



# RIVERSIDE MEDICAL CENTER, INC.



**METRO PACIFIC HEALTH**  
THE HEART OF FILIPINO HEALTHCARE

<b>DEPARTMENT:</b> Security Department		<b>POLICY NUMBER:</b> DPOTMH-APP-SECU-P016-(01)	
<b>TITLE/DESCRIPTION:</b> <b>PARKING AREA MANAGEMENT</b>			
<b>EFFECTIVE DATE:</b> April 30, 2023	<b>REVISION DUE:</b> April 29, 2026	<b>REPLACES NUMBER:</b> DPOTMH-HW-P16	<b>NO. OF PAGES:</b> 1 of 6
<b>APPLIES TO:</b> Security Guards, Civil Relations Officer (CRO), all hospital employees, Medical Consultants and Riverside Medical Center, Inc. (RMCI) Contractors and Stakeholders		<b>POLICY TYPE:</b> Administrative	

## PURPOSE:

1. To identify and establish parking areas for all the stakeholders of the hospital.
2. To maximize the utilization of parking spaces.
3. To establish a guide for the effective and efficient management of the parking area.

## DEFINITIONS:

**Stakeholder** – refers to RMCI employees, Medical Arts Building (MAB) doctors, members of the Medical Staff, Post Graduate Interns (PGI), Resident Doctors, RMCI Contractors, and RMCI suppliers.

## RESPONSIBILITY:

Security Guards, Civil Relations Officer (CRO), all hospital employees, Medical Consultants and Riverside Medical Center, Inc. (RMCI) Contractors and Stakeholders

## POLICY:

1. RMCI shall provide parking spaces to all its stakeholders.
2. The number of parking spaces shall be in accordance with the National Building Code.
3. The areas mentioned below shall be identified as parking spaces with details of the designated stakeholders allowed to park:

Parking Area	Location	Persons allowed to park
Medical Arts Building (MAB) Parking	MAB Basement	MAB Doctors
Front Hospital Parking	Front of Main Hospital	Members of the Medical Staff
Chapel Parking	Beside the chapel and Molecular Laboratory	RMCI Clients
Hospital Annex Property (HAP) Parking	Hospital Annex Property	<ul style="list-style-type: none"><li>• Members of Medical Staff</li><li>• MAB Doctors</li><li>• PGI and Residents</li></ul>

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		<ul style="list-style-type: none"><li>• RMCI Employees</li><li>• RMCI Clients</li><li>• RMCI Contractors</li></ul>
Titas Parking	Lot beside the Collection Department	<ul style="list-style-type: none"><li>• RMCI Employees</li><li>• RMCI Clients</li><li>• RMCI Contractors</li></ul>

4. Unless otherwise authorized, no vehicle shall be allowed to park at any given time anywhere within the facility of the RMCI aside from the designated parking area as enumerated above.
5. All 2-wheel vehicles shall park at Titas Parking Area. No 4-wheel vehicle shall be allowed to park at the Titas Parking Area.
6. All members of the Medical Staff shall secure a parking sticker at facility c/o Ms. Catherine Nicavera.
  - Photocopy OR/CR and Company ID (2 copies each)
7. Only vehicles with parking stickers shall be allowed to park at the Front Hospital Parking Area.
8. The President and Chief Executive Officer, the Vice President-Chief Medical Officer, and Medical Director shall have a designated space in the MAB basement.
9. Aside from the individuals mentioned above, MAB Parking shall be intended for MAB doctors only.
10. Parking in all Parking Areas shall be on a "first-come, first-served" basis.
11. RMCI shall employ valet parking subject to the terms and conditions for valet parking.
  - 11.1 Valet parking is only allowed when there is still available parking space the Hospital Annex Property and when the front parking and chapel parking is full.
12. Stakeholders shall be issued a parking ticket before parking. The stakeholder shall properly fill out

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MEMORIAL HOSPITAL

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12. Stakeholders shall be issued a parking ticket before parking. The stakeholder shall properly fill out the parking ticket and surrender it to the CRO upon exit at the parking area.
13. Clients with admitted patients shall be allowed to park their vehicles during their entire stay at the hospital. They shall present an official receipt or specify their room number upon exit at the parking area.
14. RMCI clients, suppliers and contractors shall present an official receipt for their transaction at the hospital or have their issued parking ticket signed by the Head of the office whom they transact business with so that their parking fee shall be waived.
15. Clients, suppliers and contractors who are not able to present a signed parking ticket or official receipt shall be charged the following parking fees:
  - 15.1 1<sup>st</sup> three (3) hours - ₱ 500.00
  - 15.2 In excess of 3 hours - ₱ 100.00/hr
  - 15.3 Overnight parking - ₱ 3000.00 per night
16. Employees who are on official travel shall not be allowed to park their vehicle at the HAP parking for the duration of their official travel.
17. The Civil Relations Officer (CRO) assigned to the parking area shall guide the vehicle driver during parking and ensure proper parking position.
18. The CRO and Security Guard on duty shall conduct a periodic check at the parking area and report to the Security Specialist any untoward incident that might happen.
19. The Security Specialist shall collaborate with other departments to ensure that the parking areas are equipped with safety tools, equipment and signs, parking instructions and rules.





