



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
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Traffic Safety

Inside the Polytechnic University of the Philippines main campus



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REPUBLIC ACT No. 4136

AN ACT TO COMPILE THE LAWS RELATIVE TO LAND TRANSPORTATION AND TRAFFIC RULES, TO CREATE A LAND TRANSPORTATION COMMISSION AND FOR OTHER PURPOSES

CHAPTER I
PRELIMINARY PROVISIONS ARTICLE

ARTICLE I
Title and Scope of Act

Section 1. *Title of Act.* - This Act shall be known as the "Land Transportation and Traffic Code."

Section 2. *Scope of Act.* - The provisions of this Act shall control, as far as they apply, the registration and operation of motor vehicles and the licensing of owners, dealers, conductors, drivers, and similar matters.

ARTICLE II
Definitions

Section 3. *Words and phrases defined.* - As used in this Act:

(a) "Motor Vehicle" shall mean any vehicle propelled by any power other than muscular power using the public highways, but excepting road rollers, trolley cars, street-sweepers, sprinklers, lawn mowers, bulldozers, graders, fork-lifts, amphibian trucks, and cranes if not used on public highways, vehicles which run only on rails or tracks, and tractors, trailers and traction engines of all kinds used exclusively for agricultural purposes.

Trailers having any number of wheels, when propelled or intended to be propelled by attachment to a motor vehicle, shall be classified as separate motor vehicle with no power rating.

(b) "Passenger automobiles" shall mean all pneumatic-tire vehicles of types similar to those usually known under the following terms: touring car, command car, speedster, sports car, roadster, jeep, cycle, car (except motor wheel and similar small outfits which are classified with motorcycles), coupe, landaulet, closed car, limousine, cabriolet, and sedan.

Motor vehicles with changed or rebuilt bodies, such as jeepneys, jitneys, or station wagons, using a chassis of the usual pneumatic-tire passenger automobile type, shall also be classified as passenger automobile, if their net allowable carrying capacity, as determined by the Commissioner of Land Transportation, does not exceed nine passengers and if they are not used primarily for carrying freight or merchandise.

The distinction between "passenger truck" and "passenger automobile" shall be that of common usage: Provided, That a motor vehicle registered for more than nine passengers shall be classified as "truck". And Provided, further, That a "truck with seating compartments at the back not used for hire shall be registered under special "S" classifications. In case of dispute, the Commissioner of Land Transportation shall determine the classification to which any special type of motor vehicle belongs.

(c) "Articulated vehicle" shall mean any motor vehicle with a trailer having no front axle and so attached that part of the trailer rests upon motor vehicle and a substantial part of the weight of the trailer and of its load is borne by the motor vehicle. Such a trailer shall be called as "semi-trailer."

(d) "Driver" shall mean every and any licensed operator of a motor vehicle.

(e) "Professional driver" shall mean every and any driver hired or paid for driving or operating a motor vehicle, whether for private use or for hire to the public.

Any person driving his own motor vehicle for hire is a professional driver.

(f) "Owner" shall mean the actual legal owner of a motor vehicle, in whose name such vehicle is duly registered with the Land Transportation Commission.

The "owner" of a government-owned motor vehicle is the head of the office or the chief of the Bureau to which the said motor vehicle belongs.

(g) "Dealer" shall mean every person, association, partnership, or corporation making, manufacturing, constructing, assembling, remodeling, rebuilding, or setting up motor vehicles; and every such entity acting as agent for the sale of one or more makes, styles, or kinds of motor vehicles, dealing in motor vehicles, keeping the same in stock or selling same or handling with a view to trading same.

(h) "Garage" shall mean any building in which two or more motor vehicles, either with or without drivers, are kept ready for hire to the public, but shall not include street stands, public service stations, or other public places designated by proper authority as parking spaces for motor vehicles for hire while awaiting or soliciting business.

(i) "Gross weight" shall mean the measured weight of a motor vehicle plus the maximum allowable carrying capacity in merchandise, freight and/or passenger, as determined by the Commissioner of Land Transportation.

(j) "Highways" shall mean every public thoroughfare, public boulevard, driveway, avenue, park, alley and callejon, but shall not include roadway upon grounds owned by private persons, colleges, universities, or

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other similar institutions.

(k) "The Commissioner of Land Transportation or his deputies" shall mean the actual or acting chief of the Land Transportation Commission or such representatives, deputies, or assistants as he may, with the approval of the Secretary of Public Works and Communications, appoint or designate in writing for the purpose contemplated by this Act.

(l) "Parking or parked", for the purposes of this Act, shall mean that a motor vehicle is "parked" or "parking" if it has been brought to a stop on the shoulder or proper edge of a highway, and remains inactive in that place or close thereto for an appreciable period of time. A motor vehicle which properly stops merely to discharge a passenger or to take in a waiting passenger, or to load or unload a small quantity of freight with reasonable dispatch shall not be considered as "parked", if the motor vehicle again moves away without delay.

(m) "Tourist" shall mean a foreigner who travels from place to place for pleasure or culture.

ARTICLE III
Administration of Act

Section 4. Creation of the Commission. -

(a) There is created under the Department of Public Works and Communications an office which shall be designated and known as the Land Transportation Commission, composed of one Commissioner and one Deputy Commissioner, who shall be vested with the powers and duties hereafter specified. Whenever the word "Commission" is used in this Act, it shall be deemed to mean the Land Transportation Commission, and whenever the word "Commissioner" is used in this Act, it shall be taken to mean the Commissioner or Deputy Commissioner.

The Commissioner and the Deputy Commissioner shall be natural-born citizens and residents of the Philippines, and they shall be appointed by the President of the Philippines, with the consent of the Commission on Appointments of the Congress of the Philippines: Provided, however, That the present Administrator, Assistant Administrator and the personnel of the Motor Vehicles Office shall continue in office without the necessity of reappointment.

(b) The Commissioner and Deputy Commissioner shall hold office until removed in accordance with the provisions of the Revised Administrative Code.

(c) The Commissioner shall receive an annual compensation of twelve thousand pesos and the Deputy Commissioner, an annual compensation of ten thousand four hundred pesos. The Commissioner shall be assisted by one head executive assistant (MV regulation adviser or chief), one administrative officer, one registration regulation chief, one inspection, examination and licensing regulation chief, one law and traffic enforcement regulation chief, one provincial regulation chief, one utility and property regulation chief, one accounting officer, one internal chief auditor, and one personnel officer, who shall receive an annual compensation of nine thousand pesos each; eight land transportation regional directors who shall receive an annual compensation of eight thousand four hundred pesos each and eight land transportation assistant regional directors, who shall receive an annual compensation of seven thousand pesos each and ten assistant regulation chiefs, who shall receive an annual compensation of seven thousand pesos each.

(d) The Commission shall have its offices in Quezon City where the present Motor Vehicle Office is located, and shall establish a regional branch office each in Tuguegarao (Cagayan), Baguio City, Pasig (Rizal), Lipa City, San Fernando (La Union), Naga City, Cebu City, Iloilo City, Cagayan de Oro City, and Davao City, to be headed by a regional director who will have immediate administration, supervision and control over activities and administration of the Commission in the respective regions.

The Commissioner shall be responsible for the administration of this Act and shall have, in connection therewith, the following powers and duties, in addition to those mentioned elsewhere in this Act:

(1) With the approval of the Secretary of Public Works and Communications, to issue rules and regulations not in conflict with the provisions of this Act, prescribing the procedure for the examination, licensing and bonding of drivers; the registration and re-registration of motor vehicles, transfer of ownership, change of status; the replacement of lost certificates, licenses, badges, permits or number plates; and to prescribe the minimum standards and specifications including allowable gross weight, allowable length, width and height or motor vehicles, distribution of loads, allowable loads on tires, change of tire sizes, body design or carrying capacity subsequent to registration and all other special cases which may arise for which no specific provision is otherwise made in this Act.

(2) To compile and arrange all applications, certificates, permits, licenses, and to enter, note and record thereon transfers, notifications, suspensions, revocations, or judgments of conviction rendered by competent courts concerning violations of this Act, with the end in view of preserving and making easily available such documents and records to public officers and private persons properly and legitimately interested therein.

(3) To give public notice of the certificates, permits, licenses and badges issued, suspended or revoked and/or motor vehicles transferred and/or drivers bonded under the provisions of this Act.

(4) The Commissioner of Land Transportation, with the approval of the Secretary of Public Works and Communications, may designate as his deputy and agent any employee of the Land Transportation Commission, or such other government employees as he may deem expedient to assist in the carrying out the provisions of this Act.

(5) The Commissioner of Land Transportation and his deputies are hereby authorized to make arrest for violations of the provisions of this Act in so far as motor vehicles are concerned; to issue subpoena and subpoena duces tecum to compel the appearance of motor vehicle operators and drivers and/or other persons or conductors; and to use all reasonable means within their powers to secure enforcement of the provisions of this Act.



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(6) The Commissioner of Land Transportation or his deputies may at any time examine and inspect any motor vehicle to determine whether such motor vehicle is registered, or is unsightly, unsafe, overloaded, improperly marked or equipped, or otherwise unfit to be operated because of possible excessive damage to highways, bridges and/or culverts.

(7) The Philippine Constabulary and the city and municipal police forces are hereby given the authority and the primary responsibility and duty to prevent violations of this Act, and to carry out the police provisions hereof within their respective jurisdiction: Provided, That all apprehensions made shall be submitted for final disposition to the Commissioner and his deputies within twenty-four hours from the date of apprehension.

(8) All cases involving violations of this Act shall be endorsed immediately by the apprehending officer to the Land Transportation Commission. Where such violations necessitate immediate action, the same shall be endorsed to the traffic court, city or municipal court for summary investigation, hearing and disposition, but in all such cases, appropriate notices of the apprehensions and the dispositions thereof shall be given to the Commissioner of Land Transportation by the law-enforcement agency and the court concerned.

Notation of all such dispositions shall be entered in the records, and copy shall be mailed to the owner and to the driver concerned.

CHAPTER II
REGISTRATION OF MOTOR VEHICLES

ARTICLE I

Duty to Register, Reports, Applications, Classifications

Section 5. All motor vehicles and other vehicles must be registered.

(a) No motor vehicle shall be used or operated on or upon any public highway of the Philippines unless the same is properly registered for the current year in accordance with the provisions of this Act.

(b) Any registration of motor vehicles not renewed on or before the date fixed for different classifications, as provided hereunder shall become delinquent and invalid:

1. For hire motor vehicles - on or before the last working day of February.
2. Privately-owned motor vehicles - from March one to the last working day of May.
3. All other motor vehicles - from June one to the last working day of June; except when the plates of such motor vehicles are returned to the Commission in Quezon City or to the Office of the Motor Vehicles Registrar in the provincial or city agency of the Commission on or before the last working day of December of the year of issue.

(c) Dealer's reports - The Commissioner of Land Transportation shall require dealers to furnish him with such information and reports concerning the sale, importation, manufacture, number of stocks, transfer or other transactions affecting motor vehicles as may be necessary for the effective enforcement of the provisions of this Act.

(d) Change of motor number prohibited. - No repair or change in the motor vehicle involving the exchange, elimination, effacing, or replacing of the original or registered serial or motor number as stamped or imprinted, shall be allowed, and any motor vehicle with a trace of having its motor number altered or tampered with shall be refused registration or re-registration, unless such is satisfactorily explained and approved by the Commissioner.

(e) Encumbrances of motor vehicles. - Mortgages, attachments, and other encumbrances of motor vehicles, in order to be valid, must be recorded in the Land Transportation Commission and must be properly recorded on the face of all outstanding copies of the certificates of registration of the vehicle concerned.

Cancellation or foreclosure of such mortgages, attachments, and other encumbrances shall likewise be recorded, and in the absence of such cancellation, no certificate of registration shall be issued without the corresponding notation of mortgage, attachment and/or other encumbrances.

Records of encumbrances of motor vehicles shall be kept by the Land Transportation Commission in chronological sequence and shall contain, among other things, the time, date and number of the entry in a "Book of Motor Vehicles" referring to the creation, cancellation or foreclosure of the aforesaid mortgages, attachments or to other encumbrances.

The Land Transportation Commission shall collect a fee of five pesos for every annotation of a mortgage, attachment and/or other encumbrances, or cancellation thereof.

Section 6. Application and payments for registration. - Applications and payments for registration shall be made either personally or by registered mail, and the date of the cancellation of the postage stamps of envelopes containing money order or check shall be taken as the date of the application and/or payment for registration: Provided, That the application is properly prepared and the payment for registration is sufficient as required by law.

Section 7. Registration Classification. - Every motor vehicle shall be registered under one of the following described classifications:

(a) private passenger automobiles; (b) private trucks; and (c) private motorcycles, scooters, or motor wheel attachments. Motor vehicles registered under these classifications shall not be used for hire under any circumstances and shall not be used to solicit, accept, or be used to transport passengers or freight for pay.

Laborers necessary to handle freight on board private trucks may ride on such trucks: Provided, That seats shall not be installed in the rear compartment thereof and that only such number of laborers, not exceeding



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ten, as may be needed to handle the kind of freight carried, shall ride on the truck: Provided, further, That the combined weight of cargo and passengers does not exceed the registered net capacity of the truck.

For the purpose of this section, a vehicle habitually used to carry freight not belonging to the registered owner thereof, or passengers not related by consanguinity or affinity within the fourth civil degree to such owner, shall be conclusively presumed to be "for hire."

No person shall be allowed to register as private truck any truck not actually and reasonably necessary to carry out his duly licensed business or legitimate occupation or industry regularly paying taxes.

(d) Public utility automobiles; (e) public utility trucks; (f) taxis and auto-calesas; (g) garage automobiles; (h) garage trucks; (i) hire trucks; and (j) trucks owned by contractors and customs brokers and customs agents. Application for registration under these classifications shall be accompanied by a certificate of public convenience or a special permit issued by the Public Service Commission, and motor vehicles registered under these classifications shall be subject to the Public Service Law, rules and regulations, as well as the provisions of this Act.

(k) Undertakes

(l) Dealers - Registrations under this classification are intended to cover generally and successively all the motor vehicles imported or handled by dealers for sale. Motor vehicles registered under the dealer's classification shall, under no circumstances, be employed to carry passengers or freight in the dealer's business, or for hire. Such vehicles shall be operated under this classification only for the purpose of transporting the vehicle itself from the pier or factory to the warehouse or sales room or for delivery to a prospective purchaser or for test or demonstration.

(m) Government automobiles; (n) government trucks; and (o) government motorcycles. Motor vehicles owned by the Government of the Philippines or any of its political subdivisions shall be registered under these classifications. Motor vehicles owned by government corporations, by government employees or by foreign governments shall not be registered under this classification.

(p) Tourists bringing their own motor vehicles to the Philippines may, without registering such motor vehicles, use the same during but not after ninety days of their sojourn: Provided, That the motor vehicle displays the number plates for the current year of some other country or state, and said number plates as well as the name and address (permanent and temporary) of the owner thereof are registered in the Land Transportation Commission prior to the operation of the motor vehicle.

If such tourist remain in the Philippines longer than ninety days, the motor vehicle shall not be operated unless registered in accordance with this Act and the corresponding registration fees paid.

(q) Special. The Commissioner of Land Transportation may, in his discretion, allow the registration under this classification of motor vehicles which do not conform to the foregoing described regular classification.

ARTICLE II
Registration Fees

Section 8. *Schedule of registration fees.* - Except as otherwise specifically provided in this Act, each application for renewal of registration of motor vehicles shall be accompanied by an annual registration fee in accordance with the following schedule:

(a) Private automobiles with pneumatic rubber tires, an amount based on their respective shipping weight or factory weight as indicated in the following schedule:

1,000 kilos or less P75.00

1,000 to 1,500 kilos 100.00

1,501 to 2,000 kilos 135.00

2,001 kilos and above 180.00

The factory or shipping weight of a private automobile shall be obtained from the Red Book edited by the National Market Report, Inc., of the United States of America: Provided, further, That in the case of automobiles with altered, changed or rebuilt bodies, the weight as obtained: by actual weighing shall be considered the vehicles weight: Provided, furthermore, That the increase registration fees herein prescribed shall not apply to jeeps and jeepneys for private use or for hire and the fees hereof shall be those prescribed for them before the approval of this Act.

The registered passenger capacity of passenger automobiles operated for hire or for private use shall be determined as follows:

1. For each adult passenger, a horizontal rectangular area, including seat and feet space, not less than thirty-five centimeters wide and sixty centimeters long, except in the front seat, which shall allow an area fifty centimeters wide for the operator.

2. For each half passenger, a horizontal rectangular area, including seat and feet spaces, not less than seventeen and a half centimeters wide by sixty centimeters long, provided, that each continuous row of seats shall not be allowed to have more than one-half passenger.

(b) Private motor trucks, passenger buses and trailers with pneumatic rubber tires, the sum of five pesos for every hundred kilograms of maximum allowable gross weight or fraction thereof.

(c) Private motor trucks, passenger buses and trailers with solid rubber tires or with part-solid and part-pneumatic rubber tires, the sum of seven pesos for every hundred kilograms of maximum allowable gross weight or fraction thereof.



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(d) Private motorcycles and scooters of two or three wheels and bicycles with motor attachments, the sum of thirty pesos.

(e) The fee for registration of motor vehicles for hire shall be sixty percent more than the fee prescribed for private motor vehicles of the same category.

(f) The fee for registration of diesel-consuming vehicles shall be fifty percent more than that of vehicles using motor fuel other than diesel oil. The fee for registration of motor vehicles for hire shall be sixty percent more than the fees prescribed for private motor vehicles.

(g) No regular registration fees shall be charged for the general registration of motor vehicles contemplated under the dealer's classification: Provided, That the Commissioner of Land Transportation shall provide appropriate dealer's number plates corresponding to the classification of vehicles hereinbelow described, and registration fee for every set of such dealer's number plates shall be in accordance with the following schedule of rates;

Two hundred pesos for each truck or trailer;

One hundred pesos for each passenger automobile; and

Twenty pesos for each motorcycle and the like.

(h) Registration under the "Government Motor Vehicle" classification shall be free of charge, upon request of the chief of bureau or office concerned.

(i) Motor vehicles not intended to be operated or used upon any public highway, or which are operated on highways not constructed or maintained by the Government, or are intended not to be used or operated at all, shall be exempt from payment of the registration fees provided in this Act, but shall each pay an annual recording and service fee of fifteen pesos: Provided, however, That no refund, credit for, or reimbursement of registration fees or part thereof shall be made to any owner on account of the discontinuance of the use or operation of a motor vehicle subsequent to the payment of such registration fees: Provided, further, That in the event motor vehicles exempted under this section shall be found operated on any public highways, the regular registration fees and surcharges shall be collected in addition to whatever penalties may be imposed for violation of this Act. The Commissioner of Land Transportation shall provide distinctive number plates for vehicles exempted from payment of regular registration fees, and the owner of the vehicles concerned shall pay four pesos for each set of such number plates.

(j) The maximum allowable gross weight of a motor truck, passenger bus, or trailer, upon which to compute the registration fee thereof, shall be determined by the Commissioner of Land Transportation. He shall, from time to time as the need of the service may require, prepare, subject to the approval of the Secretary of Public Works and Communications, suitable tables of maximum allowable loads per wheel for different sizes kinds of tires.

(k) The registration fees provided in this Act for trucks may be payable in two equal installment, the first to be paid on or before the last working day of February if for hire, and in March if private; and the second to be paid on or before the last working day of August: Provided, That the fifty per cent penalty shall apply only to the unpaid balance of the remaining period of delinquency.

Section 9. Permissible weights and dimensions of vehicles in highways traffic.

(a) The maximum gross weight and measurement of motor vehicles, unladen or with load, permissible on public highways shall be as specified hereunder, subject to such regulations as the Commissioner with the approval of the Secretary of Public Works and Communications, may promulgate, from time to time, as the conditions of the public highways may warrant and the needs of the service may require.

Permissible maximum weights:

1. Per most heavily loaded wheel three thousand six hundred kilograms;
2. Per most heavily loaded axle eight thousand kilograms;
3. Per most heavily loaded axle fourteen thousand five hundred kilograms.
group (the two axles of the group being at least one meter and less than two meters apart)

An axle weight shall be the total weight transmitted to the road by all the wheels the centers of which can be included between the parallel transverse vertical planes one meter apart extending across the full width of the vehicles.

No provincial, city or municipal authority shall enact or enforce any ordinance or resolution regulating or prescribing the maximum gross weight of any motor vehicle.

(b) No motor vehicle operating as a single unit shall exceed the following dimensions:

Overall width two and five-tenths meters

Overall height four meters

Overall length:

Freight vehicles with two axles ten meters

Passenger vehicles with two axles eleven meters



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Vehicles with three or more axles fourteen meters

(c) No motor vehicle and/or trailer combination shall exceed eighteen meters in overall projected length, including any load carried on such vehicle and trailer.

(d) No articulated vehicles shall be allowed to draw or pull a trailer and no vehicle already drawing a trailer shall draw another.

Section 10. Special permits, fees for. - The Commissioner with the approval of the Secretary of Public Works and Communications, shall issue regulations and schedules of additional fees under which special permits may be issued in the discretion of the Commissioner or his deputies for each of the following special cases, without which special permit no vehicles shall be operated on the public highways:

(a) To operate a motor vehicle or trailer outfit with wheel, axle, or axle group loads in excess of the limits fixed in subsection (a) of Section nine hereof or in any regulation issued by the Commissioner.

(b) To operate a motor vehicle the size of which exceeds the limit of permissible dimensions specified in paragraph (b) of Section nine hereof.

(c) To operate a motor vehicle with any part of the load extending beyond the projected width of the vehicle.

(d) To pull two trailers behind a motor vehicle.

(e) For any other special authority relating to the use of vehicles, not otherwise specifically provided herein.

Section 11. Additional fees. - In addition to the fees elsewhere provided in this Act, for each change of registration, from private to for hire or vice-versa; revision of gross weight rating, change of tire size; transfer of ownership; replacement of a lost registration certificate, number plate, driver's license or permit; badge; preparation of affidavit or certified copy of records, or for any similar circumstances requiring the issue, revision, or reissue of a certificate of registration, driver's license, badge, permit, or other document, a fee of two pesos shall be collected.

The replacement of a lost or utterly spoiled certificate, number plate, license, badge or permit shall render the original invalid.

In case of request in writing for certification of data or facts involving two or more vehicles, a fee of five pesos a page or part thereof shall be collected for each certification.

Section 12. Fee for original registration for part of year. - If any application for the original registration is made during the first quarter of a calendar year, the total annual fee for the year shall be paid, if made during the second quarter, three-fourths of the annual fee for that year shall be paid, if made during the third quarter, one half of the annual fee shall be paid, and if made during the fourth quarter, one-fourth of the annual fee shall be paid.

Nothing in this section shall be construed as allowing quarterly renewals of registrations in order to avoid payment of fees in advance for the entire year.

Section 13. Payment of taxes upon registration. - No original registration of motor vehicles subject to payment of taxes, customs duties or other charges shall be accepted unless proof of payment of the taxes due thereon has been presented to the Commission.

ARTICLE III
Registration Certificates, Records, Number Plates

Section 14. Issuance of certificates of registration. - A properly numbered certificate of registration shall be issued for each separate motor vehicle after due inspection and payment of corresponding registration fees.

Section 15. Use and authority of certificate of registration.

(a) The said certificate shall be preserved and carried in the car by the owner as evidence of the registration of the motor vehicle described therein, and shall be presented with subsequent applications for re-registration, transfer of ownership, or recording of encumbrances: Provided, That in lieu of the certificate of registration a true copy or photostat thereof may be carried in the motor vehicle.

(b) The certificate of registration issued under the provisions of this Act for any motor vehicle shall, while the same is valid and effective and has not been suspended or revoked, be the authority for the operation of such motor vehicle.

(c) No motor vehicle shall be operated on the public highways in a manner which would place it under a classification requiring the payment of a larger registration fee than that stated in the certificate of registration.

Section 16. Suspension of registration certificate. - If on inspection, as provided in paragraph (6) of Section four hereof, any motor vehicle is found to be unsightly, unsafe, overloaded, improperly marked or equipped, or otherwise unfit to be operated, or capable of causing excessive damage to the highways, or not conforming to minimum standards and specifications, the Commissioner may refuse to register the said motor vehicle, or if already registered, may require the number plates thereof to be surrendered to him, and upon seventy-two hours notice to the owner of the motor vehicle, suspend such registration until the defects of the vehicle are corrected and/or the minimum standards and specifications fully complied with.

Whenever it shall appear from the records of the Commission that during any twelve-month period more than three warnings for violations of this Act have been given to the owner of a motor vehicle, or that the said owner has been convicted by a competent court more than once for violation of such laws, the Commissioner may, in his discretion, suspend the certificate of registration for a period not exceeding ninety days and, thereupon, shall require the immediate surrender of the number plates.

Whenever a motor vehicle is found to be underweight the owner thereof shall pay the difference in the registration fees corresponding to the shortage in weight plus a fifty per cent surcharge, and until such payment is made, the



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certificate of registration of the motor vehicle concerned shall be suspended by the Commissioner.

After two such suspension, re-registration of the vehicle concerned for one year may be denied.

The Commissioner shall notify the owner of the motor vehicle of any action taken by him under this section.

Section 17. Number plates, preparation, preparation and issuance of . -

(a) The Commissioner shall cause number plates to be prepared and issued to owners of motor vehicles and trailers registered under this Act, charging a fee of four pesos for each pair including the numerals indicating the year of registry: Provided, however, That in case no number plates are available, the Commissioner or his deputies may issue, without charge, a written permit temporarily authorizing the operation of any motor vehicles with other means of identification: Provided, further, That all motor vehicles exempted from payment of registration fees, motor vehicles for hire, and privately-owned motor vehicles shall bear plates so designed and painted with different colors to distinguish one class from another: Provided, furthermore, That the plates of motor vehicles exempted from payment of registration fees shall be permanently assigned to such motor vehicles during their entire lifetime while exempted from payment of the fees: And, provided, finally, That the owner thereof shall return such plates to the Land Transportation Commission within a period of seven working days after such owner has lost his exemption privilege or has transferred the vehicle to a non-exempt owner.

(b) In case the design of the number plate is such that the numerals indicating the year of registry are on a detachable tag, the Commissioner or his deputies may, in their discretion, issue the said tag only for subsequent re-registration charging a fee of one peso for each tag issued.

Section 18. Use of number plates. - At all times, every motor vehicle shall display in conspicuous places, one in front and one in the rear thereof, the said number plates.

The number plates shall be kept clean and cared for, and shall be firmly affixed to the motor vehicle in such a manner as will make it entirely visible and always legible.

Except in the case of dealer's number plates which may be used successively on various motor vehicles in stock, no person shall transfer number plates from motor vehicle to another.

No dealer's number plate shall be used on any motor vehicle after said vehicle has been sold and delivered to a purchaser, and no dealer shall allow such dealer's number plates to be used on any motor vehicle after its sale and delivery to a purchaser.

**CHAPTER III
OPERATION OF MOTOR VEHICLE**

**ARTICLE I
License to Drive Motor Vehicles**

Section 19. Duty to procure license. - Except as otherwise specifically provided in this Act, no person shall operate any motor vehicle without first procuring a license to drive a motor vehicle for the current year, nor while such license is delinquent, invalid, suspended or revoked.

The license shall be carried by the driver at all times when operating a motor vehicle, and shall be shown and/or surrendered for cause and upon demand to any person with authority under this Act to confiscate the same.

Section 20. License for enlisted men operating Government motor vehicles. - Enlisted men operating a motor vehicle owned by the Government of the Philippines shall be licensed in accordance with the provisions of this Act, but no license or delinquency fees shall be collected therefrom. All licenses so issued shall bear the words "For Government Vehicles Only" plainly marked or stamped in red ink across the face thereof.

A license so marked or stamped shall authorize the holder thereof to operate a private-owned motor vehicle.

Section 21. Operation of motor vehicles by tourists. - Bona fide tourist and similar transients who are duly licensed to operate motor vehicles in their respective countries may be allowed to operate motor vehicles during but not after ninety days of their sojourn in the Philippines.

If any accident involving such tourist or transient occurs, which upon investigation by the Commissioner or his deputies indicates that the said tourist or transient is incompetent to operate motor vehicles, the Commissioner shall immediately inform the said tourist or transient in writing that he shall no longer be permitted to operate a motor vehicle.

After ninety days, any tourist or transient desiring to operate motor vehicles shall pay fees and obtain and carry a license as hereinafter provided.

Section 22. Driver's license, fees, examination. - Every person who desires personally to operate any motor vehicle shall file an application to the Commissioner or his deputies for a license to drive motor vehicles: Provided, however, That no person shall be issued a professional driver's license who is suffering from highly contagious diseases, such as, advanced tuberculosis, gonorrhea, syphilis, and the like.

Each such application except in the case of enlisted men operating government-owned vehicles, shall be accompanied by a fee of five pesos, and shall contain such information respecting the applicant and his ability to operate motor vehicles, as may be required by the Commission.

The Commissioner or his deputies shall also ascertain that the applicant's sight and hearing are normal, and may in their discretion, require a certificate to that effect, signed by a reputable physician.

An examination or demonstration to show any applicant's ability to operate motor vehicles may also be required in the discretion of the Commissioner or his deputies.



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Section 23. Issuance of driver's license. - If, after such examination, the Commissioner or his deputy believes that the applicant possesses the necessary qualifications and is proficient in the operation of motor vehicles, a license shall be issued to such applicant upon payment of five pesos, but prior to the issuance of said license, the applicant shall furnish three copies of his recent photograph to be securely attached to the license, and two copies to be filed and kept as provided by this Act. All driver's licenses shall bear the signature and right-hand thumb print of the licensee.

Section 24. Use of driver's license and badge. - Every license issued under the provisions of this Act to any driver shall entitle the holder thereof, while the same is valid and effective and not suspended or revoked, to operate the motor vehicles described in such license: Provided, however, That every licensed professional driver, before operating a public service motor vehicle registered under classifications (d) to (j) inclusive of Section seven hereof, shall secure from the Commissioner, upon payment of the sum of one peso, a driver's badge which he shall, at all times while so operating a motor vehicle, display in plain sight on the band of his cap or on his coat or shirt. Such driver's badge shall be of metal with a plainly readable number assigned to the licensee stamped thereon.

It shall be unlawful for any duly licensed driver to transfer, lend or otherwise allow any person to use his license for the purpose of enabling such person to operate a motor vehicle.

No owner of a motor vehicle shall engage, employ, or hire any person to operate such motor vehicle, unless the person sought to be employed is a duly licensed professional driver.

Section 25. Driver's records. - Any driver who changes his address shall, within fifteen days, notify the Commissioner in writing of his new address, name and address of his new employer, the number of the motor vehicle he is employed to operate, and such other information as the Commissioner may require.

Section 26. Renewal of license. - Any license not renewed on or before the last working day of the month when the applicant was born shall become delinquent and invalid, except when the license is surrendered to the Commissioner or his deputies before the last working day of the month of his birth in order to avoid payment of the delinquency fees.

The fee for renewal of delinquent license shall be five pesos in addition to the basic fee as hereinabove prescribed.

Every applicant for renewal of license to operate any motor vehicle shall present to the Commissioner, in person or by mail or messenger, the license issued to the applicant for the previous year, together with the proper fee of five pesos and, in the case of professional chauffeurs, three copies of a readily-recognized photograph of the applicant, which photograph shall have been taken not exceeding three years prior to the date of applicant for renewal.

Lost license. - In case the license for the previous year has been lost or cannot be produced, the applicant shall obtain a duplicate in accord with Section eleven of this Act, on penalty of refusal, by the Commissioner or his deputies, to renew the license: Provided, however, That the Commissioner or his deputies may, in their discretion accept in lieu of the previous years license, the duly signed and sworn statement of an operator to the effect that he has not operated any motor vehicle in the Philippines during the year or years to which no license was issued in his name.

The Commissioner and his deputies are hereby authorized to administer the oath in connection with such affidavit.

Section 27. Suspension, revocation of driver's license.

(a) The Commissioner may suspend for a period not exceeding three months or, after hearing, revoke any driver's license issued under the provisions of this Act, and may order any such license to be delivered to him whenever he has reason to believe that the holder thereof is an improper person to operate motor vehicles, or in operating or using a motor vehicle in, or as an accessory to, the commission of any crime or act which endangers the public. Any deputy of the Commissioner may, for the same cause, suspend for a period not exceeding three months any driver's license issued under the provisions of this Act: Provided, That such suspension may be appealed to the Commissioner who may, after reviewing the case, confirm, reverse or modify the action taken by such deputy.

(b) Whenever during any twelve-month period a driver shall have been convicted at least three times for the violations of any provisions of this Act or of any regulation issued by the Commissioner or any municipal or city ordinance relating to motor vehicle traffic not in conflict with any of the provisions of this Act, the Commissioner may, in his discretion, revoke or suspend the license of such driver for a period not exceeding two years.

(c) The license suspended or revoked under the provisions of subsections (a) and (b) of this section shall not be reinstated unless the driver has furnished a bond in accordance with Section twenty-nine of this Act and only after the Commissioner has satisfied himself that such driver may again safely be permitted to operate a motor vehicle.

(d) A decision of the Commissioner revoking or refusing the reinstatement of a license under the provisions of this Section may be appealed to the Secretary of Public Works and Communications.

Section 28. Driver's bond. - The Commissioner before reinstating any driver's license which has been suspended or revoked under the provisions of the preceding section or of any provisions of this Act, may require such driver to post a bond in the sum of one thousand pesos conditioned upon the satisfaction and payment of any claim which may be filed or of any execution which may be issued against such driver in any case wherein said driver may be held answerable while operating motor vehicles. The bond required in this section shall be in such form as to render sureties liable at least for a period of not less than one year nor more than three years: Provided, however, That upon written application to the Commissioner for release from such a bond, the Commissioner may after revoking or suspending the driver's license, authorize the release of the bondsmen from further responsibility thereunder: Provided, further, That should the Commissioner decide not to revoke the license of a driver who has been convicted of homicide through reckless imprudence, or of the violation of the speed limit or of reckless driving at least three times within a twelve-month period, the said driver shall post a bond in the sum of not less than two thousand pesos, conditioned upon the payment of any claim which may be filed or any execution which may be issued against him in any case wherein said driver may be held answerable while operating motor vehicles.



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Section 29. Confiscation of driver's licenses. - Law enforcement and peace officers duly designated by the Commissioner shall, in apprehending any driver for violations of this Act or of any regulations issued pursuant thereto, or of local traffic rules and regulations, confiscate the license of the driver concerned and issue a receipt prescribed and issued by the Commission therefor which shall authorize the driver to operate a motor vehicle for a period not exceeding seventy-two hours from the time and date of issue of said receipt. The period so fixed in the receipt shall not be extended, and shall become invalid thereafter. Failure of the driver to settle his case within fifteen days from the date of apprehension will cause suspension and revocation of his license.

Section 30. Student-driver's permit. - Upon proper application and the payment of three pesos, the Commissioner or his deputy may issue student-driver's permits, valid for six months to persons not under eighteen years of age, who desire to learn to operate motor vehicles. No application for driver's license shall be received unless the applicant has undergone instruction in the operation of motor vehicles for at least a month and has a valid student-driver's permit: Provided, however, That any person who has a license to operate vehicles in other countries may, upon presentation of appropriate evidence of such license, be allowed to pay for a driver's license without presenting a student driver's permit.

A student driver who fails in the examination shall continue as a student driver for at least one additional month. No student driver shall operate a motor vehicle unless accompanied by a duly licensed driver.

The licensed driver acting as instructor to the student driver shall likewise be responsible and liable for any violation of the provisions of this Act and for any injury or damage done by the motor vehicle on account or as a result of its operation by a student under his direction.

ARTICLE II
Illegal Use of Licenses, Number Plates, Etc.

Section 31. Imitation and false representations. - No person shall make or use attempt to make or use a driver's license, badge, certificate of registration, number plate, tag, or permit in imitation or similitude of those issued under this Act, or intended to be used as or for a legal license, badge, certificate, plate, tag or permit, or with intent to sell or otherwise dispose of the same to another. No person shall falsely or fraudulently represent as valid and in force any driver's license, badge, certificate, plate, tag or permit issued under this Act which is delinquent or which has been revoked or suspended.

No person shall, knowingly and with intent to deceive, make one or more false or fraudulent statements in an application for the registration of vehicles, or for a driver's license.

ARTICLE III
Passenger and Freight

Section 32. Exceeding registered capacity. - No person operating any vehicle shall allow more passenger or more freight or cargo in his vehicle than its registered carrying capacity. In the case of public utility trucks or buses, the conductor shall be exclusively liable for violations of this section or of Section thirty-two, letter (c) hereof: Provided, That the conductor, before being employed by any public service operator, shall get a permit or license from the Commission and pay five pesos annually for said license or permit issued in his favor, and the same is renewable on or before the last working day of the month of his birth, attaching a readily recognizable photograph and after presentation of a medical certificate of fitness of applicant.

Passenger trucks may be allowed to construct any cargo carrying device at the rear or at the side of the truck, subject to the approval of the Commissioner: Provided, however, That the total weight of the device, including the cargo, shall not exceed one hundred kilos.

(b) Carrying of passengers and freight on top of vehicles. - No person operating a motor vehicle shall allow any passenger to ride on the cover or top of such vehicles: Provided, however, That subject to such conditions as may be contained in permits that may be issued by the Commissioner, baggage or freight may be carried on the top of a truck provided the weight thereof does not exceed twenty kilos per square meter and is distributed in such a manner as not to endanger the passengers or stability of the truck.

(c) Riding on running boards. - No driver shall permit any person to ride on the running board, step board, or mudguard of his motor vehicle for any purpose except to make repair or adjustment in the motor or to collect fares.

Section 33. Passenger or freight capacity marked on vehicle. - All passenger automobiles for hire shall have the registered passenger capacity plainly and conspicuously marked on both sides thereof, in letters and numerals not less than five centimeters in height.

All motor trucks, whether for passenger or freight, private, or for hire, shall have the registered passenger gross and net weight capacities plainly and conspicuously marked on both sides thereof, in letters and numerals not less than five centimeters in height.

ARTICLE IV
Accessories of Motor Vehicles

Section 34.

(a) Tires of motor vehicles. - No motor vehicle with metallic tires shall be operated upon any public highway, and solid tires whenever used shall be of sufficient thickness to prevent the metal rims thereof from coming in direct contact with the road.

(b) Brakes - Every motor vehicle with four or more wheels shall be provided with dual hydraulic brake system so that in case of hydraulic line failure affecting the braking efficiency of any of the four wheels at least either the front or rear wheels shall retain normal braking capabilities. In the absence of such dual braking system every motor vehicle with four or more wheels shall be provided with safety valve devices of such design and make so that failure of the hydraulic braking system of the vehicle because of leakage in the line of other parts of the system will not affect all wheels but rather render at all times effective the braking power of either



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the two front wheels or the two rear wheels when brakes are applied. This requirement, however, does not apply to motor vehicles equipped with pneumatic braking system.

(b-1) Horns. - Every motor vehicle shall be provided with a horn or signalling device in good working order; Provided, however, That no horn or signalling device emitting an exceptionally loud, startling, or disagreeable sound shall be installed or used on any motor vehicle.

All authorized emergency vehicles, such as ambulance and police cars and fire wagons used for emergency calls shall be equipped with a bell, siren, or exhaust whistle of a type approved by the Commissioner, and no such device shall be installed or used in any other vehicle.

No vehicle not classified as a motor vehicle under this Act shall be equipped with a horn or signaling device similar to the horn customarily used on motor vehicles.

(c) Headlights. - Every motor vehicle of more than one meter of projected width, while in use on any public highway shall bear two headlights, one on each side, with white or yellowish light visible from the front, which, not later than one-half hour after sunset and until at least one-half hour before sunrise and whenever weather conditions so require, shall both be lighted.

Additional lamps and light may be carried, but no red lights shall be visible forward or ahead of the vehicle. Trucks, buses, trailers, and other similar vehicles must carry, while in use on any public highway during nighttime, colored riding lights on each of the four corners not more than ten centimeters from the top.

All motor vehicles shall be equipped with devices for varying the intensity of light, and the driver must dim the headlights or tilt the beams downward whenever the vehicle is being operated on well-lighted streets within the limits of cities, municipalities, and thickly populated barrios or districts, or whenever such vehicle meets another vehicle on any public highway.

(d) Taillights. - Every motor vehicle and trailer shall, during the above-mentioned hours, also bear on each side in the rear a lamp showing a red light visible at least one hundred meters from the rear of the vehicle and a lamp throwing a white light upon the number plate issued for such vehicle.

