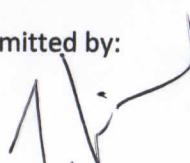




# The Proposed Alta Citta Pay Parking Narrative Process

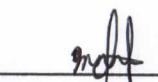
Submitted by:

  
Elison M. Tan  
GRP.1 NAV PM  
Date: 07-24-19

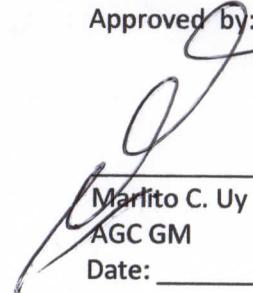
Reviewed by:

  
Alexis Roque  
Alta Citta Mall Mgr.  
Date: 8/22/19

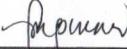
Recommended by:

  
Maria Neliza U. Fuertes  
CPA,CIA,CSCU,CISA,REBA,REA,CICA  
Corp. Audit Mgr & Compliance Officer  
Date: 07/25/19

Approved by:

  
Marlito C. Uy  
AGC GM  
Date: \_\_\_\_\_

  
Feljun Bueno  
System Analyst  
Date: 7-29-19

  
Flora Mae Pinar  
NAV Acctg. Jr. Supervisor  
Date: 7/24/2019

  
Helen M. Binangbang  
Executive Asst. to the GM  
Date: 7/25/19

  
Jestoni Abulag  
Corp. IT Sysdev Head  
Date 7-24-19



## The Proposed Alta Citta Pay Parking Narrative Process

### The Pay Parking Process Flow in narrative sequence

**1.0** Pay parking transaction starts when Vehicle driver stops in front of Parking Booth for inspection, by assigned security guard thru under-chassis inspection, ocular inspection of Vehicle inside cabin and opening of trunk, if necessary.

**2.0** Parking Booth Teller (PBT) logs in the following info:

- a) Vehicle Plate no./conduction sticker no.
- b) Vehicle type by number of wheels such as 2, or 3-4 (2 wheels for motorcycles, 3 wheels for tricycles and 4 wheels for cars, AUV, SUV and passenger vans).
- c) Date and time start of park.

**3.0** PBT Prints Parking Ticket that contains the following logged in info (see Exhibit 1):

- a) The logged in Vehicle plate no./ conduction sticker no.,
- b) The Vehicle type according to number of wheels, and
- c) The date and time start of park.
- d) The Alta Citta parking rules

**3.1** The system printed parking rules in brief are as follows:

- a) Regular parking day starts at 7:30am and ends at 10:30pm cut-off time.
- b) Vehicles left in the Pay Parking Area after cut-off will be charged a penalty of P500.00 per cut-off time violation, aside from the regular parking fees accumulated for every parking day. Said Vehicle is also subject to additional external inspection by Mall Security and maybe reported to the Tagbilaran City Police Office for additional inspection, if warranted.
- c) 2 Wheeled Vehicles will enjoy free parking for the first 2 hours and will be charged P10.00 for each succeeding hour.
- d) 3 to 4 wheeled vehicles will enjoy free parking for the first 2 hours and will be charged P20.00 for each succeeding hour.
- e) Fraction of an hour parked is considered 1 hour.
- f) Loss of parking ticket will be charged a P250.00 penalty and is subject to an investigation by the Mall Security. The concerned driver must present LTO issued drivers license, Certificate of Registration and the current year official Receipt.
- g) Lock your vehicle properly and do not leave your parking ticket inside the vehicle.
- h) The Car Park management is not responsible for the loss or damage to your parked vehicle, it's accessories and private properties inside the said vehicle.

*Legend:*

PBT	- Parking Booth Teller
PPBS	- Pay Parking Billing Statement
COC	- Check Out Counter



**4.0** PBT prints for collection purposes the Consumable Coupon that contains the following logged-in details (see Exhibit 2):

- a) Parking Ticket number
- b) Parking Ticket date and time start
- c) Amount of cash paid for consumable coupon:
  - P 50.00 for 2 Wheeled Vehicles
  - P 100.00 for 3 to 4 Wheeled Vehicles

**4.1** Parking customer pays for the corresponding cash amount of the printed Consumable Coupon.

**4.2** Upon collection of the Consumable Coupon amount, PBT hands-over printed parking ticket and Consumable Coupon to vehicle driver and informs vehicle driver to read Parking Ticket Parking rules. PBT also explains to the Vehicle driver that the consumable Coupon is considered a legal tender for any goods or services purchased inside the Mall, only on the date issued.

