



Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION



MEMORANDUM FROM THE OFFICE OF CHAIRPERSON

No. , series of 2023

TO : PRESIDENTS/HEADS/OICs OF STATE UNIVERSITIES AND COLLEGES
LOCAL UNIVERSITIES AND COLLEGES AND PRIVATE HIGHER EDUCATION INSTITUTIONS

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

DATE : 10 AUGUST 2023

The Department of Transportation (DOTr) is in the process of implementing Active Transport Program with the primary objective of promoting cycling commute and sustainable transport means aligned with the Philippine Development Plan (PDP) 2023-2028.

Central to this initiative is the establishment of End-of-Trip (EOT) Cycling Facilities in key areas such as commercial, educational, government, medical, residential, and transportation. These facilities would encompass bicycle parking areas (bike racks), bike repair stations, and bike sheds.

In collaboration with this movement, the Commission on Higher Education solicits participation from concerned schools that may be interested in applying for the establishment of EOT cycling facilities, especially those located 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 reference, attached are the designs, specifications, and minimum dimensions of the facility.


All interested parties may submit their proposed locations using the application form at bit.ly/DOTrEOTForm. Please copy furnish the office of the Executive Director of CHED through executivedirector@ched.gov.ph for all submissions of application and include in the email the designated point person together with the pertinent contact information.


Further to this endeavor, DOTr is scheduling an online orientation on **August 29, 2023, Tuesday at 10:00 AM** via Zoom platform. Details are as follow:

<https://zoom.us/j/9717465527>

Meeting ID: 971 746 5527

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 **+63906-566-2823** or via email at activetransport.dotrph@gmail.com.

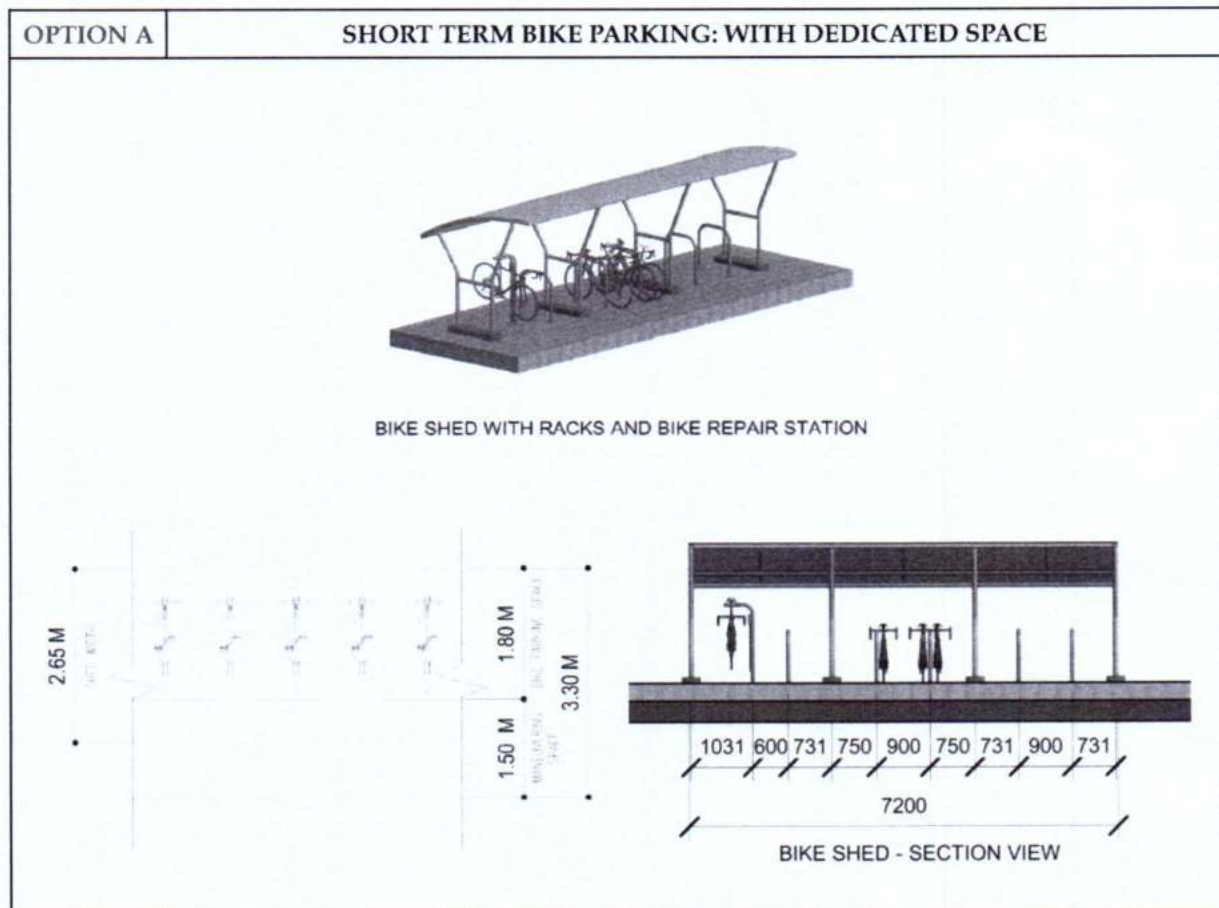





J. PROSPERO E. DE VERA III, DPA
Chairman 

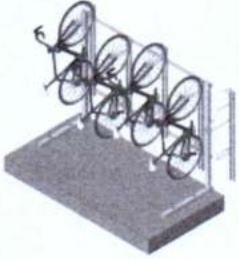



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ANNEX A - Designs, specifications and minimum dimensions of End of Trip Cycling Facilities



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 	

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

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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 Patros
 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