

**ADMINISTRATIVE DIVISION APPROVAL MATRIX**

Policy Title:

**POLICY ON PARKING SERVICES
CIVILIAN WATCHMAN UNIT**

Section / Department

CIVILIAN WATCHMAN UNIT

Page No. 1 of 2

Prepared By:

Joel Lombos
Head, Civilian Watchman Unit

Reviewed By:

Arnaldo S. Cortes, RN
Supervising Administrative Officer**Darius J. Sebastian, MD, MPH, PHSAE**
Hospital Administrator

Approved by:

Jefferson R. Pagsisihan, MD, MHM
Hospital Director

OBJECTIVES: This policy aims to come up with written guidelines on parking.

COVERAGE: OSPAR personnel

RESPONSIBILITIES:

1. It shall be the responsibility of the CWU/CSU/DRIVERS to implement policy on parking.
2. It shall be the responsibility of this office to monitor if said policy is being carried out.

POLICY: This policy when implemented shall ensure an orderly parking area giving preference to hospital personnel and clientele.

PROCEDURE:

- I. Strictly no obstructions at the entrance and exit gates of the hospital.
- II. Parking space near the ER entrance door shall always be made available for the ambulance and shall not be occupied by other vehicles at any time.
- III. Employees may continue to use the parking area at ST. Andrew's Cathedral but with a parking fee at our own expense.
- IV. Parking spaces are available on the market's rooftop (Public Market, Parañaque) wherein your vehicle will have 24/7 security. You need to secure an ID at the Administrative Division Office to serve as an entry pass which is non-transferable and shall only be used during duty hours. Assistance shall be provided by our drivers in bringing your vehicle to the market.
- V. Physicians who intend to park at SM Sucat, Parañaque will be provided a transport service to pick you up from your origin to the hospital and drive you back to your car.
- VI. Employees with personal vehicles are authorized to park only during their duty hours. However, shall vacate the space after their duty to give way to other employees.
- VII. Due to lack of parking space, outsiders or those who have no business with the hospital are not allowed to park.
- VIII. In cases where double parking is necessary. The car owner must entrust his/her key to the driver thru the CWU and that in the event of a vacant parking spot, the car will be moved to the vacancy for safety.



OSPITAL NG PARAÑAQUE



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Implementation Date:

Implemented since 1979

Schedule for Policy Review:

Reviewed periodically as necessary

Last Reviewed:

March 2011

July 2018

September 2022