**5.0** Upon exit, Vehicle driver presents parking ticket for payment processing.

**5.1** PBT scans Parking Ticket barcode and prints Pay Parking Billing Statement (PPBS) in two copies that shows the following (see Exhibit 3):

- a) Vehicle plate no./conduction sticker no.
- b) Vehicle wheel type
- c) Date and time start of park
- d) Date and time end of park
- e) Number of hours parked
- f) System computed Parking Amount

**5.2** PBT hands-over original PPBS to Vehicle driver for collection and retains duplicate for Cashier's Report.

**5.3** Vehicle driver offers payment of PPBS.

**5.4** PBT accepts payment and returns original PPBS together with exact change if payment is more than PPBS amount.

**5.5** For Parking Customers demanding an official Receipt, a manual OR booklet is always at hand for this purpose. The OR booklet is transferred from the first PBT to the last shift PBT. IAD checks booklet weekly. Any request for a new OR booklet should be arranged with the Store IAD.

**6.0** At the end of shift, PBT summarizes all PPBS issued during the shift; for cashiering report, remittance and audit at the Supermarket Check-out Counters (COC) Cashiering Office.



**7.0** Also at end of shift, PBT summarizes all Consumable Coupons issued during the shift; for cashier report, remittance and audit just like the PPBS.

**8.0** PBT follows all existing procedures of the Supermarket COC cashiering Office from start of day routine to end of day routine.

**9.0** The assigned Supermarket COC supervisor retains supervision on all Pay Parking personnel such as the PBT, and the security guards, and is required to inspect them at least once per shift to ensure compliance to the Pay parking Process, system and implementation.

**10.0** The assigned security guard must post on the logbook the description, no. of wheels, plate no./conduction sticker no. of any vehicle left in the parking area after 10:30pm cut-off time and report such to the Mall Security, to implement Provision 3.1b. Mall Security must inspect each vehicle from the outside, illuminate what is inside for further inspection, and if needed; request assistance from the Tagbilaran City Police Office. Mall Security is required to post on security guard logbook individual findings for each vehicle left after midnight.

**11.0** The Alta Citta Pay Parking Pro-Forma entries

The back-end office will be trained separately by the Corporate IT Navision Accounting Junior Supervisor regarding prescribed transaction accounting entries, source documents and person In charge for each transaction ( see Exhibit 4).

**12.0** Revision on the Alta Citta Pay Parking process and system

The Alta Citta Mall management is the system owner and user of this Pay Parking system. As such, they are considered the Revision Champion in case there are proposed revisions in the process and system; arising from necessary changes in business rules/policies.

A duly signed request for revision using the Internal Office Memo (IOM) form can trigger the organization of an ad hoc committee made up of Alta Citta Management and Corporate IT Group 1 System Development teams, for this purpose.

**13.0** Exemptions from the Alta Citta Pay Parking rules

**13.1** The BPO managers and supervisors are allotted free five (5) parking slots as per Lease Contract with the Alta Citta Mall management, however;

**13.1a** They should present their company ID each time they enter and exit the parking booth.

**13.1b** This privilege is only good during Mall hours (7:30 am to 10:30 pm).

**13.1c** Any BPO service car left inside their assigned parking slots after the 10:30am cut-off will await the next day opening at 7:30am, to exit the pay parking area.

**13.2** Alta Citta Mall employees must present their IDs upon entrance and exit, even if they are subject to an in-house manual process of parking payment, which is outside of the Alta Citta Pay Parking automated system.

