

Republic of the Philippines
Department of Education
REGION IV-A CALABARZON




August 22, 2023

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 Drive link <https://bit.ly/DepedR4A-EOT>. Electronic copies (DOC and PDF 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

03/ROE4



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



Certificate No. PHP QMS



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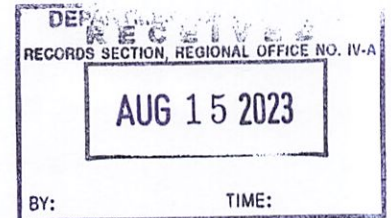


Records-ILA01-2023-412

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 3. Bacoor, Cavite
- ④ 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.dotrph@gmail.com.

Looking forward to your Office's feedback.

Sincerely,


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

Attachments:

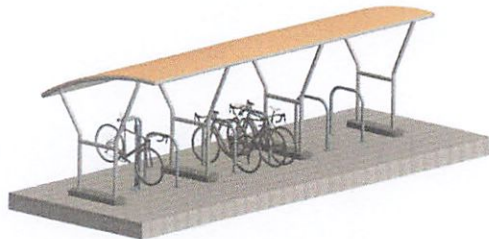
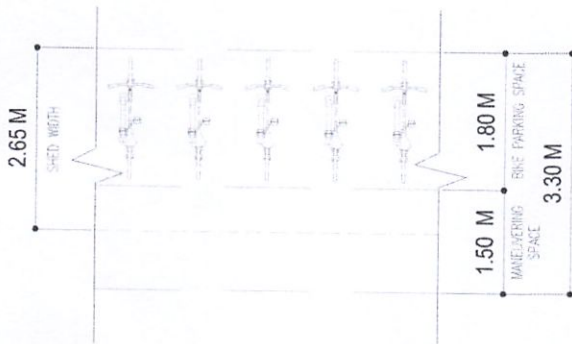
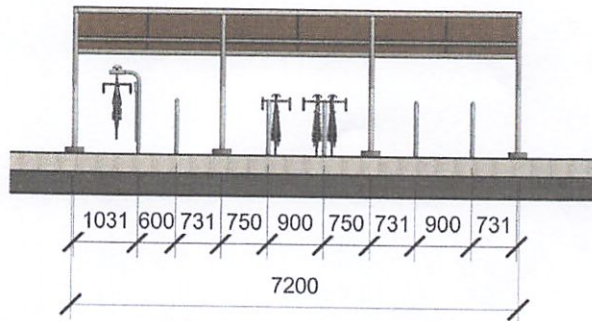
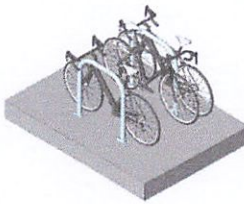

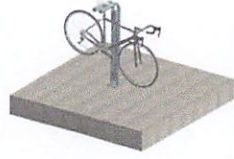
ANNEX A - [End of Trip Cycling Facilities design and specifications](#)

ANNEX B - [End of Trip Cycling Facilities Application Form](#)



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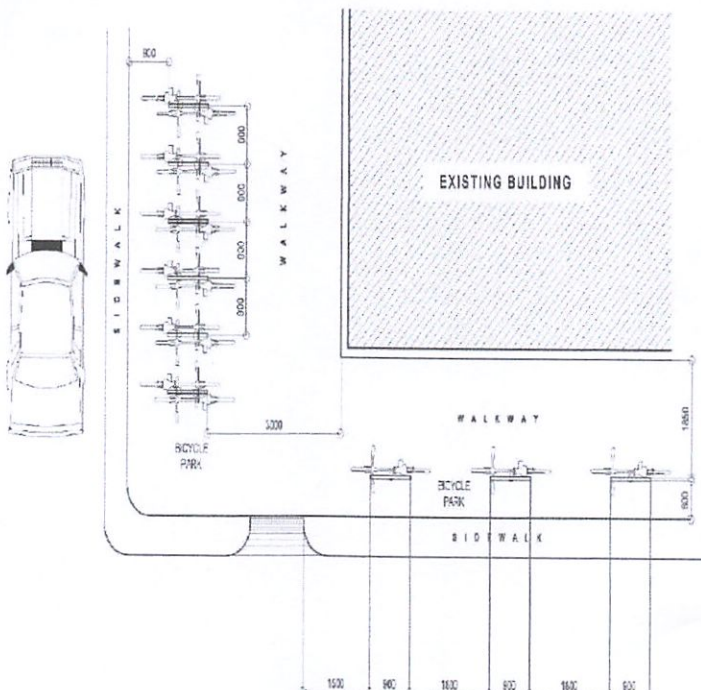
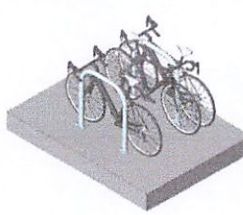