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DPOTMH-HW-P16

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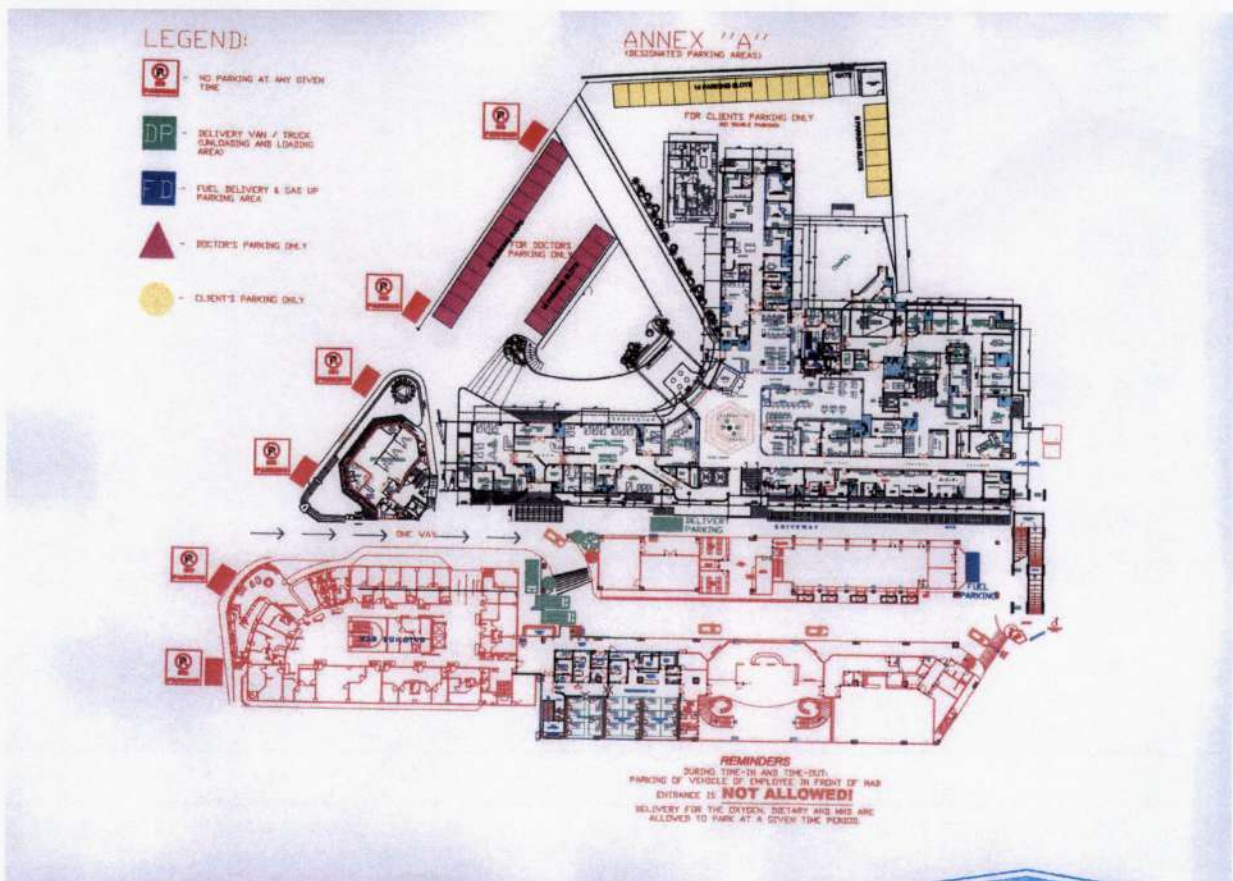
**POLICY TYPE:** Administrative