(e) Stop lights. - Every motor vehicle shall be equipped at the rear with at least one lamp which shall throw a sustained bright red light visible under all conditions, even under bright sunlight, when the brakes are applied. Each bus, truck, trailer or similar vehicle shall be equipped, as its stop light at or near its rear center, with a lamp at least twelve centimeters in diameter with the word "stop" inscribed in the center.

(f) Motorcycle and other vehicle lights. - Every motor vehicle of less than one meter of projected width shall be subject to the preceding provisions of this section, except that one headlight and one taillight shall be required. No signal light shall be necessary.

Additional lamps may be carried provided they comply with the preceding provisions of this section.

Every motor vehicle, or whatever style, kind, make, character, or nature, when upon a highway during the hours above-mentioned, whether in motion or not, shall have one or more lights so arranged that the same shall be visible at least fifty meters from the front and the rear of such vehicle.

(g) Lights when parked or disabled. - Appropriate parking lights or flares visible one hundred meters away shall be displayed at a corner of the vehicle whenever such vehicle is parked on highways or in places that are not well-lighted or is placed in such manner as to endanger passing traffic.

(h) Windshield wiper. - Every motor vehicle shall be equipped with a mechanically or electrically operated device for wiping off raindrops or other moisture from its front windshield.

(i) Use of red flag. - Whenever the load of any vehicle extends more than one meter beyond the bed or body thereof, there shall be displayed at every projecting end of such load a red flag not less than thirty centimeters both in length and width, except that during the hours fixed under subsection (c), there shall be displayed, in lieu of the required red flags, red lights visible at least fifty meters away.

(j) Mufflers. - Every motor vehicle propelled by an internal combustion engine shall be equipped with a muffler, and whenever said motor vehicle passes through a street of any city, municipality, or thickly populated district or barrio, the muffler shall not be cut out or disconnected. No motor vehicle shall be operated in such a manner as to cause it to emit or make any unnecessary or disagreeable odor, smoke or noise.

**CHAPTER IV
TRAFFIC RULES**

**ARTICLE I
Speed Limit and Keeping to the Right**

Section 35. Restriction as to speed. -

(a) Any person driving a motor vehicle on a highway shall drive the same at a careful and prudent speed, not greater nor less than is reasonable and proper, having due regard for the traffic, the width of the highway, and of any other condition then and there existing; and no person shall drive any motor vehicle upon a highway at such a speed as to endanger the life, limb and property of any person, nor at a speed greater than will permit him to bring the vehicle to a stop within the assured clear distance ahead.

(b) Subject to the provisions of the preceding paragraph, the rate of speed of any motor vehicle shall not exceed the following:

| MAXIMUM ALLOWABLE SPEEDS | Passengers | Motor trucks and buses |
|--------------------------|---------------------|------------------------|
| | Cars and Motorcycle | |



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| 1. On open country roads, with no "blinds corners" not closely bordered by habitations. | 80 km. per hour | 50 km. per hour |
| 2. On "through streets" or boulevards, clear of traffic, with no "blind corners," when so designated. | 40 km. per hour | 30 km. per hour |
| 3. On city and municipal streets, with light traffic, when not designated "through streets". | 30 km. per hour | 30 km. per hour |
| 4. Through crowded streets, approaching intersections at "blind corners," passing school zones, passing other vehicles which are stationary, or for similar dangerous circumstances. | 20 km. per hour | 20 km. per hour |

(c) The rates of speed hereinabove prescribed shall not apply to the following:

- (1) A physician or his driver when the former responds to emergency calls;
- (2) The driver of a hospital ambulance on the way to and from the place of accident or other emergency;
- (3) Any driver bringing a wounded or sick person for emergency treatment to a hospital, clinic, or any other similar place;
- (4) The driver of a motor vehicle belonging to the Armed Forces while in use for official purposes in times of riot, insurrection or invasion;
- (5) The driver of a vehicle, when he or his passengers are in pursuit of a criminal;
- (6) A law-enforcement officer who is trying to overtake a violator of traffic laws; and
- (7) The driver officially operating a motor vehicle of any fire department, provided that exemption shall not be construed to allow unless or unnecessary fast driving of drivers aforementioned.

Section 36. Speed limits uniform throughout the Philippines. - No provincial, city or municipal authority shall enact or enforce any ordinance or resolution specifying maximum allowable speeds other than those provided in this Act.

Section 37. Driving on right side of highway. - Unless a different course of action is required in the interest of the safety and the security of life, person or property, or because of unreasonable difficulty of operation in compliance herewith, every person operating a motor vehicle or an animal-drawn vehicle on a highway shall pass to the right when meeting persons or vehicles coming toward him, and to the left when overtaking persons or vehicles going the same direction, and when turning to the left in going from one highway to another, every vehicle shall be conducted to the right of the center of the intersection of the highway.

Section 38. Classification of highways. - Public highways shall be properly classified for traffic purposes by the provincial board, municipal board or city council having jurisdiction over them, and said provincial board, municipal board or city council shall provide appropriate signs therefor, subject to the approval of the Commissioner. It shall be the duty of every provincial, city and municipal secretary to certify to the Commissioner the names, locations, and limits of all "through streets" designated as such by the provincial board, municipal board or council.

ARTICLE II

Overtaking and Passing a Vehicle, and Turning at Intersections

Section 39. Overtaking a vehicle. - The driver of any motor vehicle overtaking another vehicle proceeding in the same direction shall pass at a safe distance to the left thereof, and shall not again drive to the right side of the highway until safety clear of such overtaken vehicle except that on a highway, within a business or residential district, having two or more lanes for the movement of traffic in one direction, the driver of a vehicle may overtake and pass another vehicle on the right. Nothing in this section shall be construed to prohibit a driver overtaking and passing, upon the right, another vehicle which is making or about to make a left turn.

Section 40. Driver to give way to overtaking vehicle. - The driver of a vehicle about to be overtaken and passed by another vehicle approaching from the rear shall give way to the overtaking vehicle on suitable and audible signal being given by the driver of the overtaking vehicle, and shall not increase the speed of his vehicle until completely passed by the overtaking vehicle.

Section 41. Restrictions on overtaking and passing.

(a) The driver of a vehicle shall not drive to the left side of the center line of a highway in overtaking or passing another vehicle proceeding in the same direction, unless such left side is clearly visible, and is free of oncoming traffic for a sufficient distance ahead to permit such overtaking or passing to be made in safety.

(b) The driver of a vehicle shall not overtake or pass another vehicle proceeding in the same direction, when approaching the crest of a grade, not upon a curve in the highway, where the driver's view along the highway is obstructed within a distance of five hundred feet ahead, except on a highway having two or more lanes for movement of traffic in one direction where the driver of a vehicle may overtake or pass another vehicle: Provided, That on a highway within a business or residential district, having two or more lanes for movement of traffic in one direction, the driver of a vehicle may overtake or pass another vehicle on the right.

(c) The driver of a vehicle shall not overtake or pass any other vehicle proceeding in the same direction, at any railway grade crossing, not at any intersection of highways unless such intersection or crossing is controlled by traffic signal, or unless permitted to do so by a watchman or a peace officer, except on a



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highway having two or more lanes for movement of traffic in one direction where the driver of a vehicle may overtake or pass another vehicle on the right. Nothing in this section shall be construed to prohibit a driver overtaking or passing upon the right another vehicle which is making or about to make a left turn.

(d) The driver of a vehicle shall not overtake or pass, or attempt to pass, any other vehicle, proceeding in the same direction, between any points indicated by the placing of official temporary warning or caution signs indicating that men are working on the highway.

(e) The driver of a vehicle shall not overtake or pass, or attempt to overtake or pass, any other vehicle proceeding in the same direction in any "no-passing or overtaking zone."

ARTICLE III
Right of Way and Signals

Section 42. *Right of way.*

(a) When two vehicles approach or enter an intersection at approximately the same time, the driver of the vehicle on the left shall yield the right of way to the vehicle on the right, except as otherwise hereinafter provided. The driver of any vehicle traveling at an unlawful speed shall forfeit any right of way which he might otherwise have hereunder.

(b) The driver of a vehicle approaching but not having entered an intersection, shall yield the right of way to a vehicle within such intersection or turning therein to the left across the line of travel of such first-mentioned vehicle, provided the driver of the vehicle turning left has given a plainly visible signal of intention to turn as required in this Act.

(c) The driver of any vehicle upon a highway within a business or residential district shall yield the right of way to a pedestrian crossing such highway within a crosswalk, except at intersections where the movement of traffic is being regulated by a peace officer or by traffic signal. Every pedestrian crossing a highway within a business or residential district, at any point other than a crosswalk shall yield the right of way to vehicles upon the highway.

(d) The driver of a vehicle upon a highway shall bring to a full stop such vehicle before traversing any "through highway" or railroad crossing: Provided, That when it is apparent that no hazard exists, the vehicle may be slowed down to five miles per hour instead of bringing it to a full stop.

Section 43. *Exception to the right of way rule.*

(a) The driver of a vehicle entering a highway from a private road or drive shall yield the right of way to all vehicles approaching on such highway.

(b) The driver of a vehicle upon a highway shall yield the right of way to police or fire department vehicles and ambulances when such vehicles are operated on official business and the drivers thereof sound audible signal of their approach.

(c) The driver of a vehicle entering a "through highway" or a "stop intersection" shall yield the right of way to all vehicles approaching to either direction on such "through highway": Provided, That nothing in this subsection shall be construed as relieving the driver of any vehicle being operated on a "through highway" from the duty of driving with due regard for the safety of vehicles entering such "through highway" nor as protecting the said driver from the consequence of an arbitrary exercise of such right of way.

Section 44. *Signals on starting, stopping or turning. -*

(a) The driver of any vehicle upon a highway, before starting, stopping or turning from a direct line, shall first see that such movement can be made in safety, and if any pedestrian may be affected by such movement, shall give a clearly audible signal by sounding the horn, and whenever the operation of any other vehicle approaching or following may be affected by such movement, shall give a signal plainly visible to the driver of such other vehicles of the intention to make such movement.

(b) The signal herein required shall be given by means of extending the hand and arm beyond the left side of the vehicle, or by an approved mechanical or electrical signal device.

ARTICLE IV
Turning and Parking

Section 45. *Turning at intersections. -*

(a) The driver of a vehicle intending to run to the right at an intersection shall approach such intersection in the lane for traffic nearest to the right-hand side of the highway and, in turning, shall keep as close as possible to the right-hand curb or edge of the highway.

(b) The driver of a vehicle intending to turn to the left shall approach such intersection in the lane for traffic to the right of and nearest to the center line of the highway, and, in turning, shall pass to the left of the center of the intersection, except that, upon highways laned for traffic and upon one-way highways, a left turn shall be made from the left lane of traffic in the direction in which the vehicle is proceeding.

(c) For the purpose of this section, the center of the intersection shall mean the meeting point of the medial lines of the highways intersecting one another, except when it is occupied by a monument, grass plot or any permanent structure, other than traffic control device.

Section 46. *Parking prohibited in specified places. -* No driver shall park a vehicle, or permit it to stand, whether attended or unattended, upon a highway in any of the following places:

(a) Within an intersection



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- (b) On a crosswalk
- (c) Within six meters of the intersection of curb lines.
- (d) Within four meters of the driveway entrance to and fire station.
- (e) Within four meters of fire hydrant
- (f) In front of a private driveway
- (g) On the roadway side of any vehicle stopped or parked at the curb or edge of the highway
- (h) At any place where official signs have been erected prohibiting parking.

Section 47. Parked vehicle. - Whenever a motor vehicle is parked unattended on any highway, the driver thereof must turn off the ignition switch and stop the motor and notch effectively the hand brake.

ARTICLE V
Miscellaneous Traffic Rules

Section 48. Reckless driving. - No person shall operate a motor vehicle on any highway recklessly or without reasonable caution considering the width, traffic, grades, crossing, curvatures, visibility and other conditions of the highway and the conditions of the atmosphere and weather, or so as to endanger the property or the safety or rights of any person or so as to cause excessive or unreasonable damage to the highway.

Section 49. Right of way for police and other emergency vehicles. - Upon the approach of any police or fire department vehicle, or of an ambulance giving audible signal, the driver of every other vehicle shall immediately drive the same to a position as near as possible and parallel to the right-hand edge or curb of the highway, clear of any intersection of highways, and shall stop and remain in such position, unless otherwise directed by a peace officer, until such vehicle shall have passed.

Section 50. Tampering with vehicles. - No unauthorized person shall sound the horn, handle the levers or set in motion or in any way tamper with a damage or deface any motor vehicle.

Section 51. Hitching to a vehicle. - No person shall hang on to, ride on, the outside or the rear end of any vehicle, and no person on a bicycle, roller skate or other similar device, shall hold fast to or hitch on to any moving vehicle, and no driver shall knowingly permit any person to hang on to or ride, the outside or rear end of his vehicle or allow any person on a bicycle, roller skate or other similar device to hold fast or hitch to his vehicle.

Section 52. Driving or parking on sidewalk. - No person shall drive or park a motor vehicle upon or along any sidewalk, path or alley not intended for vehicular traffic or parking.

Section 53. Driving while under the influence of liquor or narcotic drug. - No person shall drive a motor vehicle while under the influence of liquor or narcotic drug.

Section 54. Obstruction of traffic. - No person shall drive his motor vehicle in such a manner as to obstruct or impede the passage of any vehicle, nor, while discharging or taking on passengers or loading or unloading freight, obstruct the free passage of other vehicles on the highway.

Section 55. Duty of driver in case of accident. - In the event that any accident should occur as a result of the operation of a motor vehicle upon a highway, the driver present, shall show his driver's license, give his true name and address and also the true name and address of the owner of the motor vehicle.

No driver of a motor vehicle concerned in a vehicular accident shall leave the scene of the accident without aiding the victim, except under any of the following circumstances:

1. If he is in imminent danger of being seriously harmed by any person or persons by reason of the accident;
2. If he reports the accident to the nearest officer of the law; or
3. If he has to summon a physician or nurse to aid the victim.

CHAPTER V
PENAL AND OTHER PROVISIONS

ARTICLE I
Penalties

Section 56. Penalty for violation. - The following penalties shall be imposed for violations of this Act:

- (a) For registering later than seven days after acquiring title to an unregistered motor vehicle or after conversion of a registered motor vehicle requiring larger registration fee than that for which it was originally registered, or for renewal of a delinquent registration, the penalty shall be a fine fifty per cent of the registration fees corresponding to the portion of the year for which the vehicle is registered for use.
- (b) For failure to sign driver's license or to carry same while driving, twenty pesos fine.
- (c) Driving a vehicle with a delinquent or invalid driver's license, fifty pesos fine.
- (d) Driving a motor vehicle with delinquent, suspended or invalid registration, or without registration or without the proper license plate for the current year, three hundred pesos fine.
- (e) Driving a motor vehicle without first securing a driver's license, three hundred pesos fine.
- (f) Driving a motor vehicle while under the influence of liquor or narcotic drug, a fine of not less than two hundred pesos nor more than five hundred pesos, or imprisonment of not more than three months, or both, at the discretion of the Court.



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(g) Violation of Section thirty-two, thirty-four (a), (b) and (b-1), thirty-five and forty-six a fine not exceeding one hundred pesos: Provided, however, That in the case of violation of Section 34 (b) the vehicle or vehicles affected may not be allowed to operate unless the requirements provided in this section are complied with.

(h) Violations of Sections forty-nine, fifty and fifty-two, a fine not exceeding fifty pesos.

(i) For making, using or attempting to make or use a driver's license, badge, certificate or registration, number plate, tag or permit in imitation or similitude of those issued under this Act, or intended to be used as or for a legal license, badge, certificate, plate, tag or permit or with intent to sell or otherwise dispose of the same to another, or false or fraudulently represent as valid and in force any driver's license, badge, certificate, plate, tag or permit issued under this Act which is delinquent or which has been suspended or revoked, a fine of not exceeding three hundred pesos.

(j) For using private passenger automobiles, private trucks, private motorcycles, and motor wheel attachments for hire, in violation of Section seven, subsections (a), (b), and (c), of this Act, a fine of two hundred pesos and suspension of driver's license for a period of three months for the first conviction; a fine of three hundred pesos and six months imprisonment for the second conviction; and an imprisonment of one year and permanent revocation of the driver's license for the third conviction.

(k) For permitting, allowing, consenting to, or tolerating the use of a privately-owned motor vehicle for hire in violation of Section seven, subsections (a), (b), and (c), of this Act, there shall be imposed upon the owner of the vehicle a fine of five hundred pesos and the certificate of registration shall be suspended for a period of three months for the first conviction, and an increase of one hundred pesos in the fine and one month's suspension of the registration for each subsequent conviction.

(l) For violation of any provisions of this Act or regulations promulgated pursuant hereto, not hereinbefore specifically punished, a fine of not less than ten or more than fifty pesos shall be imposed.

(m) In the event an offender cannot pay any fine imposed pursuant to the provisions of this Act, he shall be made to undergo subsidiary imprisonment as provided for in the Revised Penal Code.

(n) If, as the result of negligence or reckless or unreasonable fast driving, any accident occurs resulting in death or injury of any person, the motor vehicle operator at fault shall, upon conviction, be punished under the provisions of the Revised Penal Code.

Section 57. Punishment for other offenses. - The conviction of any person for any offense under this Act shall not bar his prosecution for any other offense which may have been committed by such person concurrently with the commission of the offense of which he was convicted or in doing the act or series of acts which constituted the offense of which he was convicted.

Section 58. Duty of clerks of court. - It is hereby made the duty of clerks of the Court of First Instance, the City Court of Municipal Court trying traffic violation cases to certify to the Commission the result of any case, whether criminal or civil, involving violations of any provision of this Act or of other laws and ordinances relating to motor vehicles. Said certificate shall specifically contain the name of the driver or owner of the vehicle involved, his address, the number of his license and/or of the certificate or registration of his vehicle, and the date thereof, and the offense of which he was convicted or acquitted.

ARTICLE II

Collection of Fees, Taxes and Fines, Liens, Allotment of Funds

Section 59. (a) Collection of fees; national and local taxes; toll fees. - The collection of all fees, taxes, and fines, under the provisions of this Act shall be made in accordance with regulations to be prescribed by the Commissioner and approved jointly by the Auditor General.

(b) No taxes or fees other than those prescribed in this Act shall be imposed for the registration or operation or on the ownership of any motor vehicle, or for the exercise of the profession of chauffeur, by any municipal corporation, the provisions of any city charter to the contrary notwithstanding: Provided, however, That any provincial board, city or municipal council or board or other competent authority may enact and collect such reasonable and equitable toll fees for the use of such bridges and ferries, within their respective jurisdiction, as may be authorized and approved by the Secretary of Public Works and Communications, and also for the use of such public roads, as may be authorized by the President of the Philippines upon recommendation of the Secretary of Public Works and Communications, but in none of these cases shall any toll fees be charged or collected until and unless the approved schedule of tolls has been posted legibly in a conspicuous place at such toll station.

Section 60. The lien upon motor vehicles. - Any balance of fees for registration, re-registration or delinquent registration of a motor vehicle, remaining unpaid and all fines imposed upon any vehicle owner, shall constitute a first lien upon the motor vehicle concerned.

The Commission is hereby vested with authority to issue a warrant of constructive or actual distraint or and levy to any owner of motor vehicle who has any balance of fees for registration, re-registration or delinquent registration of a motor vehicle remaining unpaid, which upon demand by the Commissioner of the Land Transportation Commission or any of his deputies executing such warrant, the owner of the said vehicle shall surrender same at the time demanded, except when the attachment or execution is under any judicial process. Any owner who fails or refuses to surrender any of such property or vehicle not so surrendered shall be punished by a fine not exceeding the amount of the fees (including penalties and interests, if any) for the collection of which such warrant has been issued, together with the costs and interests, if any, from the time of such surrender. In addition, such owner shall be punished by a fine of not more than three hundred pesos or an imprisonment not more than six months, or both.

Section 61. Disposal of monies collected. - Monies collected under the provisions of this Act shall be deposited in a special trust account in the National Treasury to constitute the Highway Special Fund, which shall be apportioned and expended in accordance with the provisions of the "Philippine Highway Act of 1953": Provided, however, That the amount necessary to maintain and equip the Land Transportation Commission but not to exceed fifteen per cent of the total collections during any one year, shall be set aside for the purpose.



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ARTICLE III
Final Provisions

Section 62. No provincial board, city or municipal board or council shall enact or enforce any ordinance or resolution in conflict with the provisions of this Act, or prohibiting any deputy or agent of the Commission to enforce this Act within their respective territorial jurisdiction and the provisions of any charter to the contrary notwithstanding.

Section 63. Repeal of laws and ordinances. - Act Numbered Thirty-nine hundred ninety-two, as amended, and all laws, executive orders, ordinances, resolutions, regulations, or parts thereof in conflict with the provisions of this Act are repealed: Provided, however, That nothing contained in this Act shall be construed as limiting or superseding any provisions of the Public Service Act, as amended, with respect to the control by the Public Service Commission of motor vehicles operating as public service, nor shall any provision of this Act be construed as limiting or abridging the powers conferred upon and exercised by the Public Service Commission with regards to the control and supervision of the operation of such motor vehicles as public service.

Section 64. Appropriation. - To carry out effectively the provisions of this Act, the amount of two hundred fifty thousand pesos is hereby appropriated out of the fees collected under this Act, in addition to the appropriations provided in the General Appropriations Act, for the expense of this Commission for the fiscal year beginning July first, nineteen hundred and sixty-four, to June thirtieth, nineteen hundred and sixty-five: Provided, however, That any savings in the appropriations of the Motor Vehicles Office for the fiscal year beginning July first, nineteen hundred and sixty-three, to June thirtieth, nineteen hundred and sixty-four shall likewise be available for this purpose.

Section 65. Separability. - If any provisions of this Act or the application thereof to any person or circumstance is held invalid, the remainder of the Act, and the application of such provision to other persons or circumstances, shall not be affected thereby.

Section 66. Effectivity. - This Act shall take effect upon its approval.

Approved: June 20, 1964

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Certifications:

| | | |
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| a. Certified true copy of building permit | P | 50.00 |
| b. Certified true copy of Certificate of Use/Occupancy | | 50.00 |
| c. Issuance of Certificate of Damage | | 50.00 |
| d. Certified true copy of Certificate of Damage | | 50.00 |
| e. Certified true copy of Electrical Certificate | | 50.00 |
| f. Issuance of Certificate of Gas Meter Installation | | 50.00 |
| g. Certified true copy of Certificate of Operation | | 50.00 |
| h. Other Certifications | | 50.00 |

NOTE: The specifications of the Gas Meter shall be:

- Manufacturer.....
- Serial Number.....
- Gas Type.....
- Meter Classification/Model.....
- Maximum Allowable Operating Pressure - psi (kPa).....
- Hub Size - mm (inch).....
- Capacity - m³/hr. (ft³/hr.).....



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS
AND HIGHWAYS
OFFICE OF THE SECRETARY
Bonifacio Drive, Port Area, Manila

**ADDITIONAL RULES AND REGULATIONS ON
SIGNS OR SIGNBOARD STRUCTURES**

Pursuant to Section 5 of Administrative Order No. 160 and Section 203 of the National Building Code of the Philippines (P.O. 1096), the following additional Rules and Regulations on Signs or Signboard Structures are hereby promulgated and issued, amplying Rule XX - SIGNS of the Revised Implementing Rules and Regulations (IRR) of PD 1096.

1. Definitions.

For the purpose of these rules and regulations, the following definitions shall apply:

Advertising Sign - A sign or signboard structure that directs attention to a business, profession, commodity, service or entertainment conducted, sold or offered at a place other than where the business, profession, etc., is located. An off-premise sign.

Arcade - Any portion of a building above the first floor projecting over the sidewalk used to protect pedestrian from rain and sunlight.

Back-to-Back Sign - Advertising sign consisting of two signboards oriented in opposite direction.

Billboard - A display panel for posting advertising material.

Building Permit - A written authorization granted by the Building Official to an applicant allowing him to proceed with the construction of a specific project after plans, specifications and other pertinent documents have been found to be in conformity with PD 1096 and its IRR.

Business Sign - An accessory sign that directs attention to a profession, business, commodity, service or entertainment conducted, sold or offered in the same place where the business is located. An on-premise sign.

Certificate of Use - A written authorization issued/granted by the Building Official after final inspection and submittal of a duly notarized certificate of completion that the building/structure comply with PD 1096.

Directional Sign - An official sign directing traffic movement, parks, government institutions, landmarks etc.

Display Sign - Any material, device or structure that is arranged, intended, designed, or used as an advertisement, announcement or directory that includes a sign, sign screen, signboard or advertising device of any kind.

Display Stand - Any movable structure, table showcase, cabinet and the like where commodities, products are displayed.

Display Surface - The entire area of the signboard or the entire area enclosed by the extreme limits or perimeter of the signboard.

Double Faced Sign - An advertising sign with two adjacent faces oriented in the same direction and not more than three (3.00) meters apart the nearest points between the faces.

Easement - A kind of public open space defined under the Civil Code and other related laws that must be absolutely free of all forms of physical obstructions that can negatively affect natural light and ventilation within such space or that can impede access to or the full recreational use of such space by the general public. It is the area that may lie between legally usable portions of a public or private property and natural or man-made bodies of water such as seas, rivers, lakes, esteros, canals, waterways, floodways, spillways and the like.

Electrical Sign - Any sign which has characters, letters, figures, designs, faces, backgrounds, or outline illuminated by incandescent or fluorescent lamps or luminous tubes as part of the sign or signboard proper. These light sources are external or internal.

Electronic Sign - An electronically operated advertising medium like lighted electronic diodes, etc.

Ground Sign - An on-premise sign or signboard structure with the support resting on the ground, of which height shall not exceed six (6.00) meters.

Imprint - A plaque or sticker identifying the service provider/owner, office address, telephone number and other information.

Multi-Faced Sign - An advertising sign or signboard structure with three or more faces oriented in different directions.

National Road - Any public road, classified



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as primary or secondary, declared as national road by the President of the Philippines upon recommendation of the Secretary of Public Works and Highways, satisfying the conditions set forth under Executive Order No. 113, Establishing the Classification of Roads.

Official Sign - Any sign setting forth information pursuant to law owned by the government.

Off-Premise Sign - An advertising sign or signboard structure usually located along national road that advertises goods or services that are sold or offered at a place other than where the sign or signboard is located, using free-standing upright supports or roof-mounted sign.

On-Premise Sign - A sign or signboard structure located within the place where the goods or services are sold or offered; also called as Business Sign.

Poster - A fabricated flat surface upon which a message or information is posted or painted.

Projecting Sign - A sign fastened to, suspended from, or supported on a building or structure the display surface of which is perpendicular from the wall or is at an angle from there.

Road Right-of-Way (RROW) - A kind of public open space for the continuous flow of pedestrian and vehicular traffic that must be free of all forms of prohibited physical obstructions. The RROW is the area lying between two (2) or more parallel properties and its width is horizontally measured from opposite property lines.

Roof Mounted Sign - A sign installed on roofs, roof decks.

Service Provider - Owner of an advertising sign or signboard structure.

Setback - The horizontal distance measured from the outermost face of the building/structure to the property lines that must be absolutely free of all forms of physical obstructions that can negatively affect natural light and ventilation or that can impede access to the sides and rear area.

Sign/Signboard - Any letter, word, numerical, pictorial presentation,

illustration, declaration, emblem, logo, device, symbol or trademark, banner or pennant, whether illuminated or not, electronic, static or dynamic, or any figure or similar character that is attached to, painted on, or in a manner represented on a building or structure used to announce, direct attention to or

advertise and visible to the public.

Sign Permit - A written authorization granted by the Building Official to an applicant allowing him to install/attach display signs on a structure.

Sign Structure - Any means to support the installation of sign/signboard and this includes the structural frame, anchorages and fasteners to support and suspend such sign/signboard.

Temporary Sign - Advertisement/Announcement using cloth or other light and combustible material with or without frame and installed for a limited period.

Wall Sign - An advertising sign that is painted on, attached or fastened to the surface of the wall or any part of a building the surface of which is parallel to the wall surface.

2-PERMITS AND INSPECTION

2.1. Building Permit

2.1.1. Any person desiring to construct, erect, install, strengthen, alter a sign or signboard structure shall secure a building permit at the Office of the Building Official (OBO) covering any of the afore-cited scope of work.

The following documentary requirements shall be submitted by the applicant/service provider together with an accomplished and notarized Building Permit application form endorsed by the lot/building owner:

a. For proposed construction, erection/installation of signs or signboard structures along national roads, a DPWH Clearance so that the minimum yard/setback requirements are properly observed.

b. For construction, erection/installation along municipal

/city roads, a Locational/Zoning Clearance from the Municipal/City Planning and Development Office;

c. Proof of Ownership, if the applicant is the registered owner of the lot/building:

i. Certified true copy of OCT/TCT, on file with the Registry of Deeds;

ii. Tax Declaration; and

iii. Current Real Property Tax Receipt.

d. In case the applicant is not the registered owner of the lot/building, in addition to the above, a duly notarized Contract of Lease;

e. Five (5) sets of design plans, specifications and other related contract documents;

f. Certificate of Occupancy, if the sign or signboard structure is roof or wall mounted.

2.1.2

No new free-standing and/or roof mounted off-premise sign or signboard structures shall be constructed/installed on private lots along national roads unless a valid building permit is secured from the OBO.

2.1.3

The OBO, prior to the issuance of a building permit over a new free standing or roof-mounted sign or signboard structure, shall see to it that a DPWH Clearance has been issued by the DPWH Secretary or his duly-authorized representative covering the construction/installation of signs and signboard structures located along national road, to ensure that the setback requirements are complied with. The issuance of the clearance, building, sign and other permits shall be ministerial once an endorsement has been issued by the DPWH Secretary or his authorized representative.

2.2. Certificate of Use

a. Upon completion, the Owner shall submit a duly notarized Certificate of Completion together with the construction logbook, as-built plans - and specifications and the Building Inspection Sheet all signed by whoever is the contractor and signed and sealed by the Owner's duly licensed Civil Engineer who undertook the full-time inspection and supervision.

2.3. Sign Permit

a. Upon issuance of the Certificate of Use, the applicant/service provider shall secure a Sign Permit for the installation/attachment of any sign to the structure.

2.4. Certificate of Annual Inspection

Field inspection shall be conducted by the OBO yearly and validate the structure whether the same is structurally stable, well maintained and that no enlargement has been done by the service provider. The assessment by the OBO and the waiver/s issued by a structural engineer certifying on the stability of the sign or signboard structure will be the basis in the renewal of the Sign Permit and Annual Inspection Certificate.

3- GENERAL PROVISIONS

3.1. Signs or signboard structures shall promote and uphold the public good especially in historical monuments and shrines, natural scenic areas, parks, parkways and their immediate approaches. Immediate approaches shall mean a distance not exceeding fifty (50.00) meters from the periphery of said areas.

3.2. Signs shall display or convey only messages or visuals that conform to public decency and good taste.

3.3. Signs or signboard structures shall follow standards of design, construction and maintenance in the interest of public safety, convenience, good viewing and to promote proper urban design or community architecture.



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| <p>3.4 Signs or signboard structures may be constructed only in areas where zoning regulations permit them. However, no sign or signboard structure shall be placed nor erected on parks and playgrounds, beside power substations, and on residential, institutional and recreational zones.</p> <p>3.5 Signs or signboard structures shall be constructed in accordance with the provisions of Section 2003, Chapter 20 of the Code. Sign or signboard structures exceeding three (3.00) meters in height from the ground shall be adequately designed and constructed based on the generally accepted architecture and engineering practice. Design plans shall be signed and sealed by a duly registered architect or civil engineer.</p> <p>Signs or signboard structures built within highly restrictive zones shall be of incombustible materials. No combustible materials other than approved plastics shall be used in the construction of electrical signs.</p> <p>3.7 Signs or signboard structures equipped with electrical devices shall have an electrical wiring plan conforming to the latest provisions of the Philippine Electrical Code (PEC) duly signed by a Professional Electrical Engineer.</p> <p>3.8 Signs shall be placed in such a manner that no part of its surface will interfere in any way with the free use of a doorway, a fire escape, standpipe or other required means of exit and fire-protective devices.</p> <p>3.9 Signs shall be erected in such a manner as not to confuse or obstruct the view or interpretation of any public sign, traffic sign or device, nor obstruct the sight, attract or distract the attention of motorists, reflect blinding light or cause glare to oncoming traffic.</p> <p>3.10 Signs shall only be written in English or in the local dialect.</p> <p>3.11 If several signboards are located inside one property or building, the bottom line of the adjacent signboards shall follow a common base line to preserve aesthetic value of the site.</p> | <p>4.1 Sign or signboard structures shall be provided with an appropriate device, such as pulleys, capable of being lowered jointly and severally by the owner of the sign structure and the advertising agency upon receipt of typhoon advisory Signal No. 2 by PAGASA within the area of the sign or signboard structure.</p> <p>4.2 Free-Standing and Roof Mounted Off-Premise Signs - New and existing free standing and roof mounted off-premise signs shall be allowed under the following guidelines:</p> <p>4.2.1 New free-standing and roof mounted off-premise signs or signboard structures along national and provincial roads shall have a setback of five (5.00) meters at the front and two (2.00) meters at the sides and rear. The setback provision shall be measured from the front yard property line of the private property to the outermost edge of the billboard display frame.</p> <p>4.2.2 In cases where there is no development yet introduced by the lot owner and where maximum yard and setback ranges from twenty (20.00) meters or more from the outermost board edge of the RROW, the maximum height of signs /signboard structures will be twenty-five (25.00) meters.</p> <p>4.2.3 Sizes of new signs and signboard structures vary from six (6.00) meters by eight (8.00) meters by eight (8.00) meters up to two hundred twenty-five (225.00) square meters depending on the location, the stability of the upright supports, and the compliance of the setback requirements and zoning classification of the site.</p> <p>4.2.4 The minimum distance of new signs or signboard structures shall be one hundred (100.00) meters apart.</p> | <p>permit and which have not been found or declared to be dangerous or ruinous may continue to operate and be issued the appropriate building, sign/signboard, attachment permit upon submission of the appropriate certification by a duly accredited structural engineer that the free-standing or roof mounted off-premise sign or signboard structure is structurally safe; provided, that a DPWH Clearance is issued to the service provider and the corresponding penalties, fines and building permit fees are paid. The issuance of the clearance, building, sign and other permits shall be ministerial once an endorsement has been issued by the DPWH Secretary or his authorized representative.</p> <p>4.2.6 The service provider shall secure and submit an insurance coverage policy annually over the existing free-standing or roof mounted off-premise signs or signboard structures in the amount of ONE HUNDRED THOUSAND PESOS (P100,000.00) to answer for any damage or injury caused by defective installation, improper or lack of maintenance of signs and signboard structures.</p> <p>4.2.5 Installation of roof mounted signs on existing buildings /structures shall only be allowed if the same are designed in accordance with the provisions of these guidelines and of Section 108 of the National Structural Code of the Philippines (NSCP). However, if the building/structure is found to be no longer structurally sound, the installation of sign or signboard structure shall already be discouraged unless the building is retrofitted.</p> | <p>4.3.1 Ground signs shall not exceed six (6.00) meters in height above the street crown except, when the same are constructed in conformity with accepted engineering standards, of which the maximum height shall be equal to the horizontal distance measured from the property line abutting the RROW and all the adjoining properties to the nearest base of the sign structure.</p> <p>4.3.2 In areas near electric distribution facilities including that of any power substations, the minimum horizontal distance measured from the property line abutting the RROW and all the adjoining properties to the nearest base of the sign structure shall be the height of the structure plus one (1.00) meter.</p> <p>4.3.3 New self-supporting outdoor signs along highways shall be located five (5.00) meters away from the property lines abutting the RROW.</p> <p>4.4. Projecting Signs</p> <p>4.4.1 In urbanized areas traversed by national road with non-arcaded and arcaded RROW/streets, signs /signboards shall not extend or project more than one (1.00) meter over the sidewalk or arcade and measured horizontally from the wall line or building line or the outermost portion of the wall line of the allowed structure over the arcade. For buildings abutting on RROW/streets or alleys without sidewalks or provisions therefore, the signs/signboards shall not project more than one (1.00) meter from the outermost portion of the building /structure.</p> <p>4.5. Wall Signs</p> <p>4.5.1 All signs painted or pasted on the exterior surface of building</p> | |
| <p>4. DESIGN, CONSTRUCTION, SUPPORTS AND ANCHORAGE</p> | | <p>4.2.5 Existing free-standing or roof mounted off-premise signs or signboard structures with or without a current building</p> | <p>4.3 Ground Signs</p> | <p>4.5.1 All signs painted or pasted on the exterior surface of building</p> |



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| <p>structures may be considered either as business or advertising signs.</p> <p>4.5.2 Signs placed on exterior perimeter walls of the building, when made of combustible materials, must be within the property line and the building must be able to support the structure. Those made of incombustible materials may be allowed to cover the entire surface of blank walls only and shall not be allowed to cover or obstruct openings.</p> <p>4.5.3 Signs installed, displayed or erected in the same building shall preferably be of identical size and flushed against the building facade.</p> | <p>maintain a horizontal clearance from the power lines in accordance with Rule XIII, Table XIII. 1., Revised IRR of the Code.</p> <p>6 - LIGHTING</p> <p>Signs/Signboards shall be illuminated only by electrical means in accordance with the PEC and subject to the following restrictions:</p> <p>6.1 Signs/Signboards which contain, include or are illuminated by any flashing, intermittent, or moving light or lights are prohibited if such signs/signboards interfere with traffic safety. Reflective surfaces or devices on sign faces, and multi-faced signs/signboards, with illumination, are permitted, provided such signs/signboards do not interfere with traffic safety.</p> <p>6.2 Electronic variable message signs/signboards giving public information such as, but not limited to, time, date, temperature, weather, or other information, and commercial electronic variable-message signs/signboards which function in the same manner as multi-faced signs/signboards are permitted; provided, such signs/signboards do not interfere with traffic safety and do not resemble or simulate traffic control or safety devices or signs.</p> <p>6.3 Signs/signboards must be effectively shielded to prevent beams or rays from being directed toward any portion of the traveled ways, and must not be of such intensity or brilliance to cause glare or impair the vision of the driver or any motor vehicle or otherwise interfere with any driver's operation of a motor vehicle.</p> <p>6.4 No sign/signboard shall be so illuminated that it interferes with the effectiveness of or obscures an official sign, device or signal.</p> | <p>sign become, in the opinion of the DPWH or the Building Official concerned, unsafe or show extensive deterioration due to poor maintenance, the service provider/lot/building owner, upon notice of the Building Official, shall immediately restore the sign to a safe and satisfying condition. For non-compliance within fifteen (15) days after receipt of the notice, the DPWH/Building Official shall summarily dismantle the sign or signboard structure, with the cost of dismantling charged to the expense of the service provider.</p> <p>All signs, together with all of their supports, braces, guys, and anchors, shall be kept in repair and in proper state of preservation jointly by the owner of the sign or signboard structure and the advertising agency. In addition, the owner and the advertising agency shall perform the following:</p> <p>7.1 Sign structures shall be inspected annually and after every occurrence of major typhoons and earthquakes.</p> <p>7.2 Signs shall be inspected annually and a corresponding Certificate of Use secured. Sign Permits shall also be renewed and secured from the OBO on an annual basis.</p> <p>7.3 Tarpaulins and other advertising materials shall be automatically lowered upon announcement of a Typhoon Signal No. 2 bulletin by PAG-ASA within the area of the sign or signboard structure.</p> | <p>served upon the service provider, lot or building owner of such finding or declaration, giving him at least fifteen (15) days within which to cause repair, abate, demolish and remove, as the case may be, the ruinous or dangerous sign or signboard structure or any part or portion thereof.</p> <p>c. Within the fifteen (15)-day period, the service provider, lot/building owner may, if he so desires, appeal to the DPWH Secretary the finding or declaration of the Building Official and ask that a re-inspection or re-investigation of the sign or signboard structure be made.</p> <p>d. If the appeal is meritorious, the DPWH Secretary may designate a competent representative/s other than the Building Official to undertake the re-inspection or re-investigation of the sign or signboard structure. The representative/s so designated shall make or complete his/her report within a period of thirty (30) days from the date of termination of re-inspection or re-investigation.</p> <p>e. If after re-inspection, the finding is the same as the original one, the DPWH Secretary, thru the Building Official, shall notify the service provider, lot/building owner, giving him not more than fifteen (15) days from receipt of notice with affirmed finding to make the necessary repair, abatement, demolition and removal of the subject sign or signboard structure or parts thereof, as the case may be.</p> <p>e.1. If the Building Official has determined that the sign or signboard structure must be repaired or abated, the Order to be issued shall require that all necessary permits therefore be secured and the work physically commenced within fifteen (15) days from the date of issuance of the</p> |
| <p>5 - MATERIAL REQUIREMENTS</p> <p>5.1 In addition to the provisions on Materials of Section 2004 on Supports and Anchorages of the Revised IRR of the Code, the following shall likewise be applicable:</p> <p>a. Signs consisting of banners, pennants, tarpaulins and other similar non-rigid materials shall not be installed near power lines.</p> <p>b. Sign structures carrying signs and signboards made of such materials shall be required to</p> | <p>7 - MAINTENANCE</p> <p>Signs shall be maintained in a safe and presentable condition. Should a</p> | <p>8 - PROCEDURE FOR ABATEMENT /DEMOLITION OF SIGNS OR SIGNBOARD STRUCTURES</p> <p>The following steps shall be observed in the abatement/demolition of sign and signboard structures:</p> <p>a. There must be a finding or declaration by the Building Official that the sign or signboard structure is ruinous or dangerous.</p> <p>b. Written notice or advice shall be</p> | <p></p> |



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permits and completed within such reasonable time as may be determined by the Building Official.

e.2. If the Building Official has determined that the sign or signboard structure must be demolished, the Order shall require that the service provider shall demolish the sign or signboard structure within fifteen (15) days from the date of receipt of the Order; that all required permits be secured therefore within the same fifteen (15) days from the date of the issuance of the permits, and that the demolition be completed within such reasonable time as may be determined by the Building Official.

f. The decision of the DPWH Secretary on the appeal shall be final.

g. Upon failure of the service provider/owner to comply with the Order of the Building Official or the DPWH Secretary, in case of appeal, to repair, abate, dismantle or remove the sign or signboard structure or any part thereof after fifteen (15) days from the date of receipt of the Order, the Building Official shall cause the structure to be repaired, dismantled or removed, partly or wholly, as the case may be, with all expenses therefore chargeable to the owner.

h. The sign structure is repaired or in case of dismantling, the materials gathered after the demolition of the sign or signboard structure shall be held by the OBO until full reimbursement of the cost of repair, dismantling and removal is made by the owner which, in no case, shall extend beyond thirty (30) days from

the date of the completion of the repair, dismantling or removal. After such period, said materials of the sign or signboard structure thus repaired, dismantled or removed shall be sold at any public auction to satisfy the claim of the OBO. Any amount in excess of the claim of the government realized from the sale of the sign or signboard structure and/or materials shall be delivered to the owner.