ALTA CITTA PAY PARKING ACCOUNTING PRO-FORMA ENTRIES			
Transaction		Source Document	Responsible Person
<b>A. To Set-up Revolving Fund for Parking Fee refund to Tenants Leasing</b>			
RF: Peso Denominations Cash in Bank (Peso) #	xxx xxx	Check Issuance	Jenny Bernaldez-Alta Citta CFS
<b>B. PARKING FEE PRO-FORMA ENTRIES</b>			
<b>1. UPON ISSUANCE</b>			
Leasing Cash in Bank (Peso) Parking Fee Coupon #	xxx xxx	Validated Deposit Slip	Jocelyn Terec - Alta Citta Treasury
<b>2. UPON REDEMPTION @POS</b>			
SM/MP Parking Fee Coupon Sales #	xxx xxx	Cashier Liquidation Form	SM & MP GCOC Incharge
<b>3. UPON CLOSING PER BU</b>			
SM/MP Advances to/fr Store Parking Fee Coupon #	xxx xxx	Summary of Redeemed Coupons from business unit(monthly closing)	Donnah Revilla-Alta Citta Bookkeeper
Leasing Parking Fee Coupon Advances to/fr Store #	xxx xxx		
<b>4. REFUND TO TENANT</b>			
Leasing Parking Fee Coupon RF: Peso Denominations #	xxx xxx	Summary of Redeemed Coupons from tenant	Jenny Bernaldez-Alta Citta CFS
<b>5. REPLENISHMENT OF REVOLVING FUND</b>			
Leasing RF: Peso Denominations Cash in Bank (Peso) #	xxx xxx	Summary of Payments	Donnah Revilla-Alta Citta Bookkeeper
<b>6. UNCLAIMED/UNREDEEMED PARKING FEE COUPON</b>			
Leasing Parking Fee Coupon MI-Parking Fee #	xxx xxx	Monthly closing	Donnah Revilla-Alta Citta Bookkeeper

*alta* ALTA CITTA

*alta* ALTA CITTA  
BASEMENT PAY PARKING

&

PARKING BOOTH TELLER MANUAL

## VEHICLE ENTERS THE PARKING AREA

1. Click on the Time In button from the main screen.



2. Type the vehicle plate number.
3. Then select the type of vehicle
  - a. 4 WHEELED
  - b. 2 WHEELED
4. Then click print button.

Note : The system prints the parking ticket (exhibit A) with the ticket number, the vehicle plate number, type of vehicle and the date and time the ticket is printed. It also prints the parking rules and a barcode for easy transaction and also prints the consumable coupon (exhibit B) matching the parking ticket details.

### EXHIBIT A

ALTA CITTA  
Add:CPG Avenue, Tagbilaran City,Bohol  
Prop:Alta Citta Mall  
TIN:000-000-000-000 VAT Reg.

#### PARKING TICKET

\*\*\*\*\*  
Plate No. : TEST-PLATE  
Type : 4 WHEELED  
Ticket No. : 000760722  
Trans. Code : 1907291535350  
Date : July 29, 2019  
Time : 03:35:05 PM

#### Parking Rules:

- 1) Regular parking day starts at 7:30am and ends at 10:30pm cut-off time.
- 2) Vehicles left in the Parking Areas (Basement) will be charged a penalty P50.00 per cut-off time violation aside from the regular parking fees accumulated every parking day; and also subject to investigation.
- 3) 2 Wheeled Vehicles will enjoy 2 hrs parking and will be charged P10.00 each succeeding hour.
- 4) 3 to 4 wheeled Vehicles will enjoy 2 hrs parking and will be charged P20.00 for each succeeding hour.
- 5) A fraction of an hour parked is considered 1 hour.
- 6) Loss of parking ticket will be charged a P250.00 penalty and is subject to an investigation by the Mall Security. The concerned driver must present LTO issued drivers license,Certificate of Registration and the current valid Official Receipt. Failure to present said documents maybe referred to the ICPO by the Mall Security.
- 7) Lock your vehicle properly and do not leave your parking ticket inside.
- 8) The Car Park management is not responsible for the loss or damage to your parked vehicle, it's accessories and private properties inside.
- 9) Acceptance of this parking ticket constitutes acknowledgement by the holder that he/she has read carefully,understood fully and will willingly comply with the parking rules.

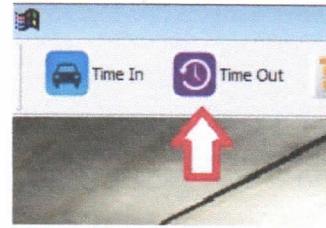


### EXHIBIT B



## VEHICLE EXITS THE PARKING LOT

- Click on the Time Out button from the main screen. Then ask for the parking ticket from the driver / vehicle owner.



- Scan the barcode located at the bottom of the parking ticket.

