



*Office of the President*

19 September 2022

**ADMINISTRATIVE ORDER**  
 No. 19, series of 2022

**TO :** All Vice-Presidents  
 All Deans and Directors  
 All Chiefs and Heads of Offices  
 All Faculty Members  
 All Non-Teaching Personnel  
 All Students  
 Bicol University

**SUBJECT :** Additional Implementing Guidelines on the Entrance, Parking, and Exit of Vehicles to and from the Premises of Bicol University Campuses

**I. RATIONALE**

To ensure the safety of all university stakeholders and facilitate the orderly flow, checking and monitoring of vehicles coming in and out of the Bicol University premises as well as to implement an orderly parking system in the University, the following set of guidelines is hereby provided to guide all who are entering, parking and exiting the University premises.

**II. IMPLEMENTING GUIDELINES**

- (a) All vehicles entering the University (East Campus, West Campus, and Daraga Campus) must only use the gates designated for entrance and exit. For this purpose, the following gates are designated as either entrance or exit gates:

<i>Gate Number</i>	<i>Location</i>	<i>Gate designation</i>
Gate No. 1	BU East Campus, Legazpi City	Entrance and exit
Gate No. 2	Adjacent to the BU Founders' Park, West Campus	Regularly closed except for special occasions or emergency reasons
Gate No. 3	Main Gate, in front of the BU Torch of Wisdom, West Campus	Entrance and exit
Gate No. 4	Near Bonto Building, West Campus	Regularly closed except for special occasions or emergency reasons
Gate No. 5	Near BU URO/Admissions Office Building, West Campus	Exit only
Gate No. 6	In front of BUCE Building	Entrance Only
Gate No. 7	Near the Daraga Campus New Administration Building, Daraga Campus	Exit Only
Gate No. 8	In front of CBEM Seva Building, Daraga Campus	Entrance only

*Note: The Deans and Directors of the external campuses shall also designate their respective gates for entrance and exit*

- (b) Any vehicle entering the wrong gate shall be denied entrance by the guards and vehicles exiting in the wrong gate shall be given instruction by the guards as to the proper route/gate for exit.
- (c) Vehicles entering the BU premises must have corresponding BU car pass/sticker. Drivers and passengers of vehicles with BU car pass/sticker who are BU personnel and students must show to the guard on-duty their BU-issued identification cards while non-BU personnel and students must show their government-issued identification cards. These vehicles should also be routinely checked by the guards on duty.
- (d) Vehicles without BU car pass/sticker shall be thoroughly checked by the guards on duty. Said vehicle shall enter and exit on the same gate only. Upon entry to the gate, the driver should present and leave a government-issued identification card to the guard and the latter shall give the driver a pass which shall be returned to the guard upon exit in exchange of his/her ID. Those entering Gate 6 (BUCE) or Gate 8 (Daraga Campus) will be issued a gate ticket and the driver will surrender the gate ticket upon exit at Gate 5 or Gate 7. Further, the driver is required to declare the number of passengers in the vehicle entering the University premises as well as the purpose.
- (e) Only vehicles with BU car pass/sticker shall be allowed entrance and exit in the entry/exit point in front of the BU Female Dormitory.
- (f) All gates shall be kept closed during Sundays and non-working days. During these days, only vehicles with BU car pass/sticker shall be allowed entrance.
- (g) All vehicle owners entering the University premises should strictly observe the parking policy of the University. Parking of the vehicles should be at the designated parking areas to avoid traffic obstruction and disturbance within the University.
- (e) The Security Services Unit should maintain logbooks solely for the recording of vehicle and driver's information entering the University.

### **III. IMPLEMENTING GUIDELINES FOR THE APPLICATION AND RELEASE OF BU CAR PASS/STICKER**

- (a) Applications for and release of the BU Car pass shall be governed by Administrative Order No. 384, series of 2021.
- (b) Interested vehicle owners can submit their documentary requirements for car pass/sticker commencing on September 26, 2022 following the procedures prescribed in Administrative Order No. 384, series of 2021.

### **IV. TRANSITORY PROVISIONS**

All vehicle owners entering the BU premises shall be given until October 7, 2022 within which to secure their BU car pass. Prior to October 7, 2022, the Security Service Unit shall instruct all the guards on duty to observe leniency and reasonable discretion in allowing vehicles inside the University premises.

### **V. SAVING CLAUSE**

Matters not covered by the foregoing provisions shall be referred to the University President for resolution and appropriate action.

### **VI. REPEALING CLAUSE**

Any provision of existing Administrative Orders and other official issuances which are inconsistent with the provisions of this policy are hereby repealed or modified accordingly.

**VII. APPLICATION OF RELEVANT LAWS AND ISSUANCES**

Relevant laws and issuances shall be suppletorily applied in matters not covered by this policy.

**VIII. EFFECTIVITY**

This issuance shall take effect immediately until revoked by a subsequent issuance.

For strict compliance and guidance of all concerned.



**ARNULFO M. MASCARINAS**  
SUC President IV

Copy furnished  
Vice Presidents  
Deans and Directors  
Heads/Chiefs of Offices  
All Concerned  
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