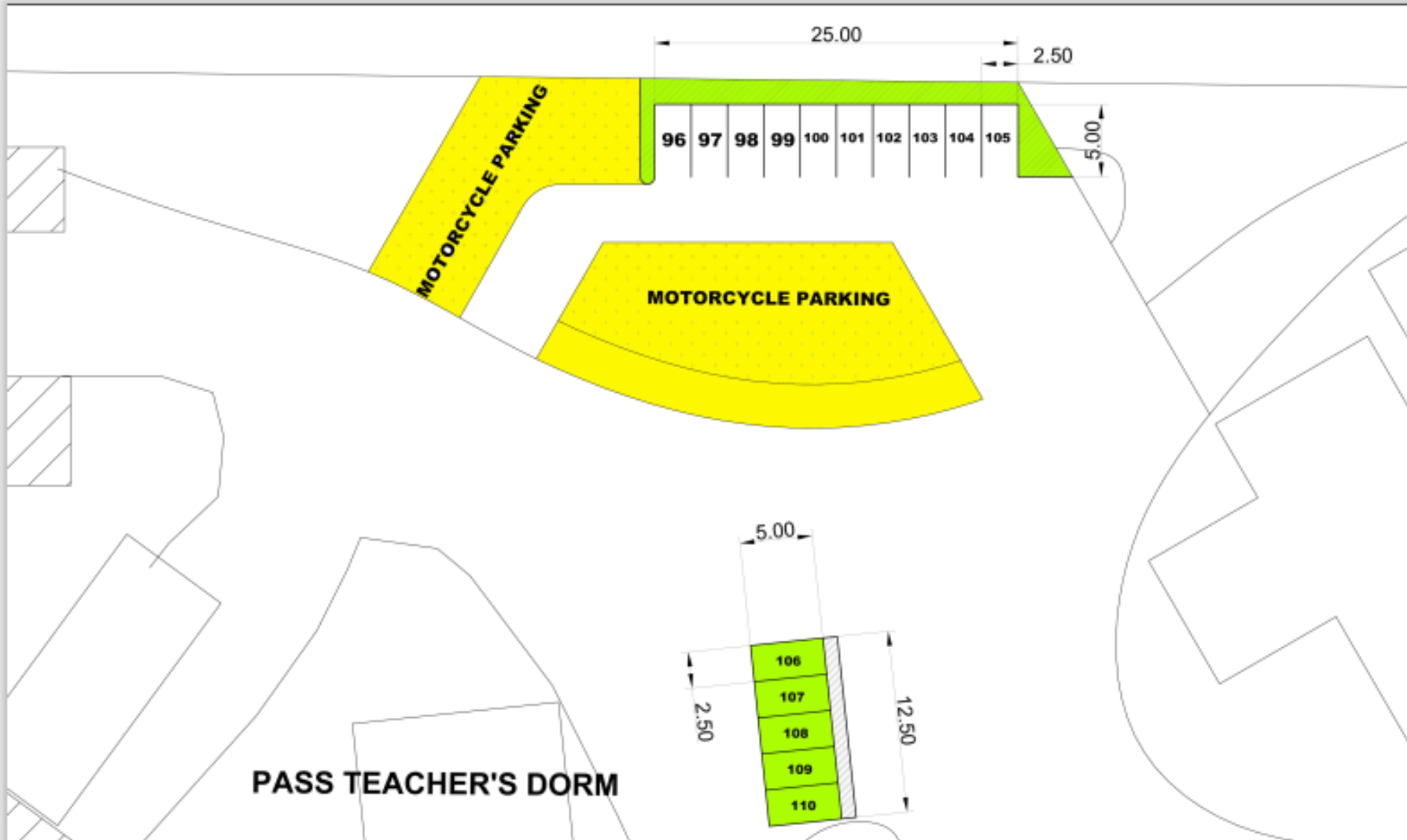
<p>REPUBLIC OF THE PHILIPPINES DepED DEPARTMENT OF EDUCATION EDUCATION SUPERVISOR'S MERALCO AVENUE, PASIG CITY</p>	DRAWN BY : JAMELSON P. CALADO DE DESIGN (2014)	CHECKED BY : JET RAYMOND S. ALARDO ARCHITECT & (2014)	RECOMMENDED APPROVAL : LUIS G. PURDIMA, JR. ASST. CHIEF OF OFFICE (2014)	RECOMMENDED APPROVAL : ANNABELLE R. PANGAN CHIEF OFFICE OF THE CHIEF, (2014)	APPROVED BY : ALAN DEL R. PASCUA UNDERSECRETARY FOR ADMINISTRATION (2014)	PROJECT TITLE : DEPED CENTRAL OFFICE PARKING LAYOUT RIZAL	PROJECT CODE :	SHEET : DEPARTMENT OF EDUCATION DepED SHEET CONTENTS :	SHEET NO. A-1 1