- There will be an additional 500.00 pesos penalty for overnight parking if vehicle parks overnight or beyond than 10:30pm. (see Scenario #2)

User Name : Today is : August 13, 2019 at 05:15:55 PM

OR NO:			
Scan option	<input checked="" type="radio"/> Transx Code	<input type="radio"/> Plate No	<input type="radio"/> Non-Cinema
<input type="checkbox"/> Lost Ticket	TRANSACTION CODE 1908131503546 (2)		
PLATE NO	TEST PLATE		
TICKET NO	000760734		
DATE IN / TIME IN	08/13/2019	03:03:54 PM	
DATE OUT / TIME OUT	08/13/2019	05:15:51 PM	
PARKED TIME (DD:HH:MM)	0	0	12
OVERNIGHT PARKING	0.00		
LOST P-TICKET CHARGE	0.00		
TOTAL PARKING FEE	20.00		
DISCOUNT TYPE	<input checked="" type="radio"/> NONE	<input type="radio"/> SC	<input type="radio"/> PWD
NET AMOUNT	20.00		

**Print Billing Statement**

- If the driver ask for a discount. Select on the appropriate discount type. (see Scenario #3)
  - SC – Senior Citizen Discount
  - PWD – Persons with Disability

SC / PWD Id must be presented, then enter the ID information (ID Number and Name) based in the ID presented.

ID Information

ID Number
Name

Proceed Cancel

- Click on the Print Billing Statement button to generate the billing statement. If there is no payable amount, then this closes the transaction. (see Scenario #1, 2 & 3)
- But if there is any payable amount. Type the amount tendered which is greater than or equal to the net amount payable.

Amount Tender

Total Parking Fee.....	20.00
Discount .....	0.00
NET AMOUNT PAYABLE	20.00
AMOUNT TENDER	6 50

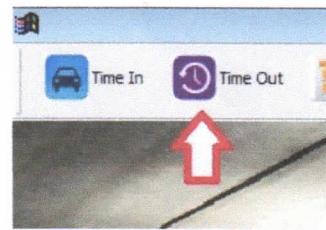
Cash Change

30.00

CLOSE

## VEHICLE EXITS THE PARKING LOT (LOST TICKET)

- Click on the Time Out button from the main screen. Then ask for the parking ticket from the driver / vehicle owner.



- Click on the box labeled **Lost Ticket**. (see Scenario #1)

- Additional 250.00 pesos will be charged for the lost parking ticket.
- Type the vehicle Plate Number

- There will be an additional 500.00 pesos penalty for overnight parking if vehicle parks overnight or beyond than 10:30pm. (see Scenario #2)

OR NO:	Today is : August 13, 2019 at 05:21:03 PM		
Scan option	<input type="radio"/> Trunk Code	<input checked="" type="radio"/> Plate No.	<input type="radio"/> Non-Cinema
<input checked="" type="checkbox"/> Lost Ticket	2		
TRANSACTION CODE			
PLATE NO	TEST 2b		
TICKET NO	000760732		
DATE IN / TIME IN	08/13/2019	04:12:48	PM
DATE OUT / TIME OUT	08/13/2019	05:21:01	PM
PARKED TIME (DD:HH:MM)	0	0	0
OVERNIGHT PARKING	0.00		
LOST P-TICKET CHARGE	250.00 2a		
TOTAL PARKING FEE	250.00		
DISCOUNT TYPE	<input type="radio"/> NONE	<input type="radio"/> SC	<input type="radio"/> PWD
NET AMOUNT	250.00		
<b>Print Billing Statement</b>			

- If the driver ask for a discount. Select on the appropriate discount type. (see Scenario #3)

- SC – Senior Citizen Discount
- PWD – Persons with Disability

SC / PWD Id must be presented, then enter the ID information (ID Number and Name) based in the ID presented.

ID Number	
Name	
<b>Proceed</b>	<b>Cancel</b>

- Click on the Print Billing Statement button to generate the billing statement. (see Scenario #1)
- Type the amount tendered which is greater than or equal to the net amount payable.

Total Parking Fee.	250.00
Discount	0.00
NET AMOUNT PAYABLE	250.00
AMOUNT TENDER	0.00

**SCENARIO #1 : LOST TICKET**

TOTAL TIME : 2 hrs 29 mins  
 NET TIME : 29 mins.  
 LOST TICKET CHARGE : php 250  
 TOTAL AMOUNT DUE :  $20 + 250 = \text{php } 270$

**ALTA CITTA**  
 Add: CPG Avenue, Tagbilaran City, Bohol  
 Optr: Alta Citta Mall  
 TIN: 000-000-000-000 VAT Reg.

**PAY PARKING BILLING STATEMENT**

Date : 07/29/2019 06:05:43 PM  
 Teller Booth No.: 0001  
 Cashier Name : [REDACTED]