9- INVENTORY AND ASSESSMENT OF SIGN

9.1. The DPWH shall conduct a nationwide inventory of all signs and signboard structures upon effectivity of these rules and regulations in coordination with the service providers/owners, representatives of Building Officials and City/Municipal Engineers to determine if the same are to be abated or demolished.

9.2. Fees covering the assessment and inventory of signs or signboard structures as of the effective date of these rules and regulations shall apply:

- a. A one-time signboard inventory fee of Two Thousand Five Hundred Pesos (P2,500.00);
- b. An annual inspection fee of Seven Thousand Five Hundred Pesos (P7,500.00); and
- c. The new schedule building permit fees prescribed as shown in the Sample Computation.

9.3. Other Remedies

The procedures, actions and remedies provided herein are without prejudice to further action that may be taken by the Building Official pursuant to Section 213 of the Code against the service provider/owner of signs or signboard structures found or declared to be dangerous and/or ruinous under the provisions of Articles 482 and 694 to 707 of the Civil Code of the Philippines:

10-EFFECTIVITY

These additional Rules and Regulations shall take effect fifteen (15) days after its publication once a week for three (3) consecutive weeks in a newspaper of general circulation.

Approved this 31st of October 2007

HERMOGENES E. EBDOANE, JR.
Secretary



SAMPLE COMPUTATION ON THE ASSESSMENT OF SIGN/SIGNBOARD STRUCTURE BUILDING PERMIT FEE, SIGN PERMIT FEE, CERTIFICATE OF USE, ANNUAL INSPECTION FEE AND ANNUAL RENEWAL FEE

Sign Structure:
 Height = 15.00m
 Display Area = 225 sq.m.

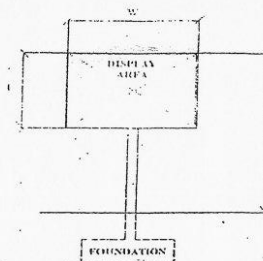
I. Building Permit Fee

A. Structure (See Item 8(f)(ii), New Schedule of Fees & Other Charges (NSFOC), Revised IRR of PD 1096)

- 1. First 10.00m in height.....P2,400.00
- 2. Every meter or fraction thereof @ P 120 5xP120..... 600.00
 P3,000.00

B. Excavation (See Item 9(b)(i)(d), NSFOC) Per cu. meter of excavation -for foundation = P4.00 Assumed volume/cu.m = 25cu.m
 25xP4.00 = P100.00

Total Building Permit Fee = P3,100.00



II. Sign Permit Fee

(See Item 9(h)(i), NSFOC) Display/Signboard Area = 225 sq.m.

A. Erection/Anchorage of display area (single face) up to 4.00 sq. meters of signboard area = P120.00
 4xP120.00.....P480.00

Every sq. meter or fraction thereof in excess of 4.00 sq. meters = P24.00
 221xP24.00.....P5,304.00
 P5,784.00

B. Installation, per sq. meter or fraction thereof of display area [See Item 9(h)(ii) Advertising Signs (Illuminated), NSFOC] = P36.00
 225 sq. m x P36.00.....P8,100.00
 Total Sign Permit Fee.....P13,884.00
 (Note: Excluding Electrical & Other Accessory Fees)

III. Certificate of Use

A. 50% of Building Permit Fee, excluding Excavation
 = P3,000.00 x 0.50.....P1,500.00

IV. Annual Inspection Fee (Structure)

A. 100% of Building Permit Fee, excluding Excavation
 = P3,900.00 x 1.00.....P3,900.00

V. Annual Renewal Fee (Signboard)

(See Item 9(h)(iii) Advertising Signs Illuminated, NSFOC)
 A. Per sq. meter of display area = P38.00
 = P38.00 x 225.00 sq.m.....P8,550.00



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COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



Republic of the Philippines

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
OFFICE OF THE PRESIDENT

MEMORANDUM ORDER
No. 025, Series of 2014

TO : ALL CONCERNED

SUBJECT: UNIVERSITY CAMPUS TRAFFIC AND PARKING MANAGEMENT GUIDELINES

DATE : April 1, 2014

I. RATIONALE:

The Polytechnic University of the Philippines is committed to the provision of a safe and healthy workplace for all employees, students, concessionaires, contractors and visitors. These rules are formulated and enforced as part of the University's effort to eliminate and manage risks to health and safety through the implementation of an effective traffic and parking management system.

II. SCOPE AND COVERAGE:

These rules shall apply to anyone who drives and/or parks a vehicle within the premises of all branches and campuses of the Polytechnic University of the Philippines, including its satellite campuses in Manila.

III. DEFINITION OF TERMS:

For the purpose of this set of Guidelines, the following terms are to be understood:

Concessionaire - this refers to an individual or company that has an existing and effective contract with the University for the use of land or commercial premises of PUP;

Contractor - this refers to an individual or company that undertakes a contract with the University to provide materials and/or labor to perform a service or do a job;

Employee - this refers to an incumbent official, a faculty member or an administrative staff member of the University;

Satellite Campus - this refers to a site of the University outside of the Mabini Campus but is within the City of Manila.

Student - this refers to a person who is currently and officially enrolled in any of the academic programs of the University;

Visitor - this refers to an individual who is paying a visit to any of the University officials, faculty members, and administrative employees either for an official event, purpose or for personal reason.

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IV. GENERAL RULES

1. All vehicular drivers must observe all the traffic and parking rules of the University.
2. Only vehicles with color-coded car stickers/ car pass will be allowed to enter the campus.
3. Only vehicles with parking permits issued by the University management will be allowed to park inside the designated parking areas of the University.
4. Parking of vehicles inside the building and other similar structures of the University is strictly prohibited.
5. The Safety and Security Office (SSO) and the Facility Management Office (FaMO) of the University are responsible for the enforcement of the rules and regulations stated herein. These offices have the legal right to stop vehicles from entering the campus and to control their movement while within the campus.

V. SPECIFIC RULES

1. Categories of Vehicles Allowed to Enter the Campus. The following vehicles shall be allowed to enter the campus subject to Rule 2 below:
 - (a) Vehicles with valid campus car stickers appropriately displayed;
 - (b) Any vehicle driven by or for a current or former member of the Board of Regents, and any government official attending an official function in the University as a representative of his or her agency/office;
 - (c) Vehicles of University suppliers provided that they can produce documentary proof such as a delivery note;
 - (d) A vehicle the driver of which is a legitimate visitor provided that:
 - (i) advance notification by the concerned PUP employee to be visited has been made to the Director of the Safety and Security Office; or
 - (ii) the visitor has registered in the visitor's registration book at the entrance gate his/her name and the person to whom the visit is being made. If necessary, verification will be made by the Director of the Safety and Security Office or his representative.
 - (e) Vehicle of PUP student or a company contracted by a student/employee organization as supplier of a good or service, who has obtained prior permission from the Safety and Security Office to enter on special ground such as to load and unload heavy goods.
 - (f) Taxis transporting University official, staff or visitors, provided that the taxi driver must surrender his driver's license upon entering the campus; and
 - (g) Motorcycles and pedicabs, driven by University-accredited drivers, transporting University officers, staff, or students.
2. Conditions of Entry.
 - (a) Every vehicle must have a valid vehicle license issued by the Government of the Republic of the Philippines and be covered by Third Party Insurance.
 - (b) The driver must be the holder of a valid driving license of a category corresponding to the vehicle being driven.
 - (c) No student/learner drivers will be admitted inside the campus.

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- (d) The Director of Safety and Security Office may refuse any vehicle entry to the campus if it or its driver contravenes any of the rules of the University.
 - (e) Valid campus car stickers must be displayed at the front windcreens of vehicles or in appropriate holders, in the cases of motor cycles, scooters or *pedicabs*.
 - (f) Representatives of media networks or outfits who will cover an event in the campus must first secure a media pass from the Communications Management Office (CMO) of the University.
3. Vehicle Registration. A driver of any vehicle which requires recurrent entry into the campus must apply to the Safety and Security Office for a campus car sticker/ car pass. The car sticker / car pass is non-transferrable.
4. Eligibility for Campus Car Stickers. The following persons are eligible to apply for a campus car sticker:
- (a) Full time casual and permanent staff of the University
 - A car sticker will normally only be issued to a staff member whose vehicle is registered in his/her name or his/her spouse's name;
 - A University staff member may be issued car stickers for two vehicles, however only one vehicle will be allowed entry into the campus on a given day
 - A car sticker is automatically rendered null and void once the vehicle for which it was issued was disposed or the staff member resigned from the University.
 - (b) Lecturers/Part-time Faculty Members of the University
 - the period of validity will depend on the duration of their employment in the University but will not be more than one year initially subject to renewal.
 - (c) University's contractors or concessionaires working on campus such as canteen staff, food and non-food stall staff, etc.
 - the period of validity will be subject to their contracts with the University but will not be more than one year initially, subject to renewal.
 - temporary contractors stickers may be issued to contractors working on short-term or temporary basis.
 - (d) Students with disability on mobility who are studying on campus
 - only one sticker will be issued to a disabled student
 - the period of validity will depend on their study in the University but will not be more than one year initially, subject to renewal.
5. Possession of a car sticker does not guarantee that a parking space will be available.
6. Procedures for the Application, Issuance and Renewal of Campus Car Stickers and Parking Permit.
- 6.1 (a) Application form may be obtained at the Director's Office of the Facility Maintenance Office (FaMO).
- (b) For initial applications, applicants will be required to produce vehicle license, vehicle insurance, third party liability insurance, and driver's license. For University contractors and commercial tenants, application must be made by the Head of the Company. For disabled students, application must be endorsed by the Dean

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- and supported by a medical certificate issued by the Medical Services Department (MSD);
- (c) The FaMO will review the documents and issue order of payment of applicable fees. The FaMO may refuse to issue or renew a campus car sticker if the applicant contravenes any of the traffic and parking rules of the University.
 - (d) The applicant must pay the assessed fees at the cashier's counter of the Fund Management Office (FMO).
 - (e) The Director of the Resource Generation Office (RGO) or his authorized representative will issue the car sticker/parking permit to the applicant upon submission of a copy of the official receipt. Issuance of parking permit is subject to Rule 7 of this set of Guidelines.
- 6.2 Those who were issued campus car stickers are required to inform the SSO of any change in vehicles and exchange their existing car stickers for new ones with updated details.
- 6.3 The Director of FaMO reserves the right to cancel, withdraw or render invalid any campus car stickers or to terminate the use of any sticker.
- 6.4 Re-application is required when the campus car sticker has expired.
- 6.5 Process for the application for renewal shall commence two (2) months before the expiration of the car sticker.
- 6.6 Campus car stickers, except for temporary stickers, will expire on 31st December of each year and will normally be renewed annually.
7. Access to Car Parks
- (a) Only vehicles with valid campus car sticker and valid parking permits will be allowed to park in the campus designated parking areas.
 - (b) Due to limited parking spaces in the campus, only the following will be eligible for issuance of parking permits:
 - (i) Full time teaching and non-teaching staff of the University;
 - (ii) Lecturers/Part-time faculty members of the University;
 - (iii) Students with disability on mobility officially enrolled in the University.
 - (c) Students may be allowed to park in designated parking areas on Sundays that they have classes in the campus.
 - (d) Visitors of the University and temporary contractors will be given temporary car pass and parking permit both of which must be returned to the security personnel at the control gate upon leaving the campus.
 - (e) Parking permits are non-transferrable.
8. Loading-Unloading Areas for Delivery Vehicles, Motorcycles and *Pedicabs*
- (a) Motorcycle and pedicab drivers must unload passengers only in the designated unloading zones of the University. They are not allowed to stay and wait to pick up passengers inside the campus.
 - (b) Except for special cases, delivery vehicles of suppliers, vehicles of University's contractors or licensed commercial operators (concessionaires) working on campus such as canteen staff, food and non-food stall staff, etc., are allowed only to load and unload equipment, devices, materials and supplies necessary for their contracted business in the designated loading and unloading areas of the University with the following schedule:

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- (i) 5:30 am – 6:30 am
- (ii) 10:00 am – 11:00am
- (iii) 8pm – 9pm

(c) Suppliers whose vehicles are subject to the government's truck ban policy will have different schedule to be covered in a separate memorandum of the FaMO.

9. Accreditation of Motorcycle and *Pedicab* Drivers.

To be allowed entry into the campus, drivers of tricycles and *pedicabs* must comply with the following procedures:

- 9.1 Fill up an application form, which may be obtained at the Safety and Security Office at the Ground Floor, North Wing of the Main Academic Building;
 - 9.2 Submit supporting documents as may be required by the Safety and Security Office – (1) license to operate from City Government; (2) Membership ID in TODA ; (3) Barangay Clearance; (4) photo of the driver and the *pedicab* for the application form.
 - 9.3 The SSO will endorse the application form and all supporting documents of the applicant to the FaMO for review of the documents and issuance of order of payment of applicable fees. The FaMO may refuse to issue or renew a campus entry pass if the applicant contravenes any of the traffic and parking rules of the University.
 - 9.4 The applicant must pay the assessed fees at the cashier's counter of the Fund Management Office.
 - 9.5 The Director of RGO or his authorized representative will issue the car sticker and PUP-accreditation ID to the applicant upon submission of a copy of the official receipt.
 - 9.6 Orientation of the motorcycle and *pedicab* drivers should be conducted before the issuance of the car/vehicle sticker and ID; IDs must be displayed conspicuously in their vehicle.
10. Accredited motorcycle and *pedicab* drivers must be in proper grooming and attire when transporting passengers into and outside the campus. Moreover, they must maintain their vehicles clean and in good running condition to ensure the health and safety of their passengers.
11. Overnight Parking
- (a) The University shall designate spaces for overnight parking.
 - (b) Only vehicles that were issued car sticker and parking permit are eligible for application for overnight parking.
 - (c) Application for overnight parking may be done simultaneously with the application for day time parking permits, with appropriate fees as approved by the University Board of Regents. The procedures for review and issuance of overnight parking permits are similar with the application for car sticker.
 - (d) Request for overnight parking for a few nights by a University staff member due to his/her participation in an official function outside of the campus or for the performance of an official assignment that which necessitates his presence in the campus within the overnight parking period must be approved by the University President or his authorized representative and will not be charged overnight parking fee.

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12. Overnight parking period is from 10PM to 6AM of the following day. Outside of this period, except for allowed overnight parking as stated in item 11. (b), these vehicles must be removed and/or transferred to their designated parking area.
13. Drivers of vehicles entering or leaving the campus within the overnight parking period shall be required to show their identity cards to the security personnel.
14. False Information and Improper Use of Campus Car Sticker, Car Pass and Parking Permits.

Any campus car sticker, car pass or parking permit shall be automatically cancelled or become invalid if it is obtained by giving false information or if there is any misuse of the sticker, pass or parking permit.

15. Use of the Parking Space
 - (a) A vehicle must be parked properly within a designated parking space.
 - (b) Vehicles are not allowed to be parked on footpaths.
 - (c) Motorcycles and other two- or three-wheel vehicles must not be parked in any space except that which is allocated to these types of vehicles.
 - (d) Visitors must park only on designated parking areas for visitors.
 - (e) Parking spaces designated for vehicles of PWD drivers must not be occupied by other vehicles.
 - (f) The FaMO has the right to reserve any car parking spaces on campus whenever necessary with proper coordination with the SSO.
 - (g) Any vehicle parked without permission for one week will be treated as an abandoned vehicle. The University may dispose of any abandoned vehicle after 1 month and may recover the costs of disposal from the vehicle owner or from the car sticker/car pass holder and pay the corresponding overnight parking fees.
16. Vehicles broken down. Drivers of vehicles must notify the security personnel immediately if their vehicles break down anywhere within the campus.
17. Speed Limits and Traffic Sign Instructions. Drivers are required to drive cautiously on campus and comply with the instructions on the traffic signs of the location. Speed limit within the campus is fifteen (15) kilometers per hour.
18. Noise and Pollution. Vehicles creating excessive noise or atmospheric pollution will not be permitted within the campus.
19. Motor Cycles, Scooters and Bikes. All riders and back riders must wear appropriate safety helmets while riding on the campus.
20. Exemption. These regulations do not apply to Fire Services, Ambulance, Police or other emergency vehicles attending an emergency in the University campus.

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21. Liability. Any vehicle parked on the campus is parked entirely at the vehicle owner's or driver's own risk. The University shall not be liable for any loss or damage to the vehicle, the driver, or any passenger or any of their property due to any cause whatsoever.
 22. Violations and Sanctions. The University shall impose the following sanctions for the corresponding violations as follows:
 - 22.1 All vehicle owners/drivers found to have violated the following:
 - Rules on speed limit
 - Non-conformity with the traffic route
 - Rules on overnight parking and illegal parking shall be meted the following sanctions:
 - a. FIRST OFFENSE: vehicle will be impounded/clamped (for illegal parking); and warning and a fine of an amount as approved by the Board of Regents;
 - b. SECOND OFFENSE: vehicle will be impounded/clamped (for illegal parking) and suspension of Car Sticker/Entry Pass and Parking Permit for six (6) months and a fine of an amount as approved by the Board of Regents;
 - c. THIRD OFFENSE: Revocation of Car Sticker/Entry Pass and Parking Permit and loss of eligibility for a period of twelve (12) months and a fine of an amount as approved by the Board of Regents.
 23. Owners and/or drivers of vehicles that are allowed entry into the PUP premises shall be held liable for any damage they may cause to the parking facilities, traffic road signs, appliances, street utilities and any other structures or properties of the University.

VI. REPEALING CLAUSE

Any other guidelines, administrative order, rule or regulation and/or parts thereof contrary to or inconsistent with the provisions of this set of guidelines is hereby repealed, modified or amended accordingly.

VII. EFFECTIVITY

These rules shall take effect on April 7, 2014.

(Sgd.) **EMANUEL C. DE GUZMAN, PhD**
President

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Republic of the Philippines

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
OFFICE OF THE PRESIDENT

MEMORANDUM ORDER
No. 015, Series of 2015

TO : ALL CONCERNED

SUBJECT: UNIVERSITY CAMPUS TRAFFIC AND PARKING MANAGEMENT GUIDELINES

DATE : June 13, 2015

I. RATIONALE:

The Polytechnic University of the Philippines is committed to the provision of a safe and healthy workplace for all employees, students, concessionaires, contractors and visitors. These rules are formulated and enforced as part of the University's effort to eliminate and manage risks to health and safety through the implementation of an effective traffic and parking management system.

II. SCOPE AND COVERAGE:

These rules shall apply to anyone who drives and/or parks a vehicle within the premises of all branches and campuses of the Polytechnic University of the Philippines, including its satellite campuses in Manila.

III. DEFINITION OF TERMS:

For the purpose of this set of Guidelines, the following terms are to be understood:

Concessionaire - this refers to an individual or company that has an existing and effective contract with the University for the use of land or commercial premises of PUP;

Contractor - this refers to an individual or company that undertakes a contract with the University to provide materials and/or labor to perform a service or do a job;

Employee - this refers to an incumbent official, a faculty member or an administrative staff member of the University;

Satellite Campus - this refers to a site of the University outside of the Mabini Campus but is within the City of Manila.

Student - this refers to a person who is currently and officially enrolled in any of the academic programs of the University;

Visitor - this refers to an individual who is paying a visit to any of the University officials, faculty members, and administrative employees either for an official event, purpose or for personal reason.

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POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
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IV. GENERAL RULES

1. All vehicular drivers must observe all the traffic and parking rules of the University.
2. Only vehicles with color-coded car stickers/ car pass will be allowed to enter the campus.
3. Only vehicles with parking permits issued by the University management will be allowed to park inside the designated parking areas of the University.
4. Parking of vehicles inside the building and other similar structures of the University is strictly prohibited.
5. The Safety and Security Office (SSO) and the Facility Management Office (FaMO) of the University are responsible for the enforcement of the rules and regulations stated herein. These offices have the legal right to stop vehicles from entering the campus and to control their movement while within the campus.

V. SPECIFIC RULES

1. Categories of Vehicles Allowed to Enter the Campus. The following vehicles shall be allowed to enter the campus subject to Rule 2 below:
 - (a) Vehicles with valid campus car stickers appropriately displayed;
 - (b) Any vehicle driven by or for a current or former member of the Board of Regents, and any government official attending an official function in the University as a representative of his or her agency/office;
 - (c) Vehicles of University suppliers provided that they can produce documentary proof such as a delivery note;
 - (d) A vehicle the driver of which is a legitimate visitor provided that:
 - (i) advance notification by the concerned PUP employee to be visited has been made to the Director of the Safety and Security Office; or
 - (ii) the visitor has registered in the visitor's registration book at the entrance gate his/her name and the person to whom the visit is being made. If necessary, verification will be made by the Director of the Safety and Security Office or his representative.
 - (e) Vehicle of PUP student or a company contracted by a student/employee organization as supplier of a good or service, who has obtained prior permission from the Safety and Security Office to enter on special ground such as to load and unload heavy goods.
 - (f) Taxis transporting University official, staff or visitors, provided that the taxi driver must surrender his driver's license upon entering the campus; and
 - (g) Motorcycles and pedicabs, driven by University-accredited drivers, transporting University officers, staff, or students.
2. Conditions of Entry:
 - (a) Every vehicle must have a valid vehicle license issued by the Government of the Republic of the Philippines and be covered by Third Party Insurance.
 - (b) The driver must be the holder of a valid driving license of a category corresponding to the vehicle being driven.
 - (c) No student/learner drivers will be admitted inside the campus.

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- (d) The Director of Safety and Security Office may refuse any vehicle entry to the campus if it or its driver contravenes any of the rules of the University.
 - (e) Valid campus car stickers must be displayed at the front windcreens of vehicles or in appropriate holders, in the cases of motor cycles, scooters or *pedicabs*.
 - (f) Representatives of media networks or outfits who will cover an event in the campus must first secure a media pass from the Communications Management Office (CMO) of the University.
3. Vehicle Registration. A driver of any vehicle which requires recurrent entry into the campus must apply to the Safety and Security Office for a campus car sticker/ car pass. The car sticker / car pass is non-transferrable.
 4. Eligibility for Campus Car Stickers. The following persons are eligible to apply for a campus car sticker:
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 - the period of validity will depend on the duration of their employment in the University but will not be more than one year initially subject to renewal.
 - (c) University's contractors or concessionaires working on campus such as canteen staff, food and non-food stall staff, etc.
 - the period of validity will be subject to their contracts with the University but will not be more than one year initially, subject to renewal.
 - temporary contractors stickers may be issued to contractors working on short-term or temporary basis.
 - (d) Students with disability on mobility who are studying on campus
 - only one sticker will be issued to a disabled student
 - the period of validity will depend on their study in the University but will not be more than one year initially, subject to renewal.
 5. Possession of a car sticker does not guarantee that a parking space will be available.
 6. Procedures for the Application, Issuance and Renewal of Campus Car Stickers and Parking Permit.
 - 6.1 (a) Application form may be obtained at the Director's Office of the Facility Maintenance Office (FaMO).
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- and supported by a medical certificate issued by the Medical Services Department (MSD);
- (c) The FaMO will review the documents and issue order of payment of applicable fees. The FaMO may refuse to issue or renew a campus car sticker if the applicant contravenes any of the traffic and parking rules of the University.
 - (d) The applicant must pay the assessed fees at the cashier's counter of the Fund Management Office (FMO).
 - (e) The Director of the Resource Generation Office (RGO) or his authorized representative will issue the car sticker/parking permit to the applicant upon submission of a copy of the official receipt. Issuance of parking permit is subject to Rule 7 of this set of Guidelines.
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- 6.6 Campus car stickers, except for temporary stickers, will expire on 31st December of each year and will normally be renewed annually.
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 - (b) Due to limited parking spaces in the campus, only the following will be eligible for issuance of parking permits:
 - (i) Full time teaching and non-teaching staff of the University;
 - (ii) Lecturers/Part-time faculty members of the University;
 - (iii) Students with disability on mobility officially enrolled in the University.
 - (c) Students may be allowed to park in designated parking areas on Sundays that they have classes in the campus.
 - (d) Visitors of the University and temporary contractors will be given temporary car pass and parking permit both of which must be returned to the security personnel at the control gate upon leaving the campus.
 - (e) Parking permits are non-transferrable.
8. Loading-Unloading Areas for Delivery Vehicles, Motorcycles and *Pedicabs*
- (a) Motorcycle and pedicab drivers must unload passengers only in the designated unloading zones of the University. They are not allowed to stay and wait to pick up passengers inside the campus.
 - (b) Except for special cases, delivery vehicles of suppliers, vehicles of University's contractors or licensed commercial operators (concessionaires) working on campus such as canteen staff, food and non-food stall staff, etc., are allowed only to load and unload equipment, devices, materials and supplies necessary for their contracted business in the designated loading and unloading areas of the University with the following schedule:

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- (i) 5:30 am – 6:30 am
- (ii) 10:00 am – 11:00am
- (iii) 8pm – 9pm

(c) Suppliers whose vehicles are subject to the government's truck ban policy will have different schedule to be covered in a separate memorandum of the FaMO.

9. Accreditation of Motorcycle and *Pedicab* Drivers.

To be allowed entry into the campus, drivers of tricycles and *pedicabs* must comply with the following procedures:

- 9.1 Fill up an application form, which may be obtained at the Safety and Security Office at the Ground Floor, North Wing of the Main Academic Building;
 - 9.2 Submit supporting documents as may be required by the Safety and Security Office – (1) license to operate from City Government; (2) Membership ID in TODA ; (3) Barangay Clearance; (4) photo of the driver and the pedicab for the application form.
 - 9.3 The SSO will endorse the application form and all supporting documents of the applicant to the FaMO for review of the documents and issuance of order of payment of applicable fees. The FaMO may refuse to issue or renew a campus entry pass if the applicant contravenes any of the traffic and parking rules of the University.
 - 9.4 The applicant must pay the assessed fees at the cashier's counter of the Fund Management Office.
 - 9.5 The Director of RGO or his authorized representative will issue the car sticker and PUP-accreditation ID to the applicant upon submission of a copy of the official receipt.
 - 9.6 Orientation of the motorcycle and pedicab drivers should be conducted before the issuance of the car/vehicle sticker and ID; IDs must be displayed conspicuously in their vehicle.
10. Accredited motorcycle and *pedicab* drivers must be in proper grooming and attire when transporting passengers into and outside the campus. Moreover, they must maintain their vehicles clean and in good running condition to ensure the health and safety of their passengers.
11. Overnight Parking
- (a) The University shall designate spaces for overnight parking.
 - (b) Only vehicles that were issued car sticker and parking permit are eligible for application for overnight parking.
 - (c) Application for overnight parking may be done simultaneously with the application for day time parking permits, with appropriate fees as approved by the University Board of Regents. The procedures for review and issuance of overnight parking permits are similar with the application for car sticker.
 - (d) Request for overnight parking for a few nights by a University staff member due to his/her participation in an official function outside of the campus or for the performance of an official assignment that which necessitates his presence in the campus within the overnight parking period must be approved by the University President or his authorized representative and will not be charged overnight parking fee.

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12. Overnight parking period is from 10PM to 6AM of the following day. Outside of this period, except for allowed overnight parking as stated in item 11. (b), these vehicles must be removed and/or transferred to their designated parking area.
13. Drivers of vehicles entering or leaving the campus within the overnight parking period shall be required to show their identity cards to the security personnel.
14. False Information and Improper Use of Campus Car Sticker, Car Pass and Parking Permits.

Any campus car sticker, car pass or parking permit shall be automatically cancelled or become invalid if it is obtained by giving false information or if there is any misuse of the sticker, pass or parking permit.
15. Use of the Parking Space
 - (a) A vehicle must be parked properly within a designated parking space.
 - (b) Vehicles are not allowed to be parked on footpaths.
 - (c) Motorcycles and other two- or three-wheel vehicles must not be parked in any space except that which is allocated to these types of vehicles.
 - (d) Visitors must park only on designated parking areas for visitors.
 - (e) Parking spaces designated for vehicles of PWD drivers must not be occupied by other vehicles.
 - (f) The FaMO has the right to reserve any car parking spaces on campus whenever necessary with proper coordination with the SSO.
 - (g) Any vehicle parked without permission for one week will be treated as an abandoned vehicle. The University may dispose of any abandoned vehicle after 1 month and may recover the costs of disposal from the vehicle owner or from the car sticker/car pass holder and pay the corresponding overnight parking fees.
16. Vehicles broken down. Drivers of vehicles must notify the security personnel immediately if their vehicles break down anywhere within the campus.
17. Speed Limits and Traffic Sign Instructions. Drivers are required to drive cautiously on campus and comply with the instructions on the traffic signs of the location. Speed limit within the campus is fifteen (15) kilometers per hour.
18. Noise and Pollution. Vehicles creating excessive noise or atmospheric pollution will not be permitted within the campus.
19. Motor Cycles, Scooters and Bikes. All riders and back riders must wear appropriate safety helmets while riding on the campus.
20. Exemption. These regulations do not apply to Fire Services, Ambulance, Police or other emergency vehicles attending an emergency in the University campus.

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21. Liability. Any vehicle parked on the campus is parked entirely at the vehicle owner's or driver's own risk. The University shall not be liable for any loss or damage to the vehicle, the driver, or any passenger or any of their property due to any cause whatsoever.
22. Violations and Sanctions. The University shall impose the following sanctions for the corresponding violations as follows:
 - 22.1 All vehicle owners/drivers found to have violated the following:
 - Rules on speed limit
 - Non-conformity with the traffic route
 - Rules on overnight parking and illegal parking shall be meted the following sanctions:
 - a. FIRST OFFENSE: vehicle will be impounded/clamped (for illegal parking); and warning and a fine of an amount as approved by the Board of Regents;
 - b. SECOND OFFENSE: vehicle will be impounded/clamped (for illegal parking) and suspension of Car Sticker/Entry Pass and Parking Permit for six (6) months and a fine of an amount as approved by the Board of Regents;
 - c. THIRD OFFENSE: Revocation of Car Sticker/Entry Pass and Parking Permit and loss of eligibility for a period of twelve (12) months and a fine of an amount as approved by the Board of Regents.
23. Owners and/or drivers of vehicles that are allowed entry into the PUP premises shall be held liable for any damage they may cause to the parking facilities, traffic road signs, appliances, street utilities and any other structures or properties of the University.

VI. REPEALING CLAUSE

Any other guidelines, administrative order, rule or regulation and/or parts thereof contrary to or inconsistent with the provisions of this set of guidelines is hereby repealed, modified or amended accordingly.

VII. EFFECTIVITY

These rules shall take effect on June 20, 2015.

(Sgd.) **EMANUEL C. DE GUZMAN, PhD**

President

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Republic of the Philippines

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
OFFICE OF THE PRESIDENT

MEMORANDUM ORDER
No. 035, Series of 2016

TO : ALL CONCERNED

SUBJECT: UNIVERSITY CAMPUS TRAFFIC AND PARKING MANAGEMENT GUIDELINES

DATE : May 16, 2016

I. RATIONALE:

The Polytechnic University of the Philippines is committed to the provision of a safe and healthy workplace for all employees, students, concessionaires, contractors and visitors. These rules are formulated and enforced as part of the University's effort to eliminate and manage risks to health and safety through the implementation of an effective traffic and parking management system.

II. SCOPE AND COVERAGE:

These rules shall apply to anyone who drives and/or parks a vehicle within the premises of all branches and campuses of the Polytechnic University of the Philippines, including its satellite campuses in Manila.

III. DEFINITION OF TERMS:

For the purpose of this set of Guidelines, the following terms are to be understood:

Concessionaire - this refers to an individual or company that has an existing and effective contract with the University for the use of land or commercial premises of PUP;

Contractor - this refers to an individual or company that undertakes a contract with the University to provide materials and/or labor to perform a service or do a job;

Employee - this refers to an incumbent official, a faculty member or an administrative staff member of the University;

Satellite Campus - this refers to a site of the University outside of the Mabini Campus but is within the City of Manila.

Student - this refers to a person who is currently and officially enrolled in any of the academic programs of the University;

Visitor - this refers to an individual who is paying a visit to any of the University officials, faculty members, and administrative employees either for an official event, purpose or for personal reason.

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IV. GENERAL RULES

1. All vehicular drivers must observe all the traffic and parking rules of the University.
2. Only vehicles with color-coded car stickers/ car pass will be allowed to enter the campus.
3. Only vehicles with parking permits issued by the University management will be allowed to park inside the designated parking areas of the University.
4. Parking of vehicles inside the building and other similar structures of the University is strictly prohibited.
5. The Safety and Security Office (SSO) and the Facility Management Office (FaMO) of the University are responsible for the enforcement of the rules and regulations stated herein. These offices have the legal right to stop vehicles from entering the campus and to control their movement while within the campus.

V. SPECIFIC RULES

1. Categories of Vehicles Allowed to Enter the Campus. The following vehicles shall be allowed to enter the campus subject to Rule 2 below:
 - (a) Vehicles with valid campus car stickers appropriately displayed;
 - (b) Any vehicle driven by or for a current or former member of the Board of Regents, and any government official attending an official function in the University as a representative of his or her agency/office;
 - (c) Vehicles of University suppliers provided that they can produce documentary proof such as a delivery note;
 - (d) A vehicle the driver of which is a legitimate visitor provided that:
 - (i) advance notification by the concerned PUP employee to be visited has been made to the Director of the Safety and Security Office; or
 - (ii) the visitor has registered in the visitor's registration book at the entrance gate his/her name and the person to whom the visit is being made. If necessary, verification will be made by the Director of the Safety and Security Office or his representative.
 - (e) Vehicle of PUP student or a company contracted by a student/employee organization as supplier of a good or service, who has obtained prior permission from the Safety and Security Office to enter on special ground such as to load and unload heavy goods.
 - (f) Taxis transporting University official, staff or visitors, provided that the taxi driver must surrender his driver's license upon entering the campus; and
 - (g) Motorcycles and pedicabs, driven by University-accredited drivers, transporting University officers, staff, or students.
2. Conditions of Entry.
 - (a) Every vehicle must have a valid vehicle license issued by the Government of the Republic of the Philippines and be covered by Third Party Insurance.
 - (b) The driver must be the holder of a valid driving license of a category corresponding to the vehicle being driven.
 - (c) No student/learner drivers will be admitted inside the campus.

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- (d) The Director of Safety and Security Office may refuse any vehicle entry to the campus if it or its driver contravenes any of the rules of the University.
- (e) Valid campus car stickers must be displayed at the front windcreens of vehicles or in appropriate holders, in the cases of motor cycles, scooters or *pedicabs*.
- (f) Representatives of media networks or outfits who will cover an event in the campus must first secure a media pass from the Communications Management Office (CMO) of the University.
3. Vehicle Registration. A driver of any vehicle which requires recurrent entry into the campus must apply to the Safety and Security Office for a campus car sticker/ car pass. The car sticker / car pass is non-transferrable.
4. Eligibility for Campus Car Stickers. The following persons are eligible to apply for a campus car sticker:
- (a) Full time casual and permanent staff of the University
- A car sticker will normally only be issued to a staff member whose vehicle is registered in his/her name or his/her spouse's name;
 - A University staff member may be issued car stickers for two vehicles, however only one vehicle will be allowed entry into the campus on a given day
 - A car sticker is automatically rendered null and void once the vehicle for which it was issued was disposed or the staff member resigned from the University.
- (b) Lecturers/Part-time Faculty Members of the University
- the period of validity will depend on the duration of their employment in the University but will not be more than one year initially subject to renewal.
- (c) University's contractors or concessionaires working on campus such as canteen staff, food and non-food stall staff, etc.
- the period of validity will be subject to their contracts with the University but will not be more than one year initially, subject to renewal.
 - temporary contractors stickers may be issued to contractors working on short-term or temporary basis.
- (d) Students with disability on mobility who are studying on campus
- only one sticker will be issued to a disabled student
 - the period of validity will depend on their study in the University but will not be more than one year initially, subject to renewal.
5. Possession of a car sticker does not guarantee that a parking space will be available.
6. Procedures for the Application, Issuance and Renewal of Campus Car Stickers and Parking Permit.
- 6.1 (a) Application form may be obtained at the Director's Office of the Facility Maintenance Office (FaMO).
- (b) For initial applications, applicants will be required to produce vehicle license, vehicle insurance, third party liability insurance, and driver's license. For University contractors and commercial tenants, application must be made by the Head of the Company. For disabled students, application must be endorsed by the Dean

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- and supported by a medical certificate issued by the Medical Services Department (MSD);
- (c) The FaMO will review the documents and issue or let of payment of applicable fees. The FaMO may refuse to issue or renew a campus car sticker if the applicant contravenes any of the traffic and parking rules of the University.
 - (d) The applicant must pay the assessed fees at the cashier's counter of the Fund Management Office (FMO).
 - (e) The Director of the Resource Generation Office (RGO) or his authorized representative will issue the car sticker/parking permit to the applicant upon submission of a copy of the official receipt. Issuance of parking permit is subject to Rule 7 of this set of Guidelines.
- 6.2 Those who were issued campus car stickers are required to inform the SSO of any change in vehicles and exchange their existing car stickers for new ones with updated details.
- 6.3 The Director of FaMO reserves the right to cancel, withdraw or render invalid any campus car stickers or to terminate the use of any sticker.
- 6.4 Re-application is required when the campus car sticker has expired.
- 6.5 Process for the application for renewal shall commence two (2) months before the expiration of the car sticker.
- 6.6 Campus car stickers, except for temporary stickers, will expire on 31st December of each year and will normally be renewed annually.
7. Access to Car Parks
- (a) Only vehicles with valid campus car sticker and valid parking permits will be allowed to park in the campus designated parking areas.
 - (b) Due to limited parking spaces in the campus, only the following will be eligible for issuance of parking permits:
 - (i) Full time teaching and non-teaching staff of the University;
 - (ii) Lecturers/Part-time faculty members of the University;
 - (iii) Students with disability on mobility officially enrolled in the University.
 - (c) Students may be allowed to park in designated parking areas on Sundays that they have classes in the campus.
 - (d) Visitors of the University and temporary contractors will be given temporary car pass and parking permit both of which must be returned to the security personnel at the control gate upon leaving the campus.
 - (e) Parking permits are non-transferrable.
8. Loading-Unloading Areas for Delivery Vehicles, Motorcycles and *Pedicabs*
- (a) Motorcycle and pedicab drivers must unload passengers only in the designated unloading zones of the University. They are not allowed to stay and wait to pick up passengers inside the campus.
 - (b) Except for special cases, delivery vehicles of suppliers, vehicles of University's contractors or licensed commercial operators (concessionaires) working on campus such as canteen staff, food and non-food stall staff, etc., are allowed only to load and unload equipment, devices, materials and supplies necessary for their contracted business in the designated loading and unloading areas of the University with the following schedule:

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- (i) 5:30 am – 6:30 am
- (ii) 10:00 am – 11:00am
- (iii) 8pm – 9pm

(c) Suppliers whose vehicles are subject to the government's truck ban policy will have different schedule to be covered in a separate memorandum of the FaMO.