**PROCEDURE (SOP):** N/A

**WORK INSTRUCTION:** N/A

**WORK FLOW:** N/A

**FORMS:**

**ANNEX A**

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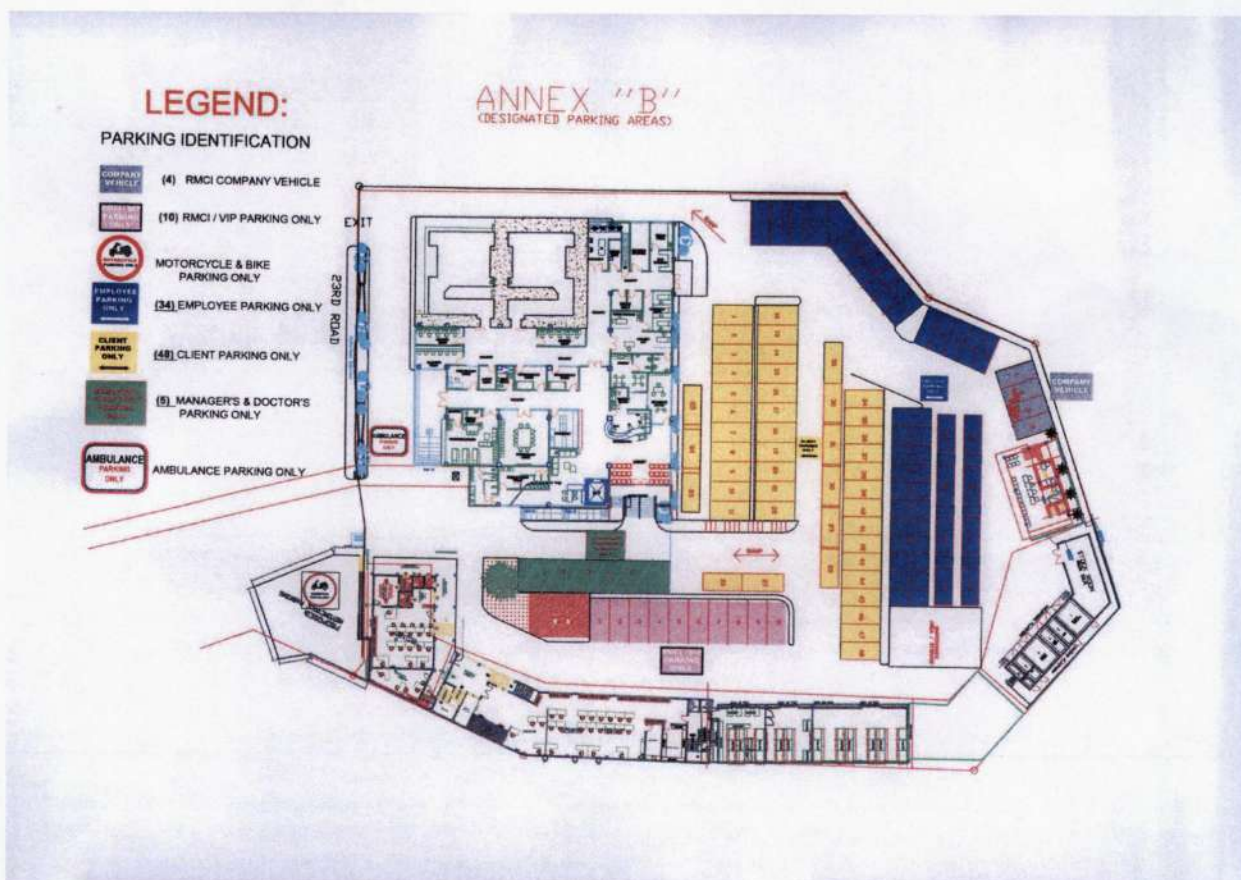
**REPLACES NUMBER:**

DPOTMH-HW-P16

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**ANNEX B**

**EQUIPMENT:** N/A

**REFERENCES:** N/A

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## APPROVAL:

	Name/Title	Signature	Date	TQM Stamp
Prepared by:	2LT EVA R. SEDAYON (AGS) PA (RES) Security Specialist		Aug 15, 2023	
Reviewed by:	RODEL J. LLAVE Total Quality Division Head		8-16-23	
Approved by:	MARIA LIZA C. PERAREN Nursing Director		8-16-2023	
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	NOEL P. GARBO General Services Head		8/22/2023	
	ROSARIO D. ABARING Ancillary Division Head		08-25-2023	
	NANCY B. HIZON Human Resources Division Head		9.4.2023	
	MA. ANTONIA S. GENSOLI, MD VP/Chief Medical Officer		9-20-23	
	SOCORRO VICTORIA L. DE LEON VP/Chief Operating Officer		09/21/2023	
Final Approved by:	GENESIS GOLDI D. GOLINGAN President and Chief Executive Officer		09/21/23	

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