Plate No. : TEST-PLATE  
 No. of Wheels : 4 WHEELED  
 Ticket No. : 000760722  
 Date IN : 07/29/2019 03:35:35 PM  
 Date OUT : 07/29/2019 06:05:43 PM  
 TOTAL DAY/TIME : (00:HH:MM)  
**00:00:29**  
 Parking Rate/Hr : 20.00

Overnight Charge:	<b>0.00</b>
Lost Ticket Chrg:	<b>250.00</b>
Total Parked Fee:	<b>270.00</b>
VATable Amount :	241.07
VAT Exempt :	0.00
VAT 12% :	28.93
Amount Due :	<b>270.00</b>

**PLEASE ASK FOR  
AN OFFICIAL RECEIPT**

**SCENARIO #2 : 1 OVERNIGHT PARKING**

TOTAL TIME : 6 hrs 29 mins  
 NET TIME : 4 hrs. 4 mins.  
 OVERNIGHT CHARGE : php 500  
 TOTAL AMOUNT DUE :  $100 + 500 = \text{php } 600$

**OVERNIGHT VIOLATION**  
**5 HRS PARKING**

**ALTA CITTA**  
 Add: CPG Avenue, Tagbilaran City, Bohol  
 Optr: Alta Citta Mall  
 TIN: 000-000-000-000 VAT Reg.

**PAY PARKING BILLING STATEMENT**

Date : 07/29/2019 10:43:15 PM  
 Teller Booth No.: 0001  
 Cashier Name : [REDACTED]

Plate No. : TEST19  
 No. of Wheels : 4 WHEELED  
 Ticket No. : 000760719  
 Date IN : 07/29/2019 04:25:26 PM  
 Date OUT : 07/29/2019 10:43:15 PM  
 TOTAL DAY/TIME : (00:HH:MM)  
**00:04:04**  
 Parking Rate/Hr : 20.00

Overnight Charge:	<b>500.00</b>
Lost Ticket Chrg:	<b>0.00</b>
Total Parked Fee:	<b>600.00</b>
VATable Amount :	535.71
VAT Exempt :	0.00
VAT 12% :	64.29
Amount Due :	<b>600.00</b>

**PLEASE ASK FOR  
AN OFFICIAL RECEIPT**

**CHARGES :** Excess Time Charge (Php 20.00 – 4Wheels, Php 10.00 – 2Wheels)  
 Overnight Parking Charge : Php. 500 (Beyond 10:30pm)  
 Lost Ticket : Php. 250.00

**SCENARIO #3 : 2 SENIOR CITIZEN DISCOUNT**

TOTAL TIME : 3 hrs 50 mins  
 NET TIME : 1 hr. 50 mins.  
 SC DISCOUNT : php 11.43  
 TOTAL AMOUNT DUE :  $40 - 11.43 = \text{php } 28.57$

**ALTA CITTA**  
 Add: CPG Avenue, Tagbilaran City, Bohol  
 Optr: Alta Citta Mall  
 TIN: 000-000-000-000 VAT Reg.

**PAY PARKING BILLING STATEMENT**

Date : 08/06/2019 01:23:29 PM  
 Teller Booth No.: 0001  
 Cashier Name : [REDACTED]

Plate No. : TEST  
 No. of Wheels : 4 WHEELED  
 Ticket No. : 000760729  
 Date IN : 08/06/2019 09:32:21 AM  
 Date OUT : 08/06/2019 01:23:29 PM  
 TOTAL DAY/TIME : (00:HH:MM)  
**00:01:50**  
 Parking Rate/Hr : 20.00

Overnight Charge:	<b>0.00</b>
Lost Ticket Chrg:	<b>0.00</b>
Total Parked Fee:	<b>40.00</b>

**\*\*\* SENIOR CITIZEN DISCOUNT \*\*\***

Less: 12% VAT :	-4.29
Total Amount :	35.71
Less: 20% Disc. :	-7.14
Total Amount :	<b>28.57</b>

VATable Amount :	0.00
VAT Exempt :	35.71
VAT 12% :	0.00
Amount Due :	<b>28.57</b>

**PLEASE ASK FOR  
AN OFFICIAL RECEIPT**



**DATE : August 15, 2019**

**TO : All Alta Citta Mall Anchor Stores and Tenants**

**FROM : The Alta Citta Mall Management**

**SUBJECT : The Alta Citta Mall Basement Pay Parking Rules**

---

Please be informed that effective August \_\_ 2019, at 7:30am start of Mall operations; the approved Basement Pay Parking rules will be enforced as follows:

1. Regular parking day starts at 7:30am and ends at 10:30pm cut-off time.
2. 2 Wheeled Vehicles will enjoy 2 hours free parking and will be charged P10.00 for each succeeding hour.
3. 3 to 4 Wheeled Vehicles will enjoy 2 hours free parking and will be charged P20.00 for each succeeding hour.
4. A fraction of an hour parked is considered 1 hour.
5. Upon entry, a consumable coupon must be paid by the vehicle driver, as follows:
  - 2 wheels - P50.00/park
  - 3-4 wheels - P100.00/park

The consumable coupon can be presented as payment for goods and personal services inside the mall, only on the date issued. (see attached specimen)

6. Loss of parking ticket will be charged P250.00 penalty and is subject to an investigation by the Mall Security. The concerned driver must present LTO issued drivers license, Certificate of Registration and the current year Official Receipt. Failure to present said documents maybe referred to the TCPO by the Mall Security.
7. Vehicles left overnight in the Parking Area (Basement) will be charged a penalty P500.00 per cut-off time violation aside from the regular parking fees accumulated every parking day; and also subject to investigation.
8. Lock your vehicle properly and do not leave your parking ticket inside.
9. The Car Park management is not responsible for the loss or damage to your parked vehicle, its accessories and private properties inside.
10. Acceptance of this parking ticket constitutes acknowledgement by the holder that he/she has read carefully, understood fully and will willingly comply with the parking rules.

For your guidance and active compliance. Thank you.

Very respectfully,

**Alexis Roque**  
Mall Manager



## Photocopy Specimen

Alta Citta Mall Basement Pay Parking

### Consumable Coupon

ALTA CITTA  
Pay Parking

Ticket No. : 000760708  
Date : July 26, 2019  
Time : 10:19:57 AM

\*\*\*\*\*  
**CONSUMABLE COUPON**

Php 100.00

Valid only on date issued



1907251019579



Photocopy Specimen

Alta Citta Mall Basement Pay Parking

Consumable Coupon

ALTA CITTA  
Pay Parking

Ticket No. : 000760708  
Date : July 26, 2019  
Time : 10:19:57 AM

\*\*\*\*\*  
**CONSUMABLE COUPON**

Php 100.00

Valid only on date issued



1907251019579



## Basement Pay Parking Rules

1. Regular parking day starts at 7:30am and ends at 10:30pm cut-off time.
2. 2 Wheeled Vehicles will enjoy 2 hours free parking and will be charged P10.00 for each succeeding hour.
3. 3 to 4 Wheeled Vehicles will enjoy 2 hours free parking and will be charged P20.00 for each succeeding hour.
4. A fraction of an hour parked is considered 1 hour.
5. Upon entry, a consumable coupon must be paid by the vehicle driver, as follows:
  - 2 wheels - P50.00/park
  - 3-4 wheels - P100.00/park

The consumable coupon can be presented as payment for goods and personal services inside the mall, only on the date issued.

6. Loss of parking ticket will be charged P250.00 penalty and is subject to an investigation by the Mall Security. The concerned driver must present LTO issued drivers license, Certificate of Registration and the current year Official Receipt. Failure to present said documents maybe referred to the TCPO by the Mall Security.
7. Vehicles left overnight in the Parking Area (Basement) will be charged a penalty P500.00 per cut-off time violation aside from the regular parking fees accumulated every parking day; and also subject to investigation.
8. Lock your vehicle properly and do not leave your parking ticket inside.
9. The Car Park management is not responsible for the loss or damage to your parked vehicle, its accessories and private properties inside.
10. Acceptance of this parking ticket constitutes acknowledgement by the holder that he/she has read carefully, understood fully and will willingly comply with the parking rules.



## The Proposed Alta Citta Pay Parking Narrative Process

### The Pay Parking Process Flow in narrative sequence

**1.0** Pay parking transaction starts when Vehicle driver stops in front of Parking Booth for inspection, by assigned security guard thru under-chassis inspection, ocular inspection of Vehicle inside cabin and opening of trunk, if necessary.

**2.0** Parking Booth Teller (PBT) logs in the following info:

- a) Vehicle Plate no./conduction sticker no.
- b) Vehicle type by number of wheels such as 2, or 3-4 (2 wheels for motorcycles, 3 wheels for tricycles and 4 wheels for cars, AUV, SUV and passenger vans).
- c) Date and time start of park.