9. Accreditation of Motorcycle and *Pedicab* Drivers.

To be allowed entry into the campus, drivers of tricycles and *pedicabs* must comply with the following procedures:

- 9.1 Fill up an application form, which may be obtained at the Safety and Security Office at the Ground Floor, North Wing of the Main Academic Building;
 - 9.2 Submit supporting documents as may be required by the Safety and Security Office – (1) license to operate from City Government; (2) Membership ID in TODA ; (3) Barangay Clearance; (4) photo of the driver and the pedicab for the application form.
 - 9.3 The SSO will endorse the application form and all supporting documents of the applicant to the FaMO for review of the documents and issuance of order of payment of applicable fees. The FaMO may refuse to issue or renew a campus entry pass if the applicant contravenes any of the traffic and parking rules of the University.
 - 9.4 The applicant must pay the assessed fees at the cashier's counter of the Fund Management Office.
 - 9.5 The Director of RGO or his authorized representative will issue the car sticker and PUP-accreditation ID to the applicant upon submission of a copy of the official receipt.
 - 9.6 Orientation of the motorcycle and pedicab drivers should be conducted before the issuance of the car/vehicle sticker and ID; IDs must be displayed conspicuously in their vehicle.
10. Accredited motorcycle and *pedicab* drivers must be in proper grooming and attire when transporting passengers into and outside the campus. Moreover, they must maintain their vehicles clean and in good running condition to ensure the health and safety of their passengers.
11. Overnight Parking
- (a) The University shall designate spaces for overnight parking.
 - (b) Only vehicles that were issued car sticker and parking permit are eligible for application for overnight parking.
 - (c) Application for overnight parking may be done simultaneously with the application for day time parking permits, with appropriate fees as approved by the University Board of Regents. The procedures for review and issuance of overnight parking permits are similar with the application for car sticker.
 - (d) Request for overnight parking for a few nights by a University staff member due to his/her participation in an official function outside of the campus or for the performance of an official assignment that which necessitates his presence in the campus within the overnight parking period must be approved by the University President or his authorized representative and will not be charged overnight parking fee.

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12. Overnight parking period is from 10PM to 6AM of the following day. Outside of this period, except for allowed overnight parking as stated in item 11. (b), these vehicles must be removed and/or transferred to their designated parking area.
13. Drivers of vehicles entering or leaving the campus within the overnight parking period shall be required to show their identity cards to the security personnel.
14. False Information and Improper Use of Campus Car Sticker, Car Pass and Parking Permits.

Any campus car sticker, car pass or parking permit shall be automatically cancelled or become invalid if it is obtained by giving false information or if there is any misuse of the sticker, pass or parking permit.

15. Use of the Parking Space
 - (a) A vehicle must be parked properly within a designated parking space.
 - (b) Vehicles are not allowed to be parked on footpaths.
 - (c) Motorcycles and other two- or three-wheel vehicles must not be parked in any space except that which is allocated to these types of vehicles.
 - (d) Visitors must park only on designated parking areas for visitors.
 - (e) Parking spaces designated for vehicles of PWD drivers must not be occupied by other vehicles.
 - (f) The FaMO has the right to reserve any car parking spaces on campus whenever necessary with proper coordination with the SSO.
 - (g) Any vehicle parked without permission for one week will be treated as an abandoned vehicle. The University may dispose of any abandoned vehicle after 1 month and may recover the costs of disposal from the vehicle owner or from the car sticker/car pass holder and pay the corresponding overnight parking fees.
16. Vehicles broken down. Drivers of vehicles must notify the security personnel immediately if their vehicles break down anywhere within the campus.
17. Speed Limits and Traffic Sign Instructions. Drivers are required to drive cautiously on campus and comply with the instructions on the traffic signs of the location. Speed limit within the campus is fifteen (15) kilometers per hour.
18. Noise and Pollution. Vehicles creating excessive noise or atmospheric pollution will not be permitted within the campus.
19. Motor Cycles, Scooters and Bikes. All riders and back riders must wear appropriate safety helmets while riding on the campus.
20. Exemption. These regulations do not apply to Fire Services, Ambulance, Police or other emergency vehicles attending an emergency in the University campus.



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21. Liability. Any vehicle parked on the campus is parked entirely at the vehicle owner's or driver's own risk. The University shall not be liable for any loss or damage to the vehicle, the driver, or any passenger or any of their property due to any cause whatsoever.
22. Violations and Sanctions. The University shall impose the following sanctions for the corresponding violations as follows:
 - 22.1 All vehicle owners/drivers found to have violated the following:
 - Rules on speed limit
 - Non-conformity with the traffic route
 - Rules on overnight parking and illegal parking shall be meted the following sanctions:
 - a. FIRST OFFENSE: vehicle will be impounded/clamped (for illegal parking); and warning and a fine of an amount as approved by the Board of Regents;
 - b. SECOND OFFENSE: vehicle will be impounded/clamped (for illegal parking) and suspension of Car Sticker/Entry Pass and Parking Permit for six (6) months and a fine of an amount as approved by the Board of Regents;
 - c. THIRD OFFENSE: Revocation of Car Sticker/Entry Pass and Parking Permit and loss of eligibility for a period of twelve (12) months and a fine of an amount as approved by the Board of Regents.
23. Owners and/or drivers of vehicles that are allowed entry into the PUP premises shall be held liable for any damage they may cause to the parking facilities, traffic road signs, appliances, street utilities and any other structures or properties of the University.

VI. REPEALING CLAUSE

Any other guidelines, administrative order, rule or regulation and/or parts thereof contrary to or inconsistent with the provisions of this set of guidelines is hereby repealed, modified or amended accordingly.

VII. EFFECTIVITY

These rules shall take effect on May 23, 2016.

(Sgd.) **EMANUEL C. DE GUZMAN, PhD**
President

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Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
OFFICE OF THE PRESIDENT

MEMORANDUM ORDER
No. 020, Series of 2017

TO : ALL CONCERNED

SUBJECT: UNIVERSITY CAMPUS TRAFFIC AND PARKING MANAGEMENT GUIDELINES

DATE : April 11, 2017

I. RATIONALE:

The Polytechnic University of the Philippines is committed to the provision of a safe and healthy workplace for all employees, students, concessionaires, contractors and visitors. These rules are formulated and enforced as part of the University's effort to eliminate and manage risks to health and safety through the implementation of an effective traffic and parking management system.

II. SCOPE AND COVERAGE:

These rules shall apply to anyone who drives and/or parks a vehicle within the premises of all branches and campuses of the Polytechnic University of the Philippines, including its satellite campuses in Manila.

III. DEFINITION OF TERMS:

For the purpose of this set of Guidelines, the following terms are to be understood:

Concessionaire - this refers to an individual or company that has an existing and effective contract with the University for the use of land or commercial premises of PUP;

Contractor - this refers to an individual or company that undertakes a contract with the University to provide materials and/or labor to perform a service or do a job;

Employee - this refers to an incumbent official, a faculty member or an administrative staff member of the University;

Satellite Campus - this refers to a site of the University outside of the Mabini Campus but is within the City of Manila.

Student - this refers to a person who is currently and officially enrolled in any of the academic programs of the University;

Visitor - this refers to an individual who is paying a visit to any of the University officials, faculty members, and administrative employees either for an official event, purpose or for personal reason.

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IV. GENERAL RULES

1. All vehicular drivers must observe all the traffic and parking rules of the University.
2. Only vehicles with color-coded car stickers/ car pass will be allowed to enter the campus.
3. Only vehicles with parking permits issued by the University management will be allowed to park inside the designated parking areas of the University.
4. Parking of vehicles inside the building and other similar structures of the University is strictly prohibited.
5. The Safety and Security Office (SSO) and the Facility Management Office (FaMO) of the University are responsible for the enforcement of the rules and regulations stated herein. These offices have the legal right to stop vehicles from entering the campus and to control their movement while within the campus.

V. SPECIFIC RULES

1. Categories of Vehicles Allowed to Enter the Campus. The following vehicles shall be allowed to enter the campus subject to Rule 2 below:
 - (a) Vehicles with valid campus car stickers appropriately displayed;
 - (b) Any vehicle driven by or for a current or former member of the Board of Regents, and any government official attending an official function in the University as a representative of his or her agency/office;
 - (c) Vehicles of University suppliers provided that they can produce documentary proof such as a delivery note;
 - (d) A vehicle the driver of which is a legitimate visitor provided that:
 - (i) advance notification by the concerned PUP employee to be visited has been made to the Director of the Safety and Security Office; or
 - (ii) the visitor has registered in the visitor's registration book at the entrance gate his/her name and the person to whom the visit is being made. If necessary, verification will be made by the Director of the Safety and Security Office or his representative.
 - (e) Vehicle of PUP student or a company contracted by a student/employee organization as supplier of a good or service, who has obtained prior permission from the Safety and Security Office to enter on special ground such as to load and unload heavy goods.
 - (f) Taxis transporting University official, staff or visitors, provided that the taxi driver must surrender his driver's license upon entering the campus; and
 - (g) Motorcycles and pedicabs, driven by University-accredited drivers, transporting University officers, staff, or students.
2. Conditions of Entry.
 - (a) Every vehicle must have a valid vehicle license issued by the Government of the Republic of the Philippines and be covered by Third Party Insurance.
 - (b) The driver must be the holder of a valid driving license of a category corresponding to the vehicle being driven.
 - (c) No student/learner drivers will be admitted inside the campus.

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POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

3

- (d) The Director of Safety and Security Office may refuse any vehicle entry to the campus if it or its driver contravenes any of the rules of the University.
 - (e) Valid campus car stickers must be displayed at the front windcreens of vehicles or in appropriate holders, in the cases of motor cycles, scooters or *pedicabs*.
 - (f) Representatives of media networks or outfits who will cover an event in the campus must first secure a media pass from the Communications Management Office (CMO) of the University.
3. Vehicle Registration. A driver of any vehicle which requires recurrent entry into the campus must apply to the Safety and Security Office for a campus car sticker/ car pass. The car sticker / car pass is non-transferrable.
 4. Eligibility for Campus Car Stickers. The following persons are eligible to apply for a campus car sticker:
 - (a) Full time casual and permanent staff of the University
 - A car sticker will normally only be issued to a staff member whose vehicle is registered in his/her name or his/her spouse's name;
 - A University staff member may be issued car stickers for two vehicles, however only one vehicle will be allowed entry into the campus on a given day.
 - A car sticker is automatically rendered null and void once the vehicle for which it was issued was disposed or the staff member resigned from the University.
 - (b) Lecturers/Part-time Faculty Members of the University
 - the period of validity will depend on the duration of their employment in the University but will not be more than one year initially subject to renewal.
 - (c) University's contractors or concessionaires working on campus such as canteen staff, food and non-food stall staff, etc.
 - the period of validity will be subject to their contracts with the University but will not be more than one year initially, subject to renewal.
 - temporary contractors stickers may be issued to contractors working on short-term or temporary basis.
 - (d) Students with disability on mobility who are studying on campus
 - only one sticker will be issued to a disabled student
 - the period of validity will depend on their study in the University but will not be more than one year initially, subject to renewal.
 5. Possession of a car sticker does not guarantee that a parking space will be available.
 6. Procedures for the Application, Issuance and Renewal of Campus Car Stickers and Parking Permit.
 - 6.1 (a) Application form may be obtained at the Director's Office of the Facility Maintenance Office (FaMO).
 - (b) For initial applications, applicants will be required to produce vehicle license, vehicle insurance, third party liability insurance, and driver's license. For University contractors and commercial tenants, application must be made by the Head of the Company. For disabled students, application must be endorsed by the Dean

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- and supported by a medical certificate issued by the Medical Services Department (MSD);
- (c) The FaMO will review the documents and issue order of payment of applicable fees. The FaMO may refuse to issue or renew a campus car sticker if the applicant contravenes any of the traffic and parking rules of the University.
 - (d) The applicant must pay the assessed fees at the cashier's counter of the Fund Management Office (FMO).
 - (e) The Director of the Resource Generation Office (RGO) or his authorized representative will issue the car sticker/parking permit to the applicant upon submission of a copy of the official receipt. Issuance of parking permit is subject to Rule 7 of this set of Guidelines.
- 6.2 Those who were issued campus car stickers are required to inform the SSO of any change in vehicles and exchange their existing car stickers for new ones with updated details.
- 6.3 The Director of FaMO reserves the right to cancel, withdraw or render invalid any campus car stickers or to terminate the use of any sticker.
- 6.4 Re-application is required when the campus car sticker has expired.
- 6.5 Process for the application for renewal shall commence two (2) months before the expiration of the car sticker.
- 6.6 Campus car stickers, except for temporary stickers, will expire on 31st December of each year and will normally be renewed annually.
7. Access to Car Parks
- (a) Only vehicles with valid campus car sticker and valid parking permits will be allowed to park in the campus designated parking areas.
 - (b) Due to limited parking spaces in the campus, only the following will be eligible for issuance of parking permits:
 - (i) Full time teaching and non-teaching staff of the University;
 - (ii) Lecturers/Part-time faculty members of the University;
 - (iii) Students with disability on mobility officially enrolled in the University.
 - (c) Students may be allowed to park in designated parking areas on Sundays that they have classes in the campus.
 - (d) Visitors of the University and temporary contractors will be given temporary car pass and parking permit both of which must be returned to the security personnel at the control gate upon leaving the campus.
 - (e) Parking permits are non-transferrable.
8. Loading-Unloading Areas for Delivery Vehicles, Motorcycles and *Pedicabs*
- (a) Motorcycle and pedicab drivers must unload passengers only in the designated unloading zones of the University. They are not allowed to stay and wait to pick up passengers inside the campus.
 - (b) Except for special cases, delivery vehicles of suppliers, vehicles of University's contractors or licensed commercial operators (concessionaires) working on campus such as canteen staff, food and non-food stall staff, etc., are allowed only to load and unload equipment, devices, materials and supplies necessary for their contracted business in the designated loading and unloading areas of the University with the following schedule:

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- (i) 5:30 am – 6:30 am
- (ii) 10:00 am – 11:00am
- (iii) 8pm – 9pm

(c) Suppliers whose vehicles are subject to the government's truck ban policy will have different schedule to be covered in a separate memorandum of the FaMO.

9. Accreditation of Motorcycle and *Pedicab* Drivers.

To be allowed entry into the campus, drivers of tricycles and *pedicabs* must comply with the following procedures:

- 9.1 Fill up an application form, which may be obtained at the Safety and Security Office at the Ground Floor, North Wing of the Main Academic Building;
 - 9.2 Submit supporting documents as may be required by the Safety and Security Office – (1) license to operate from City Government; (2) Membership ID in TODA ; (3) Barangay Clearance; (4) photo of the driver and the *pedicab* for the application form.
 - 9.3 The SSO will endorse the application form and all supporting documents of the applicant to the FaMO for review of the documents and issuance of order of payment of applicable fees. The FaMO may refuse to issue or renew a campus entry pass if the applicant contravenes any of the traffic and parking rules of the University.
 - 9.4 The applicant must pay the assessed fees at the cashier's counter of the Fund Management Office.
 - 9.5 The Director of RGO or his authorized representative will issue the car sticker and PUP-accreditation ID to the applicant upon submission of a copy of the official receipt.
 - 9.6 Orientation of the motorcycle and *pedicab* drivers should be conducted before the issuance of the car/vehicle sticker and ID; IDs must be displayed conspicuously in their vehicle.
10. Accredited motorcycle and *pedicab* drivers must be in proper grooming and attire when transporting passengers into and outside the campus. Moreover, they must maintain their vehicles clean and in good running condition to ensure the health and safety of their passengers.

11. Overnight Parking

- (a) The University shall designate spaces for overnight parking.
- (b) Only vehicles that were issued car sticker and parking permit are eligible for application for overnight parking.
- (c) Application for overnight parking may be done simultaneously with the application for day time parking permits, with appropriate fees as approved by the University Board of Regents. The procedures for review and issuance of overnight parking permits are similar with the application for car sticker.
- (d) Request for overnight parking for a few nights by a University staff member due to his/her participation in an official function outside of the campus or for the performance of an official assignment that which necessitates his presence in the campus within the overnight parking period must be approved by the University President or his authorized representative and will not be charged overnight parking fee.

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12. Overnight parking period is from 10PM to 6AM of the following day. Outside of this period, except for allowed overnight parking as stated in item 11. (b), these vehicles must be removed and/or transferred to their designated parking area.
13. Drivers of vehicles entering or leaving the campus within the overnight parking period shall be required to show their identity cards to the security personnel.
14. False Information and Improper Use of Campus Car Sticker, Car Pass and Parking Permits.

Any campus car sticker, car pass or parking permit shall be automatically cancelled or become invalid if it is obtained by giving false information or if there is any misuse of the sticker, pass or parking permit.
15. Use of the Parking Space
 - (a) A vehicle must be parked properly within a designated parking space.
 - (b) Vehicles are not allowed to be parked on footpaths.
 - (c) Motorcycles and other two- or three-wheel vehicles must not be parked in any space except that which is allocated to these types of vehicles.
 - (d) Visitors must park only on designated parking areas for visitors.
 - (e) Parking spaces designated for vehicles of PWD drivers must not be occupied by other vehicles.
 - (f) The FaMO has the right to reserve any car parking spaces on campus whenever necessary with proper coordination with the SSO.
 - (g) Any vehicle parked without permission for one week will be treated as an abandoned vehicle. The University may dispose of any abandoned vehicle after 1 month and may recover the costs of disposal from the vehicle owner or from the car sticker/car pass holder and pay the corresponding overnight parking fees.
16. Vehicles broken down. Drivers of vehicles must notify the security personnel immediately if their vehicles break down anywhere within the campus.
17. Speed Limits and Traffic Sign Instructions. Drivers are required to drive cautiously on campus and comply with the instructions on the traffic signs of the location. Speed limit within the campus is fifteen (15) kilometers per hour.
18. Noise and Pollution. Vehicles creating excessive noise or atmospheric pollution will not be permitted within the campus.
19. Motor Cycles, Scooters and Bikes. All riders and back riders must wear appropriate safety helmets while riding on the campus.
20. Exemption. These regulations do not apply to Fire Services, Ambulance, Police or other emergency vehicles attending an emergency in the University campus.

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21. Liability. Any vehicle parked on the campus is parked entirely at the vehicle owner's or driver's own risk. The University shall not be liable for any loss or damage to the vehicle, the driver, or any passenger or any of their property due to any cause whatsoever.
22. Violations and Sanctions. The University shall impose the following sanctions for the corresponding violations as follows:
 - 22.1 All vehicle owners/drivers found to have violated the following:
 - Rules on speed limit
 - Non-conformity with the traffic route
 - Rules on overnight parking and illegal parking shall be meted the following sanctions:
 - a. FIRST OFFENSE: vehicle will be impounded/clamped (for illegal parking); and warning and a fine of an amount as approved by the Board of Regents;
 - b. SECOND OFFENSE: vehicle will be impounded/clamped (for illegal parking) and suspension of Car Sticker/Entry Pass and Parking Permit for six (6) months and a fine of an amount as approved by the Board of Regents;
 - c. THIRD OFFENSE: Revocation of Car Sticker/Entry Pass and Parking Permit and loss of eligibility for a period of twelve (12) months and a fine of an amount as approved by the Board of Regents.
23. Owners and/or drivers of vehicles that are allowed entry into the PUP premises shall be held liable for any damage they may cause to the parking facilities, traffic road signs, appliances, street utilities and any other structures or properties of the University.

VI. REPEALING CLAUSE

Any other guidelines, administrative order, rule or regulation and/or parts thereof contrary to or inconsistent with the provisions of this set of guidelines is hereby repealed, modified or amended accordingly.

VII. EFFECTIVITY

These rules shall take effect on April 17, 2017.

(Sgd.) EMANUEL C. DE GUZMAN, PhD
President

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COMPUTER ENGINEERING DEPARTMENT**



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
CENTRAL RECORDS SECTION

MEMORANDUM ORDER
No. 020, Series of 2017

TO : ALL CONCERNED


SUBJECT : UNIVERSITY CAMPUS TRAFFIC AND PARKING MANAGEMENT GUIDELINES

DATE : April 11, 2017

| Ground Floor | Received by: |
|---|-----------------------------------|
| | Printed Name - Signature and Date |
| 1 Safety Security Office | Maria Pabon 4/11/17 |
| 2 Safety Security Office / Presidential Security Group | Maria Pabon 4/11/17 |
| 3 Commission On Audit | Jocelyn B. Ponce 4/11/17 |
| 4 Medical Services / Dental | Sho Torres Sho 4-11-17 3:47 PM |
| 5 Dental Services / Medical | Sho Torres Sho 4-11-17 3:47 PM |
| 6 Dept. of Nutrition and Dietetics | Maria Pabon 4/11/17 |
| 7 Campus Development Maintenance Office | Maria Pabon 4-11-17 |
| 8 Budget Office | Jocelyn B. Ponce 4/11/17 |
| 9 Assets Management Office EXT. (AMO) | Jocelyn B. Ponce 4/11/17 |
| 10 Fund Management Office (FMO) | Jocelyn B. Ponce 4/11/17 |
| 11 Accounting - General Section | Jocelyn B. Ponce 4/11/17 |
| 12 Accounting - Student Services Section | Jocelyn B. Ponce 4/11/17 |
| 13 Accounting - Payroll | Jocelyn B. Ponce 4-11-17 |
| 14 University Registrar / ARO | Jocelyn B. Ponce 4-12-17 |
| 15 Admission Office | Jocelyn B. Ponce 4/12/17 |
| 16 SFAS (scholarship and financial assistance services) | Jocelyn B. Ponce 4/12/17 |
| 17 University Canteen | Jocelyn B. Ponce 4/12/17 |
| 18 Communication Management Office Regina Chua - OJT | Jocelyn B. Ponce 4/12/17 |
| 19 Procurement | Jocelyn B. Ponce 4/12/17 |
| 20 Visitor Lounge | Jocelyn B. Ponce 4/12/17 |
| 21 Tahanan ng Alumni | Jocelyn B. Ponce 4-11-17 |
| 22 College of Human Kinetics | Jocelyn B. Ponce 4/12/17 |
| 23 Central Records Section | CHARLIE DEL ROSARIO 4/12/17 |
| CHARLIE DEL ROSARIO | |
| 24 Guidance Office | Jocelyn B. Ponce 4-11-17 |
| 25 Office of the Student Services | Jocelyn B. Ponce 4-11-17 |
| 26 Center for Creative Writing | Jocelyn B. Ponce 4-11-17 |
| LABORATORY HIGH SCHOOL | |
| 27 Principal Office (Junior High School) | Jocelyn B. Ponce 4/12/17 |
| 28 Principal Office (Senior High School) | Jocelyn B. Ponce 4/12/17 |
| 29 Printing Office | Jocelyn B. Ponce 4/12/17 |
| NINOY AQUINO LEARNING CENTER | |
| 30 College of LAW | Jocelyn B. Ponce 4/12/17 |
| 31 Information Center Technology Office | Jocelyn B. Ponce 4/12/17 |
| 32 Quality Assurance Center | Jocelyn B. Ponce 4/12/17 |
| 33 Library Director | Jocelyn B. Ponce 4/12/17 |
| 34 Open University Director Office | Jocelyn B. Ponce 4/12/17 |
| 35 Open University Registrar Office | Jocelyn B. Ponce 4/12/17 |
| 36 ETEEAP/Non Traditional Office | Jocelyn B. Ponce 4/12/17 |
| 37 Executive Director Open University | Jocelyn B. Ponce 4/12/17 |



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT


POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
CENTRAL RECORDS SECTION

MEMORANDUM ORDER
 No. 020, Series of 2017

To : ALL CONCERNED

Subject : UNIVERSITY CAMPUS TRAFFIC AND PARKING MANAGEMENT GUIDELINES

Date : April 11, 2017

| Ground Floor | | Received by: | |
|--------------------------------|--------------------|-----------------------------------|------------------|
| | | Printed Name - Signature and Date | |
| COC Building | | | |
| 0 | COC - Dean | Francis | 4/12/17 |
| 0 | UCCA | MARK | 4/12/17 |
| CEA-Building | | | |
| 4 | Dean - Engineering | | 4/12/17 |
| 2 | CAFA | | 4/12/17 |
| M.H. Del Pilar/Hasmin Building | | | |
| 3 | Graduate School | EDLON F. CAUNO | 4/12/17 |
| 4 | H. Del Pilar | LEONA RDO | Bulaquit 4/12/17 |
| 5 | CHTM | MARIC ANTONIO | Noble 4/12/17 |
| College of Technology | | | |
| 6 | Dean's Office | E. PROBA | 4/12/17 |
| 7 | Motorpool | RC | 4/12/17 |
| Note: | | | |



**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT**

| Second Floor Main Building | |
|----------------------------|---|
| 40 | College of Education |
| 41 | College of Computer Information Science |
| 42 | College of Social Sciences and Development |
| 43 | College of Political Science and Public Administration |
| 44 | College of Arts and Letters |
| 45 | Alumni Relations / Career Development Office |
| 46 | Resource Generation Office |
| 47 | General Services Office N - 201 |
| 48 | UGPUP |
| 49 | NSTP |
| 50 | President Office |
| 51 | Executive Vice President |
| 52 | University Board Secretary |
| 53 | Vice President For Academic Affairs |
| 54 | Vice President For Research and Extension |
| 55 | Vice President for Administration |
| 56 | Vice President for Student Affairs and Services |
| 57 | Vice President for Finance |
| 58 | Vice President for Branches and Campuses |
| 59 | PASUC |
| Third Floor Main Building | |
| 60 | Human Resources Management Division (HRMD) |
| 61 | Office of International Affairs (OIA) |
| 62 | Provident Fund Office |
| 63 | Special Programs and Project Office (SPPO) |
| 64 | Publications Office |
| 65 | Sports Development Office (SDO) |
| 66 | Institute Planning Office (IPO) |
| 67 | Institute for Data and Statistical Analysis (IDSA) |
| 68 | Research Management Office (RMO) |
| 69 | Physical Planning & Devt. Office (PPDO) |
| 70 | Bids and Awards Committee (BAC) |
| 71 | Internal Audit Office (IAO) |
| | Legal Office |
| Fourth Floor Main Building | |
| 73 | College of Business (CB) |
| 74 | Center for Human Rights Gender Studies (CHRGs) |
| 75 | Institute for Social Sciences Development (ISSD) |
| 76 | Institute for Cultural Studies (ICS)/Philosophy and Humanities |
| 77 | Center for Environmental Studies (CES) |
| 78 | Center for Social History |
| 79 | Center for Peace and Poverty Alleviation Studies (CPPAS) |
| 80 | Center for Public Administration and Governance (CPAG) |
| 81 | Innovations and Technology Support Office (ITSO) |
| 82 | Intellectual Property Management Office (IPMO) |
| 83 | Center for Technology Transfer and Enterprise Dev't (CTTED) |
| 84 | Extension Management Office (EMO) |
| 85 | Institute of Labor and Industrial Relation Office (ILIRS) |
| 86 | Institute of Science and Technology Research (ISTR) Dir's Ofc. S417 |
| Fifth Floor Main Building | |
| 87 | College of Accountancy and Finance |
| Six Floor Main Building | |
| 88 | College of Science |



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Republic of the Philippines

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
OFFICE OF THE PRESIDENT

MEMORANDUM ORDER
No. 026, Series of 2018

TO : ALL CONCERNED

SUBJECT: UNIVERSITY CAMPUS TRAFFIC AND PARKING MANAGEMENT GUIDELINES

DATE : July 14, 2018

I. RATIONALE:

The Polytechnic University of the Philippines is committed to the provision of a safe and healthy workplace for all employees, students, concessionaires, contractors and visitors. These rules are formulated and enforced as part of the University's effort to eliminate and manage risks to health and safety through the implementation of an effective traffic and parking management system.

II. SCOPE AND COVERAGE:

These rules shall apply to anyone who drives and/or parks a vehicle within the premises of all branches and campuses of the Polytechnic University of the Philippines, including its satellite campuses in Manila.

III. DEFINITION OF TERMS:

For the purpose of this set of Guidelines, the following terms are to be understood:

Concessionaire - this refers to an individual or company that has an existing and effective contract with the University for the use of land or commercial premises of PUP;

Contractor - this refers to an individual or company that undertakes a contract with the University to provide materials and/or labor to perform a service or do a job;

Employee - this refers to an incumbent official, a faculty member or an administrative staff member of the University;

Satellite Campus - this refers to a site of the University outside of the Mabini Campus but is within the City of Manila.

Student - this refers to a person who is currently and officially enrolled in any of the academic programs of the University;

Visitor - this refers to an individual who is paying a visit to any of the University officials, faculty members, and administrative employees either for an official event, purpose or for personal reason.

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POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
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IV. GENERAL RULES

1. All vehicular drivers must observe all the traffic and parking rules of the University.
2. Only vehicles with color-coded car stickers/ car pass will be allowed to enter the campus.
3. Only vehicles with parking permits issued by the University management will be allowed to park inside the designated parking areas of the University.
4. Parking of vehicles inside the building and other similar structures of the University is strictly prohibited.
5. The Safety and Security Office (SSO) and the Facility Management Office (FaMO) of the University are responsible for the enforcement of the rules and regulations stated herein. These offices have the legal right to stop vehicles from entering the campus and to control their movement while within the campus.

V. SPECIFIC RULES

1. Categories of Vehicles Allowed to Enter the Campus. The following vehicles shall be allowed to enter the campus subject to Rule 2 below:
 - (a) Vehicles with valid campus car stickers appropriately displayed;
 - (b) Any vehicle driven by or for a current or former member of the Board of Regents, and any government official attending an official function in the University as a representative of his or her agency/office;
 - (c) Vehicles of University suppliers provided that they can produce documentary proof such as a delivery note;
 - (d) A vehicle the driver of which is a legitimate visitor provided that:
 - (i) advance notification by the concerned PUP employee to be visited has been made to the Director of the Safety and Security Office; or
 - (ii) the visitor has registered in the visitor's registration book at the entrance gate his/her name and the person to whom the visit is being made. If necessary, verification will be made by the Director of the Safety and Security Office or his representative.
 - (e) Vehicle of PUP student or a company contracted by a student/employee organization as supplier of a good or service, who has obtained prior permission from the Safety and Security Office to enter on special ground such as to load and unload heavy goods.
 - (f) Taxis transporting University official, staff or visitors, provided that the taxi driver must surrender his driver's license upon entering the campus; and
 - (g) Motorcycles and pedicabs, driven by University-accredited drivers, transporting University officers, staff, or students.
2. Conditions of Entry.
 - (a) Every vehicle must have a valid vehicle license issued by the Government of the Republic of the Philippines and be covered by Third Party Insurance.
 - (b) The driver must be the holder of a valid driving license of a category corresponding to the vehicle being driven.
 - (c) No student/learner drivers will be admitted inside the campus.

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- (d) The Director of Safety and Security Office may refuse any vehicle entry to the campus if it or its driver contravenes any of the rules of the University.
 - (e) Valid campus car stickers must be displayed at the front windcreens of vehicles or in appropriate holders, in the cases of motor cycles, scooters or *pedicabs*.
 - (f) Representatives of media networks or outfits who will cover an event in the campus must first secure a media pass from the Communications Management Office (CMO) of the University.
3. Vehicle Registration. A driver of any vehicle which requires recurrent entry into the campus must apply to the Safety and Security Office for a campus car sticker/ car pass. The car sticker / car pass is non-transferrable.
 4. Eligibility for Campus Car Stickers. The following persons are eligible to apply for a campus car sticker:
 - (a) Full time casual and permanent staff of the University
 - A car sticker will normally only be issued to a staff member whose vehicle is registered in his/her name or his/her spouse's name;
 - A University staff member may be issued car stickers for two vehicles, however only one vehicle will be allowed entry into the campus on a given day
 - A car sticker is automatically rendered null and void once the vehicle for which it was issued was disposed or the staff member resigned from the University.
 - (b) Lecturers/Part-time Faculty Members of the University
 - the period of validity will depend on the duration of their employment in the University but will not be more than one year initially subject to renewal.
 - (c) University's contractors or concessionaires working on campus such as canteen staff, food and non-food stall staff, etc.
 - the period of validity will be subject to their contracts with the University but will not be more than one year initially, subject to renewal.
 - temporary contractors stickers may be issued to contractors working on short-term or temporary basis.
 - (d) Students with disability on mobility who are studying on campus
 - only one sticker will be issued to a disabled student
 - the period of validity will depend on their study in the University but will not be more than one year initially, subject to renewal.
 5. Possession of a car sticker does not guarantee that a parking space will be available.
 6. Procedures for the Application, Issuance and Renewal of Campus Car Stickers and Parking Permit.
 - 6.1 (a) Application form may be obtained at the Director's Office of the Facility Maintenance Office (FaMO).
 - (b) For initial applications, applicants will be required to produce vehicle license, vehicle insurance, third party liability insurance, and driver's license. For University contractors and commercial tenants, application must be made by the Head of the Company. For disabled students, application must be endorsed by the Dean

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COMPUTER ENGINEERING DEPARTMENT

- and supported by a medical certificate issued by the Medical Services Department (MSD);
- (c) The FaMO will review the documents and issue order of payment of applicable fees. The FaMO may refuse to issue or renew a campus car sticker if the applicant contravenes any of the traffic and parking rules of the University.
 - (d) The applicant must pay the assessed fees at the cashier's counter of the Fund Management Office (FMO).
 - (e) The Director of the Resource Generation Office (RGO) or his authorized representative will issue the car sticker/parking permit to the applicant upon submission of a copy of the official receipt. Issuance of parking permit is subject to Rule 7 of this set of Guidelines.
- 6.2 Those who were issued campus car stickers are required to inform the SSO of any change in vehicles and exchange their existing car stickers for new ones with updated details.
- 6.3 The Director of FaMO reserves the right to cancel, withdraw or render invalid any campus car stickers or to terminate the use of any sticker.
- 6.4 Re-application is required when the campus car sticker has expired.
- 6.5 Process for the application for renewal shall commence two (2) months before the expiration of the car sticker.
- 6.6 Campus car stickers, except for temporary stickers, will expire on 31st December of each year and will normally be renewed annually.
7. Access to Car Parks
- (a) Only vehicles with valid campus car sticker and valid parking permits will be allowed to park in the campus designated parking areas.
 - (b) Due to limited parking spaces in the campus, only the following will be eligible for issuance of parking permits:
 - (i) Full time teaching and non-teaching staff of the University;
 - (ii) Lecturers/Part-time faculty members of the University;
 - (iii) Students with disability on mobility officially enrolled in the University.
 - (c) Students may be allowed to park in designated parking areas on Sundays that they have classes in the campus.
 - (d) Visitors of the University and temporary contractors will be given temporary car pass and parking permit both of which must be returned to the security personnel at the control gate upon leaving the campus.
 - (e) Parking permits are non-transferrable.
8. Loading-Unloading Areas for Delivery Vehicles, Motorcycles and *Pedicabs*
- (a) Motorcycle and pedicab drivers must unload passengers only in the designated unloading zones of the University. They are not allowed to stay and wait to pick up passengers inside the campus.
 - (b) Except for special cases, delivery vehicles of suppliers, vehicles of University's contractors or licensed commercial operators (concessionaires) working on campus such as canteen staff, food and non-food stall staff, etc., are allowed only to load and unload equipment, devices, materials and supplies necessary for their contracted business in the designated loading and unloading areas of the University with the following schedule:

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(Trunk Line) 3351-777/787 local 201/202/658/659; website: www.pup.edu.ph e-mail: president@pup.edu.ph



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- (i) 5:30 am – 6:30 am
(ii) 10:00 am – 11:00am
(iii) 8pm – 9pm

(c) Suppliers whose vehicles are subject to the government's truck ban policy will have different schedule to be covered in a separate memorandum of the FaMO.

9. Accreditation of Motorcycle and *Pedicab* Drivers.

To be allowed entry into the campus, drivers of tricycles and *pedicabs* must comply with the following procedures:

- 9.1 Fill up an application form, which may be obtained at the Safety and Security Office at the Ground Floor, North Wing of the Main Academic Building;
 - 9.2 Submit supporting documents as may be required by the Safety and Security Office – (1) license to operate from City Government; (2) Membership ID in TODA ; (3) Barangay Clearance; (4) photo of the driver and the pedicab for the application form.
 - 9.3 The SSO will endorse the application form and all supporting documents of the applicant to the FaMO for review of the documents and issuance of order of payment of applicable fees. The FaMO may refuse to issue or renew a campus entry pass if the applicant contravenes any of the traffic and parking rules of the University.
 - 9.4 The applicant must pay the assessed fees at the cashier's counter of the Fund Management Office.
 - 9.5 The Director of RGO or his authorized representative will issue the car sticker and PUP-accreditation ID to the applicant upon submission of a copy of the official receipt.
 - 9.6 Orientation of the motorcycle and pedicab drivers should be conducted before the issuance of the car/vehicle sticker and ID; IDs must be displayed conspicuously in their vehicle.
10. Accredited motorcycle and *pedicab* drivers must be in proper grooming and attire when transporting passengers into and outside the campus. Moreover, they must maintain their vehicles clean and in good running condition to ensure the health and safety of their passengers.
11. Overnight Parking
- (a) The University shall designate spaces for overnight parking.
 - (b) Only vehicles that were issued car sticker and parking permit are eligible for application for overnight parking.
 - (c) Application for overnight parking may be done simultaneously with the application for day time parking permits, with appropriate fees as approved by the University Board of Regents. The procedures for review and issuance of overnight parking permits are similar with the application for car sticker.
 - (d) Request for overnight parking for a few nights by a University staff member due to his/her participation in an official function outside of the campus or for the performance of an official assignment that which necessitates his presence in the campus within the overnight parking period must be approved by the University President or his authorized representative and will not be charged overnight parking fee.

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- 6
12. Overnight parking period is from 10PM to 6AM of the following day. Outside of this period, except for allowed overnight parking as stated in item 11. (b), these vehicles must be removed and/or transferred to their designated parking area.
 13. Drivers of vehicles entering or leaving the campus within the overnight parking period shall be required to show their identity cards to the security personnel.
 14. False Information and Improper Use of Campus Car Sticker, Car Pass and Parking Permits.

Any campus car sticker, car pass or parking permit shall be automatically cancelled or become invalid if it is obtained by giving false information or if there is any misuse of the sticker, pass or parking permit.
 15. Use of the Parking Space
 - (a) A vehicle must be parked properly within a designated parking space.
 - (b) Vehicles are not allowed to be parked on footpaths.
 - (c) Motorcycles and other two- or three-wheel vehicles must not be parked in any space except that which is allocated to these types of vehicles.
 - (d) Visitors must park only on designated parking areas for visitors.
 - (e) Parking spaces designated for vehicles of PWD drivers must not be occupied by other vehicles.
 - (f) The FaMO has the right to reserve any car parking spaces on campus whenever necessary with proper coordination with the SSO.
 - (g) Any vehicle parked without permission for one week will be treated as an abandoned vehicle. The University may dispose of any abandoned vehicle after 1 month and may recover the costs of disposal from the vehicle owner or from the car sticker/car pass holder and pay the corresponding overnight parking fees.
 16. Vehicles broken down. Drivers of vehicles must notify the security personnel immediately if their vehicles break down anywhere within the campus.
 17. Speed Limits and Traffic Sign Instructions. Drivers are required to drive cautiously on campus and comply with the instructions on the traffic signs of the location. Speed limit within the campus is fifteen (15) kilometers per hour.
 18. Noise and Pollution. Vehicles creating excessive noise or atmospheric pollution will not be permitted within the campus.
 19. Motor Cycles, Scooters and Bikes. All riders and back riders must wear appropriate safety helmets while riding on the campus.
 20. Exemption. These regulations do not apply to Fire Services, Ambulance, Police or other emergency vehicles attending an emergency in the University campus.

