



Ref. No. 2025- 79

MEMORANDUM FROM THE DIRECTOR

FOR : **ALL CONCERNED**

SUBJECT : **GUIDELINES ON THE PROVISION OF PARKING SPACES
AND REGULATION OF PARKING FEES**

I. SCOPE

These guidelines apply to all visitors, employees, and tenants utilizing parking services during weekends, holidays, and overnight on weekdays. Fees for parking usage will also be imposed as outlined.

II. COVERAGE

This memorandum covers parking facilities for government and private motor vehicles, including motorcycles. Trucks and other large vehicles are excluded.

III. PROVISION OF PARKING SPACES

Rules and Regulations

All vehicles entering the parking facility are subject to the rules and regulations of the BAR Management as outlined in Memorandum No. 19, series of 2023, dated March 31, 2023.

Employee Parking

- Employees are allowed to park **one vehicle free of charge on weekdays**.
- Parking of **additional vehicles** is subject to **management approval** and will incur a **flat rate of Php 50.00 per day** for each additional vehicle.
- **Designated parking** will be provided to employees parking on a **weekly basis (weekdays only)**, subject to availability and prior coordination with the management.
- Employees parking on a **weekly basis (weekdays only)** are **exempted from the overnight parking fee**.



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Parking Fees

Weekends (Saturday and Sunday)

- Php 30.00 for the first 3 hours
- Php 10.00 for every succeeding hour
- Flat rate: Php 150.00 per day

Holidays

- Php 30.00 for the first 3 hours
- Php 10.00 for every succeeding hour
- Flat rate: Php 150.00 per day

Overnight Parking (Weekdays, 6 PM - 6 AM)

- Php 100.00 per night

IV. EXEMPTIONS

The following are exempted from parking fees:

- Authorized guests with valid ID cards (subject to management approval)
- Tenants/Dormers with existing parking agreements
- Persons with Disabilities (PWDs) with valid ID cards
- Senior Citizens with valid ID cards
- Employees parking on a **weekly basis (weekdays only)** are **exempted from the overnight parking fee.**
- During calamities, BAR employees may park their vehicle at their own risk.

V. LOST TICKET POLICY

A penalty of Php 100.00 will be charged for lost tickets.

VI. SPECIAL EVENTS

Parking fees may be adjusted during special events. Notice will be provided in advance.

VII. SECURITY AND SAFETY

- a. Vehicles are parked at the owner's risk. Management is not liable for damages or loss of accessories or articles left inside the vehicles;

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- b. Customers are liable for any damage they may cause to the parking facility, its accessories, or other persons and property within the facility;
- c. **Engine idling is not allowed** while vehicles are inside the parking facility;
- d. Activities other than parking, without the approval of management, are not allowed;
- e. **Management reserves the right to request the removal of any parked vehicle** if deemed necessary, such as for security, operational, or emergency purposes.

VIII. REPEALING CLAUSE

These memorandum shall take effect immediately. All parking rules and regulations which are inconsistent with any provision of these guidelines are hereby deemed repealed or modified accordingly.

Done this 20th day of February 2025.


JUNEL B. SORIANO, PhD
Director

FN: bar-parking
Bmsgusu/mtm



MEMORANDUM ORDER

No. 19

TO : ALL CONCERNED BAR STAFF

SUBJECT : GUIDELINES ON THE USE OF PARKING SPACES AT THE BUREAU OF AGRICULTURAL RESEARCH

WHEREAS, the use of government property is governed by Presidential Decree No. 1445, otherwise known as the Government Auditing Code of the Philippines. Section 4 (2) "*government funds or property shall be spent or use solely for public purposes*" of the decree lays out the basic guidelines that government entities must follow.

WHEREAS, the Administrative Unit through the General Services Office, is responsible to, among others, ensure the proper operation, maintenance and management of parking spaces.

Now, THEREFORE, in consideration of the foregoing, the DA-BAR hereby prescribes the following guidelines on the use of parking spaces, to wit:

SECTION 1. PURPOSE

To set a clear-cut policy regarding parking privileges for BAR officials and employees in the BAR-designated parking areas/spaces. Vehicle owners who are classified as Contract of Service (COS) and visitors also fall within this policy.

SECTION 2. ELIGIBILITY

- 2.1. Parking privilege shall be exclusive to BAR Officials and employees.
- 2.2. Only one (1) vehicle per employee is allowed.
- 2.3. Officials and staff must register their vehicle to be included in the masterlist of authorized vehicles.
- 2.4. Any vehicle which are not authorized will be directed to the visitor's parking area.

SECTION 3. PARKING LOT CLASSIFICATIONS

- 3.1. Reserved (**Red**): These slots are located at the parking spaces in the DA-BAR annex building and exclusively for BAR vehicles and vehicles of the Director and Assistant Director.
- 3.2. Open (**White**): These slots are located at the parking spaces in front of the RDMIC building and exclusively for BAR officials (division/section/unit/office heads).
- 3.3. Outsiders (**Yellow**): These slots are located at the parking spaces in front of the RDMIC building and allotted for all visitors and/or clients.
- 3.4. PWD/Senior Citizens/Pregnant Women (**Blue**): This slot is located at the parking space in front of the RDMIC building.

- 3.5 BAR Staff (**Green**): These slots are located at the right side of the parking area in front of the RDMIC building and are open to all BAR staff and visitors/clients. Motorcycles are only allowed to park in this area.

SECTION 4. GENERAL INFORMATION

- 4.1 The BAR designated parking areas are on a "*first come, first served*" basis except the **RESERVED** slots.
- 4.2 Parking is authorized only in the designated parking areas.
- 4.3 Vehicles must be properly parked at the designated parking space.
- 4.4 Parking of personal vehicles during weekends or holidays is strictly prohibited. In the event that an employee needs to leave his/her personal vehicle due to work-related or official engagements, the employee shall notify and seek the written approval from the Office of the Assistant Director and Admin Unit. Without a written authorization, an employee may be prohibited to use the parking space.
- 4.5 All users of parking spaces are enjoined to maintain a clean and safe parking area. The following rules shall be observed at all times:
- 4.5.1 Drivers are required to observe a speed limit of 10kph within the premises.
- 4.5.2 No littering.
- 4.5.3 Drivers must turn carefully and drive responsibly.

SECTION 5. STALLED VEHICLES

- 5.1 In the event of a stalled vehicle, the owner must notify the Admin Unit and Security Services immediately of their name, the vehicle's plate number and parking location.
- 5.2 A maximum grace period of 24 hours will then be given to the owner to have the stalled vehicle removed from the BAR parking spaces at their expense.

SECTION 6. PARKING VIOLATIONS

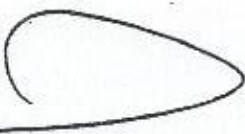
Depending on the gravity of the offenses, penalties from verbal warning, written reprimand, suspension to revocation of parking privileges shall be imposed on anyone for violation of any of the rules in this parking guidelines. (Please refer to Rules on Administrative Cases in the Civil Service (**RACCS**), 2017. Section 50 F.3. Rule 10 of the same classifies Violation of Reasonable Office Rules and Regulations).

SECTION 7. OTHER PROVISIONS/CONDITIONS

- 7.1 The BAR Management shall not be liable for any loss or damage to any personal vehicle or property, or any damage or injury to any person arising from the use of parking spaces except in the case of negligence on the part of BAR, its officials and employees.
- 7.2 Washing of BAR vehicles in undesignated areas and washing of personal vehicles are strictly prohibited.

Please be guided accordingly.

This order shall take effect on 31st of March 2023.


JOELL H. LALES
OIC Director