



Republic of the Philippines  
**Department of Education**  
 REGION VIII - EASTERN VISAYAS

10343

July 21, 2022

**OFFICE MEMORANDUM**

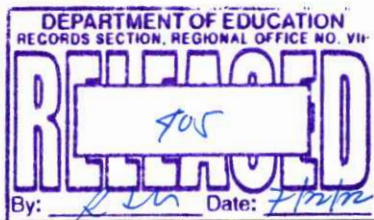
No. **405**, s. 2022

To: **Assistant Regional Director  
 Regional Office Division Chiefs  
 Section/Unit Heads  
 All Others Concerned**

**ISSUANCE OF VEHICLE STICKER AND VEHICLE PARKING RULES**

1. To ensure the safety of personnel and properly monitor private and government vehicles, this Office, through the General Services Unit, shall issue a vehicle sticker for free to all vehicles owned by the employees of the Regional Office and COA Personnel detailed at the Regional Office.
2. To avail of these stickers, the RO personnel or vehicle owner shall provide the following:
  - Registered Owner of the vehicle
  - Plate Number
  - Type of vehicle
  - Color
3. Suppliers transacting business at the RO shall not be issued these stickers. The drivers shall be required to present IDs for inspection upon entry at the Main Gate.
4. The main gate shall be used for entrance and exit of all vehicles. Vehicles without stickers shall not be allowed entry except those used to deliver supplies for the RO.
5. The parking area allotted for the Office of the Regional Director and Office of the Assistant Regional Director shall be for their exclusive use. While other vehicles may park on a first-come-first served basis in one direction for easy movement of vehicles.
6. For information and guidance.

AD-GSU-ATR



*[Signature]*  
**EVELYN R. FETALVERO, CESO IV**  
 Regional Director *9*