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21. Liability. Any vehicle parked on the campus is parked entirely at the vehicle owner's or driver's own risk. The University shall not be liable for any loss or damage to the vehicle, the driver, or any passenger or any of their property due to any cause whatsoever.
22. Violations and Sanctions. The University shall impose the following sanctions for the corresponding violations as follows:
- 22.1 All vehicle owners/drivers found to have violated the following:
- Rules on speed limit
 - Non-conformity with the traffic route
 - Rules on overnight parking and illegal parking shall be meted the following sanctions:
- a. FIRST OFFENSE: vehicle will be impounded/clamped (for illegal parking); and warning and a fine of an amount as approved by the Board of Regents;
 - b. SECOND OFFENSE: vehicle will be impounded/clamped (for illegal parking) and suspension of Car Sticker/Entry Pass and Parking Permit for six (6) months and a fine of an amount as approved by the Board of Regents;
 - c. THIRD OFFENSE: Revocation of Car Sticker/Entry Pass and Parking Permit and loss of eligibility for a period of twelve (12) months and a fine of an amount as approved by the Board of Regents.
23. Owners and/or drivers of vehicles that are allowed entry into the PUP premises shall be held liable for any damage they may cause to the parking facilities, traffic road signs, appliances, street utilities and any other structures or properties of the University.

VI. REPEALING CLAUSE

Any other guidelines, administrative order, rule or regulation and/or parts thereof contrary to or inconsistent with the provisions of this set of guidelines is hereby repealed, modified or amended accordingly.

VII. EFFECTIVITY

These rules shall take effect on July 20, 2018.

(Sgd.) **EMANUEL C. DE GUZMAN, PhD**
President

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S.4.

IMPLEMENTING RULES AND REGULATIONS OF
PUP SOLID WASTE MANAGEMENT

This policy on solid waste management at PUP is in consonance with Republic Act No. 9003 passed by the Philippine Congress in December 2000 which provides for an ecological waste management program and institutional mechanism and incentives, including certain prohibitions and penalties toward its implementation.

GENERAL PROVISIONS

Rule 1 -Preliminary Provisions

Section 1-Title

These Rules shall be known as the "Implementing Rules and Regulations of the Polytechnic University of the Philippines Solid Waste Management."

Section 2- Purpose

These rules are promulgated to aggressively implement proper waste collection, segregation, reduction and or recycling and organics recovery in PUP system for public health and environmental cleanliness and safety.

Section 3-Scope

These rules cover the whole PUP System

Section 5-Administrative and Enforcement

These Rules and Regulations shall be administered by the Solid Waste Management Task Force (SWMTF).

The functions of the Task Force are as follows:

- 1) Implements the local solid waste management policy;
- 2) Recommends the approval of the University solid waste management plan to the President;
- 3) Monitors and implements the solid waste management plan;
- 4) Develops and adopts incentive programs towards an eco-friendly environment;
- 5) Formulates the necessary information, education and communication campaign in support to the implementation of the solid waste management plan; and
- 6) Develops a mechanism for the imposition of sanctions for the violation of solid waste management policy of the University

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Rule 2-Declaration of Policies

Section I. It is hereby declared the policy of the Polytechnic University of the Philippines to adopt:

- 1.1.1 Waste Management
- 1.1.2 Solid Waste Segregation
- 1.1.3 Solid Waste Reduction
 - 1.3.1 Regulation on the use of Plastic Packaging on Wet Goods
 - 1.3.2 Total ban on the use of Plastics Packaging on Dry Goods
 - 1.3.3 Total ban on the use of Styrofoam as food container

Rule 3-Definition of Terms

RA 9003 has defined the following terms in the implementation of the policy on solid waste management:

| | |
|-----------------------------|--|
| Collection | The act of removing solid wastes from the source or from communal storage point. |
| Controlled dump | The disposal site at which solid waste is deposited in accordance to the minimum prescribed standards of site operation and collection. |
| Disposal | The discharge, deposit, dumping or placing of any solid waste into a pit or any place assigned. |
| Generation | The act or process of producing solid waste. |
| Materials recovery facility | Solid waste transfer station or sorting station. |
| Receptacle | Individual containers used for the source generation and collection of garbage. |
| Segregation at source | Solid waste management practice of separating at the point of origin the different materials to reduce the volume of wastes (Separating biodegradable (organic) from non-biodegradable (non-organic)). |
| Solid waste | Discarded household/institutional and commercial wastes that are non-hazardous and non-toxic. |
| Solid waste management | Control of generation, storage, collection, transfer and disposal in accord with principles of public health and environmental considerations responsive to public attitude. |
| Solid waste reduction | Decreasing the volume of solid waste generated before it enters the solid waste dump like materials substitution and packaging restrictions. |

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Rule 4 Policy Coverage:

This policy is focused on the collection, transfer, source reduction, and material recovery, and final disposal of solid waste toward a sound environmental practice at PUP and all its campuses.

1. Collection and Transfer - Take into account the coverage of the solid waste management through proper collection in all PUP System in their designated area/pit ensuring 100% collection on a daily basis is achieved with the following actions:
 - a. Availability and provision properly designed containers/receptacles in selected collection points for temporary storage until collection and transfer to processing or final disposal sites usually done by regular dump trucks is done.
 - b. Segregation of different types of solid wastes.
 - c. Hauling of solid waste from source to disposal sites.
 - d. Provision of properly trained officers and workers to handle solid waste disposal.
2. Solid Waste Segregation - shall refer to sorting and segregation of different materials found in solid waste order to promote recycling and re-use of resources and to reduce the volume of waste for collection and disposal.
 - 2.1. Waste produced by each Office, College, Store and concessionaire shall be put in separate receptacles or containers properly marked i.e. one for biodegradable and one for non-biodegradable, secured and protected from insects and pests, and placed in the customary or usual place where garbage collectors shall collect them.
3. Solid Waste Reduction -- Implementation of strategies to reduce the volume of solid waste generated at source, particularly PLASTIC and STYRO, which are tremendously accumulated in the food services section of the of the University. An annual 30% target waste reduction will be set. There will be an incentive given to those who will reduce the use of non-recyclable packaging materials in exchange for paper, cardboard, glass, metal and other materials among food concessionaires inside the University.

3.1 PROHIBITION ON THE USE OF PLASTIC BAGS ON DRY GOODS


3.1.a Primary and alternative packaging for dry goods shall be in paper or paper products, recycled materials such as newspaper, sacks, and reusable shopping bags

3.1.b The use of plastic bags or any plastic packaging in dry goods is TOTALLY BANNED and PROHIBITED.

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Approved by: (in excess of five (5) months and/or Saturday Service Manual Entry)
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Signature of the EVP/VP/HEA: _____
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Republic of the Philippines
 POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 Office of the Vice President for Administration
 Campus Development and Maintenance Office

March 18, 2014

To: VPAAO AVPAA Norberto Caturay *3/20/14* Security Chief Valentin Espina *3/20/14*
 YPAO AVPA Rosita Canlas *3/20/14* Chief Ronald Fernando
 CMO Dir. Ruby Gapasin *3/20/14* Chief Joey Pinalas
 NSTP Dir. Rovelina Jacolbia *3/20/14* Prof. Iris Rowena Bernardo *3-20-14*
 OSS Dir. Armando Torres *3/20/14*
 R60 Dir. Lualhati Dela Cruz *3/20/14* *Dir. Austria*

Subject: Notice of Meeting

Good Day!

You are hereby requested to attend the meeting on March 21, 2014 (Friday) at 10:00 am at CDMO Directors office. The agenda of this meeting are:

1. Discussion of Solid Waste Management policy
2. Implementation of the Policy
3. Other matter regarding the Solid Waste Management Policy

Your Cooperation is highly appreciated.

Thank you very much.

Prepared by,

Austria
 Engr. Arvin Jay DR. Austria
 Chief, Ground and Maintenance

Noted by,

Velasco
 Dr. Antonio Y. Velasco
 Director, CDMO

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Polytechnic University of the Philippines
OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION
Sta. Mesa, Manila

OK

NOTICE OF MEETING

To : **SOLID WASTE MANAGEMENT TASK FORCE**

- Co-Chair** : Dir. Antonio Y. Velasco, *Campus Development and Maintenance Office*
Members : Dir. Lailanie G. Teves, *NSTP*
 Dir. Helen P. Almirante, *Medical Services Department*
 Dir. Joseph P. Lardizabal, *Resource Generation Office*
 Chief Valentin A. Espina, *Safety and Security Services*
 Chief Liwayway Cruz, *Center for Environmental Studies*
 Ms. Helen J. Alfonso, *Student Regent*
 Prof. Christine Del Rosario, *Representative OVPBC*
 Ms. Edna Rabida, *PUP Food Concessionaires Association*
 Ms. Araceli Sogonia, *PUP Food Concessionaires Association*
 Ms. Carmela Javier, *Representative, Janitorial Services*
Secretariat : Dir. Anna Ruby P. Gapsin, *Communication Management Office*
 Dir. Adam V. Ramilo, *Human Resource Management Department*
 Ms. Eleanor F. Asedillo, *Communication Management Office*

Please be informed of the **PUP SOLID WASTE MANAGEMENT TASK FORCE** meeting with the Eco-Waste Coalition scheduled on April 12, 2013, Friday, 2:00 PM at the Pablo Mateo Conference Room, 2nd Floor, South Wing, PUP Mabini Campus, Sta. Mesa, Manila.

The following are the agenda of the Task Force meeting:

1. Modules on Establishing Solid Waste Management Program - Eco-Waste Coalition;
2. University Solid Waste Management Program;
3. Other Matters

Your attendance and valuable inputs are highly appreciated.

ACGuillo
ALBERTO C. GUILLO
 Chair, Solid Waste Management Task Force
 Vice President for Administration

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P. Palma

September 16, 2016

SPECIAL ORDER
No. 3262, s. 2016

In the exigency of the service, the following are hereby designated to compose
the UNIVERSITY SOLID WASTE MANAGEMENT TASK FORCE AND SECRETARIAT:

TASK FORCE

- Chair : Prof. ALBERTO C. GUILLO
Vice President for Administration
- Co-Chairs : Director PROF. KRIZTINE R. VIRAY, CMO
Director ROVELINA B. JACOLBIA, NSTP & CCPD
- Members : Mr. KARL PAULIE ANARETA, *Student Regent*
HEA ANNA RUBY P. GAPASIN, *OP*
AVPAA ROSITA E. CANLAS, *OVPAA*
ATTY. JOANA MARIE A. LIAO, *Chief, ULCO*
Director ADAM V. RAMILO, *HRMD*
Director FLORENITA E. IMPERIAL, *BSO*
Director JOSE M. ABAT, *OSS*
Director ANTONIO Y. VELASCO, *GSO*
Director MA. LIZA T. YANES, *MSD*
Director JEAN PAUL G. MARTIREZ, *MHDPC*
Director SHERWIN N. NIEVA, *PPDO*
Director LUALHATI A. DELA CRUZ, *SDPO*
Director DIOSDADO P. FRANCO, *SSO*
Dean MARIPRES P. PASCUA, *CHK*
Director ROLAND M. COVERO JR., *RGO*
Asst. Director NATAN F. GACUTE, *CDMO*
Chief JOEY S. PINALAS, *CES*
Engr. RAMIR M. CRUZ, *CE and COC Building Administrator*
Mr. MARIO S. PELAGIO, *President, UNAKA-PUP*
Ms. NIDA BAUTISTA, *Janitorial Services Representative*



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S.O. No. 3262, s. 2016

SECRETARIAT

Chair : Chief ELAINE L. RODRIGUEZ, *Grounds Maintenance Unit, CDMO*

Co-Chair : Chief ARLHETH P. DELOS ANGELES, *Building Maintenance Unit, CDMO*

Members : Asst. Prof. ARVIN JAY D. AUSTRIA, *University Safety Officer, CDMO*
Chief LOIDA I. PARAMBITA, *CRDC, GSO*
Chief RICHMON B. PANGINAN, *Estimate & Structural Design Section, PPDO*
Arch. MICHAEL P. CHUA, *CDMO*
Ms. KRIZTINE JOI P. YAMAT, *OVPA*
Mr. GIEBDHART R. CANAVE, *OVPA*

This supersedes S.O. No. 0109, s. 2014, series of 2014, dated January 18, 2014 and shall continue to be effective until subsequently modified or revoked.

By Authority of the Board of Regents:

EMANUEL C. DE GUZMAN, PhD

President

Copy furnished:

Office of the President
Executive Vice President
Vice President for Administration
Vice President for Finance
Vice President for Academic Affairs
Vice President for Student Affairs and Services
Vice President for Research, Extension, Planning and Development
Vice President for Branches and Campuses
COA Auditor
Director, Internal Audit
Director, Accounting Department
Director, Fund Management Office
Director, Budget Services Office
Director, Human Resource Management Department
Director, Campus Development and Maintenance Office
Chief, Payroll Section
Acting Chief, Central Records Section/201 file/s
The Designees

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TRASH BINS LOCATED AROUND MAIN CAMPUS PREMISES



COLLECTION OF GARBAGE



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CLEANING OF CAMPUS BY THE JANITORIAL PERSONNEL



CLEANING OF CAMPUS BY THE JANITORIAL PERSONNEL



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CAMPUS CLEANING DRIVE



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Traffic Safety

Inside the Polytechnic University of the Philippines main campus



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REPUBLIC ACT No. 4136

AN ACT TO COMPILE THE LAWS RELATIVE TO LAND TRANSPORTATION AND TRAFFIC RULES, TO
CREATE A LAND TRANSPORTATION COMMISSION AND FOR OTHER PURPOSES

CHAPTER I
PRELIMINARY PROVISIONS ARTICLE

ARTICLE I
Title and Scope of Act

Section 1. *Title of Act.* - This Act shall be known as the "Land Transportation and Traffic Code."

Section 2. *Scope of Act.* - The provisions of this Act shall control, as far as they apply, the registration and operation of motor vehicles and the licensing of owners, dealers, conductors, drivers, and similar matters.

ARTICLE II
Definitions

Section 3. *Words and phrases defined.* - As used in this Act:

(a) "Motor Vehicle" shall mean any vehicle propelled by any power other than muscular power using the public highways, but excepting road rollers, trolley cars, street-sweepers, sprinklers, lawn mowers, bulldozers, graders, fork-lifts, amphibian trucks, and cranes if not used on public highways, vehicles which run only on rails or tracks, and tractors, trailers and traction engines of all kinds used exclusively for agricultural purposes.

Trailers having any number of wheels, when propelled or intended to be propelled by attachment to a motor vehicle, shall be classified as separate motor vehicle with no power rating.

(b) "Passenger automobiles" shall mean all pneumatic-tire vehicles of types similar to those usually known under the following terms: touring car, command car, speedster, sports car, roadster, jeep, cycle, car (except motor wheel and similar small outfits which are classified with motorcycles), coupe, landaulet, closed car, limousine, cabriolet, and sedan.

Motor vehicles with changed or rebuilt bodies, such as jeepneys, jitneys, or station wagons, using a chassis of the usual pneumatic-tire passenger automobile type, shall also be classified as passenger automobile, if their net allowable carrying capacity, as determined by the Commissioner of Land Transportation, does not exceed nine passengers and if they are not used primarily for carrying freight or merchandise.

The distinction between "passenger truck" and "passenger automobile" shall be that of common usage: Provided, That a motor vehicle registered for more than nine passengers shall be classified as "truck". And Provided, further, That a "truck with seating compartments at the back not used for hire shall be registered under special "S" classifications. In case of dispute, the Commissioner of Land Transportation shall determine the classification to which any special type of motor vehicle belongs.

(c) "Articulated vehicle" shall mean any motor vehicle with a trailer having no front axle and so attached that part of the trailer rests upon motor vehicle and a substantial part of the weight of the trailer and of its load is borne by the motor vehicle. Such a trailer shall be called as "semi-trailer."

(d) "Driver" shall mean every and any licensed operator of a motor vehicle.

(e) "Professional driver" shall mean every and any driver hired or paid for driving or operating a motor vehicle, whether for private use or for hire to the public.

Any person driving his own motor vehicle for hire is a professional driver.

(f) "Owner" shall mean the actual legal owner of a motor vehicle, in whose name such vehicle is duly registered with the Land Transportation Commission.

The "owner" of a government-owned motor vehicle is the head of the office or the chief of the Bureau to which the said motor vehicle belongs.

(g) "Dealer" shall mean every person, association, partnership, or corporation making, manufacturing, constructing, assembling, remodeling, rebuilding, or setting up motor vehicles; and every such entity acting as agent for the sale of one or more makes, styles, or kinds of motor vehicles, dealing in motor vehicles, keeping the same in stock or selling same or handling with a view to trading same.

(h) "Garage" shall mean any building in which two or more motor vehicles, either with or without drivers, are kept ready for hire to the public, but shall not include street stands, public service stations, or other public places designated by proper authority as parking spaces for motor vehicles for hire while awaiting or soliciting business.

(i) "Gross weight" shall mean the measured weight of a motor vehicle plus the maximum allowable carrying capacity in merchandise, freight and/or passenger, as determined by the Commissioner of Land Transportation.

(j) "Highways" shall mean every public thoroughfare, public boulevard, driveway, avenue, park, alley and callejon, but shall not include roadway upon grounds owned by private persons, colleges, universities, or



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other similar institutions.

(k) "The Commissioner of Land Transportation or his deputies" shall mean the actual or acting chief of the Land Transportation Commission or such representatives, deputies, or assistants as he may, with the approval of the Secretary of Public Works and Communications, appoint or designate in writing for the purpose contemplated by this Act.

(l) "Parking or parked", for the purposes of this Act, shall mean that a motor vehicle is "parked" or "parking" if it has been brought to a stop on the shoulder or proper edge of a highway, and remains inactive in that place or close thereto for an appreciable period of time. A motor vehicle which properly stops merely to discharge a passenger or to take in a waiting passenger, or to load or unload a small quantity of freight with reasonable dispatch shall not be considered as "parked", if the motor vehicle again moves away without delay.

(m) "Tourist" shall mean a foreigner who travels from place to place for pleasure or culture.

ARTICLE III
Administration of Act

Section 4. *Creation of the Commission.* -

(a) There is created under the Department of Public Works and Communications an office which shall be designated and known as the Land Transportation Commission, composed of one Commissioner and one Deputy Commissioner, who shall be vested with the powers and duties hereafter specified. Whenever the word "Commission" is used in this Act, it shall be deemed to mean the Land Transportation Commission, and whenever the word "Commissioner" is used in this Act, it shall be taken to mean the Commissioner or Deputy Commissioner.

The Commissioner and the Deputy Commissioner shall be natural-born citizens and residents of the Philippines, and they shall be appointed by the President of the Philippines, with the consent of the Commission on Appointments of the Congress of the Philippines: Provided, however, That the present Administrator, Assistant Administrator and the personnel of the Motor Vehicles Office shall continue in office without the necessity of reappointment.

(b) The Commissioner and Deputy Commissioner shall hold office until removed in accordance with the provisions of the Revised Administrative Code.

(c) The Commissioner shall receive an annual compensation of twelve thousand pesos and the Deputy Commissioner, an annual compensation of ten thousand four hundred pesos. The Commissioner shall be assisted by one head executive assistant (MV regulation adviser or chief), one administrative officer, one registration regulation chief, one inspection, examination and licensing regulation chief, one law and traffic enforcement regulation chief, one provincial regulation chief, one utility and property regulation chief, one accounting officer, one internal chief auditor, and one personnel officer, who shall receive an annual compensation of nine thousand pesos each; eight land transportation regional directors who shall receive an annual compensation of eight thousand four hundred pesos each and eight land transportation assistant regional directors, who shall receive an annual compensation of seven thousand pesos each and ten assistant regulation chiefs, who shall receive an annual compensation of seven thousand pesos each.

(d) The Commission shall have its offices in Quezon City where the present Motor Vehicle Office is located, and shall establish a regional branch office each in Tuguegarao (Cagayan), Baguio City, Pasig (Rizal), Lipa City, San Fernando (La Union), Naga City, Cebu City, Iloilo City, Cagayan de Oro City, and Davao City, to be headed by a regional director who will have immediate administration, supervision and control over activities and administration of the Commission in the respective regions.

The Commissioner shall be responsible for the administration of this Act and shall have, in connection therewith, the following powers and duties, in addition to those mentioned elsewhere in this Act:

(1) With the approval of the Secretary of Public Works and Communications, to issue rules and regulations not in conflict with the provisions of this Act, prescribing the procedure for the examination, licensing and bonding of drivers; the registration and re-registration of motor vehicles, transfer of ownership, change of status; the replacement of lost certificates, licenses, badges, permits or number plates; and to prescribe the minimum standards and specifications including allowable gross weight, allowable length, width and height of motor vehicles, distribution of loads, allowable loads on tires, change of tire sizes, body design or carrying capacity subsequent to registration and all other special cases which may arise for which no specific provision is otherwise made in this Act.

(2) To compile and arrange all applications, certificates, permits, licenses, and to enter, note and record thereon transfers, notifications, suspensions, revocations, or judgments of conviction rendered by competent courts concerning violations of this Act, with the end in view of preserving and making easily available such documents and records to public officers and private persons properly and legitimately interested therein.

(3) To give public notice of the certificates, permits, licenses and badges issued, suspended or revoked and/or motor vehicles transferred and/or drivers bonded under the provisions of this Act.

(4) The Commissioner of Land Transportation, with the approval of the Secretary of Public Works and Communications, may designate as his deputy and agent any employee of the Land Transportation Commission, or such other government employees as he may deem expedient to assist in the carrying out the provisions of this Act.

(5) The Commissioner of Land Transportation and his deputies are hereby authorized to make arrest for violations of the provisions of this Act in so far as motor vehicles are concerned; to issue subpoena and subpoena duces tecum to compel the appearance of motor vehicle operators and drivers and/or other persons or conductors; and to use all reasonable means within their powers to secure enforcement of the provisions of this Act.



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(6) The Commissioner of Land Transportation or his deputies may at any time examine and inspect any motor vehicle to determine whether such motor vehicle is registered, or is unsightly, unsafe, overloaded, improperly marked or equipped, or otherwise unfit to be operated because of possible excessive damage to highways, bridges and/or culverts.

(7) The Philippine Constabulary and the city and municipal police forces are hereby given the authority and the primary responsibility and duty to prevent violations of this Act, and to carry out the police provisions hereof within their respective jurisdiction: Provided, That all apprehensions made shall be submitted for final disposition to the Commissioner and his deputies within twenty-four hours from the date of apprehension.

(8) All cases involving violations of this Act shall be endorsed immediately by the apprehending officer to the Land Transportation Commission. Where such violations necessitate immediate action, the same shall be endorsed to the traffic court, city or municipal court for summary investigation, hearing and disposition, but in all such cases, appropriate notices of the apprehensions and the dispositions thereof shall be given to the Commissioner of Land Transportation by the law-enforcement agency and the court concerned.

Notation of all such dispositions shall be entered in the records, and copy shall be mailed to the owner and to the driver concerned.

CHAPTER II
REGISTRATION OF MOTOR VEHICLES

ARTICLE I
Duty to Register, Reports, Applications, Classifications

Section 5. All motor vehicles and other vehicles must be registered.

(a) No motor vehicle shall be used or operated on or upon any public highway of the Philippines unless the same is properly registered for the current year in accordance with the provisions of this Act.

(b) Any registration of motor vehicles not renewed on or before the date fixed for different classifications, as provided hereunder shall become delinquent and invalid:

1. For hire motor vehicles - on or before the last working day of February.

2. Privately-owned motor vehicles - from March one to the last working day of May.

3. All other motor vehicles - from June one to the last working day of June; except when the plates of such motor vehicles are returned to the Commission in Quezon City or to the Office of the Motor Vehicles Registrar in the provincial or city agency of the Commission on or before the last working day of December of the year of issue.

(c) Dealer's reports - The Commissioner of Land Transportation shall require dealers to furnish him with such information and reports concerning the sale, importation, manufacture, number of stocks, transfer or other transactions affecting motor vehicles as may be necessary for the effective enforcement of the provisions of this Act.

(d) Change of motor number prohibited. - No repair or change in the motor vehicle involving the exchange, elimination, effacing, or replacing of the original or registered serial or motor number as stamped or imprinted, shall be allowed, and any motor vehicle with a trace of having its motor number altered or tampered with shall be refused registration or re-registration, unless such is satisfactorily explained and approved by the Commissioner.

(e) Encumbrances of motor vehicles. - Mortgages, attachments, and other encumbrances of motor vehicles, in order to be valid, must be recorded in the Land Transportation Commission and must be properly recorded on the face of all outstanding copies of the certificates of registration of the vehicle concerned.

Cancellation or foreclosure of such mortgages, attachments, and other encumbrances shall likewise be recorded, and in the absence of such cancellation, no certificate of registration shall be issued without the corresponding notation of mortgage, attachment and/or other encumbrances.

Records of encumbrances of motor vehicles shall be kept by the Land Transportation Commission in chronological sequence and shall contain, among other things, the time, date and number of the entry in a "Book of Motor Vehicles" referring to the creation, cancellation or foreclosure of the aforesaid mortgages, attachments or to other encumbrances.

The Land Transportation Commission shall collect a fee of five pesos for every annotation of a mortgage, attachment and/or other encumbrances, or cancellation thereof.

Section 6. Application and payments for registration. - Applications and payments for registration shall be made either personally or by registered mail, and the date of the cancellation of the postage stamps of envelopes containing money order or check shall be taken as the date of the application and/or payment for registration: Provided, That the application is properly prepared and the payment for registration is sufficient as required by law.

Section 7. Registration Classification. - Every motor vehicle shall be registered under one of the following described classifications:

(a) private passenger automobiles; (b) private trucks; and (c) private motorcycles, scooters, or motor wheel attachments. Motor vehicles registered under these classifications shall not be used for hire under any circumstances and shall not be used to solicit, accept, or be used to transport passengers or freight for pay.

Laborers necessary to handle freight on board private trucks may ride on such trucks: Provided, That seats shall not be installed in the rear compartment thereof and that only such number of laborers, not exceeding



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ten, as may be needed to handle the kind of freight carried, shall ride on the truck: Provided, further, That the combined weight of cargo and passengers does not exceed the registered net capacity of the truck.

For the purpose of this section, a vehicle habitually used to carry freight not belonging to the registered owner thereof, or passengers not related by consanguinity or affinity within the fourth civil degree to such owner, shall be conclusively presumed to be "for hire."

No person shall be allowed to register as private truck any truck not actually and reasonably necessary to carry out his duly licensed business or legitimate occupation or industry regularly paying taxes.

(d) Public utility automobiles; (e) public utility trucks; (f) taxis and auto-calesas; (g) garage automobiles; (h) garage trucks; (i) hire trucks; and (j) trucks owned by contractors and customs brokers and customs agents. Application for registration under these classifications shall be accompanied by a certificate of public convenience or a special permit issued by the Public Service Commission, and motor vehicles registered under these classifications shall be subject to the Public Service Law, rules and regulations, as well as the provisions of this Act.

(k) Undertakes

(l) Dealers - Registrations under this classification are intended to cover generally and successively all the motor vehicles imported or handled by dealers for sale. Motor vehicles registered under the dealer's classification shall, under no circumstances, be employed to carry passengers or freight in the dealer's business, or for hire. Such vehicles shall be operated under this classification only for the purpose of transporting the vehicle itself from the pier or factory to the warehouse or sales room or for delivery to a prospective purchaser or for test or demonstration.

(m) Government automobiles; (n) government trucks; and (o) government motorcycles. Motor vehicles owned by the Government of the Philippines or any of its political subdivisions shall be registered under these classifications. Motor vehicles owned by government corporations, by government employees or by foreign governments shall not be registered under this classification.

(p) Tourists bringing their own motor vehicles to the Philippines may, without registering such motor vehicles, use the same during but not after ninety days of their sojourn: Provided, That the motor vehicle displays the number plates for the current year of some other country or state, and said number plates as well as the name and address (permanent and temporary) of the owner thereof are registered in the Land Transportation Commission prior to the operation of the motor vehicle.

If such tourist remain in the Philippines longer than ninety days, the motor vehicle shall not be operated unless registered in accordance with this Act and the corresponding registration fees paid.

(q) Special. The Commissioner of Land Transportation may, in his discretion, allow the registration under this classification of motor vehicles which do not conform to the foregoing described regular classification.

ARTICLE II
Registration Fees

Section 8. Schedule of registration fees. - Except as otherwise specifically provided in this Act, each application for renewal of registration of motor vehicles shall be accompanied by an annual registration fee in accordance with the following schedule:

(a) Private automobiles with pneumatic rubber tires, an amount based on their respective shipping weight or factory weight as indicated in the following schedule:

| | |
|-----------------------|--------|
| 1,000 kilos or less | P75.00 |
| 1,000 to 1,500 kilos | 100.00 |
| 1,501 to 2,000 kilos | 135.00 |
| 2,001 kilos and above | 180.00 |

The factory or shipping weight of a private automobile shall be obtained from the Red Book edited by the National Market Report, Inc., of the United States of America: Provided, further, That in the case of automobiles with altered, changed or rebuilt bodies, the weight as obtained: by actual weighing shall be considered the vehicles weight: Provided, furthermore, That the increase registration fees herein prescribed shall not apply to jeeps and jeepneys for private use or for hire and the fees hereof shall be those prescribed for them before the approval of this Act.

The registered passenger capacity of passenger automobiles operated for hire or for private use shall be determined as follows:

1. For each adult passenger, a horizontal rectangular area, including seat and feet space, not less than thirty-five centimeters wide and sixty centimeters long, except in the front seat, which shall allow an area fifty centimeters wide for the operator.
2. For each half passenger, a horizontal rectangular area, including seat and feet spaces, not less than seventeen and a half centimeters wide by sixty centimeters long, provided, that each continuous row of seats shall not be allowed to have more than one-half passenger.

(b) Private motor trucks, passenger buses and trailers with pneumatic rubber tires, the sum of five pesos for every hundred kilograms of maximum allowable gross weight or fraction thereof.

(c) Private motor trucks, passenger buses and trailers with solid rubber tires or with part-solid and part-pneumatic rubber tires, the sum of seven pesos for every hundred kilograms of maximum allowable gross weight or fraction thereof.



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(d) Private motorcycles and scooters of two or three wheels and bicycles with motor attachments, the sum of thirty pesos.

(e) The fee for registration of motor vehicles for hire shall be sixty percent more than the fee prescribed for private motor vehicles of the same category.

(f) The fee for registration of diesel-consuming vehicles shall be fifty percent more than that of vehicles using motor fuel other than diesel oil. The fee for registration of motor vehicles for hire shall be sixty percent more than the fees prescribed for private motor vehicles.

(g) No regular registration fees shall be charged for the general registration of motor vehicles contemplated under the dealer's classification: Provided, That the Commissioner of Land Transportation shall provide appropriate dealer's number plates corresponding to the classification of vehicles hereinbelow described, and registration fee for every set of such dealer's number plates shall be in accordance with the following schedule of rates;

Two hundred pesos for each truck or trailer;

One hundred pesos for each passenger automobile; and

Twenty pesos for each motorcycle and the like.

(h) Registration under the "Government Motor Vehicle" classification shall be free of charge, upon request of the chief of bureau or office concerned.

(i) Motor vehicles not intended to be operated or used upon any public highway, or which are operated on highways not constructed or maintained by the Government, or are intended not to be used or operated at all, shall be exempt from payment of the registration fees provided in this Act, but shall each pay an annual recording and service fee of fifteen pesos: Provided, however, That no refund, credit for, or reimbursement of registration fees or part thereof shall be made to any owner on account of the discontinuance of the use or operation of a motor vehicle subsequent to the payment of such registration fees: Provided, further, That in the event motor vehicles exempted under this section shall be found operated on any public highways, the regular registration fees and surcharges shall be collected in addition to whatever penalties may be imposed for violation of this Act. The Commissioner of Land Transportation shall provide distinctive number plates for vehicles exempted from payment of regular registration fees, and the owner of the vehicles concerned shall pay four pesos for each set of such number plates.

(j) The maximum allowable gross weight of a motor truck, passenger bus, or trailer, upon which to compute the registration fee thereof, shall be determined by the Commissioner of Land Transportation. He shall, from time to time as the need of the service may require, prepare, subject to the approval of the Secretary of Public Works and Communications, suitable tables of maximum allowable loads per wheel for different sizes kinds of tires.

(k) The registration fees provided in this Act for trucks may be payable in two equal installment, the first to be paid on or before the last working day of February if for hire, and in March if private; and the second to be paid on or before the last working day of August: Provided, That the fifty per cent penalty shall apply only to the unpaid balance of the remaining period of delinquency.

Section 9. Permissible weights and dimensions of vehicles in highways traffic.

(a) The maximum gross weight and measurement of motor vehicles, unladen or with load, permissible on public highways shall be as specified hereunder, subject to such regulations as the Commissioner with the approval of the Secretary of Public Works and Communications, may promulgate, from time to time, as the conditions of the public highways may warrant and the needs of the service may require.

Permissible maximum weights:

- | | |
|--|---|
| 1. Per most heavily loaded wheel | three thousand six hundred kilograms; |
| 2. Per most heavily loaded axle | eight thousand kilograms; |
| 3. Per most heavily loaded axle group (the two axles of the group being at least one meter and less than two meters apart) | fourteen thousand five hundred kilograms. |

An axle weight shall be the total weight transmitted to the road by all the wheels the centers of which can be included between the parallel transverse vertical planes one meter apart extending across the full width of the vehicles.

No provincial, city or municipal authority shall enact or enforce any ordinance or resolution regulating or prescribing the maximum gross weight of any motor vehicle.

(b) No motor vehicle operating as a single unit shall exceed the following dimensions:

Overall width two and five-tenths meters

Overall height four meters

Overall length:

Freight vehicles with two axles ten meters

Passenger vehicles with two axles eleven meters



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Vehicles with three or more axles fourteen meters

(c) No motor vehicle and/or trailer combination shall exceed eighteen meters in overall projected length, including any load carried on such vehicle and trailer.

(d) No articulated vehicles shall be allowed to draw or pull a trailer and no vehicle already drawing a trailer shall draw another.

Section 10. Special permits, fees for. - The Commissioner with the approval of the Secretary of Public Works and Communications, shall issue regulations and schedules of additional fees under which special permits may be issued in the discretion of the Commissioner or his deputies for each of the following special cases, without which special permit no vehicles shall be operated on the public highways:

(a) To operate a motor vehicle or trailer outfit with wheel, axle, or axle group loads in excess of the limits fixed in subsection (a) of Section nine hereof or in any regulation issued by the Commissioner.

(b) To operate a motor vehicle the size of which exceeds the limit of permissible dimensions specified in paragraph (b) of Section nine hereof.

(c) To operate a motor vehicle with any part of the load extending beyond the projected width of the vehicle.

(d) To pull two trailers behind a motor vehicle.

(e) For any other special authority relating to the use of vehicles, not otherwise specifically provided herein.

Section 11. Additional fees. - In addition to the fees elsewhere provided in this Act, for each change of registration, from private to for hire or vice-versa; revision of gross weight rating, change of tire size; transfer of ownership; replacement of a lost registration certificate, number plate, driver's license or permit; badge; preparation of affidavit or certified copy of records, or for any similar circumstances requiring the issue, revision, or reissue of a certificate of registration, driver's license, badge, permit, or other document, a fee of two pesos shall be collected.

The replacement of a lost or utterly spoiled certificate, number plate, license, badge or permit shall render the original invalid.

In case of request in writing for certification of data or facts involving two or more vehicles, a fee of five pesos a page or part thereof shall be collected for each certification.

Section 12. Fee for original registration for part of year. - If any application for the original registration is made during the first quarter of a calendar year, the total annual fee for the year shall be paid, if made during the second quarter, three-fourths of the annual fee for that year shall be paid, if made during the third quarter, one half of the annual fee shall be paid, and if made during the fourth quarter, one-fourth of the annual fee shall be paid.

Nothing in this section shall be construed as allowing quarterly renewals of registrations in order to avoid payment of fees in advance for the entire year.

Section 13. Payment of taxes upon registration. - No original registration of motor vehicles subject to payment of taxes, customs duties or other charges shall be accepted unless proof of payment of the taxes due thereon has been presented to the Commission.

ARTICLE III
Registration Certificates, Records, Number Plates

Section 14. Issuance of certificates of registration. - A properly numbered certificate of registration shall be issued for each separate motor vehicle after due inspection and payment of corresponding registration fees.

Section 15. Use and authority of certificate of registration.

(a) The said certificate shall be preserved and carried in the car by the owner as evidence of the registration of the motor vehicle described therein, and shall be presented with subsequent applications for re-registration, transfer of ownership, or recording of encumbrances: Provided, That in lieu of the certificate of registration a true copy or photostat thereof may be carried in the motor vehicle.

(b) The certificate of registration issued under the provisions of this Act for any motor vehicle shall, while the same is valid and effective and has not been suspended or revoked, be the authority for the operation of such motor vehicle.

(c) No motor vehicle shall be operated on the public highways in a manner which would place it under a classification requiring the payment of a larger registration fee than that stated in the certificate of registration.

Section 16. Suspension of registration certificate. - If on inspection, as provided in paragraph (b) of Section four hereof, any motor vehicle is found to be unsightly, unsafe, overloaded, improperly marked or equipped, or otherwise unfit to be operated, or capable of causing excessive damage to the highways, or not conforming to minimum standards and specifications, the Commissioner may refuse to register the said motor vehicle, or if already registered, may require the number plates thereof to be surrendered to him, and upon seventy-two hours notice to the owner of the motor vehicle, suspend such registration until the defects of the vehicle are corrected and/or the minimum standards and specifications fully complied with.

Whenever it shall appear from the records of the Commission that during any twelve-month period more than three warnings for violations of this Act have been given to the owner of a motor vehicle, or that the said owner has been convicted by a competent court more than once for violation of such laws, the Commissioner may, in his discretion, suspend the certificate of registration for a period not exceeding ninety days and, thereupon, shall require the immediate surrender of the number plates.

Whenever a motor vehicle is found to be underweight the owner thereof shall pay the difference in the registration fees corresponding to the shortage in weight plus a fifty per cent surcharge, and until such payment is made, the



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certificate of registration of the motor vehicle concerned shall be suspended by the Commissioner.

After two such suspension, re-registration of the vehicle concerned for one year may be denied.

The Commissioner shall notify the owner of the motor vehicle of any action taken by him under this section.

Section 17. Number plates, preparation, preparation and issuance of . -

(a) The Commissioner shall cause number plates to be prepared and issued to owners of motor vehicles and trailers registered under this Act, charging a fee of four pesos for each pair including the numerals indicating the year of registry: Provided, however, That in case no number plates are available, the Commissioner or his deputies may issue, without charge, a written permit temporarily authorizing the operation of any motor vehicles with other means of identification: Provided, further, That all motor vehicles exempted from payment of registration fees, motor vehicles for hire, and privately-owned motor vehicles shall bear plates so designed and painted with different colors to distinguish one class from another: Provided, furthermore, That the plates of motor vehicles exempted from payment of registration fees shall be permanently assigned to such motor vehicles during their entire lifetime while exempted from payment of the fees: And, provided, finally, That the owner thereof shall return such plates to the Land Transportation Commission within a period of seven working days after such owner has lost his exemption privilege or has transferred the vehicle to a non-exempt owner.

(b) In case the design of the number plate is such that the numerals indicating the year of registry are on a detachable tag, the Commissioner or his deputies may, in their discretion, issue the said tag only for subsequent re-registration charging a fee of one peso for each tag issued.

Section 18. Use of number plates. - At all times, every motor vehicle shall display in conspicuous places, one in front and one in the rear thereof, the said number plates.

The number plates shall be kept clean and cared for, and shall be firmly affixed to the motor vehicle in such a manner as will make it entirely visible and always legible.

Except in the case of dealer's number plates which may be used successively on various motor vehicles in stock, no person shall transfer number plates from motor vehicle to another.

No dealer's number plate shall be used on any motor vehicle after said vehicle has been sold and delivered to a purchaser, and no dealer shall allow such dealer's number plates to be used on any motor vehicle after its sale and delivery to a purchaser.

**CHAPTER III
OPERATION OF MOTOR VEHICLE**

**ARTICLE I
License to Drive Motor Vehicles**

Section 19. Duty to procure license. - Except as otherwise specifically provided in this Act, no person shall operate any motor vehicle without first procuring a license to drive a motor vehicle for the current year, nor while such license is delinquent, invalid, suspended or revoked.

