Unnumbered Memorandum

SUBMISSION OF PROPOSED LOCATIONS FOR THE
ESTABLISHMENT OF END OF TRIP CYCLING (EOT)
FACILITIES

To: Schools Division Superintendents of Bacoor City, Biñan City,
Cabuyao City, Calamba City, Laguna Province, San Pablo City, San
Pedro City and Sta. Rosa City

1. In reference to the communication of the Department of Transportation (DOTr)
dated August 9, 2023¹, this Office, through the Education Support Services
Division requests for the submission of the proposed locations for the
establishment of End of Trip Cycling (EOT) facilities within the area of Bacoor
City and Laguna.

2. Attached is the aforementioned communication for reference.

3. Application form for the proposed locations is accessible through this Google
format) of the accomplished form are requested to submit to the Regional
Office and upload on the Google Drive link provided on or before August 30,
2023.

4. For more information or queries, please contact Engr. Jamaica Rose G.
Rolloque of Education Support Services Division at (02) 8682 – 2114 local 430.

5. Immediate dissemination and strict compliance of this Memorandum are
highly desired.

ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

¹ Establishment of End of Trip Cycling (EOT) Facilities in Educational Facilities – 2023 Active Transport Program
09 August 2023

NOLASCO A. MEMPIN
Undersecretary for Administration
Department of Education (DepEd) Central Office
DepEd Complex, Meralco Avenue,
Pasig City, NCR 1600

ATTENTION: WILFREDO E. CABRAL
Department of Education (DepEd) Regional Director for NCR

DR. MAY B. ECLAR
Department of Education (DepEd) Regional Director for Region III

ALBERTO T. ESCOBARTE
Department of Education (DepEd) Regional Director for Region IV-A

SUBJECT: ESTABLISHMENT OF END OF TRIP CYCLING (EOT) FACILITIES IN EDUCATIONAL FACILITIES - 2023 ACTIVE TRANSPORT PROGRAM

Dear USec. Mempin:

Greetings from the Department of Transportation (DOTr)!

This is in reference to the implementation of specific components of the Active Transport Program funded through the Republic Act No. 11936 or the General Appropriations Act (GAA) for Fiscal Year (FY) 2023.

Under the said Program, this Office aims to establish End-of-Trip (EOT) Cycling Facilities in key fundamental facilities (commercial, educational, government, medical, residential, transportation) to further promote cycling commute and sustainable means of transport in line with the Philippine Development Plan (PDP) 2023-2028. The said facility will consist of bicycle parking (bike racks), bike repair stations, and bike sheds.

In light of this, this office would like to seek assistance in coordinating with concerned schools and offices that may be interested in applying for the establishment of End-of-Trip cycling facilities to be undertaken by this office in the following areas in line with the bike lane network established and to be established in:

1. Metro Manila
2. Meycauayan, Bulacan
3. Bacoor, Cavite
4. Laguna
For further reference, attached as Annex A are the designs, specifications and minimum dimensions of the facility.

Furthermore, all interested parties may submit their proposed locations using the application form provided (see Annex B) or bit.ly/DOTrEOTForm.

Should you have any questions or require further assistance on the matter, your Office may reach Ar. Fe Isabel Adarne, EnP. of the Active Transport - Program Management Office through +639065662823 or via email at activetransport.dotroph@gmail.com.

Looking forward to your Office’s feedback.

Sincerely,

Lontoc Annell Requina
2023.08.08 22:07:25
ANNELI R. LONTOC, CESO I
Undersecretary for Road Transport & Infrastructure

Attachments:
ANNEX A - End of Trip Cycling Facilities design and specifications
ANNEX B - End of Trip Cycling Facilities Application Form
## Republic of the Philippines

**DEPARTMENT OF TRANSPORTATION**

**ANNEX A - Designs, specifications and minimum dimensions of End of Trip Cycling Facilities**

### OPTION A

**SHORT TERM BIKE PARKING: WITH DEDICATED SPACE**

![Bike Shed with Racks and Bike Repair Station](image)

**BIKE SHED WITH RACKS AND BIKE REPAIR STATION**

### Table: Components and Specifications

<table>
<thead>
<tr>
<th>Qty</th>
<th>Unit</th>
<th>Component</th>
<th>Photos</th>
<th>Detailed Design/Inclusions</th>
<th>Minimum Dimensions (L x W in meters)</th>
</tr>
</thead>
</table>
| 5   | piece| Bike Rack*  
*Inverted-U Rack  
(In-Ground/Surface-Mounted) | ![Bike Rack Photo](image) | DPWH DO 263 s. 2022 | 7.2m x 3.3m  
(3.3m = 1.8m for bike parking space + 1.5m for maneuvering space) |
| 1   | set  | Bike Shed | ![Bike Shed Photo](image) | DPWH DO 263 s. 2022 | For available length > 7.2m, option to add more bike racks (+0.9m length per rack) |
| 1   | set  | Bike Repair Station | ![Bike Repair Station Photo](image) |  
- allen wrench set  
- air pump  
- bike mount  
- screwdrivers (Phillips and flat)  
- tire lever  
- pedal wrench  
- box wrench |
<table>
<thead>
<tr>
<th>Qty</th>
<th>Unit</th>
<th>Component</th>
<th>Photos</th>
<th>Detailed Design/Inclusions</th>
<th>Minimum Dimensions (L x W in meters)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Bike Rack*</td>
<td>![Bike Rack Image]</td>
<td>DO 263 s. 2022</td>
<td>1.8m x 0.9m</td>
</tr>
<tr>
<td>1</td>
<td>piece</td>
<td>&quot;Inverted-LI Rack&quot;</td>
<td>![Bike Rack Image]</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(In-Ground/Surface-Mounted)</td>
<td>![Bike Rack Image]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>set</td>
<td>Bike Repair Station *Optional</td>
<td>1.03m x 1.8m</td>
<td></td>
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<td></td>
<td></td>
<td>Bike Rack*</td>
<td>2.44m x 2.5m</td>
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<td></td>
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<td>*Vertical Storage Rack (Free-standing)</td>
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</tbody>
</table>