COVERED PARKING MOTORPOOL



 REPUBLIC OF THE PHILIPPINES DepED DEPARTMENT OF EDUCATION DIVISION OFFICE - CALABARZON MALABON CITY, CALABARZON	DRAWN BY: JANELSON P. CILLADO <small>DESIGNER</small> <small>025-0442</small>	CHECKED BY: JET RYMOND S. RAMOS <small>ARCHITECT</small> <small>025-0442</small>	ECONOMY APPROVAL: LUIS G. PURISMA, JR. <small>DESIGNER</small> <small>025-0442</small>	TECHNICAL APPROVAL: ANNABELLE S. PANGAN <small>DESIGNER</small> <small>OFFICE OF THE CHIEF, 025-0442</small>	APPROVED BY: ALAN DEL B. PASICIA <small>MANAGEMENT FOR ADMINISTRATION</small>	PROJECT TITLE: DEPED-CENTRAL OFFICE PARKING LAYOUT COVERED PARKING MOTORPOOL	PROJECT CODE: 	SHEET NO.: A-1 1
	DEPARTMENT OF EDUCATION DepED							



NAME OF :
JAMELOR F. CILLARO
DR. ENGINEER
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DESIGNER OF :
JET MONROE S. RAMOS
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APPROVED BY :
ALAN DEL B. PASCOA
MANAGEMENT FOR ADMINISTRATION

PROJECT TITLE :
**DEPED CENTRAL OFFICE
 PARKING LAYOUT
 PASS TEACHER'S DORM**

PROJECT CODE :
 DRAWING :

INCHES :
DEPARTMENT OF EDUCATION
 DepED
 SHEET NUMBER :

SHEET NO :
A-1
1



 REPUBLIC OF THE PHILIPPINES DepED DEPARTMENT OF EDUCATION EDUCATIONAL SERVICES DIVISION MARICOR AVENUE, PASAY CITY	DRAWN BY : JANILSON P. CILLADO <small>DESIGNER</small> <small>010-1441</small>	CHECKED BY : JET MAYNARD S. ALVARO <small>PROJECT S</small> <small>010-1441</small>	RECOMMENDING APPROVAL : LUIS C. FURDINA, JR. <small>DEPT. CHIEF, DES-DES</small> <small>1441</small>	RECOMMENDING APPROVAL : ANNHELLE R. PARSON <small>DEPT</small> <small>OFFICE OF THE CHIEF, DES-DES</small>	APPROVED BY : ALAN DEL S. PASICIA <small>UNDERSECRETARY FOR ADMINISTRATION</small>	PROJECT TITLE : DEPED CENTRAL OFFICE PARKING LAYOUT BONIFACIO BUILDING	PROJECT CODE : 	SHEET : DEPARTMENT OF EDUCATION DepED	SHEET NO : A-1 1
	SHEET CONTENTS :								



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Republika ng Pilipinas
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OUA MEMO 00-0920-0138
MEMORANDUM
11 September 2020

For: **Secretary**
Undersecretaries and Assistant Secretaries
Bureau and Service Directors
Central Office Personnel

Subject: **PARKING AT CENTRAL OFFICE IN THE NEW NORMAL**

For orderly parking at DepEd Central Office premises and to ensure the health, safety, and protection of everyone during this Covid-19 pandemic, all are advised of the following:

1. Where practicable, vehicles must be combat-parked (i.e., Backed into a parking space/slot—with rear of vehicle close to the curb). By parking vehicle nose-out, one can seamlessly and safely exit into traffic. At Parking B where maneuvering is quite difficult because of limited space, vehicles should be parked facing the grounds (opposite of combat-parking).
2. To have order and good appearance, vehicles at any of the parking areas must follow the same pattern of those already parked, whether combat-parked or rear-out.
3. Vehicles to be parked only at designated Parking areas -
 - a) **Parking A** (Flagpole area and front of Rizal Bldg.)
 - DepEd Regional and Division vans and 5x4 pickups
 - Secretary (for easy drop-off/pick-up of several documents/materials at Rizal Bldg. lobby)
 - Once the passenger vans and pick-up vehicles are distributed to the regions and divisions, this parking area will be re-allocated to specific offices.
 - b) **Parking B** (Front of Alonzo Bldg./Canteen)
 - Private cars of Employees (on first-come, first-served basis)
 - Visitor cars (outsiders)



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- c) **Parking C** (PASS Dorm)
- Private cars of Employees and motorcycles (spillover from Parking B)
- d) **Motorpool**
- Execom/ Directors/ Offices (official vehicles with dedicated drivers)
4. All non-serviceable vehicles shall be sent to DepEd property in Taguig.
5. No overnight parking shall be allowed for privately owned vehicles except those with security clearance from CSSO and OUA.

For the guidance and compliance of all.

Thank you.



ALAIN DEL B. PASCUA
Undersecretary



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