



OFFICE OF THE PRESIDENT
SAINT LOUIS UNIVERSITY
A Bonifacio Street
2600 Baguio City



Administrative Memo No. 30, s. 2022

Memo

To: THE LOUISIAN COMMUNITY

Re: Main Campus Parking Guidelines Effective 05 September 2022

Date: 02 September 2022

In line with the increase of our face-to-face classes, the following guidelines are given to optimize the use of our limited parking spaces and ensure safety inside our main campus:

1. Only employees' vehicles which are duly registered and bearing the valid SLU Car Pass decal are allowed to park on the duly designated parking slots on a first-come-first-served basis;
2. The SLU number coding scheme as stipulated in the 28 July 2011 advisory shall remain in effect to employees' vehicles even if the related City Ordinance has been lifted by the City and even before the 7:00am start of the scheme. Please be guided by the following:

Plate Number Last Digit	Coding Schedule
1 and 2	Monday
3 and 4	Tuesday
5 and 6	Wednesday
7 and 8	Thursday
9 and 0	Friday

The President, Vice Presidents, Deans, Directors, and other Heads of Offices / Units, and CPMSD-powerhouse personnel on their duty day shall be exempted from this arrangement due to the exigency of work they render to the University;

3. The parking spaces fronting the Otto Hahn building and 10-slots at the Bishop Carlito Cenzon, CICM building basement parking shall continue to be used exclusively by the SLU – Sacred Heart Medical Center on a first-come-first-served basis. Only those with the SLU-SHMC car pass decal approved by the Hospital Administration, in coordination with the Campus Planning, Maintenance, and Security Department, shall be allowed to park in the area.
4. Double parking shall not be allowed at any time. Security guards posted in the area are likewise not allowed to drive for any vehicle;
5. Only those accorded by the University Administration, self-driving PWDs who have severe mobility problems, and employees with medical condition with the endorsement of the Medical Clinic and approval by the University Administration, shall be provided with a reserved parking space at the University grounds. All other requests for a reserved parking shall only be approved by no less than the University President;

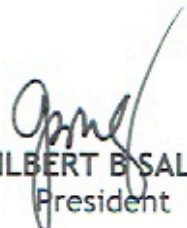


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6. The parking slots reserved for school officials and clients who are either on leave of absence or have not arrived to park by 8:00am or 2:00pm shall be made available to visitors or other heads of office as a buffer slot on a first-come-first-serve basis, unless the official concerned has earlier advised the Security Office of his/her late arrival later than the mentioned time as the case maybe;
7. All other employees, as well as visitors of the University, are advised to use the Bishop Cenzon parking spaces. Heads of Offices, Directors, and other Heads of Offices / Units who cannot be accommodated to park in this area shall be given priority to park in designated reserved parking spaces inside the campus given the nature of their work on a first-come-first-served basis;
8. Related memoranda on SLU as CLEAN AIR SCHOOL and the Bantay Tambutso sa Eskwela Campaign which was made effective 24 November 2005 are hereby reiterated.

Thank you for your wholehearted cooperation.


REV FR GILBERT B. SALES, CICM
President

RFGBS/DJCG/DFBE/JJVG/pay