The license shall be carried by the driver at all times when operating a motor vehicle, and shall be shown and/or surrendered for cause and upon demand to any person with authority under this Act to confiscate the same.

Section 20. License for enlisted men operating Government motor vehicles. - Enlisted men operating a motor vehicle owned by the Government of the Philippines shall be licensed in accordance with the provisions of this Act, but no license or delinquency fees shall be collected therefrom. All licenses so issued shall bear the words "For Government Vehicles Only" plainly marked or stamped in red ink across the face thereof.

A license so marked or stamped shall authorize the holder thereof to operate a private-owned motor vehicle.

Section 21. Operation of motor vehicles by tourists. - Bona fide tourist and similar transients who are duly licensed to operate motor vehicles in their respective countries may be allowed to operate motor vehicles during but not after ninety days of their sojourn in the Philippines.

If any accident involving such tourist or transient occurs, which upon investigation by the Commissioner or his deputies indicates that the said tourist or transient is incompetent to operate motor vehicles, the Commissioner shall immediately inform the said tourist or transient in writing that he shall no longer be permitted to operate a motor vehicle.

After ninety days, any tourist or transient desiring to operate motor vehicles shall pay fees and obtain and carry a license as hereinafter provided.

Section 22. Driver's license, fees, examination. - Every person who desires personally to operate any motor vehicle shall file an application to the Commissioner or his deputies for a license to drive motor vehicles: Provided, however, That no person shall be issued a professional driver's license who is suffering from highly contagious diseases, such as, advanced tuberculosis, gonorrhoea, syphilis, and the like.

Each such application except in the case of enlisted men operating government-owned vehicles, shall be accompanied by a fee of five pesos, and shall contain such information respecting the applicant and his ability to operate motor vehicles, as may be required by the Commission.

The Commissioner or his deputies shall also ascertain that the applicant's sight and hearing are normal, and may in their discretion, require a certificate to that effect, signed by a reputable physician.

An examination or demonstration to show any applicant's ability to operate motor vehicles may also be required in the discretion of the Commissioner or his deputies.



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Section 23. Issuance of driver's license. - If, after such examination, the Commissioner or his deputy believes that the applicant possesses the necessary qualifications and is proficient in the operation of motor vehicles, a license shall be issued to such applicant upon payment of five pesos, but prior to the issuance of said license, the applicant shall furnish three copies of his recent photograph to be securely attached to the license, and two copies to be filed and kept as provided by this Act. All driver's licenses shall bear the signature and right-hand thumb print of the licensee.

Section 24. Use of driver's license and badge. - Every license issued under the provisions of this Act to any driver shall entitle the holder thereof, while the same is valid and effective and not suspended or revoked, to operate the motor vehicles described in such license: Provided, however, That every licensed professional driver, before operating a public service motor vehicle registered under classifications (d) to (j) inclusive of Section seven hereof, shall secure from the Commissioner, upon payment of the sum of one peso, a driver's badge which he shall, at all times while so operating a motor vehicle, display in plain sight on the band of his cap or on his coat or shirt. Such driver's badge shall be of metal with a plainly readable number assigned to the licensee stamped thereon.

It shall be unlawful for any duly licensed driver to transfer, lend or otherwise allow any person to use his license for the purpose of enabling such person to operate a motor vehicle.

No owner of a motor vehicle shall engage, employ, or hire any person to operate such motor vehicle, unless the person sought to be employed is a duly licensed professional driver.

Section 25. Driver's records. - Any driver who changes his address shall, within fifteen days, notify the Commissioner in writing of his new address, name and address of his new employer, the number of the motor vehicle he is employed to operate, and such other information as the Commissioner may require.

Section 26. Renewal of license. - Any license not renewed on or before the last working day of the month when the applicant was born shall become delinquent and invalid, except when the license is surrendered to the Commissioner or his deputies before the last working day of the month of his birth in order to avoid payment of the delinquency fees.

The fee for renewal of delinquent license shall be five pesos in addition to the basic fee as hereinabove prescribed.

Every applicant for renewal of license to operate any motor vehicle shall present to the Commissioner, in person or by mail or messenger, the license issued to the applicant for the previous year, together with the proper fee of five pesos and, in the case of professional chauffeurs, three copies of a readily-recognized photograph of the applicant, which photograph shall have been taken not exceeding three years prior to the date of applicant for renewal.

Lost license. - In case the license for the previous year has been lost or cannot be produced, the applicant shall obtain a duplicate in accord with Section eleven of this Act, on penalty of refusal, by the Commissioner or his deputies, to renew the license: Provided, however, That the Commissioner or his deputies may, in their discretion accept in lieu of the previous years license, the duly signed and sworn statement of an operator to the effect that he has not operated any motor vehicle in the Philippines during the year or years to which no license was issued in his name.

The Commissioner and his deputies are hereby authorized to administer the oath in connection with such affidavit.

Section 27. Suspension, revocation of driver's license.

(a) The Commissioner may suspend for a period not exceeding three months or, after hearing, revoke any driver's license issued under the provisions of this Act, and may order any such license to be delivered to him whenever he has reason to believe that the holder thereof is an improper person to operate motor vehicles, or in operating or using a motor vehicle in, or as an accessory to, the commission of any crime or act which endangers the public. Any deputy of the Commissioner may, for the same cause, suspend for a period not exceeding three months any driver's license issued under the provisions of this Act: Provided, That such suspension may be appealed to the Commissioner who may, after reviewing the case, confirm, reverse or modify the action taken by such deputy.

(b) Whenever during any twelve-month period a driver shall have been convicted at least three times for the violations of any provisions of this Act or of any regulation issued by the Commissioner or any municipal or city ordinance relating to motor vehicle traffic not in conflict with any of the provisions of this Act, the Commissioner may, in his discretion, revoke or suspend the license of such driver for a period not exceeding two years.

(c) The license suspended or revoked under the provisions of subsections (a) and (b) of this section shall not be reinstated unless the driver has furnished a bond in accordance with Section twenty-nine of this Act and only after the Commissioner has satisfied himself that such driver may again safely be permitted to operate a motor vehicle.

(d) A decision of the Commissioner revoking or refusing the reinstatement of a license under the provisions of this Section may be appealed to the Secretary of Public Works and Communications.

Section 28. Driver's bond. - The Commissioner before reinstating any driver's license which has been suspended or revoked under the provisions of the preceding section or of any provisions of this Act, may require such driver to post a bond in the sum of one thousand pesos conditioned upon the satisfaction and payment of any claim which may be filed or of any execution which may be issued against such driver in any case wherein said driver may be held answerable while operating motor vehicles. The bond required in this section shall be in such form as to render sureties liable at least for a period of not less than one year nor more than three years: Provided, however, That upon written application to the Commissioner for release from such a bond, the Commissioner may after revoking or suspending the driver's license, authorize the release of the bondsmen from further responsibility thereunder: Provided, further, That should the Commissioner decide not to revoke the license of a driver who has been convicted of homicide through reckless imprudence, or of the violation of the speed limit or of reckless driving at least three times within a twelve-month period, the said driver shall post a bond in the sum of not less than two thousand pesos, conditioned upon the payment of any claim which may be filed or any execution which may be issued against him in any case wherein said driver may be held answerable while operating motor vehicles.



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Section 29. Confiscation of driver's licenses. - Law enforcement and peace officers duly designated by the Commissioner shall, in apprehending any driver for violations of this Act or of any regulations issued pursuant thereto, or of local traffic rules and regulations, confiscate the license of the driver concerned and issue a receipt prescribed and issued by the Commission therefor which shall authorize the driver to operate a motor vehicle for a period not exceeding seventy-two hours from the time and date of issue of said receipt. The period so fixed in the receipt shall not be extended, and shall become invalid thereafter. Failure of the driver to settle his case within fifteen days from the date of apprehension will cause suspension and revocation of his license.

Section 30. Student-driver's permit. - Upon proper application and the payment of three pesos, the Commissioner or his deputy may issue student-driver's permits, valid for six months to persons not under eighteen years of age, who desire to learn to operate motor vehicles. No application for driver's license shall be received unless the applicant has undergone instruction in the operation of motor vehicles for at least a month and has a valid student-driver's permit: Provided, however, That any person who has a license to operate vehicles in other countries may, upon presentation of appropriate evidence of such license, be allowed to pay for a driver's license without presenting a student driver's permit.

A student driver who fails in the examination shall continue as a student driver for at least one additional month. No student driver shall operate a motor vehicle unless accompanied by a duly licensed driver.

The licensed driver acting as instructor to the student driver shall likewise be responsible and liable for any violation of the provisions of this Act and for any injury or damage done by the motor vehicle on account or as a result of its operation by a student under his direction.

ARTICLE II
Illegal Use of Licenses, Number Plates, Etc.

Section 31. Imitation and false representations. - No person shall make or use attempt to make or use a driver's license, badge, certificate of registration, number plate, tag, or permit in imitation or similitude of those issued under this Act, or intended to be used as or for a legal license, badge, certificate, plate, tag or permit, or with intent to sell or otherwise dispose of the same to another. No person shall falsely or fraudulently represent as valid and in force any driver's license, badge, certificate, plate, tag or permit issued under this Act which is delinquent or which has been revoked or suspended.

No person shall, knowingly and with intent to deceive, make one or more false or fraudulent statements in an application for the registration of vehicles, or for a driver's license.

ARTICLE III
Passenger and Freight

Section 32. Exceeding registered capacity. - No person operating any vehicle shall allow more passenger or more freight or cargo in his vehicle than its registered carrying capacity. In the case of public utility trucks or buses, the conductor shall be exclusively liable for violations of this section or of Section thirty-two, letter (c) hereof: Provided, That the conductor, before being employed by any public service operator, shall get a permit or license from the Commission and pay five pesos annually for said license or permit issued in his favor, and the same is renewable on or before the last working day of the month of his birth, attaching a readily recognizable photograph and after presentation of a medical certificate of fitness of applicant.

Passenger trucks may be allowed to construct any cargo carrying device at the rear or at the side of the truck, subject to the approval of the Commissioner: Provided, however, That the total weight of the device, including the cargo, shall not exceed one hundred kilos.

(b) Carrying of passengers and freight on top of vehicles. - No person operating a motor vehicle shall allow any passenger to ride on the cover or top of such vehicles: Provided, however, That subject to such conditions as may be contained in permits that may be issued by the Commissioner, baggage or freight may be carried on the top of a truck provided the weight thereof does not exceed twenty kilos per square meter and is distributed in such a manner as not to endanger the passengers or stability of the truck.

(c) Riding on running boards. - No driver shall permit any person to ride on the running board, step board, or mudguard of his motor vehicle for any purpose except to make repair or adjustment in the motor or to collect fares.

Section 33. Passenger or freight capacity marked on vehicle. - All passenger automobiles for hire shall have the registered passenger capacity plainly and conspicuously marked on both sides thereof, in letters and numerals not less than five centimeters in height.

All motor trucks, whether for passenger or freight, private, or for hire, shall have the registered passenger gross and net weight capacities plainly and conspicuously marked on both sides thereof, in letters and numerals not less than five centimeters in height.

ARTICLE IV
Accessories of Motor Vehicles

Section 34.

(a) Tires of motor vehicles. - No motor vehicle with metallic tires shall be operated upon any public highway, and solid tires whenever used shall be of sufficient thickness to prevent the metal rims thereof from coming in direct contact with the road.

(b) Brakes - Every motor vehicle with four or more wheels shall be provided with dual hydraulic brake system so that in case of hydraulic line failure affecting the braking efficiency of any of the four wheels at least either the front or rear wheels shall retain normal braking capabilities. In the absence of such dual braking system every motor vehicle with four or more wheels shall be provided with safety valve devices of such design and make so that failure of the hydraulic braking system of the vehicle because of leakage in the line of other parts of the system will not affect all wheels but rather render at all times effective the braking power of either



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the two front wheels or the two rear wheels when brakes are applied. This requirement, however, does not apply to motor vehicles equipped with pneumatic braking system.

(b-1) Horns. - Every motor vehicle shall be provided with a horn or signalling device in good working order. Provided, however, That no horn or signalling device emitting an exceptionally loud, startling, or disagreeable sound shall be installed or used on any motor vehicle.

All authorized emergency vehicles, such as ambulance and police cars and fire wagons used for emergency calls shall be equipped with a bell, siren, or exhaust whistle of a type approved by the Commissioner, and no such device shall be installed or used in any other vehicle.

No vehicle not classified as a motor vehicle under this Act shall be equipped with a horn or signaling device similar to the horn customarily used on motor vehicles.

(c) Headlights. - Every motor vehicle of more than one meter of projected width, while in use on any public highway shall bear two headlights, one on each side, with white or yellowish light visible from the front, which, not later than one-half hour after sunset and until at least one-half four before sunrise and whenever weather conditions so require, shall both be lighted.

Additional lamps and light may be carried, but no red lights shall be visible forward or ahead of the vehicle. Trucks, buses, trailers, and other similar vehicles must carry, while in use on any public highway during nighttime, colored riding lights on each of the four corners not more than ten centimeters from the top.

All motor vehicles shall be equipped with devices for varying the intensity of light, and the driver must dim the headlights or tilt the beams downward whenever the vehicle is being operated on well-lighted streets within the limits of cities, municipalities, and thickly populated barrios or districts, or whenever such vehicle meets another vehicle on any public highway.

(d) Taillights. - Every motor vehicle and trailer shall, during the above-mentioned hours, also bear on each side in the rear a lamp showing a red light visible at least one hundred meters from the rear of the vehicle and a lamp throwing a white light upon the number plate issued for such vehicle.

(e) Stop lights. - Every motor vehicle shall be equipped at the rear with at least one lamp which shall throw a sustained bright red light visible under all conditions, even under bright sunlight, when the brakes are applied. Each bus, truck, trailer or similar vehicle shall be equipped, as its stop light at or near its rear center, with a lamp at least twelve centimeters in diameter with the word "stop" inscribed in the center.

(f) Motorcycle and other vehicle lights. - Every motor vehicle of less than one meter of projected width shall be subject to the preceding provisions of this section, except that one headlight and one taillight shall be required. No signal light shall be necessary.

Additional lamps may be carried provided they comply with the preceding provisions of this section.

Every motor vehicle, or whatever style, kind, make, character, or nature, when upon a highway during the hours above-mentioned, whether in motion or not, shall have one or more lights so arranged that the same shall be visible at least fifty meters from the front and the rear of such vehicle.

(g) Lights when parked or disabled. - Appropriate parking lights or flares visible one hundred meters away shall be displayed at a corner of the vehicle whenever such vehicle is parked on highways or in places that are not well-lighted or is placed in such manner as to endanger passing traffic.

(h) Windshield wiper. - Every motor vehicle shall be equipped with a mechanically or electrically operated device for wiping off raindrops or other moisture from its front windshield.

(i) Use of red flag. - Whenever the load of any vehicle extends more than one meter beyond the bed or body thereof, there shall be displayed at every projecting end of such load a red flag not less than thirty centimeters both in length and width, except that during the hours fixed under subsection (c), there shall be displayed, in lieu of the required red flags, red lights visible at least fifty meters away.

(j) Mufflers. - Every motor vehicle propelled by an internal combustion engine shall be equipped with a muffler, and whenever said motor vehicle passes through a street of any city, municipality, or thickly populated district or barrio, the muffler shall not be cut out or disconnected. No motor vehicle shall be operated in such a manner as to cause it to emit or make any unnecessary or disagreeable odor, smoke or noise.

CHAPTER IV
TRAFFIC RULES

ARTICLE I
Speed Limit and Keeping to the Right

Section 35. Restriction as to speed. -

(a) Any person driving a motor vehicle on a highway shall drive the same at a careful and prudent speed, not greater nor less than is reasonable and proper, having due regard for the traffic, the width of the highway, and of any other condition then and there existing; and no person shall drive any motor vehicle upon a highway at such a speed as to endanger the life, limb and property of any person, nor at a speed greater than will permit him to bring the vehicle to a stop within the assured clear distance ahead.

(b) Subject to the provisions of the preceding paragraph, the rate of speed of any motor vehicle shall not exceed the following:

| MAXIMUM ALLOWABLE SPEEDS | Passengers | |
|--------------------------|---------------------|------------------------|
| | Cars and Motorcycle | Motor trucks and buses |



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| 1. On open country roads, with no "blinds corners" not closely bordered by habitations. | 80 km. per hour | 50 km. per hour |
| 2. On "through streets" or boulevards, clear of traffic, with no "blind corners," when so designated. | 40 km. per hour | 30 km. per hour |
| 3. On city and municipal streets, with light traffic, when not designated "through streets". | 30 km. per hour | 30 km. per hour |
| 4. Through crowded streets, approaching intersections at "blind corners," passing school zones, passing other vehicles which are stationery, or for similar dangerous circumstances. | 20 km. per hour | 20 km. per hour |

(c) The rates of speed hereinabove prescribed shall not apply to the following:

- (1) A physician or his driver when the former responds to emergency calls;
- (2) The driver of a hospital ambulance on the way to and from the place of accident or other emergency;
- (3) Any driver bringing a wounded or sick person for emergency treatment to a hospital, clinic, or any other similar place;
- (4) The driver of a motor vehicle belonging to the Armed Forces while in use for official purposes in times of riot, insurrection or invasion;
- (5) The driver of a vehicle, when he or his passengers are in pursuit of a criminal;
- (6) A law-enforcement officer who is trying to overtake a violator of traffic laws; and
- (7) The driver officially operating a motor vehicle of any fire department, provided that exemption shall not be construed to allow unless or unnecessary fast driving of drivers aforementioned.

Section 36. Speed limits uniform throughout the Philippines. - No provincial, city or municipal authority shall enact or enforce any ordinance or resolution specifying maximum allowable speeds other than those provided in this Act.

Section 37. Driving on right side of highway. - Unless a different course of action is required in the interest of the safety and the security of life, person or property, or because of unreasonable difficulty of operation in compliance herewith, every person operating a motor vehicle or an animal-drawn vehicle on a highway shall pass to the right when meeting persons or vehicles coming toward him, and to the left when overtaking persons or vehicles going the same direction, and when turning to the left in going from one highway to another, every vehicle shall be conducted to the right of the center of the intersection of the highway.

Section 38. Classification of highways. - Public highways shall be properly classified for traffic purposes by the provincial board, municipal board or city council having jurisdiction over them, and said provincial board, municipal board or city council shall provide appropriate signs therefor, subject to the approval of the Commissioner. It shall be the duty of every provincial, city and municipal secretary to certify to the Commissioner the names, locations, and limits of all "through streets" designated as such by the provincial board, municipal board or council.

ARTICLE II

Overtaking and Passing a Vehicle, and Turning at Intersections

Section 39. Overtaking a vehicle. - The driver of any motor vehicle overtaking another vehicle proceeding in the same direction shall pass at a safe distance to the left thereof, and shall not again drive to the right side of the highway until safety clear of such overtaken vehicle except that on a highway, within a business or residential district, having two or more lanes for the movement of traffic in one direction, the driver of a vehicle may overtake and pass another vehicle on the right. Nothing in this section shall be construed to prohibit a driver overtaking and passing, upon the right, another vehicle which is making or about to make a left turn.

Section 40. Driver to give way to overtaking vehicle. - The driver of a vehicle about to be overtaken and passed by another vehicle approaching from the rear shall give way to the overtaking vehicle on suitable and audible signal being given by the driver of the overtaking vehicle, and shall not increase the speed of his vehicle until completely passed by the overtaking vehicle.

Section 41. Restrictions on overtaking and passing.

- (a) The driver of a vehicle shall not drive to the left side of the center line of a highway in overtaking or passing another vehicle proceeding in the same direction, unless such left side is clearly visible, and is free of oncoming traffic for a sufficient distance ahead to permit such overtaking or passing to be made in safety.
- (b) The driver of a vehicle shall not overtake or pass another vehicle proceeding in the same direction, when approaching the crest of a grade, not upon a curve in the highway, where the driver's view along the highway is obstructed within a distance of five hundred feet ahead, except on a highway having two or more lanes for movement of traffic in one direction where the driver of a vehicle may overtake or pass another vehicle: Provided, That on a highway within a business or residential district, having two or more lanes for movement of traffic in one direction, the driver of a vehicle may overtake or pass another vehicle on the right.
- (c) The driver of a vehicle shall not overtake or pass any other vehicle proceeding in the same direction, at any railway grade crossing, not at any intersection of highways unless such intersection or crossing is controlled by traffic signal, or unless permitted to do so by a watchman or a peace officer, except on a



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highway having two or more lanes for movement of traffic in one direction where the driver of a vehicle may overtake or pass another vehicle on the right. Nothing in this section shall be construed to prohibit a driver overtaking or passing upon the right another vehicle which is making or about to make a left turn.

(d) The driver of a vehicle shall not overtake or pass, or attempt to pass, any other vehicle, proceeding in the same direction, between any points indicated by the placing of official temporary warning or caution signs indicating that men are working on the highway.

(e) The driver of a vehicle shall not overtake or pass, or attempt to overtake or pass, any other vehicle proceeding in the same direction in any "no-passing or overtaking zone."

ARTICLE III
Right of Way and Signals

Section 42. Right of way.

(a) When two vehicles approach or enter an intersection at approximately the same time, the driver of the vehicle on the left shall yield the right of way to the vehicle on the right, except as otherwise hereinafter provided. The driver of any vehicle traveling at an unlawful speed shall forfeit any right of way which he might otherwise have hereunder.

(b) The driver of a vehicle approaching but not having entered an intersection, shall yield the right of way to a vehicle within such intersection or turning therein to the left across the line of travel of such first-mentioned vehicle, provided the driver of the vehicle turning left has given a plainly visible signal of intention to turn as required in this Act.

(c) The driver of any vehicle upon a highway within a business or residential district shall yield the right of way to all pedestrians crossing such highway within a crosswalk, except at intersections where the movement of traffic is being regulated by a peace officer or by traffic signal. Every pedestrian crossing a highway within a business or residential district, at any point other than a crosswalk shall yield the right of way to vehicles upon the highway.

(d) The driver of a vehicle upon a highway shall bring to a full stop such vehicle before traversing any "through highway" or railroad crossing: Provided, That when it is apparent that no hazard exists, the vehicle may be slowed down to five miles per hour instead of bringing it to a full stop.

Section 43. Exception to the right of way rule.

(a) The driver of a vehicle entering a highway from a private road or drive shall yield the right of way to all vehicles approaching on such highway.

(b) The driver of a vehicle upon a highway shall yield the right of way to police or fire department vehicles and ambulances when such vehicles are operated on official business and the drivers thereof sound audible signal of their approach.

(c) The driver of a vehicle entering a "through highway" or a "stop intersection" shall yield the right of way to all vehicles approaching to either direction on such "through highway": Provided, That nothing in this subsection shall be construed as relieving the driver of any vehicle being operated on a "through highway" from the duty of driving with due regard for the safety of vehicles entering such "through highway" nor as protecting the said driver from the consequence of an arbitrary exercise of such right of way.

Section 44. Signals on starting, stopping or turning. -

(a) The driver of any vehicle upon a highway, before starting, stopping or turning from a direct line, shall first see that such movement can be made in safety, and if any pedestrian may be affected by such movement, shall give a clearly audible signal by sounding the horn, and whenever the operation of any other vehicle approaching or following may be affected by such movement, shall give a signal plainly visible to the driver of such other vehicles of the intention to make such movement.

(b) The signal herein required shall be given by means of extending the hand and arm beyond the left side of the vehicle, or by an approved mechanical or electrical signal device.

ARTICLE IV
Turning and Parking

Section 45. Turning at intersections. -

(a) The driver of a vehicle intending to run to the right at an intersection shall approach such intersection in the lane for traffic nearest to the right-hand side of the highway and, in turning, shall keep as close as possible to the right-hand curb or edge of the highway.

(b) The driver of a vehicle intending to turn to the left shall approach such intersection in the lane for traffic to the right of and nearest to the center line of the highway, and, in turning, shall pass to the left of the center of the intersection, except that, upon highways laned for traffic and upon one-way highways, a left turn shall be made from the left lane of traffic in the direction in which the vehicle is proceeding.

(c) For the purpose of this section, the center of the intersection shall mean the meeting point of the medial lines of the highways intersecting one another, except when it is occupied by a monument, grass plot or any permanent structure, other than traffic control device.

Section 46. Parking prohibited in specified places. - No driver shall park a vehicle, or permit it to stand, whether attended or unattended, upon a highway in any of the following places:

(a) Within an intersection



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- (b) On a crosswalk
- (c) Within six meters of the intersection of curb lines.
- (d) Within four meters of the driveway entrance to and fire station.
- (e) Within four meters of fire hydrant
- (f) In front of a private driveway
- (g) On the roadway side of any vehicle stopped or parked at the curb or edge of the highway
- (h) At any place where official signs have been erected prohibiting parking.

Section 47. Parked vehicle. - Whenever a motor vehicle is parked unattended on any highway, the driver thereof must turn off the ignition switch and stop the motor and notch effectively the hand brake.

ARTICLE V
Miscellaneous Traffic Rules

Section 48. Reckless driving. - No person shall operate a motor vehicle on any highway recklessly or without reasonable caution considering the width, traffic, grades, crossing, curvatures, visibility and other conditions of the highway and the conditions of the atmosphere and weather, or so as to endanger the property or the safety or rights of any person or so as to cause excessive or unreasonable damage to the highway.

Section 49. Right of way for police and other emergency vehicles. - Upon the approach of any police or fire department vehicle, or of an ambulance giving audible signal, the driver of every other vehicle shall immediately drive the same to a position as near as possible and parallel to the right-hand edge or curb of the highway, clear of any intersection of highways, and shall stop and remain in such position, unless otherwise directed by a peace officer, until such vehicle shall have passed.

Section 50. Tampering with vehicles. - No unauthorized person shall sound the horn, handle the levers or set in motion or in any way tamper with a damage or deface any motor vehicle.

Section 51. Hitching to a vehicle. - No person shall hang on to, ride on, the outside or the rear end of any vehicle, and no person on a bicycle, roller skate or other similar device, shall hold fast to or hitch on to any moving vehicle, and no driver shall knowingly permit any person to hang on to or ride, the outside or rear end of his vehicle or allow any person on a bicycle, roller skate or other similar device to hold fast or hitch to his vehicle.

Section 52. Driving or parking on sidewalk. - No person shall drive or park a motor vehicle upon or along any sidewalk, path or alley not intended for vehicular traffic or parking.

Section 53. Driving while under the influence of liquor or narcotic drug. - No person shall drive a motor vehicle while under the influence of liquor or narcotic drug.

Section 54. Obstruction of traffic. - No person shall drive his motor vehicle in such a manner as to obstruct or impede the passage of any vehicle, nor, while discharging or taking on passengers or loading or unloading freight, obstruct the free passage of other vehicles on the highway.

Section 55. Duty of driver in case of accident. - In the event that any accident should occur as a result of the operation of a motor vehicle upon a highway, the driver present, shall show his driver's license, give his true name and address and also the true name and address of the owner of the motor vehicle.

No driver of a motor vehicle concerned in a vehicular accident shall leave the scene of the accident without aiding the victim, except under any of the following circumstances:

1. If he is in imminent danger of being seriously harmed by any person or persons by reason of the accident;
2. If he reports the accident to the nearest officer of the law; or
3. If he has to summon a physician or nurse to aid the victim.

CHAPTER V
PENAL AND OTHER PROVISIONS

ARTICLE I
Penalties

Section 56. Penalty for violation. - The following penalties shall be imposed for violations of this Act:

- (a) For registering later than seven days after acquiring title to an unregistered motor vehicle or after conversion of a registered motor vehicle requiring larger registration fee than that for which it was originally registered, or for renewal of a delinquent registration, the penalty shall be a fine fifty per cent of the registration fees corresponding to the portion of the year for which the vehicle is registered for use.
- (b) For failure to sign driver's license or to carry same while driving, twenty pesos fine.
- (c) Driving a vehicle with a delinquent or invalid driver's license, fifty pesos fine.
- (d) Driving a motor vehicle with delinquent, suspended or invalid registration, or without registration or without the proper license plate for the current year, three hundred pesos fine.
- (e) Driving a motor vehicle without first securing a driver's license, three hundred pesos fine.
- (f) Driving a motor vehicle while under the influence of liquor or narcotic drug, a fine of not less than two hundred pesos nor more than five hundred pesos, or imprisonment of not more than three months, or both, at the discretion of the Court.



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(g) Violation of Section thirty-two, thirty-four (a), (b) and (b-1), thirty-five and forty-six a fine not exceeding one hundred pesos: Provided, however, That in the case of violation of Section 34 (b) the vehicle or vehicles affected may not be allowed to operate unless the requirements provided in this section are complied with.

(h) Violations of Sections forty-nine, fifty and fifty-two, a fine not exceeding fifty pesos.

(i) For making, using or attempting to make or use a driver's license, badge, certificate or registration, number plate, tag or permit in imitation or similitude of those issued under this Act, or intended to be used as or for a legal license, badge, certificate, plate, tag or permit or with intent to sell or otherwise dispose of the same to another, or false or fraudulently represent as valid and in force any driver's license, badge, certificate, plate, tag or permit issued under this Act which is delinquent or which has been suspended or revoked, a fine of not exceeding three hundred pesos.

(j) For using private passenger automobiles, private trucks, private motorcycles, and motor wheel attachments for hire, in violation of Section seven, subsections (a), (b), and (c), of this Act, a fine of two hundred pesos and suspension of driver's license for a period of three months for the first conviction; a fine of three hundred pesos and six months imprisonment for the second conviction; and an imprisonment of one year and permanent revocation of the driver's license for the third conviction.

(k) For permitting, allowing, consenting to, or tolerating the use of a privately-owned motor vehicle for hire in violation of Section seven, subsections (a), (b), and (c), of this Act, there shall be imposed upon the owner of the vehicle a fine of five hundred pesos and the certificate of registration shall be suspended for a period of three months for the first conviction, and an increase of one hundred pesos in the fine and one month's suspension of the registration for each subsequent conviction.

(l) For violation of any provisions of this Act or regulations promulgated pursuant hereto, not hereinbefore specifically punished, a fine of not less than ten or more than fifty pesos shall be imposed.

(m) In the event an offender cannot pay any fine imposed pursuant to the provisions of this Act, he shall be made to undergo subsidiary imprisonment as provided for in the Revised Penal Code.

(n) If, as the result of negligence or reckless or unreasonable fast driving, any accident occurs resulting in death or injury of any person, the motor vehicle operator at fault shall, upon conviction, be punished under the provisions of the Revised Penal Code.

Section 57. Punishment for other offenses. - The conviction of any person for any offense under this Act shall not bar his prosecution for any other offense which may have been committed by such person concurrently with the commission of the offense of which he was convicted or in doing the act or series of acts which constituted the offense of which he was convicted.

Section 58. Duty of clerks of court. - It is hereby made the duty of clerks of the Court of First Instance, the City Court of Municipal Court trying traffic violation cases to certify to the Commission the result of any case, whether criminal or civil, involving violations of any provision of this Act or of other laws and ordinances relating to motor vehicles. Said certificate shall specifically contain the name of the driver or owner of the vehicle involved, his address, the number of his license and/or of the certificate or registration of his vehicle, and the date thereof, and the offense of which he was convicted or acquitted.

ARTICLE II

Collection of Fees, Taxes and Fines, Liens, Allotment of Funds

Section 59. (a) Collection of fees; national and local taxes; toll fees. - The collection of all fees, taxes, and fines, under the provisions of this Act shall be made in accordance with regulations to be prescribed by the Commissioner and approved jointly by the Auditor General.

(b) No taxes or fees other than those prescribed in this Act shall be imposed for the registration or operation or on the ownership of any motor vehicle, or for the exercise of the profession of chauffeur, by any municipal corporation, the provisions of any city charter to the contrary notwithstanding: Provided, however, That any provincial board, city or municipal council or board or other competent authority may enact and collect such reasonable and equitable toll fees for the use of such bridges and ferries, within their respective jurisdiction, as may be authorized and approved by the Secretary of Public Works and Communications, and also for the use of such public roads, as may be authorized by the President of the Philippines upon recommendation of the Secretary of Public Works and Communications, but in none of these cases shall any toll fees be charged or collected until and unless the approved schedule of tolls has been posted legibly in a conspicuous place at such toll station.

Section 60. The lien upon motor vehicles. - Any balance of fees for registration, re-registration or delinquent registration of a motor vehicle, remaining unpaid and all fines imposed upon any vehicle owner, shall constitute a first lien upon the motor vehicle concerned.

The Commission is hereby vested with authority to issue a warrant of constructive or actual distraint or and levy to any owner of motor vehicle who has any balance of fees for registration, re-registration or delinquent registration of a motor vehicle remaining unpaid, which upon demand by the Commissioner of the Land Transportation Commission or any of his deputies executing such warrant, the owner of the said vehicle shall surrender same at the time demanded, except when the attachment or execution is under any judicial process. Any owner who fails or refuses to surrender any of such property or vehicle not so surrendered shall be punished by a fine not exceeding the amount of the fees (including penalties and interests, if any) for the collection of which such warrant has been issued, together with the costs and interests, if any, from the time of such surrender. In addition, such owner shall be punished by a fine of not more than three hundred pesos or an imprisonment not more than six months, or both.

Section 61. Disposal of monies collected. - Monies collected under the provisions of this Act shall be deposited in a special trust account in the National Treasury to constitute the Highway Special Fund, which shall be apportioned and expended in accordance with the provisions of the "Philippine Highway Act of 1953": Provided, however, That the amount necessary to maintain and equip the Land Transportation Commission but not to exceed fifteen per cent of the total collections during any one year, shall be set aside for the purpose.



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ARTICLE III
Final Provisions

Section 62. No provincial board, city or municipal board or council shall enact or enforce any ordinance or resolution in conflict with the provisions of this Act, or prohibiting any deputy or agent of the Commission to enforce this Act within their respective territorial jurisdiction and the provisions of any charter to the contrary notwithstanding.

Section 63. Repeal of laws and ordinances. - Act Numbered Thirty-nine hundred ninety-two, as amended, and all laws, executive orders, ordinances, resolutions, regulations, or parts thereof in conflict with the provisions of this Act are repealed: Provided, however, That nothing contained in this Act shall be construed as limiting or superseding any provisions of the Public Service Act, as amended, with respect to the control by the Public Service Commission of motor vehicles operating as public service, nor shall any provision of this Act be construed as limiting or abridging the powers conferred upon and exercised by the Public Service Commission with regards to the control and supervision of the operation of such motor vehicles as public service.

Section 64. Appropriation. - To carry out effectively the provisions of this Act, the amount of two hundred fifty thousand pesos is hereby appropriated out of the fees collected under this Act, in addition to the appropriations provided in the General Appropriations Act, for the expense of this Commission for the fiscal year beginning July first, nineteen hundred and sixty-four, to June thirtieth, nineteen hundred and sixty-five: Provided, however, That any savings in the appropriations of the Motor Vehicles Office for the fiscal year beginning July first, nineteen hundred and sixty-three, to June thirtieth, nineteen hundred and sixty-four shall likewise be available for this purpose.

Section 65. Separability. - If any provisions of this Act or the application thereof to any person or circumstance is held invalid, the remainder of the Act, and the application of such provision to other persons or circumstances, shall not be affected thereby.

Section 66. Effectivity. - This Act shall take effect upon its approval.

Approved: June 20, 1964

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Certifications:

| | | |
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| a. Certified true copy of building permit | P | 50.00 |
| b. Certified true copy of Certificate of Use/Occupancy | | 50.00 |
| c. Issuance of Certificate of Damage | | 50.00 |
| d. Certified true copy of Certificate of Damage | | 50.00 |
| e. Certified true copy of Electrical Certificate | | 50.00 |
| f. Issuance of Certificate of Gas Meter Installation | | 50.00 |
| g. Certified true copy of Certificate of Operation | | 50.00 |
| h. Other Certifications | | 50.00 |

NOTE: The specifications of the Gas Meter shall be:

- Manufacturer.....
- Serial Number.....
- Gas Type.....
- Meter Classification/Model.....
- Maximum Allowable Operating Pressure - psi (kPa).....
- Hub Size - mm (inch).....
- Capacity - m3/hr. (ft3/hr.).....



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS
AND HIGHWAYS
OFFICE OF THE SECRETARY
Bonifacio Drive, Port Area, Manila

**ADDITIONAL RULES AND REGULATIONS ON
SIGNS OR SIGNBOARD STRUCTURES**

Pursuant to Section 5 of Administrative Order No. 160 and Section 203 of the National Building Code of the Philippines (P.O. 1096), the following additional Rules and Regulations on Signs or Signboard Structures are hereby promulgated and issued, amplifying Rule XX - SIGNS of the Revised Implementing Rules and Regulations (IRR) of PD 1096.

1. Definitions.

For the purpose of these rules and regulations, the following definitions shall apply:

Advertising Sign - A sign or signboard structure that directs attention to a business, profession, commodity, service, or entertainment conducted, sold or offered at a place other than where the business, profession, etc., is located. An off-premise sign.

Arcade - Any portion of a building above the first floor projecting over the sidewalk used to protect pedestrian from rain and sunlight.

Back-to-Back Sign - Advertising sign consisting of two signboards oriented in opposite direction.

Billboard - A display panel for posting advertising material.

Building Permit - A written authorization granted by the Building Official to an applicant allowing him to proceed with the construction of a specific project after plans, specifications and other pertinent documents have been found to be in conformity with PD 1096 and its IRR.

Business Sign - An accessory sign that directs attention to a profession, business, commodity, service or entertainment conducted, sold or offered in the same place where the business is located. An on-premise sign.

Certificate of Use - A written authorization issued/granted by the Building Official after final inspection and submittal of a duly notarized certificate of completion that the building/structure comply with PD 1096.

Directional Sign - An official sign directing traffic movement, parks, government institutions, landmarks etc.

Display Sign - Any material, device or structure that is arranged, intended, designed, or used as an advertisement, announcement or directory that includes a sign, sign screen, signboard or advertising device of any kind.

Display Stand - Any movable structure, table showcase, cabinet and the like where commodities, products are displayed.

Display Surface - The entire area of the signboard or the entire area enclosed by the extreme limits or perimeter of the signboard.

Double Faced Sign - An advertising sign with two adjacent faces oriented in the same direction and not more than three (3.00) meters apart the nearest points between the faces.

Easement - A kind of public open space defined under the Civil Code and other related laws that must be absolutely free of all forms of physical obstructions that can negatively affect natural light and ventilation within such space or that can impede access to or the full recreational use of such space by the general public. It is the area that may lie between legally usable portions of a public or private property and natural or man-made bodies of water such as seas, rivers, lakes, esteros, canals, waterways, floodways, spillways and the like.

Electrical Sign - Any sign which has characters, letters, figures, designs, faces, backgrounds, or outline illuminated by incandescent or fluorescent lamps or luminous tubes as part of the sign or signboard proper. These light sources are external or internal.

Electronic Sign - An electronically operated advertising medium like lighted electronic diodes, etc.

Ground Sign - An on-premise sign or signboard structure with the support resting on the ground, of which height shall not exceed six (6.00) meters.

Imprint - A plaque or sticker identifying the service provider/owner, office address, telephone number and other information.

Multi-Faced Sign - An advertising sign or signboard structure with three or more faces oriented in different directions.

National Road - Any public road, classified



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as primary or secondary, declared as national road by the President of the Philippines upon recommendation of the Secretary of Public Works and Highways, satisfying the conditions set forth under Executive Order No. 113, Establishing the Classification of Roads.

Official Sign - Any sign setting forth information pursuant to law owned by the government.

Off-Premise Sign - An advertising sign or signboard structure usually located along national road that advertises goods or services that are sold or offered at a place other than where the sign or signboard is located, using free-standing upright supports or roof mounted sign.

On-Premise Sign - A sign or signboard structure located within the place where the goods or services are sold or offered; also called as Business Sign.

Poster - A fabricated flat surface upon which a message or information is posted or painted.

Projecting Sign - A sign fastened to, suspended from or supported on a building or structure the display surface of which is perpendicular from the wall or is at an angle from there.

Road Right-of-Way (RRW) - A kind of public open space for the continuous flow of pedestrian and vehicular traffic that must be free of all forms of prohibited physical obstructions. The RRW is the area lying between two (2) or more parallel properties and its width is horizontally measured from opposite property lines.

Roof Mounted Sign - A sign installed on roofs, roof decks.

Service Provider - Owner of an advertising sign or signboard structure.