- allen wrench set
- air pump
- bike mount
- screwdrivers (Philips and flat)
- tire lever
- pedal wrench
- box wrench
### ANNEX B - Application Form for the Establishment of End of Trip Cycling Facilities

**Guidelines:**
1. Download and accomplish Annex B of this form. Please ensure completeness and accuracy of the information provided.
2. A cover letter and accomplished Annex B forms shall be electronically submitted in PDF through email at [activetransportpmo@dtr.gov.ph](mailto:activetransportpmo@dtr.gov.ph) with wet/e-signature, using the subject "[ANNEX B] EOT Application Form".
3. The execution of a Memorandum of Agreement/Understanding (MOA/MOU) is optional.
4. Facilities installed shall not be modified or relocated within one (1) year of installation.
5. Should there be any questions, you may email [activetransportpmo@dtr.gov.ph](mailto:activetransportpmo@dtr.gov.ph).

<table>
<thead>
<tr>
<th>Rank /No.</th>
<th>Name of Office/Facility/Location</th>
<th>Address and Coordinates(^1)</th>
<th>Photo of Proposed Location and Site Plan</th>
<th>EOT Option (A/B)</th>
<th>Type of Rack</th>
<th>No. of Pcs. of Racks</th>
<th>With a Bike Repair Station? (Y/N)</th>
<th>Area Dimensions (L x W in meters)</th>
<th>Contact Person w/ Contact Number and Email Address</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

**Prepared By:**

[DR. ESTRELLA E. YAGO]
[Director, Administrative Services/Chief, General Services/Office]

**Submitted By:**

[PROF. MARWIN M. DELA CRUZ]
[College President/Office]

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\(^1\) Metro Manila - Caloocan, Malabon, Navotas, Valenzuela, Quezon City, Marikina, Pasig, Taguig, Makati, Mandaluyong, San Juan, Pateros, Paranaque, Las Piñas, Muntinlupa and Pateros

Metro Cebu - Carcar, Cebu City, Danao, Lapu-Lapu, Mandaue, Naga, Talisay, Compostela, Consolacion, Cordova, Liloan, Minglanilla and San Fernando

Metro Davao - Davao City, Digos, Mati, Pulau, Samal, Tagum, Carmen, Hagonoy, Mace, Malalag, Malita, Padada, Santa Cruz, Santa Maria and Sulep
 ANNEX C - Sample Accomplished Application Form for the Establishment of End of Trip Cycling Facilities

<table>
<thead>
<tr>
<th>Rank /No.</th>
<th>Name of Office/Facility/Location</th>
<th>Address and Coordinates2</th>
<th>Photo of Proposed Location and Site Plan</th>
<th>EOT Option (A/B)</th>
<th>Type of Rack</th>
<th>No. of Pcs. of Racks</th>
<th>With a Bike Repair Station? (Y/N)</th>
<th>Area Dimensions (L x W in meters)</th>
<th>Contact Person w/ Contact Number and Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>DOTr Central Office</td>
<td>The Columbia Towers, Ortigas Ave, Mandaluyong City, Metro Manila 14.594525, 121.056351</td>
<td><img src="image_url" alt="Image" /></td>
<td>A</td>
<td>Inverted U-Rack (Surfaced-Mounted)</td>
<td>7</td>
<td>Y</td>
<td>9m x 4m</td>
<td>Juan dela Cruz activetransportpromodotr.gov.ph 0912 345 679</td>
</tr>
</tbody>
</table>

Prepared By:  
SGD  
JUAN DELA CRUZ  
Planning Officer  
Active Transport - Program Management Office

Submitted By:  
SGD  
JUAN DELA CRUZ  
Undersecretary  
Office of the Undersecretary for Road Transport and Infrastructure

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2 Metro Manila - Caloocan, Malabon, Navotas, Valenzuela, Quezon City, Marikina, Parañaque, Makati, Mandaluyong, San Juan, Pasay, Paranaque, Las Piñas, Muntinlupa and Pateros  
Metro Cebu - Cebu City, Danao, Lapu-Lapu, Mandaue, Naga, Talisay, Cebu City, Cordova, Cebu City, Mandaue, Mandaue and Cebu City  
Metro Davao - Davao City, Digos, Mati, Pantukan, Samal, Tagum, Carmen, Hagonoy, Maco, Maladag, Malita, Padada, Santa Cruz, Santa Maria and Sulpes