ANNEX A - Designs, specifications and minimum dimensions of End of Trip Cycling Facilities

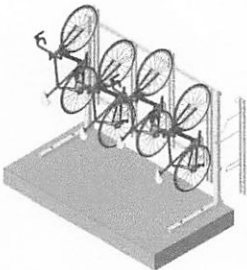
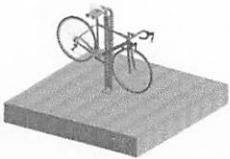
OPTION A		SHORT TERM BIKE PARKING: WITH DEDICATED SPACE			
<div></div> <p>BIKE SHED WITH RACKS AND BIKE REPAIR STATION</p> <div><div></div><div><p>BIKE SHED - SECTION VIEW</p></div></div>					
Qty	Unit	Component	Photos	Detailed Design/Inclusions	Minimum Dimensions (L x W in meters)
5	piece	Bike Rack* *Inverted-U Rack (In-Ground/Surface-Mounted)		DPWH DO 263 s. 2022	7.2m x 3.3m (3.3m = 1.8m for bike parking space + 1.5m for maneuvering space) For available length > 7.2m, option to add more bike racks (+0.9m length per rack)
1	set	Bike Shed		DPWH DO 263 s. 2022	
1	set	Bike Repair Station		<ul style="list-style-type: none">• allen wrench set• air pump• bike mount• screwdrivers (Philips and flat)• tire lever• pedal wrench• box wrench	



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

OPTION B		SHORT TERM BIKE PARKING: IN FRONT OF ESTABLISHMENTS			
					
Qty	Unit	Component	Photos	Detailed Design/Inclusions	Minimum Dimensions (L x W in meters)
1 piece		Bike Rack* *Inverted-U Rack (In-Ground/Surface-Mounted)		DO 263 s. 2022	1.8m x 0.9m
		Bike Rack* *Post and Ring Rack (In-Ground/Surface-Mounted)			

		<p>Bike Rack*</p> <p><i>*Vertical Storage Rack</i></p> <p><i>(Free-standing)</i></p>			2.44m x 2.5m
1	set	<p>Bike Repair Station</p> <p><i>*Optional</i></p>		<ul style="list-style-type: none"> • allen wrench set • air pump • bike mount • screwdrivers (Philips and flat) • tire lever • pedal wrench • box wrench 	1.03m x 1.8m



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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@dotr.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@dotr.gov.ph.

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

Prepared By:

[DR. ESTRELLA E. YAGO]

[Director, Administrative Services/Chief, General Services]
[Office]

Submitted By:

[PROF. MARWIN M. DELA CRUZ]

[College President]
[Office]

¹ Metro Manila - Caloocan, Malabon, Navotas, Valenzuela, Quezon City, Marikina, Pasig, Taguig, Makati, Manila, Mandaluyong, San Juan, Pasay, Parañaque, 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, Panabo, Samal, Tagum, Carmen, Hagonoy, Maco, Malalag, Malita, Padada, Santa Cruz, Santa Maria and Sulop

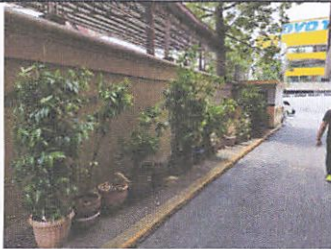


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ANNEX C - Sample Accomplished Application Form for the Establishment of End of Trip Cycling Facilities

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@dotr.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@dotr.gov.ph.

Rank /No.	Name of Office/Facility/Location	Address and Coordinates ²	Photo of Proposed Location and Site Plan	EOT Option (A/B)	Type of Rack	No. of Pcs. of Racks	With a Bike Repair Station? (Y/N)	Area Dimensions (L x W in meters)	Contact Person w/ Contact Number and Email Address
1	DOTr Central Office	The Columbia Tower, Ortigas Ave, Mandaluyong City, Metro Manila 14.594525, 121.056351		A	Inverted U-Rack (Surface-Mounted)	7	Y	9m x 4m	Juan dela Cruz activetransportpmo@dotr.gov.ph 0912 345 6789

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

² Metro Manila - Caloocan, Malabon, Navotas, Valenzuela, Quezon City, Marikina, Pasig, Taguig, Makati, Manila, Mandaluyong, San Juan, Pasay, Parañaque, 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, Panabo, Samal, Tagum, Carmen, Hagonoy, Maco, Malalag, Malita, Padada, Santa Cruz, Santa Maria and Sulop