**3.0** PBT Prints Parking Ticket that contains the following logged in info (see Exhibit 1):

- a) The logged in Vehicle plate no./ conduction sticker no.,
- b) The Vehicle type according to number of wheels, and
- c) The date and time start of park.
- d) The Alta Citta parking rules

**3.1** The system printed parking rules in brief are as follows:

- a) Regular parking day starts at 7:30am and ends at 10:30pm cut-off time.
- b) Vehicles left in the Pay Parking Area after cut-off will be charged a penalty of P500.00 per cut-off time violation, aside from the regular parking fees accumulated for every parking day. Said Vehicle is also subject to additional external inspection by Mall Security and maybe reported to the Tagbilaran City Police Office for additional inspection, if warranted.
- c) 2 Wheeled Vehicles will enjoy free parking for the first 2 hours and will be charged P10.00 for each succeeding hour.
- d) 3 to 4 wheeled vehicles will enjoy free parking for the first 2 hours and will be charged P20.00 for each succeeding hour.
- e) Fraction of an hour parked is considered 1 hour.
- f) Loss of parking ticket will be charged a P250.00 penalty and is subject to an investigation by the Mall Security. The concerned driver must present LTO issued drivers license, Certificate of Registration and the current year official Receipt.
- g) Lock your vehicle properly and do not leave your parking ticket inside the vehicle.
- h) The Car Park management is not responsible for the loss or damage to your parked vehicle, it's accessories and private properties inside the said vehicle.

*Legend:*

PBT	- Parking Booth Teller
PPBS	- Pay Parking Billing Statement
COC	- Check Out Counter



**4.0** PBT prints for collection purposes the Consumable Coupon that contains the following logged-in details (see Exhibit 2):

- a) Parking Ticket number
- b) Parking Ticket date and time start
- c) Amount of cash paid for consumable coupon:

P 50.00 for 2 Wheeled Vehicles

P 100.00 for 3 to 4 Wheeled Vehicles

**4.1** Parking customer pays for the corresponding cash amount of the printed Consumable Coupon.

**4.2** Upon collection of the Consumable Coupon amount, PBT hands-over printed parking ticket and Consumable Coupon to vehicle driver and informs vehicle driver to read Parking Ticket Parking rules. PBT also explains to the Vehicle driver that the consumable Coupon is considered a legal tender for any goods or services purchased inside the Mall, only on the date issued.

**5.0** Upon exit, Vehicle driver presents parking ticket for payment processing.

**5.1** PBT scans Parking Ticket barcode and prints Pay Parking Billing Statement (PPBS) in two copies that shows the following (see Exhibit 3):

- a) Vehicle plate no./conduction sticker no.
- b) Vehicle wheel type
- c) Date and time start of park
- d) Date and time end of park
- e) Number of hours parked
- f) System computed Parking Amount

**5.2** PBT hands-over original PPBS to Vehicle driver for collection and retains duplicate for Cashier's Report.

**5.3** Vehicle driver offers payment of PPBS.

**5.4** PBT accepts payment and returns original PPBS together with exact change if payment is more than PPBS amount.

**5.5** For Parking Customers demanding an official Receipt, a manual OR booklet is always at hand for this purpose. The OR booklet is transferred from the first PBT to the last shift PBT. IAD checks booklet weekly. Any request for a new OR booklet should be arranged with the Store IAD.

**6.0** At the end of shift, PBT summarizes all PPBS issued during the shift; for cashiering report, remittance and audit at the Supermarket Check-out Counters (COC) Cashiering Office.



**4.0** PBT prints for collection purposes the Consumable Coupon that contains the following logged-in details (see Exhibit 2):

- a) Parking Ticket number
- b) Parking Ticket date and time start
- c) Amount of cash paid for consumable coupon:

P 50.00 for 2 Wheeled Vehicles

P 100.00 for 3 to 4 Wheeled Vehicles

**4.1** Parking customer pays for the corresponding cash amount of the printed Consumable Coupon.

**4.2** Upon collection of the Consumable Coupon amount, PBT hands-over printed parking ticket and Consumable Coupon to vehicle driver and informs vehicle driver to read Parking Ticket Parking rules. PBT also explains to the Vehicle driver that the consumable Coupon is considered a legal tender for any goods or services purchased inside the Mall, only on the date issued.