Setback - The horizontal distance measured from the outermost face of the building/structure to the property lines that must be absolutely free of all forms of physical obstructions that can negatively affect natural light and ventilation or that can impede access to the sides and rear area.

Sign/Signboard - Any letter, word, numerical, pictorial presentation,

illustration, declaration, emblem, logo, device, symbol or trademark, banner or pennant, whether illuminated or not, electronic, static or dynamic, or any figure or similar character that is attached to, painted on, or in a manner represented on a building or structure used to announce, direct attention to or

advertise and visible to the public.

Sign Permit - A written authorization granted by the Building Official to an applicant allowing him to install/attach display signs on a structure.

Sign Structures - Any means to support the installation of sign/signboard and this includes the structural frame, anchorages and fasteners to support and suspend such sign/signboard.

Temporary Sign - Advertisement/Announcement using cloth or other light and combustible material with or without frame and installed for a limited period.

Wall Sign - An advertising sign that is painted on, attached or fastened to the surface of the wall or any part of a building the surface of which is parallel to the wall surface.

2- PERMITS AND INSPECTION

2.1. Building Permit

2.1.1. Any person desiring to construct, erect, install, strengthen, alter a sign or signboard structure shall secure a building permit at the Office of the Building Official (OBO) covering any of the afore-cited scope of work.

The following documentary requirements shall be submitted by the applicant/service provider together with an accomplished and notarized Building Permit application form endorsed by the lot/building owner:

- For proposed construction, erection/installation of signs or signboard structures along national roads, a DPWH Clearance so that the minimum yard/setback requirements are properly observed;
- For construction, erection/installation along municipal

/city roads, a Locational/Zoning Clearance from the Municipal/City Planning and Development Office;

c. Proof of Ownership, if the applicant is the registered owner of the lot/building:

i. Certified true copy of OCT/TCT, on file with the Registry of Deeds;

ii. Tax Declaration; and

iii. Current Real Property Tax Receipt.

d. In case the applicant is not the registered owner of the lot/building, in addition to the above, a duly notarized Contract of Lease;

e. Five (5) sets of design plans, specifications and other related contract documents;

f. Certificate of Occupancy, if the sign or signboard structure is roof or wall mounted.

2.1.2. No new free-standing and/or roof mounted off-premise sign or signboard structures shall be constructed/installed on private lots along national roads unless a valid building permit is secured from the OBO.

2.1.3. The OBO, prior to the issuance of a building permit over a new free standing or roof-mounted sign or signboard structure, shall see to it that a DPWH Clearance has been issued by the DPWH Secretary or his duly-authorized representative covering the construction/installation of signs and signboard structures located along national road, to ensure that the setback requirements are complied with. The issuance of the clearance, building, sign and other permits shall be ministerial once an endorsement has been issued by the DPWH Secretary or his authorized representative.

2.2. Certificate of Use

a. Upon completion, the Owner shall submit a duly notarized Certificate of Completion together with the construction logbook, as-built plans - and specifications and the Building Inspection Sheet all signed by whoever is the contractor and signed and sealed by the Owner's duly licensed Civil Engineer who undertook the full-time inspection and supervision.

2.3. Sign Permit

a. Upon issuance of the Certificate of Use, the applicant/service provider shall secure a Sign Permit for the installation/attachment of any sign to the structure.

2.4. Certificate of Annual Inspection

Field inspection shall be conducted by the OBO yearly and validate the structure whether the same is structurally stable, well maintained and that no enlargement has been done by the service provider. The assessment by the OBO and the waivers issued by a structural engineer certifying on the stability of the sign or signboard structures will be the basis in the renewal of the Sign Permit and Annual Inspection Certificate.

3- GENERAL PROVISIONS

3.1. Signs or signboard structures shall promote and uphold the public good especially in historical monuments and shrines, natural scenic areas, parks, parkways and their immediate approaches. Immediate approaches shall mean a distance not exceeding fifty (50.00) meters from the periphery of said areas.

3.2. Signs shall display or convey only messages or visuals that conform to public decency and good taste.

3.3. Signs or signboard structures shall follow standards of design, construction and maintenance in the interest of public safety, convenience, good viewing and to promote proper urban design or community architecture.



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| <p>3.4 Signs or signboard structures may be constructed only in areas where zoning regulations permit them. However, no sign or signboard structure shall be placed nor erected on parks and playgrounds, beside power substations, and on residential, institutional and recreational zones.</p> <p>3.5 Signs or signboard structures shall be constructed in accordance with the provisions of Section 2003, Chapter 20 of the Code. Sign or signboard structures exceeding three (3.00) meters in height from the ground shall be adequately designed and constructed based on the generally accepted architecture and engineering practice. Design plans shall be signed and sealed by a duly registered architect or civil engineer.</p> <p>Signs or signboard structures built within highly restrictive zones shall be of incombustible materials. No combustible materials other than approved plastics shall be used in the construction of electrical signs.</p> <p>3.7 Signs or signboard structures equipped with electrical devices shall have an electrical wiring plan conforming to the latest provisions of the Philippine Electrical Code (PEC) duly signed by a Professional Electrical Engineer.</p> <p>3.8 Signs shall be placed in such a manner that no part of its surface will interfere in any way with the free use of a doorway, a fire escape, standpipe or other required means of exit and fire-protective devices.</p> <p>3.9 Signs shall be erected in such a manner as not to confuse or obstruct the view or interpretation of any public sign; traffic signal or device, nor obstruct the sight, attract or distract the attention of motorists; reflect blinding light or cause glare to oncoming traffic.</p> <p>3.10 Signs shall only be written in English or in the local dialect.</p> <p>3.11 If several signboards are located inside one property or building, the bottom line of the adjacent signboards shall follow a common base line to preserve aesthetic value of the site.</p> | <p>4.1 Sign or signboard structures shall be provided with an appropriate device, such as pulleys, capable of being lowered jointly and severally by the owner of the sign and the advertising agency upon receipt of lyphoon advisory Signal No. 2 by PAGASA within the area of the sign or signboard structure.</p> <p>4.2 Free-Standing and Roof Mounted Off-Premise Signs - New and existing free standing and roof mounted off-premise signs shall be allowed under the following guidelines:</p> <p>4.2.1 New free-standing and roof mounted off-premise signs or signboard structures along national and provincial roads shall have a setback of five (5.00) meters at the front and two (2.00) meters at the sides and rear. The setback provision shall be measured from the front yard property line of the private property to the outermost edge of the billboard display frame.</p> <p>4.2.2 In cases where there is no development yet introduced by the lot owner and where maximum yard and setback ranges from twenty (20.00) meters or more from the outermost board edge of the RROW, the maximum height of signs /signboard structures will be twenty-five (25.00) meters.</p> <p>4.2.3 Sizes of new signs and signboard structures vary from six (6.00) meters by eight (8.00) meters or eight (8.00) meters by twelve (12.00) meters up to two hundred twenty-five (225.00) square meters depending on the location, the stability of the upright supports, and the compliance of the setback requirements and zoning classification of the site.</p> <p>4.2.4 The minimum distance of new signs or signboard structures shall be one hundred (100.00) meters apart.</p> <p>4.2.5 Existing free-standing or roof mounted off-premise signs or signboard structures with or without a current building</p> | <p>permit and which have not been found or declared to be dangerous or ruinous may continue to operate and be issued the appropriate building, sign/signboard, attachment permit upon submission of the appropriate certification by a duly accredited structural engineer that the free-standing or roof mounted off-premise sign or signboard structure is structurally safe; provided, that a DPWH Clearance is issued to the service provider and the corresponding penalties, fines and building permit fees are paid. The issuance of the clearance, building, sign and other permits shall be ministerial once an endorsement has been issued by the DPWH Secretary or his authorized representative.</p> <p>4.2.6 The service provider shall secure and submit an insurance coverage policy annually over the existing free-standing or roof mounted off-premise signs or signboard structures in the amount of ONE HUNDRED THOUSAND PESOS (P100,000.00) to answer for any damage or injury caused by defective installation, improper or lack of maintenance of signs and signboard structures.</p> <p>4.2.5 Installation of roof mounted signs on existing buildings /structures shall only be allowed if the same are designed in accordance with the provisions of these guidelines and of Section 108 of the National Structural Code of the Philippines (NSCP). However, if the building/structure is found to be no longer structurally sound, the installation of sign or signboard structure shall already be discouraged unless the building is retrofitted.</p> | <p>4.3.1 Ground signs shall not exceed six (6.00) meters in height above the street crown except, when the same are constructed in conformity with accepted engineering standards, of which the maximum height shall be equal to the horizontal distance measured from the property line abutting the RROW and all the adjoining properties to the nearest base of the sign structure.</p> <p>4.3.2 In areas near electric distribution facilities including that of any power substations, the minimum horizontal distance measured from the property line abutting the RROW and all the adjoining properties to the nearest base of the sign structure shall be the height of the structure plus one (1.00) meter.</p> <p>4.3.3 New self-supporting outdoor signs along highways shall be located five (5.00) meters away from the property lines abutting the RROW.</p> <p>4.4. Projecting Signs</p> <p>4.4.1. In urbanized areas traversed by national road with non-arcaded and arcaded RROW/streets, signs /signboards shall not extend or project more than one (1.00) meter over the sidewalk or arcade and measured horizontally from the wall line or building line or the outermost portion of the wall line of the allowed structure over the arcade. For buildings abutting on RROW/streets or alleys without sidewalks or provisions therefore, the signs/signboards shall not project more than one (1.00) meter from the outermost portion of the building /structure.</p> <p>4.6. Wall Signs</p> <p>4.5.1 All signs painted or pasted on the exterior surface of building or</p> |
| <p>4 - DESIGN, CONSTRUCTION, SUPPORTS AND ANCHORAGE</p> | | <p>4.3 Ground Signs</p> | |



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| <p>structures may be considered either as business or advertising signs.</p> <p>4.5.2 Signs placed on exterior perimeter walls of the building, when made of combustible materials, must be within the property line and the building must be able to support the structure. Those made of incombustible materials may be allowed to cover the entire surface of blank walls only and shall not be allowed to cover or obstruct openings.</p> <p>4.5.3 Signs installed, displayed or erected in the same building shall preferably be of identical size and flushed against the building facade.</p> | <p>maintain a horizontal clearance from the power lines in accordance with Rule XIII, Table XIII. 1., Revised IRR of the Code.</p> <p>6 - LIGHTING</p> <p>Signs/Signboards shall be illuminated only by electrical means in accordance with the PEC and subject to the following restrictions:</p> <p>6.1 Signs/Signboards which contain, include or are illuminated by any flashing, intermittent, or moving light or lights are prohibited if such signs/signboards interfere with traffic safety. Reflective surfaces or devices on sign faces, and multi-faced signs/signboards, with illumination, are permitted, provided such signs/signboards do not interfere with traffic safety.</p> | <p>sign become, in the opinion of the DPWH or the Building Official concerned, unsafe or show extensive deterioration due to poor maintenance, the service provider/lot/building owner, upon notice of the Building Official, shall immediately restore the sign to a safe and satisfying condition. For non-compliance within fifteen (15) days after receipt of the notice, the DPWH/Building Official shall summarily dismantle the sign or signboard structure, with the cost of dismantling charged to the expense of the service provider.</p> <p>All signs, together with all of their supports, braces, guys, and anchors, shall be kept in repair and in proper state of preservation jointly by the owner of the sign or signboard structure and the advertising agency. In addition, the owner and the advertising agency shall perform the following:</p> | <p>served upon the service provider, lot or building owner of such finding or declaration, giving him at least fifteen (15) days within which to cause repair, abate, demolish and remove, as the case may be, the ruinous or dangerous sign or signboard structure or any part or portion thereof.</p> <p>c. Within the fifteen (15)-day period, the service provider, lot/building owner may, if he so desires, appeal to the DPWH Secretary the finding or declaration of the Building Official and ask that a re-inspection or re-investigation of the sign or signboard structure be made.</p> |
| <p>Temporary Signs</p> <p>4.6.1 All temporary signs, bills, posters and the like may be installed or posted only in areas or structures allowed by pertinent provisions of the Code.</p> <p>4.6.2 Streamers strung over or across any public thoroughfare shall have the necessary permit in herefore from the Building Official. The lowest point of the bottom edge of streamer shall have a minimum clearance of four point thirty (4.30) meters above the pavement.</p> | <p>6.2 Electronic variable message signs/signboards giving public information such as, but not limited to, time, date, temperature, weather, or other information, and commercial electronic variable-message signs/signboards which function in the same manner as multi-faced signs/signboards are permitted; provided, such signs/signboards do not interfere with traffic safety and do not resemble or simulate traffic control or safety devices or signs.</p> <p>6.3 Signs/signboards must be effectively shielded to prevent beams or rays from being directed toward any portion of the traveled ways, and must not be of such intensity or brilliance to cause glare or impair the vision of the driver or any motor vehicle or otherwise interfere with any driver's operation of a motor vehicle.</p> | <p>7.1 Sign structures shall be inspected annually and after every occurrence of major typhoons and earthquakes.</p> <p>7.2 Signs shall be inspected annually and a corresponding Certificate of Use secured. Sign Permits shall also be renewed and secured from the OBO on an annual basis.</p> <p>7.3 Tarpaulins and other advertising materials shall be automatically lowered upon announcement of a Typhoon Signal No. 2 bulletin by PAG-ASA within the area of the sign or signboard structure.</p> | <p>d. If the appeal is meritorious, the DPWH Secretary may designate a competent representative/s other than the Building Official to undertake the re-inspection or re-investigation of the sign or signboard structure. The representative/s so designated shall make or complete his/their report within a period of thirty (30) days from the date of termination of re-inspection or re-investigation.</p> |
| <p>5 - MATERIAL REQUIREMENTS</p> <p>5.1 In addition to the provisions on Materials of Section 2004 on Supports and Anchorages of the Revised IRR of the Code, the following shall likewise be applicable:</p> <p>a. Signs consisting of banners, pennants, tarpaulins and other similar non-rigid materials shall not be installed near power lines.</p> <p>b. Sign structures carrying signs and signboards made of such materials shall be required to</p> | <p>6.4 No sign/signboard shall be so illuminated that it interferes with the effectiveness of or obscures an official sign, device or signal.</p> <p>7 - MAINTENANCE</p> <p>Signs shall be maintained in a safe and presentable condition. Should a</p> | <p>8 - PROCEDURE FOR ABATEMENT /DEMOLITION OF SIGNS OR SIGNBOARD STRUCTURES</p> <p>The following steps shall be observed in the abatement/demolition of sign and signboard structures:</p> <p>a. There must be a finding or declaration by the Building Official that the sign or signboard structure is ruinous or dangerous.</p> <p>b. Written notice or advice shall be</p> | <p>e. If after re-inspection, the finding is the same as the original one, the DPWH Secretary, thru the Building Official, shall notify the service provider, lot/building owner, giving him not more than fifteen (15) days from receipt of notice with affirmed finding to make the necessary repair, abatement, demolition and removal of the subject sign or signboard structure or parts thereof, as the case may be.</p> <p>e.1. If the Building Official has determined that the sign or signboard structure must be repaired or abated, the Order to be issued shall require that all necessary permits therefore be secured and the work physically commenced within fifteen (15) days from the date of issuance of the</p> |



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Republic of the Philippines

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
OFFICE OF THE PRESIDENT

MEMORANDUM ORDER
No. 025, Series of 2014

TO : ALL CONCERNED

SUBJECT: UNIVERSITY CAMPUS TRAFFIC AND PARKING MANAGEMENT GUIDELINES

DATE : April 1, 2014

I. RATIONALE:

The Polytechnic University of the Philippines is committed to the provision of a safe and healthy workplace for all employees, students, concessionaires, contractors and visitors. These rules are formulated and enforced as part of the University's effort to eliminate and manage risks to health and safety through the implementation of an effective traffic and parking management system.

II. SCOPE AND COVERAGE:

These rules shall apply to anyone who drives and/or parks a vehicle within the premises of all branches and campuses of the Polytechnic University of the Philippines, including its satellite campuses in Manila.

III. DEFINITION OF TERMS:

For the purpose of this set of Guidelines, the following terms are to be understood:

Concessionaire - this refers to an individual or company that has an existing and effective contract with the University for the use of land or commercial premises of PUP;

Contractor - this refers to an individual or company that undertakes a contract with the University to provide materials and/or labor to perform a service or do a job;

Employee - this refers to an incumbent official, a faculty member or an administrative staff member of the University;

Satellite Campus - this refers to a site of the University outside of the Mabini Campus but is within the City of Manila.

Student - this refers to a person who is currently and officially enrolled in any of the academic programs of the University;

Visitor - this refers to an individual who is paying a visit to any of the University officials, faculty members, and administrative employees either for an official event, purpose or for personal reason.

2ND floor South Wing PUP A, Mabini Campus Anonas Street, Sta. Mesa, Manila Phone: (Direct Line) 716-1143; Telefax: 7162644
(Trunk Line) 3351-777/787 local 201/202/658/659; website: www.pup.edu.ph e-mail: president@pup.edu.ph



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IV. GENERAL RULES

1. All vehicular drivers must observe all the traffic and parking rules of the University.
2. Only vehicles with color-coded car stickers/ car pass will be allowed to enter the campus.
3. Only vehicles with parking permits issued by the University management will be allowed to park inside the designated parking areas of the University.
4. Parking of vehicles inside the building and other similar structures of the University is strictly prohibited.
5. The Safety and Security Office (SSO) and the Facility Management Office (FaMO) of the University are responsible for the enforcement of the rules and regulations stated herein. These offices have the legal right to stop vehicles from entering the campus and to control their movement while within the campus.

V. SPECIFIC RULES

1. Categories of Vehicles Allowed to Enter the Campus. The following vehicles shall be allowed to enter the campus subject to Rule 2 below:
 - (a) Vehicles with valid campus car stickers appropriately displayed;
 - (b) Any vehicle driven by or for a current or former member of the Board of Regents, and any government official attending an official function in the University as a representative of his or her agency/office;
 - (c) Vehicles of University suppliers provided that they can produce documentary proof such as a delivery note;
 - (d) A vehicle the driver of which is a legitimate visitor provided that:
 - (i) advance notification by the concerned PUP employee to be visited has been made to the Director of the Safety and Security Office; or
 - (ii) the visitor has registered in the visitor's registration book at the entrance gate his/her name and the person to whom the visit is being made. If necessary, verification will be made by the Director of the Safety and Security Office or his representative.
 - (e) Vehicle of PUP student or a company contracted by a student/employee organization as supplier of a good or service, who has obtained prior permission from the Safety and Security Office to enter on special ground such as to load and unload heavy goods.
 - (f) Taxis transporting University official, staff or visitors, provided that the taxi driver must surrender his driver's license upon entering the campus; and
 - (g) Motorcycles and pedicabs, driven by University-accredited drivers, transporting University officers, staff, or students.
2. Conditions of Entry.
 - (a) Every vehicle must have a valid vehicle license issued by the Government of the Republic of the Philippines and be covered by Third Party Insurance.
 - (b) The driver must be the holder of a valid driving license of a category corresponding to the vehicle being driven.
 - (c) No student/learner drivers will be admitted inside the campus.

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(Trunk Line) 3351-777/787 local 201/202/658/659 ; website: www.pup.edu.ph e-mail: president@pup.edu.ph



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- (d) The Director of Safety and Security Office may refuse any vehicle entry to the campus if it or its driver contravenes any of the rules of the University.
 - (e) Valid campus car stickers must be displayed at the front windcreens of vehicles or in appropriate holders, in the cases of motor cycles, scooters or *pedicabs*.
 - (f) Representatives of media networks or outfits who will cover an event in the campus must first secure a media pass from the Communications Management Office (CMO) of the University.
3. Vehicle Registration. A driver of any vehicle which requires recurrent entry into the campus must apply to the Safety and Security Office for a campus car sticker/ car pass. The car sticker / car pass is non-transferrable.
4. Eligibility for Campus Car Stickers. The following persons are eligible to apply for a campus car sticker:
- (a) Full time casual and permanent staff of the University
 - A car sticker will normally only be issued to a staff member whose vehicle is registered in his/her name or his/her spouse's name;
 - A University staff member may be issued car stickers for two vehicles, however only one vehicle will be allowed entry into the campus on a given day
 - A car sticker is automatically rendered null and void once the vehicle for which it was issued was disposed or the staff member resigned from the University.
 - (b) Lecturers/Part-time Faculty Members of the University
 - the period of validity will depend on the duration of their employment in the University but will not be more than one year initially subject to renewal.
 - (c) University's contractors or concessionaires working on campus such as canteen staff, food and non-food stall staff, etc.
 - the period of validity will be subject to their contracts with the University but will not be more than one year initially, subject to renewal.
 - temporary contractors stickers may be issued to contractors working on short-term or temporary basis.
 - (d) Students with disability on mobility who are studying on campus
 - only one sticker will be issued to a disabled student
 - the period of validity will depend on their study in the University but will not be more than one year initially, subject to renewal.
5. Possession of a car sticker does not guarantee that a parking space will be available.
6. Procedures for the Application, Issuance and Renewal of Campus Car Stickers and Parking Permit.
- 6.1 (a) Application form may be obtained at the Director's Office of the Facility Maintenance Office (FaMO).
- (b) For initial applications, applicants will be required to produce vehicle license, vehicle insurance, third party liability insurance, and driver's license. For University contractors and commercial tenants, application must be made by the Head of the Company. For disabled students, application must be endorsed by the Dean

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- and supported by a medical certificate issued by the Medical Services Department (MSD);
- (c) The FaMO will review the documents and issue order of payment of applicable fees. The FaMO may refuse to issue or renew a campus car sticker if the applicant contravenes any of the traffic and parking rules of the University.
 - (d) The applicant must pay the assessed fees at the cashier's counter of the Fund Management Office (FMO).
 - (e) The Director of the Resource Generation Office (RGO) or his authorized representative will issue the car sticker/parking permit to the applicant upon submission of a copy of the official receipt. Issuance of parking permit is subject to Rule 7 of this set of Guidelines.
- 6.2 Those who were issued campus car stickers are required to inform the SSO of any change in vehicles and exchange their existing car stickers for new ones with updated details.
- 6.3 The Director of FaMO reserves the right to cancel, withdraw or render invalid any campus car stickers or to terminate the use of any sticker.
- 6.4 Re-application is required when the campus car sticker has expired.
- 6.5 Process for the application for renewal shall commence two (2) months before the expiration of the car sticker.
- 6.6 Campus car stickers, except for temporary stickers, will expire on 31st December of each year and will normally be renewed annually.
7. Access to Car Parks
- (a) Only vehicles with valid campus car sticker and valid parking permits will be allowed to park in the campus designated parking areas.
 - (b) Due to limited parking spaces in the campus, only the following will be eligible for issuance of parking permits:
 - (i) Full time teaching and non-teaching staff of the University;
 - (ii) Lecturers/Part-time faculty members of the University;
 - (iii) Students with disability on mobility officially enrolled in the University.
 - (c) Students may be allowed to park in designated parking areas on Sundays that they have classes in the campus.
 - (d) Visitors of the University and temporary contractors will be given temporary car pass and parking permit both of which must be returned to the security personnel at the control gate upon leaving the campus.
 - (e) Parking permits are non-transferrable.
8. Loading-Unloading Areas for Delivery Vehicles, Motorcycles and *Pedicabs*
- (a) Motorcycle and pedicab drivers must unload passengers only in the designated unloading zones of the University. They are not allowed to stay and wait to pick up passengers inside the campus.
 - (b) Except for special cases, delivery vehicles of suppliers, vehicles of University's contractors or licensed commercial operators (concessionaires) working on campus such as canteen staff, food and non-food stall staff, etc., are allowed only to load and unload equipment, devices, materials and supplies necessary for their contracted business in the designated loading and unloading areas of the University with the following schedule:

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- (i) 5:30 am – 6:30 am
- (ii) 10:00 am – 11:00am
- (iii) 8pm – 9pm

(c) Suppliers whose vehicles are subject to the government's truck ban policy will have different schedule to be covered in a separate memorandum of the FaMO.

9. Accreditation of Motorcycle and *Pedicab* Drivers.

To be allowed entry into the campus, drivers of tricycles and *pedicabs* must comply with the following procedures:

- 9.1 Fill up an application form, which may be obtained at the Safety and Security Office at the Ground Floor, North Wing of the Main Academic Building;
 - 9.2 Submit supporting documents as may be required by the Safety and Security Office – (1) license to operate from City Government; (2) Membership ID in TODA ; (3) Barangay Clearance; (4) photo of the driver and the *pedicab* for the application form.
 - 9.3 The SSO will endorse the application form and all supporting documents of the applicant to the FaMO for review of the documents and issuance of order of payment of applicable fees. The FaMO may refuse to issue or renew a campus entry pass if the applicant contravenes any of the traffic and parking rules of the University.
 - 9.4 The applicant must pay the assessed fees at the cashier's counter of the Fund Management Office.
 - 9.5 The Director of RGO or his authorized representative will issue the car sticker and PUP-accreditation ID to the applicant upon submission of a copy of the official receipt.
 - 9.6 Orientation of the motorcycle and *pedicab* drivers should be conducted before the issuance of the car/vehicle sticker and ID; IDs must be displayed conspicuously in their vehicle.
10. Accredited motorcycle and *pedicab* drivers must be in proper grooming and attire when transporting passengers into and outside the campus. Moreover, they must maintain their vehicles clean and in good running condition to ensure the health and safety of their passengers.

11. Overnight Parking

- (a) The University shall designate spaces for overnight parking.
- (b) Only vehicles that were issued car sticker and parking permit are eligible for application for overnight parking.
- (c) Application for overnight parking may be done simultaneously with the application for day time parking permits, with appropriate fees as approved by the University Board of Regents. The procedures for review and issuance of overnight parking permits are similar with the application for car sticker.
- (d) Request for overnight parking for a few nights by a University staff member due to his/her participation in an official function outside of the campus or for the performance of an official assignment that which necessitates his presence in the campus within the overnight parking period must be approved by the University President or his authorized representative and will not be charged overnight parking fee.

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12. Overnight parking period is from 10PM to 6AM of the following day. Outside of this period, except for allowed overnight parking as stated in item 11. (b), these vehicles must be removed and/or transferred to their designated parking area.
 13. Drivers of vehicles entering or leaving the campus within the overnight parking period shall be required to show their identity cards to the security personnel.
 14. False Information and Improper Use of Campus Car Sticker, Car Pass and Parking Permits.

Any campus car sticker, car pass or parking permit shall be automatically cancelled or become invalid if it is obtained by giving false information or if there is any misuse of the sticker, pass or parking permit.
 15. Use of the Parking Space
 - (a) A vehicle must be parked properly within a designated parking space.
 - (b) Vehicles are not allowed to be parked on footpaths.
 - (c) Motorcycles and other two- or three-wheel vehicles must not be parked in any space except that which is allocated to these types of vehicles.
 - (d) Visitors must park only on designated parking areas for visitors.
 - (e) Parking spaces designated for vehicles of PWD drivers must not be occupied by other vehicles.
 - (f) The FaMO has the right to reserve any car parking spaces on campus whenever necessary with proper coordination with the SSO.
 - (g) Any vehicle parked without permission for one week will be treated as an abandoned vehicle. The University may dispose of any abandoned vehicle after 1 month and may recover the costs of disposal from the vehicle owner or from the car sticker/car pass holder and pay the corresponding overnight parking fees.
 16. Vehicles broken down. Drivers of vehicles must notify the security personnel immediately if their vehicles break down anywhere within the campus.
 17. Speed Limits and Traffic Sign Instructions. Drivers are required to drive cautiously on campus and comply with the instructions on the traffic signs of the location. Speed limit within the campus is fifteen (15) kilometers per hour.
 18. Noise and Pollution. Vehicles creating excessive noise or atmospheric pollution will not be permitted within the campus.
 19. Motor Cycles, Scooters and Bikes. All riders and back riders must wear appropriate safety helmets while riding on the campus.
 20. Exemption. These regulations do not apply to Fire Services, Ambulance, Police or other emergency vehicles attending an emergency in the University campus.

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21. Liability. Any vehicle parked on the campus is parked entirely at the vehicle owner's or driver's own risk. The University shall not be liable for any loss or damage to the vehicle, the driver, or any passenger or any of their property due to any cause whatsoever.
22. Violations and Sanctions. The University shall impose the following sanctions for the corresponding violations as follows:
 - 22.1 All vehicle owners/drivers found to have violated the following:
 - Rules on speed limit
 - Non-conformity with the traffic route
 - Rules on overnight parking and illegal parking shall be meted the following sanctions:
 - a. FIRST OFFENSE: vehicle will be impounded/clamped (for illegal parking); and warning and a fine of an amount as approved by the Board of Regents;
 - b. SECOND OFFENSE: vehicle will be impounded/clamped (for illegal parking) and suspension of Car Sticker/Entry Pass and Parking Permit for six (6) months and a fine of an amount as approved by the Board of Regents;
 - c. THIRD OFFENSE: Revocation of Car Sticker/Entry Pass and Parking Permit and loss of eligibility for a period of twelve (12) months and a fine of an amount as approved by the Board of Regents.
23. Owners and/or drivers of vehicles that are allowed entry into the PUP premises shall be held liable for any damage they may cause to the parking facilities, traffic road signs, appliances, street utilities and any other structures or properties of the University.

VI. REPEALING CLAUSE

Any other guidelines, administrative order, rule or regulation and/or parts thereof contrary to or inconsistent with the provisions of this set of guidelines is hereby repealed, modified or amended accordingly.

VII. EFFECTIVITY

These rules shall take effect on April 7, 2014.

(Sgd.) **EMANUEL C. DE GUZMAN, PhD**
President

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Republic of the Philippines

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
OFFICE OF THE PRESIDENT

MEMORANDUM ORDER
No. 015, Series of 2015

TO : ALL CONCERNED

SUBJECT: UNIVERSITY CAMPUS TRAFFIC AND PARKING MANAGEMENT GUIDELINES

DATE : June 13, 2015

I. RATIONALE:

The Polytechnic University of the Philippines is committed to the provision of a safe and healthy workplace for all employees, students, concessionaires, contractors and visitors. These rules are formulated and enforced as part of the University's effort to eliminate and manage risks to health and safety through the implementation of an effective traffic and parking management system.

II. SCOPE AND COVERAGE:

These rules shall apply to anyone who drives and/or parks a vehicle within the premises of all branches and campuses of the Polytechnic University of the Philippines, including its satellite campuses in Manila.

III. DEFINITION OF TERMS:

For the purpose of this set of Guidelines, the following terms are to be understood:

Concessionaire - this refers to an individual or company that has an existing and effective contract with the University for the use of land or commercial premises of PUP;

Contractor - this refers to an individual or company that undertakes a contract with the University to provide materials and/or labor to perform a service or do a job;

Employee - this refers to an incumbent official, a faculty member or an administrative staff member of the University;

Satellite Campus - this refers to a site of the University outside of the Mabini Campus but is within the City of Manila.

Student - this refers to a person who is currently and officially enrolled in any of the academic programs of the University;

Visitor - this refers to an individual who is paying a visit to any of the University officials, faculty members, and administrative employees either for an official event, purpose or for personal reason.

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IV. GENERAL RULES

1. All vehicular drivers must observe all the traffic and parking rules of the University.
2. Only vehicles with color-coded car stickers/ car pass will be allowed to enter the campus.
3. Only vehicles with parking permits issued by the University management will be allowed to park inside the designated parking areas of the University.
4. Parking of vehicles inside the building and other similar structures of the University is strictly prohibited.
5. The Safety and Security Office (SSO) and the Facility Management Office (FaMO) of the University are responsible for the enforcement of the rules and regulations stated herein. These offices have the legal right to stop vehicles from entering the campus and to control their movement while within the campus.

V. SPECIFIC RULES

1. Categories of Vehicles Allowed to Enter the Campus. The following vehicles shall be allowed to enter the campus subject to Rule 2 below:
 - (a) Vehicles with valid campus car stickers appropriately displayed;
 - (b) Any vehicle driven by or for a current or former member of the Board of Regents, and any government official attending an official function in the University as a representative of his or her agency/office;
 - (c) Vehicles of University suppliers provided that they can produce documentary proof such as a delivery note;
 - (d) A vehicle the driver of which is a legitimate visitor provided that:
 - (i) advance notification by the concerned PUP employee to be visited has been made to the Director of the Safety and Security Office; or
 - (ii) the visitor has registered in the visitor's registration book at the entrance gate his/her name and the person to whom the visit is being made. If necessary, verification will be made by the Director of the Safety and Security Office or his representative.
 - (e) Vehicle of PUP student or a company contracted by a student/employee organization as supplier of a good or service, who has obtained prior permission from the Safety and Security Office to enter on special ground such as to load and unload heavy goods.
 - (f) Taxis transporting University official, staff or visitors, provided that the taxi driver must surrender his driver's license upon entering the campus; and
 - (g) Motorcycles and pedicabs, driven by University-accredited drivers, transporting University officers, staff, or students.
2. Conditions of Entry,
 - (a) Every vehicle must have a valid vehicle license issued by the Government of the Republic of the Philippines and be covered by Third Party Insurance.
 - (b) The driver must be the holder of a valid driving license of a category corresponding to the vehicle being driven.
 - (c) No student/learner drivers will be admitted inside the campus.

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- (d) The Director of Safety and Security Office may refuse any vehicle entry to the campus if it or its driver contravenes any of the rules of the University.
- (e) Valid campus car stickers must be displayed at the front windcreens of vehicles or in appropriate holders, in the cases of motor cycles, scooters or *pedicabs*.
- (f) Representatives of media networks or outfits who will cover an event in the campus must first secure a media pass from the Communications Management Office (CMO) of the University.
3. Vehicle Registration. A driver of any vehicle which requires recurrent entry into the campus must apply to the Safety and Security Office for a campus car sticker/ car pass. The car sticker / car pass is non-transferrable.
4. Eligibility for Campus Car Stickers. The following persons are eligible to apply for a campus car sticker:
- (a) Full time casual and permanent staff of the University
- A car sticker will normally only be issued to a staff member whose vehicle is registered in his/her name or his/her spouse's name;
 - A University staff member may be issued car stickers for two vehicles, however only one vehicle will be allowed entry into the campus on a given day
 - A car sticker is automatically rendered null and void once the vehicle for which it was issued was disposed or the staff member resigned from the University.
- (b) Lecturers/Part-time Faculty Members of the University
- the period of validity will depend on the duration of their employment in the University but will not be more than one year initially subject to renewal.
- (c) University's contractors or concessionaires working on campus such as canteen staff, food and non-food stall staff, etc.
- the period of validity will be subject to their contracts with the University but will not be more than one year initially, subject to renewal.
 - temporary contractors stickers may be issued to contractors working on short-term or temporary basis.
- (d) Students with disability on mobility who are studying on campus
- only one sticker will be issued to a disabled student
 - the period of validity will depend on their study in the University but will not be more than one year initially, subject to renewal.
5. Possession of a car sticker does not guarantee that a parking space will be available.
6. Procedures for the Application, Issuance and Renewal of Campus Car Stickers and Parking Permit.
- 6.1 (a) Application form may be obtained at the Director's Office of the Facility Maintenance Office (FaMO).
- (b) For initial applications, applicants will be required to produce vehicle license, vehicle insurance, third party liability insurance, and driver's license. For University contractors and commercial tenants, application must be made by the Head of the Company. For disabled students, application must be endorsed by the Dean

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and supported by a medical certificate issued by the Medical Services Department (MSD);

- (c) The FaMO will review the documents and issue order of payment of applicable fees. The FaMO may refuse to issue or renew a campus car sticker if the applicant contravenes any of the traffic and parking rules of the University.
- (d) The applicant must pay the assessed fees at the cashier's counter of the Fund Management Office (FMO).
- (e) The Director of the Resource Generation Office (RGO) or his authorized representative will issue the car sticker/parking permit to the applicant upon submission of a copy of the official receipt. Issuance of parking permit is subject to Rule 7 of this set of Guidelines.

- 6.2 Those who were issued campus car stickers are required to inform the SSO of any change in vehicles and exchange their existing car stickers for new ones with updated details.
- 6.3 The Director of FaMO reserves the right to cancel, withdraw or render invalid any campus car stickers or to terminate the use of any sticker.
- 6.4 Re-application is required when the campus car sticker has expired.
- 6.5 Process for the application for renewal shall commence two (2) months before the expiration of the car sticker.
- 6.6 Campus car stickers, except for temporary stickers, will expire on 31st December of each year and will normally be renewed annually.

7. Access to Car Parks

- (a) Only vehicles with valid campus car sticker and valid parking permits will be allowed to park in the campus designated parking areas.
- (b) Due to limited parking spaces in the campus, only the following will be eligible for issuance of parking permits:
 - (i) Full time teaching and non-teaching staff of the University;
 - (ii) Lecturers/Part-time faculty members of the University;
 - (iii) Students with disability on mobility officially enrolled in the University.
- (c) Students may be allowed to park in designated parking areas on Sundays that they have classes in the campus.
- (d) Visitors of the University and temporary contractors will be given temporary car pass and parking permit both of which must be returned to the security personnel at the control gate upon leaving the campus.
- (e) Parking permits are non-transferrable.

8. Loading-Unloading Areas for Delivery Vehicles, Motorcycles and *Pedicabs*

- (a) Motorcycle and pedicab drivers must unload passengers only in the designated unloading zones of the University. They are not allowed to stay and wait to pick up passengers inside the campus.
- (b) Except for special cases, delivery vehicles of suppliers, vehicles of University's contractors or licensed commercial operators (concessionaires) working on campus such as canteen staff, food and non-food stall staff, etc., are allowed only to load and unload equipment, devices, materials and supplies necessary for their contracted business in the designated loading and unloading areas of the University with the following schedule:

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- (i) 5:30 am – 6:30 am
- (ii) 10:00 am – 11:00am
- (iii) 8pm – 9pm

(c) Suppliers whose vehicles are subject to the government's truck ban policy will have different schedule to be covered in a separate memorandum of the FaMO.

9. Accreditation of Motorcycle and *Pedicab* Drivers.

To be allowed entry into the campus, drivers of tricycles and *pedicabs* must comply with the following procedures:

- 9.1 Fill up an application form, which may be obtained at the Safety and Security Office at the Ground Floor, North Wing of the Main Academic Building;
 - 9.2 Submit supporting documents as may be required by the Safety and Security Office – (1) license to operate from City Government; (2) Membership ID in TODA ; (3) Barangay Clearance; (4) photo of the driver and the pedicab for the application form.
 - 9.3 The SSO will endorse the application form and all supporting documents of the applicant to the FaMO for review of the documents and issuance of order of payment of applicable fees. The FaMO may refuse to issue or renew a campus entry pass if the applicant contravenes any of the traffic and parking rules of the University.
 - 9.4 The applicant must pay the assessed fees at the cashier's counter of the Fund Management Office.
 - 9.5 The Director of RGO or his authorized representative will issue the car sticker and PUP-accreditation ID to the applicant upon submission of a copy of the official receipt.
 - 9.6 Orientation of the motorcycle and pedicab drivers should be conducted before the issuance of the car/vehicle sticker and ID; IDs must be displayed conspicuously in their vehicle.
10. Accredited motorcycle and *pedicab* drivers must be in proper grooming and attire when transporting passengers into and outside the campus. Moreover, they must maintain their vehicles clean and in good running condition to ensure the health and safety of their passengers.

11. Overnight Parking

- (a) The University shall designate spaces for overnight parking.
- (b) Only vehicles that were issued car sticker and parking permit are eligible for application for overnight parking.
- (c) Application for overnight parking may be done simultaneously with the application for day time parking permits, with appropriate fees as approved by the University Board of Regents. The procedures for review and issuance of overnight parking permits are similar with the application for car sticker.
- (d) Request for overnight parking for a few nights by a University staff member due to his/her participation in an official function outside of the campus or for the performance of an official assignment that which necessitates his presence in the campus within the overnight parking period must be approved by the University President or his authorized representative and will not be charged overnight parking fee.

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12. Overnight parking period is from 10PM to 6AM of the following day. Outside of this period, except for allowed overnight parking as stated in item 11. (b), these vehicles must be removed and/or transferred to their designated parking area.
13. Drivers of vehicles entering or leaving the campus within the overnight parking period shall be required to show their identity cards to the security personnel.
14. False Information and Improper Use of Campus Car Sticker, Car Pass and Parking Permits.

Any campus car sticker, car pass or parking permit shall be automatically cancelled or become invalid if it is obtained by giving false information or if there is any misuse of the sticker, pass or parking permit.

