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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

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)



Office of the Undersecretary for Administration (OUA)

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

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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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