**5.0** Upon exit, Vehicle driver presents parking ticket for payment processing.

**5.1** PBT scans Parking Ticket barcode and prints Pay Parking Billing Statement (PPBS) in two copies that shows the following (see Exhibit 3):

- a) Vehicle plate no./conduction sticker no.
- b) Vehicle wheel type
- c) Date and time start of park
- d) Date and time end of park
- e) Number of hours parked
- f) System computed Parking Amount

**5.2** PBT hands-over original PPBS to Vehicle driver for collection and retains duplicate for Cashier's Report.

**5.3** Vehicle driver offers payment of PPBS.

**5.4** PBT accepts payment and returns original PPBS together with exact change if payment is more than PPBS amount.

**5.5** For Parking Customers demanding an official Receipt, a manual OR booklet is always at hand for this purpose. The OR booklet is transferred from the first PBT to the last shift PBT. IAD checks booklet weekly. Any request for a new OR booklet should be arranged with the Store IAD.

**6.0** At the end of shift, PBT summarizes all PPBS issued during the shift; for cashiering report, remittance and audit at the Supermarket Check-out Counters (COC) Cashiering Office.



**7.0** Also at end of shift, PBT summarizes all Consumable Coupons issued during the shift; for cashier report, remittance and audit just like the PPBS.

**8.0** PBT follows all existing procedures of the Supermarket COC cashiering Office from start of day routine to end of day routine.

**9.0** The assigned Supermarket COC supervisor retains supervision on all Pay Parking personnel such as the PBT, and the security guards, and is required to inspect them at least once per shift to ensure compliance to the Pay parking Process, system and implementation.

**10.0** The assigned security guard must post on the logbook the description, no. of wheels, plate no./conduction sticker no. of any vehicle left in the parking area after 10:30pm cut-off time and report such to the Mall Security, to implement Provision 3.1b. Mall Security must inspect each vehicle from the outside, illuminate what is inside for further inspection, and if needed; request assistance from the Tagbilaran City Police Office. Mall Security is required to post on security guard logbook individual findings for each vehicle left after midnight.

**11.0** The Alta Citta Pay Parking Pro-Forma entries

The back-end office will be trained separately by the Corporate IT Navision Accounting Junior Supervisor regarding prescribed transaction accounting entries, source documents and person In charge for each transaction ( see Exhibit 4).

**12.0** Revision on the Alta Citta Pay Parking process and system

The Alta Citta Mall management is the system owner and user of this Pay Parking system. As such, they are considered the Revision Champion in case there are proposed revisions in the process and system; arising from necessary changes in business rules/policies.

A duly signed request for revision using the Internal Office Memo (IOM) form can trigger the organization of an ad hoc committee made up of Alta Citta Management and Corporate IT Group 1 System Development teams, for this purpose.



**DATE : August 15, 2019**  
**TO : All Alta Citta Mall Anchor Stores and Tenants**  
**FROM : The Alta Citta Mall Management**  
**SUBJECT : The Alta Citta Mall Basement Pay Parking Rules**

---

Please be informed that effective August \_\_ 2019, at 7:30am start of Mall operations; the approved Basement Pay Parking rules will be enforced as follows:

1. Regular parking day starts at 7:30am and ends at 10:30pm cut-off time.
2. 2 Wheeled Vehicles will enjoy 2 hours free parking and will be charged P10.00 for each succeeding hour.
3. 3 to 4 Wheeled Vehicles will enjoy 2 hours free parking and will be charged P20.00 for each succeeding hour.
4. A fraction of an hour parked is considered 1 hour.
5. Upon entry, a consumable coupon must be paid by the vehicle driver, as follows:
  - 2 wheels - P50.00/park
  - 3-4 wheels - P100.00/park

The consumable coupon can be presented as payment for goods and personal services inside the mall, only on the date issued. (see attached specimen)

6. Loss of parking ticket will be charged P250.00 penalty and is subject to an investigation by the Mall Security. The concerned driver must present LTO issued drivers license, Certificate of Registration and the current year Official Receipt. Failure to present said documents maybe referred to the TCPO by the Mall Security.
7. Vehicles left overnight in the Parking Area (Basement) will be charged a penalty P500.00 per cut-off time violation aside from the regular parking fees accumulated every parking day; and also subject to investigation.
8. Lock your vehicle properly and do not leave your parking ticket inside.
9. The Car Park management is not responsible for the loss or damage to your parked vehicle, its accessories and private properties inside.
10. Acceptance of this parking ticket constitutes acknowledgement by the holder that he/she has read carefully, understood fully and will willingly comply with the parking rules.

For your guidance and active compliance. Thank you.

Very respectfully,

Alexis Roque  
Mall Manager