15. Use of the Parking Space
 - (a) A vehicle must be parked properly within a designated parking space.
 - (b) Vehicles are not allowed to be parked on footpaths.
 - (c) Motorcycles and other two- or three-wheel vehicles must not be parked in any space except that which is allocated to these types of vehicles.
 - (d) Visitors must park only on designated parking areas for visitors.
 - (e) Parking spaces designated for vehicles of PWD drivers must not be occupied by other vehicles.
 - (f) The FaMO has the right to reserve any car parking spaces on campus whenever necessary with proper coordination with the SSO.
 - (g) Any vehicle parked without permission for one week will be treated as an abandoned vehicle. The University may dispose of any abandoned vehicle after 1 month and may recover the costs of disposal from the vehicle owner or from the car sticker/car pass holder and pay the corresponding overnight parking fees.
16. Vehicles broken down. Drivers of vehicles must notify the security personnel immediately if their vehicles break down anywhere within the campus.
17. Speed Limits and Traffic Sign Instructions. Drivers are required to drive cautiously on campus and comply with the instructions on the traffic signs of the location. Speed limit within the campus is fifteen (15) kilometers per hour.
18. Noise and Pollution. Vehicles creating excessive noise or atmospheric pollution will not be permitted within the campus.
19. Motor Cycles, Scooters and Bikes. All riders and back riders must wear appropriate safety helmets while riding on the campus.
20. Exemption. These regulations do not apply to Fire Services, Ambulance, Police or other emergency vehicles attending an emergency in the University campus.



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21. Liability. Any vehicle parked on the campus is parked entirely at the vehicle owner's or driver's own risk. The University shall not be liable for any loss or damage to the vehicle, the driver, or any passenger or any of their property due to any cause whatsoever.
22. Violations and Sanctions. The University shall impose the following sanctions for the corresponding violations as follows:
- 22.1 All vehicle owners/drivers found to have violated the following:
- Rules on speed limit
 - Non-conformity with the traffic route
 - Rules on overnight parking and illegal parking shall be meted the following sanctions:
- a. **FIRST OFFENSE:** vehicle will be impounded/clamped (for illegal parking); and warning and a fine of an amount as approved by the Board of Regents;
 - b. **SECOND OFFENSE:** vehicle will be impounded/clamped (for illegal parking) and suspension of Car Sticker/Entry Pass and Parking Permit for six (6) months and a fine of an amount as approved by the Board of Regents;
 - c. **THIRD OFFENSE:** Revocation of Car Sticker/Entry Pass and Parking Permit and loss of eligibility for a period of twelve (12) months and a fine of an amount as approved by the Board of Regents.
23. Owners and/or drivers of vehicles that are allowed entry into the PUP premises shall be held liable for any damage they may cause to the parking facilities, traffic road signs, appliances, street utilities and any other structures or properties of the University.

VI. REPEALING CLAUSE

Any other guidelines, administrative order, rule or regulation and/or parts thereof contrary to or inconsistent with the provisions of this set of guidelines is hereby repealed, modified or amended accordingly.

VII. EFFECTIVITY

These rules shall take effect on June 20, 2015.

(Sgd.) **EMANUEL C. DE GUZMAN, PhD**
President

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Republic of the Philippines

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
OFFICE OF THE PRESIDENT

MEMORANDUM ORDER
No. 035, Series of 2016

TO : ALL CONCERNED

SUBJECT: UNIVERSITY CAMPUS TRAFFIC AND PARKING MANAGEMENT GUIDELINES

DATE : May 16, 2016

I. RATIONALE:

The Polytechnic University of the Philippines is committed to the provision of a safe and healthy workplace for all employees, students, concessionaires, contractors and visitors. These rules are formulated and enforced as part of the University's effort to eliminate and manage risks to health and safety through the implementation of an effective traffic and parking management system.

II. SCOPE AND COVERAGE:

These rules shall apply to anyone who drives and/or parks a vehicle within the premises of all branches and campuses of the Polytechnic University of the Philippines, including its satellite campuses in Manila.

III. DEFINITION OF TERMS:

For the purpose of this set of Guidelines, the following terms are to be understood:

Concessionaire – this refers to an individual or company that has an existing and effective contract with the University for the use of land or commercial premises of PUP;

Contractor – this refers to an individual or company that undertakes a contract with the University to provide materials and/or labor to perform a service or do a job;

Employee – this refers to an incumbent official, a faculty member or an administrative staff member of the University;

Satellite Campus – this refers to a site of the University outside of the Mabini Campus but is within the City of Manila.

Student – this refers to a person who is currently and officially enrolled in any of the academic programs of the University;

Visitor – this refers to an individual who is paying a visit to any of the University officials, faculty members, and administrative employees either for an official event, purpose or for personal reason.

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IV. GENERAL RULES

1. All vehicular drivers must observe all the traffic and parking rules of the University.
2. Only vehicles with color-coded car stickers/ car pass will be allowed to enter the campus.
3. Only vehicles with parking permits issued by the University management will be allowed to park inside the designated parking areas of the University.
4. Parking of vehicles inside the building and other similar structures of the University is strictly prohibited.
5. The Safety and Security Office (SSO) and the Facility Management Office (FaMO) of the University are responsible for the enforcement of the rules and regulations stated herein. These offices have the legal right to stop vehicles from entering the campus and to control their movement while within the campus.

V. SPECIFIC RULES

1. Categories of Vehicles Allowed to Enter the Campus. The following vehicles shall be allowed to enter the campus subject to Rule 2 below:
 - (a) Vehicles with valid campus car stickers appropriately displayed;
 - (b) Any vehicle driven by or for a current or former member of the Board of Regents, and any government official attending an official function in the University as a representative of his or her agency/office;
 - (c) Vehicles of University suppliers provided that they can produce documentary proof such as a delivery note;
 - (d) A vehicle the driver of which is a legitimate visitor provided that:
 - (i) advance notification by the concerned PUP employee to be visited has been made to the Director of the Safety and Security Office; or
 - (ii) the visitor has registered in the visitor's registration book at the entrance gate his/her name and the person to whom the visit is being made. If necessary, verification will be made by the Director of the Safety and Security Office or his representative.
 - (e) Vehicle of PUP student or a company contracted by a student/employee organization as supplier of a good or service, who has obtained prior permission from the Safety and Security Office to enter on special ground such as to load and unload heavy goods.
 - (f) Taxis transporting University official, staff or visitors, provided that the taxi driver must surrender his driver's license upon entering the campus; and
 - (g) Motorcycles and pedicabs, driven by University-accredited drivers, transporting University officers, staff, or students.
2. Conditions of Entry.
 - (a) Every vehicle must have a valid vehicle license issued by the Government of the Republic of the Philippines and be covered by Third Party Insurance.
 - (b) The driver must be the holder of a valid driving license of a category corresponding to the vehicle being driven.
 - (c) No student/learner drivers will be admitted inside the campus.

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- (d) The Director of Safety and Security Office may refuse any vehicle entry to the campus if it or its driver contravenes any of the rules of the University.
 - (e) Valid campus car stickers must be displayed at the front windcreens of vehicles or in appropriate holders, in the cases of motor cycles, scooters or *pedicabs*.
 - (f) Representatives of media networks or outfits who will cover an event in the campus must first secure a media pass from the Communications Management Office (CMO) of the University.
3. Vehicle Registration. A driver of any vehicle which requires recurrent entry into the campus must apply to the Safety and Security Office for a campus car sticker/ car pass. The car sticker / car pass is non-transferrable.
 4. Eligibility for Campus Car Stickers. The following persons are eligible to apply for a campus car sticker:
 - (a) Full time casual and permanent staff of the University
 - A car sticker will normally only be issued to a staff member whose vehicle is registered in his/her name or his/her spouse's name;
 - A University staff member may be issued car stickers for two vehicles, however only one vehicle will be allowed entry into the campus on a given day
 - A car sticker is automatically rendered null and void once the vehicle for which it was issued, was disposed or the staff member resigned from the University.
 - (b) Lecturers/Part-time Faculty Members of the University
 - the period of validity will depend on the duration of their employment in the University but will not be more than one year initially subject to renewal.
 - (c) University's contractors or concessionaires working on campus such as canteen staff, food and non-food stall staff, etc.
 - the period of validity will be subject to their contracts with the University but will not be more than one year initially, subject to renewal.
 - temporary contractors stickers may be issued to contractors working on short-term or temporary basis.
 - (d) Students with disability on mobility who are studying on campus
 - only one sticker will be issued to a disabled student
 - the period of validity will depend on their study in the University but will not be more than one year initially, subject to renewal.
 5. Possession of a car sticker does not guarantee that a parking space will be available.
 6. Procedures for the Application, Issuance and Renewal of Campus Car Stickers and Parking Permit.
 - 6.1 (a) Application form may be obtained at the Director's Office of the Facility Maintenance Office (FaMO).
 - (b) For initial applications, applicants will be required to produce vehicle license, vehicle insurance, third party liability insurance, and driver's license. For University contractors and commercial tenants, application must be made by the Head of the Company. For disabled students, application must be endorsed by the Dean

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- and supported by a medical certificate issued by the Medical Services Department (MSD);
- (c) The FaMO will review the documents and issue or ler of payment of applicable fees. The FaMO may refuse to issue or renew a campus car sticker if the applicant contravenes any of the traffic and parking rules of the University.
 - (d) The applicant must pay the assessed fees at the cashier's counter of the Fund Management Office (FMO).
 - (e) The Director of the Resource Generation Office (RGO) or his authorized representative will issue the car sticker/parking permit to the applicant upon submission of a copy of the official receipt. Issuance of parking permit is subject to Rule 7 of this set of Guidelines.
- 6.2 Those who were issued campus car stickers are required to inform the SSO of any change in vehicles and exchange their existing car stickers for new ones with updated details.
- 6.3 The Director of FaMO reserves the right to cancel, withdraw or render invalid any campus car stickers or to terminate the use of any sticker.
- 6.4 Re-application is required when the campus car sticker has expired.
- 6.5 Process for the application for renewal shall commence two (2) months before the expiration of the car sticker.
- 6.6 Campus car stickers, except for temporary stickers, will expire on 31st December of each year and will normally be renewed annually.
7. Access to Car Parks
- (a) Only vehicles with valid campus car sticker and valid parking permits will be allowed to park in the campus designated parking areas.
 - (b) Due to limited parking spaces in the campus, only the following will be eligible for issuance of parking permits:
 - (i) Full time teaching and non-teaching staff of the University;
 - (ii) Lecturers/Part-time faculty members of the University;
 - (iii) Students with disability on mobility officially enrolled in the University.
 - (c) Students may be allowed to park in designated parking areas on Sundays that they have classes in the campus.
 - (d) Visitors of the University and temporary contractors will be given temporary car pass and parking permit both of which must be returned to the security personnel at the control gate upon leaving the campus.
 - (e) Parking permits are non-transferrable.
8. Loading-Unloading Areas for Delivery Vehicles, Motorcycles and *Pedicabs*
- (a) Motorcycle and pedicab drivers must unload passengers only in the designated unloading zones of the University. They are not allowed to stay and wait to pick up passengers inside the campus.
 - (b) Except for special cases, delivery vehicles of suppliers, vehicles of University's contractors or licensed commercial operators (concessionaires) working on campus such as canteen staff, food and non-food stall staff, etc., are allowed only to load and unload equipment, devices, materials and supplies necessary for their contracted business in the designated loading and unloading areas of the University with the following schedule:

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- (i) 5:30 am – 6:30 am
- (ii) 10:00 am – 11:00am
- (iii) 8pm – 9pm

(c) Suppliers whose vehicles are subject to the government's truck ban policy will have different schedule to be covered in a separate memorandum of the FaMO.

9. Accreditation of Motorcycle and *Pedicab* Drivers.

To be allowed entry into the campus, drivers of tricycles and *pedicabs* must comply with the following procedures:

- 9.1 Fill up an application form, which may be obtained at the Safety and Security Office at the Ground Floor, North Wing of the Main Academic Building;
 - 9.2 Submit supporting documents as may be required by the Safety and Security Office – (1) license to operate from City Government; (2) Membership ID in TODA ; (3) Barangay Clearance; (4) photo of the driver and the pedicab for the application form.
 - 9.3 The SSO will endorse the application form and all supporting documents of the applicant to the FaMO for review of the documents and issuance of order of payment of applicable fees. The FaMO may refuse to issue or renew a campus entry pass if the applicant contravenes any of the traffic and parking rules of the University.
 - 9.4 The applicant must pay the assessed fees at the cashier's counter of the Fund Management Office.
 - 9.5 The Director of RGO or his authorized representative will issue the car sticker and PUP-accreditation ID to the applicant upon submission of a copy of the official receipt.
 - 9.6 Orientation of the motorcycle and pedicab drivers should be conducted before the issuance of the car/vehicle sticker and ID; IDs must be displayed conspicuously in their vehicle.
10. Accredited motorcycle and *pedicab* drivers must be in proper grooming and attire when transporting passengers into and outside the campus. Moreover, they must maintain their vehicles clean and in good running condition to ensure the health and safety of their passengers.
11. Overnight Parking
- (a) The University shall designate spaces for overnight parking.
 - (b) Only vehicles that were issued car sticker and parking permit are eligible for application for overnight parking.
 - (c) Application for overnight parking may be done simultaneously with the application for day time parking permits, with appropriate fees as approved by the University Board of Regents. The procedures for review and issuance of overnight parking permits are similar with the application for car sticker.
 - (d) Request for overnight parking for a few nights by a University staff member due to his/her participation in an official function outside of the campus or for the performance of an official assignment that which necessitates his presence in the campus within the overnight parking period must be approved by the University President or his authorized representative and will not be charged overnight parking fee.

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12. Overnight parking period is from 10PM to 6AM of the following day. Outside of this period, except for allowed overnight parking as stated in item 11. (b), these vehicles must be removed and/or transferred to their designated parking area.
13. Drivers of vehicles entering or leaving the campus within the overnight parking period shall be required to show their identity cards to the security personnel.
14. False Information and Improper Use of Campus Car Sticker, Car Pass and Parking Permits.

Any campus car sticker, car pass or parking permit shall be automatically cancelled or become invalid if it is obtained by giving false information or if there is any misuse of the sticker, pass or parking permit.
15. Use of the Parking Space
 - (a) A vehicle must be parked properly within a designated parking space.
 - (b) Vehicles are not allowed to be parked on footpaths.
 - (c) Motorcycles and other two- or three-wheel vehicles must not be parked in any space except that which is allocated to these types of vehicles.
 - (d) Visitors must park only on designated parking areas for visitors.
 - (e) Parking spaces designated for vehicles of PWD drivers must not be occupied by other vehicles.
 - (f) The FaMO has the right to reserve any car parking spaces on campus whenever necessary with proper coordination with the SSO.
 - (g) Any vehicle parked without permission for one week will be treated as an abandoned vehicle. The University may dispose of any abandoned vehicle after 1 month and may recover the costs of disposal from the vehicle owner or from the car sticker/car pass holder and pay the corresponding overnight parking fees.
16. Vehicles broken down. Drivers of vehicles must notify the security personnel immediately if their vehicles break down anywhere within the campus.
17. Speed Limits and Traffic Sign Instructions. Drivers are required to drive cautiously on campus and comply with the instructions on the traffic signs of the location. Speed limit within the campus is fifteen (15) kilometers per hour.
18. Noise and Pollution. Vehicles creating excessive noise or atmospheric pollution will not be permitted within the campus.
19. Motor Cycles, Scooters and Bikes. All riders and back riders must wear appropriate safety helmets while riding on the campus.
20. Exemption. These regulations do not apply to Fire Services, Ambulance, Police or other emergency vehicles attending an emergency in the University campus.

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21. Liability. Any vehicle parked on the campus is parked entirely at the vehicle owner's or driver's own risk. The University shall not be liable for any loss or damage to the vehicle, the driver, or any passenger or any of their property due to any cause whatsoever.
22. Violations and Sanctions. The University shall impose the following sanctions for the corresponding violations as follows:
 - 22.1 All vehicle owners/drivers found to have violated the following:
 - Rules on speed limit
 - Non-conformity with the traffic route
 - Rules on overnight parking and illegal parking shall be meted the following sanctions:
 - a. FIRST OFFENSE: vehicle will be impounded/clamped (for illegal parking); and warning and a fine of an amount as approved by the Board of Regents;
 - b. SECOND OFFENSE: vehicle will be impounded/clamped (for illegal parking) and suspension of Car Sticker/Entry Pass and Parking Permit for six (6) months and a fine of an amount as approved by the Board of Regents;
 - c. THIRD OFFENSE: Revocation of Car Sticker/Entry Pass and Parking Permit and loss of eligibility for a period of twelve (12) months and a fine of an amount as approved by the Board of Regents.
23. Owners and/or drivers of vehicles that are allowed entry into the PUP premises shall be held liable for any damage they may cause to the parking facilities, traffic road signs, appliances, street utilities and any other structures or properties of the University.

VI. REPEALING CLAUSE

Any other guidelines, administrative order, rule or regulation and/or parts thereof contrary to or inconsistent with the provisions of this set of guidelines is hereby repealed, modified or amended accordingly.

VII. EFFECTIVITY

These rules shall take effect on May 23, 2016.

(Sgd.) **EMANUEL C. DE GUZMAN, PhD**
President



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Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
OFFICE OF THE PRESIDENT

MEMORANDUM ORDER
No. 020, Series of 2017

TO : ALL CONCERNED

SUBJECT: UNIVERSITY CAMPUS TRAFFIC AND PARKING MANAGEMENT GUIDELINES

DATE : April 11, 2017

I. RATIONALE:

The Polytechnic University of the Philippines is committed to the provision of a safe and healthy workplace for all employees, students, concessionaires, contractors and visitors. These rules are formulated and enforced as part of the University's effort to eliminate and manage risks to health and safety through the implementation of an effective traffic and parking management system.

II. SCOPE AND COVERAGE:

These rules shall apply to anyone who drives and/or parks a vehicle within the premises of all branches and campuses of the Polytechnic University of the Philippines, including its satellite campuses in Manila.

III. DEFINITION OF TERMS:

For the purpose of this set of Guidelines, the following terms are to be understood:

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IV. GENERAL RULES

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V. SPECIFIC RULES

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 - (ii) the visitor has registered in the visitor's registration book at the entrance gate his/her name and the person to whom the visit is being made. If necessary, verification will be made by the Director of the Safety and Security Office or his representative.
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 - (g) Motorcycles and pedicabs, driven by University-accredited drivers, transporting University officers, staff, or students.
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- (d) The Director of Safety and Security Office may refuse any vehicle entry to the campus if it or its driver contravenes any of the rules of the University.
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- and supported by a medical certificate issued by the Medical Services Department (MSD);
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(c) Suppliers whose vehicles are subject to the government's truck ban policy will have different schedule to be covered in a separate memorandum of the FaMO.

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To be allowed entry into the campus, drivers of tricycles and *pedicabs* must comply with the following procedures:

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 - 9.2 Submit supporting documents as may be required by the Safety and Security Office – (1) license to operate from City Government; (2) Membership ID in TODA ; (3) Barangay Clearance; (4) photo of the driver and the *pedicab* for the application form.
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- (b) Only vehicles that were issued car sticker and parking permit are eligible for application for overnight parking.
- (c) Application for overnight parking may be done simultaneously with the application for day time parking permits, with appropriate fees as approved by the University Board of Regents. The procedures for review and issuance of overnight parking permits are similar with the application for car sticker.
- (d) Request for overnight parking for a few nights by a University staff member due to his/her participation in an official function outside of the campus or for the performance of an official assignment that which necessitates his presence in the campus within the overnight parking period must be approved by the University President or his authorized representative and will not be charged overnight parking fee.

2ND floor South Wing PUP A, Mabini Campus Anonas Street, Sta. Mesa, Manila Phone: (Direct Line) 716-1143; Telefax: 7162644
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COLLEGE OF ENGINEERING
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12. Overnight parking period is from 10PM to 6AM of the following day. Outside of this period, except for allowed overnight parking as stated in item 11. (b), these vehicles must be removed and/or transferred to their designated parking area.
13. Drivers of vehicles entering or leaving the campus within the overnight parking period shall be required to show their identity cards to the security personnel.
14. False Information and Improper Use of Campus Car Sticker, Car Pass and Parking Permits.

Any campus car sticker, car pass or parking permit shall be automatically cancelled or become invalid if it is obtained by giving false information or if there is any misuse of the sticker, pass or parking permit.
15. Use of the Parking Space
 - (a) A vehicle must be parked properly within a designated parking space.
 - (b) Vehicles are not allowed to be parked on footpaths.
 - (c) Motorcycles and other two- or three-wheel vehicles must not be parked in any space except that which is allocated to these types of vehicles.
 - (d) Visitors must park only on designated parking areas for visitors.
 - (e) Parking spaces designated for vehicles of PWD drivers must not be occupied by other vehicles.
 - (f) The FaMO has the right to reserve any car parking spaces on campus whenever necessary with proper coordination with the SSO.
 - (g) Any vehicle parked without permission for one week will be treated as an abandoned vehicle. The University may dispose of any abandoned vehicle after 1 month and may recover the costs of disposal from the vehicle owner or from the car sticker/car pass holder and pay the corresponding overnight parking fees.
16. Vehicles broken down. Drivers of vehicles must notify the security personnel immediately if their vehicles break down anywhere within the campus.
17. Speed Limits and Traffic Sign Instructions. Drivers are required to drive cautiously on campus and comply with the instructions on the traffic signs of the location. Speed limit within the campus is fifteen (15) kilometers per hour.
18. Noise and Pollution. Vehicles creating excessive noise or atmospheric pollution will not be permitted within the campus.
19. Motor Cycles, Scooters and Bikes. All riders and back riders must wear appropriate safety helmets while riding on the campus.
20. Exemption. These regulations do not apply to Fire Services, Ambulance, Police or other emergency vehicles attending an emergency in the University campus.

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21. Liability. Any vehicle parked on the campus is parked entirely at the vehicle owner's or driver's own risk. The University shall not be liable for any loss or damage to the vehicle, the driver, or any passenger or any of their property due to any cause whatsoever.
22. Violations and Sanctions. The University shall impose the following sanctions for the corresponding violations as follows:
 - 22.1 All vehicle owners/drivers found to have violated the following:
 - Rules on speed limit
 - Non-conformity with the traffic route
 - Rules on overnight parking and illegal parking shall be meted the following sanctions:
 - a. FIRST OFFENSE: vehicle will be impounded/clamped (for illegal parking); and warning and a fine of an amount as approved by the Board of Regents;
 - b. SECOND OFFENSE: vehicle will be impounded/clamped (for illegal parking) and suspension of Car Sticker/Entry Pass and Parking Permit for six (6) months and a fine of an amount as approved by the Board of Regents;
 - c. THIRD OFFENSE: Revocation of Car Sticker/Entry Pass and Parking Permit and loss of eligibility for a period of twelve (12) months and a fine of an amount as approved by the Board of Regents.
23. Owners and/or drivers of vehicles that are allowed entry into the PUP premises shall be held liable for any damage they may cause to the parking facilities, traffic road signs, appliances, street utilities and any other structures or properties of the University.

VI. REPEALING CLAUSE

Any other guidelines, administrative order, rule or regulation and/or parts thereof contrary to or inconsistent with the provisions of this set of guidelines is hereby repealed, modified or amended accordingly.

VII. EFFECTIVITY

These rules shall take effect on April 17, 2017.

(Sgd.) **EMANUEL C. DE GUZMAN, PhD**
President

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**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
CENTRAL RECORDS SECTION**

MEMORANDUM ORDER
No. 020, Series of 2017

TO : ALL CONCERNED

SUBJECT : UNIVERSITY CAMPUS TRAFFIC AND PARKING MANAGEMENT GUIDELINES

DATE : April 11, 2017

| Ground Floor | | Received by: |
|------------------------------|--|-----------------------------------|
| | | Printed Name - Signature and Date |
| 1 | Safety Security Office | Maria P. P. 4/11/17 |
| 2 | Safety Security Office / Presidential Security Group | M. P. 4/11/17 |
| 3 | Commission On Audit | Jocelyn B. Ponce 4/11/17 |
| 4 | Medical Services / Dental | Shirley Torres 4/11/17 3:47 PM |
| 5 | Dental Services / Medical | M. P. 4/11/17 |
| 6 | Dept. of Nutrition and Dietetics | M. P. 4/11/17 |
| 7 | Campus Development Maintenance Office | M. P. 4/11/17 |
| 8 | Budget Office | Jocelyn B. Ponce 4/11/17 |
| 9 | Assets Management Office EXT. (AMO) | M. P. 4/11/17 |
| 10 | Fund Management Office (FMO) | M. P. 4/11/17 |
| 11 | Accounting - General Section | M. P. 4/11/17 |
| 12 | Accounting - Student Services Section | M. P. 4/11/17 |
| 13 | Accounting - Payroll | M. P. 4/11/17 |
| 14 | University Registrar / ARO | M. P. 4/11/17 |
| 15 | Admission Office | M. P. 4/11/17 |
| 16 | SFAS (scholarship and financial assistance services) | M. P. 4/11/17 |
| 17 | University Canteen | M. P. 4/11/17 |
| 18 | Communication Management Office Regina Chua - OJT | M. P. 4/11/17 |
| 19 | Procurement | M. P. 4/11/17 |
| 20 | Visitor Lounge | M. P. 4/11/17 |
| 21 | Tahanan ng Alumni | M. P. 4/11/17 |
| 22 | College of Human Kinetics | M. P. 4/11/17 |
| 23 | Central Records Section | M. P. 4/11/17 |
| CHARLIE DEL ROSARIO | | |
| 24 | Guidance Office | M. P. 4/11/17 |
| 25 | Office of the Student Services | M. P. 4/11/17 |
| 26 | Center for Creative Writing | M. P. 4/11/17 |
| LABORATORY HIGH SCHOOL | | |
| 27 | Principal Office (Junior High School) | M. P. 4/11/17 |
| 28 | Principal Office (Senior High School) | M. P. 4/11/17 |
| 29 | Printing Office | M. P. 4/11/17 |
| NINOY AQUINO LEARNING CENTER | | |
| 30 | College of LAW | M. P. 4/11/17 |
| 31 | Information Center Technology Office | M. P. 4/11/17 |
| 32 | Quality Assurance Center | M. P. 4/11/17 |
| 33 | Library Director | M. P. 4/11/17 |
| 34 | Open University Director Office | M. P. 4/11/17 |
| 35 | Open University Registrar Office | M. P. 4/11/17 |
| 36 | ETEEAP/Non Traditional Office | M. P. 4/11/17 |
| 37 | Executive Director Open University | M. P. 4/11/17 |



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 COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 CENTRAL RECORDS SECTION

MEMORANDUM ORDER
 No. 020, Series of 2017

To : ALL CONCERNED

Subject : UNIVERSITY CAMPUS TRAFFIC AND PARKING MANAGEMENT GUIDELINES

Date : April 11, 2017

| Ground Floor | | Received by: |
|--------------------------------|--------------------|-----------------------------------|
| | | Printed Name - Signature and Date |
| COC Building | | |
| 9 | CDC - Dean | Francis 4/12/17 |
| 8 | UCCA | MARK 4/12/17 |
| CEA-Building | | |
| 4 | Dean - Engineering | 4/12/17 |
| 2 | CAFA | 4/12/17 |
| M.H. Del Pilar/Hasmin Building | | |
| 3 | Graduate School | EDLON F. CAUNO 4/12/17 |
| 4 | H. Del Pilar | LEONIA RDO Bulawit 4/12/17 |
| 5 | CTHTM | MARIE ANTONETTE Noble 4/12/17 |
| College of Technology | | |
| 6 | Dean's Office | E. BICOP JA 4/12/17 |
| 7 | Motorpool | 4/12/17 |
| Note: | | |



**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT**

| Second Floor Main Building | |
|----------------------------|---|
| 40 | College of Education |
| 41 | College of Computer Information Science |
| 42 | College of Social Sciences and Development |
| 43 | College of Political Science and Public Administration |
| 44 | College of Arts and Letters |
| 45 | Alumni Relations / Career Development Office |
| 46 | Resource Generation Office |
| 47 | General Services Office N - 201 |
| 48 | UGPUP |
| 49 | NSTP |
| 50 | President Office |
| 51 | Executive Vice President |
| 52 | University Board Secretary |
| 53 | Vice President For Academic Affairs |
| 54 | Vice President For Research and Extension |
| 55 | Vice President for Administration |
| 56 | Vice President for Student Affairs and Services |
| 57 | Vice President for Finance |
| 58 | Vice President for Branches and Campuses |
| 59 | PASUC |
| Third Floor Main Building | |
| 60 | Human Resources Management Division (HRMD) |
| 61 | Office of International Affairs (OIA) |
| 62 | Provident Fund Office |
| 63 | Special Programs and Project Office (SPPO) |
| 64 | Publications Office |
| 65 | Sports Development Office (SDO) |
| 66 | Institute Planning Office (IPO) |
| 67 | Institute for Data and Statistical Analysis (IDSA) |
| 68 | Research Management Office (RMO) |
| 69 | Physical Planning & Devt. Office (PPDO) |
| 70 | Bids and Awards Committee (BAC) |
| 71 | Internal-Audit Office (IAO) |
| 72 | Legal Office |
| Fourth Floor Main Building | |
| 73 | College of Business (CB) |
| 74 | Center for Human Rights Gender Studies (CHRGs) |
| 75 | Institute for Social Sciences Development (ISSD) |
| 76 | Institute for Cultural Studies (ICS)/Philosophy and Humanities |
| 77 | Center for Environmental Studies (CES) |
| 78 | Center for Social History |
| 79 | Center for Peace and Poverty Alleviation Studies (CPPAS) |
| 80 | Center for Public Administration and Governance (CPAG) |
| 81 | Innovations and Technology Support Office (ITSO) |
| 82 | Intellectual Property Management Office (IPMO) |
| 83 | Center for Technology Transfer and Enterprise Dev't (CTTED) |
| 84 | Extension Management Office (EMO) |
| 85 | Institute of Labor and Industrial Relation Office (ILIRS) |
| 86 | Institute of Science and Technology Research (ISTR) Dir's Ofc. 5417 |
| Fifth Floor Main Building | |
| 87 | College of Accountancy and Finance |
| Six Floor Main Building | |
| 88 | College of Science |



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
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COMPUTER ENGINEERING DEPARTMENT



Republic of the Philippines

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
OFFICE OF THE PRESIDENT

MEMORANDUM ORDER
No. 026, Series of 2018

TO : ALL CONCERNED

SUBJECT: UNIVERSITY CAMPUS TRAFFIC AND PARKING MANAGEMENT GUIDELINES

DATE : July 14, 2018

I. RATIONALE:

The Polytechnic University of the Philippines is committed to the provision of a safe and healthy workplace for all employees, students, concessionaires, contractors and visitors. These rules are formulated and enforced as part of the University's effort to eliminate and manage risks to health and safety through the implementation of an effective traffic and parking management system.

II. SCOPE AND COVERAGE:

These rules shall apply to anyone who drives and/or parks a vehicle within the premises of all branches and campuses of the Polytechnic University of the Philippines, including its satellite campuses in Manila.

III. DEFINITION OF TERMS:

For the purpose of this set of Guidelines, the following terms are to be understood:

Concessionaire - this refers to an individual or company that has an existing and effective contract with the University for the use of land or commercial premises of PUP;

Contractor - this refers to an individual or company that undertakes a contract with the University to provide materials and/or labor to perform a service or do a job;

Employee - this refers to an incumbent official, a faculty member or an administrative staff member of the University;

Satellite Campus - this refers to a site of the University outside of the Mabini Campus but is within the City of Manila.

Student - this refers to a person who is currently and officially enrolled in any of the academic programs of the University;

Visitor - this refers to an individual who is paying a visit to any of the University officials, faculty members, and administrative employees either for an official event, purpose or for personal reason.

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IV. GENERAL RULES

1. All vehicular drivers must observe all the traffic and parking rules of the University.
2. Only vehicles with color-coded car stickers/ car pass will be allowed to enter the-campus.
3. Only vehicles with parking permits issued by the University management will be allowed to park inside the designated parking areas of the University.
4. Parking of vehicles inside the building and other similar structures of the University is strictly prohibited.
5. The Safety and Security Office (SSO) and the Facility Management Office (FaMO) of the University are responsible for the enforcement of the rules and regulations stated herein. These offices have the legal right to stop vehicles from entering the campus and to control their movement while within the campus.

V. SPECIFIC RULES

1. Categories of Vehicles Allowed to Enter the Campus. The following vehicles shall be allowed to enter the campus subject to Rule 2 below:
 - (a) Vehicles with valid campus car stickers appropriately displayed;
 - (b) Any vehicle driven by or for a current or former member of the Board of Regents, and any government official attending an official function in the University as a representative of his or her agency/office;
 - (c) Vehicles of University suppliers provided that they can produce documentary proof such as a delivery note;
 - (d) ~~A vehicle the driver of which is a legitimate visitor provided that:~~
 - (i) advance notification by the concerned PUP employee to be visited has been made to the Director of the Safety and Security Office; or
 - (ii) the visitor has registered in the visitor's registration book at the entrance gate his/her name and the person to whom the visit is being made. If necessary, verification will be made by the Director of the Safety and Security Office or his representative.
 - (e) Vehicle of PUP student or a company contracted by a student/employee organization as supplier of a good or service, who has obtained prior permission from the Safety and Security Office to enter on special ground such as to load and unload heavy goods.
 - (f) Taxis transporting University official, staff or visitors, provided that the taxi driver must surrender his driver's license upon entering the campus; and
 - (g) Motorcycles and pedicabs, driven by University-accredited drivers, transporting University officers, staff, or students.
2. Conditions of Entry,
 - (a) Every vehicle must have a valid vehicle license issued by the Government of the Republic of the Philippines and be covered by Third Party Insurance.
 - (b) The driver must be the holder of a valid driving license of a category corresponding to the vehicle being driven.
 - (c) No student/learner drivers will be admitted inside the campus.

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- (d) The Director of Safety and Security Office may refuse any vehicle entry to the campus if it or its driver contravenes any of the rules of the University.
 - (e) Valid campus car stickers must be displayed at the front windcreens of vehicles or in appropriate holders, in the cases of motor cycles, scooters or *pedicabs*.
 - (f) Representatives of media networks or outfits who will cover an event in the campus must first secure a media pass from the Communications Management Office (CMO) of the University.
3. Vehicle Registration. A driver of any vehicle which requires recurrent entry into the campus must apply to the Safety and Security Office for a campus car sticker/ car pass. The car sticker / car pass is non-transferrable.
 4. Eligibility for Campus Car Stickers. The following persons are eligible to apply for a campus car sticker:
 - (a) Full time casual and permanent staff of the University
 - A car sticker will normally only be issued to a staff member whose vehicle is registered in his/her name or his/her spouse's name;
 - A University staff member may be issued car stickers for two vehicles, however only one vehicle will be allowed entry into the campus on a given day
 - A car sticker is automatically rendered null and void once the vehicle for which it was issued was disposed or the staff member resigned from the University.
 - (b) Lecturers/Part-time Faculty Members of the University
 - the period of validity will depend on the duration of their employment in the University but will not be more than one year initially subject to renewal.
 - (c) University's contractors or concessionaires working on campus such as canteen staff, food and non-food stall staff, etc.
 - the period of validity will be subject to their contracts with the University but will not be more than one year initially, subject to renewal.
 - temporary contractors stickers may be issued to contractors working on short-term or temporary basis.
 - (d) Students with disability on mobility who are studying on campus
 - only one sticker will be issued to a disabled student
 - the period of validity will depend on their study in the University but will not be more than one year initially, subject to renewal.
 5. Possession of a car sticker does not guarantee that a parking space will be available.
 6. Procedures for the Application, Issuance and Renewal of Campus Car Stickers and Parking Permit.
 - 6.1 (a) Application form may be obtained at the Director's Office of the Facility Maintenance Office (FaMO).
 - (b) For initial applications, applicants will be required to produce vehicle license, vehicle insurance, third party liability insurance, and driver's license. For University contractors and commercial tenants, application must be made by the Head of the Company. For disabled students, application must be endorsed by the Dean

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- and supported by a medical certificate issued by the Medical Services Department (MSD);
- (c) The FaMO will review the documents and issue order of payment of applicable fees. The FaMO may refuse to issue or renew a campus car sticker if the applicant contravenes any of the traffic and parking rules of the University
 - (d) The applicant must pay the assessed fees at the cashier's counter of the Fund Management Office (FMO).
 - (e) The Director of the Resource Generation Office (RGO) or his authorized representative will issue the car sticker/parking permit to the applicant upon submission of a copy of the official receipt. Issuance of parking permit is subject to Rule 7 of this set of Guidelines.
- 6.2 Those who were issued campus car stickers are required to inform the SSO of any change in vehicles and exchange their existing car stickers for new ones with updated details.
- 6.3 The Director of FaMO reserves the right to cancel, withdraw or render invalid any campus car stickers or to terminate the use of any sticker.
- 6.4 Re-application is required when the campus car sticker has expired.
- 6.5 Process for the application for renewal shall commence two (2) months before the expiration of the car sticker.
- 6.6 Campus car stickers, except for temporary stickers, will expire on 31st December of each year and will normally be renewed annually.
7. Access to Car Parks
- (a) Only vehicles with valid campus car sticker and valid parking permits will be allowed to park in the campus designated parking areas.
 - (b) Due to limited parking spaces in the campus, only the following will be eligible for issuance of parking permits:
 - (i) Full time teaching and non-teaching staff of the University;
 - (ii) Lecturers/Part-time faculty members of the University;
 - (iii) Students with disability on mobility officially enrolled in the University.
 - (c) Students may be allowed to park in designated parking areas on Sundays that they have classes in the campus.
 - (d) Visitors of the University and temporary contractors will be given temporary car pass and parking permit both of which must be returned to the security personnel at the control gate upon leaving the campus.
 - (e) Parking permits are non-transferrable.
8. Loading-Unloading Areas for Delivery Vehicles, Motorcycles and *Pedicabs*
- (a) Motorcycle and pedicab drivers must unload passengers only in the designated unloading zones of the University. They are not allowed to stay and wait to pick up passengers inside the campus.
 - (b) Except for special cases, delivery vehicles of suppliers, vehicles of University's contractors or licensed commercial operators (concessionaires) working on campus such as canteen staff, food and non-food stall staff, etc., are allowed only to load and unload equipment, devices, materials and supplies necessary for their contracted business in the designated loading and unloading areas of the University with the following schedule:

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- (i) 5:30 am – 6:30 am
- (ii) 10:00 am – 11:00am
- (iii) 8pm – 9pm

(c) Suppliers whose vehicles are subject to the government's truck ban policy will have different schedule to be covered in a separate memorandum of the FaMO.

9. Accreditation of Motorcycle and *Pedicab* Drivers.

To be allowed entry into the campus, drivers of tricycles and *pedicabs* must comply with the following procedures:

- 9.1 Fill up an application form, which may be obtained at the Safety and Security Office at the Ground Floor, North Wing of the Main Academic Building;
 - 9.2 Submit supporting documents as may be required by the Safety and Security Office – (1) license to operate from City Government; (2) Membership ID in TODA ; (3) Barangay Clearance; (4) photo of the driver and the pedicab for the application form.
 - 9.3 The SSO will endorse the application form and all supporting documents of the applicant to the FaMO for review of the documents and issuance of order of payment of applicable fees. The FaMO may refuse to issue or renew a campus entry pass if the applicant contravenes any of the traffic and parking rules of the University.
 - 9.4 The applicant must pay the assessed fees at the cashier's counter of the Fund Management Office.
 - 9.5 The Director of RGO or his authorized representative will issue the car sticker and PUP-accreditation ID to the applicant upon submission of a copy of the official receipt.
 - 9.6 Orientation of the motorcycle and pedicab drivers should be conducted before the issuance of the car/vehicle sticker and ID; IDs must be displayed conspicuously in their vehicle.
10. Accredited motorcycle and *pedicab* drivers must be in proper grooming and attire when transporting passengers into and outside the campus. Moreover, they must maintain their vehicles clean and in good running condition to ensure the health and safety of their passengers.

11. Overnight Parking

- (a) The University shall designate spaces for overnight parking.
- (b) Only vehicles that were issued car sticker and parking permit are eligible for application for overnight parking.
- (c) Application for overnight parking may be done simultaneously with the application for day time parking permits, with appropriate fees as approved by the University Board of Regents. The procedures for review and issuance of overnight parking permits are similar with the application for car sticker.
- (d) Request for overnight parking for a few nights by a University staff member due to his/her participation in an official function outside of the campus or for the performance of an official assignment that which necessitates his presence in the campus within the overnight parking period must be approved by the University President or his authorized representative and will not be charged overnight parking fee.

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