



REPUBLIC OF THE PHILIPPINES
OFFICE OF THE PRESIDENT
METROPOLITAN MANILA DEVELOPMENT AUTHORITY
ISO 9001 : 2015 CERTIFIED
Office of the Chairman



MEMORANDUM CIRCULAR NO. 07

TO : ALL OFFICIALS AND EMPLOYEES
This Authority

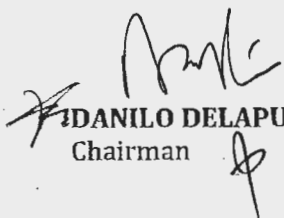
SUBJECT : REVISED CHILDREN'S ROAD SAFETY PARK (CRSP)
STANDARD OPERATING PROCEDURE, SCHEDULE, AND
POLICY

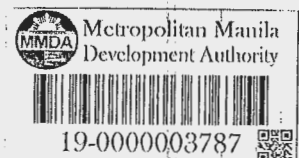
DATE : 10 April 2019

In view of the Authority's aim to enhance our existing office procedures and policies for efficiency and quality service, the approved **Memorandum Circular dated 06 January 2017** entitled "*MMDA Children's Road Safety Park (CRSP) Use Policy and Guidelines*" is hereby revised. Attached in this memorandum circular is the revised version of the **CRSP Standard Operating Procedure, Schedule and Policy**.

This revised version shall likewise be posted at MMDA Children's Road Safety Park, shared on official MMDA social media accounts, and forwarded to media partners and tour operators for widest dissemination.

For STRICT IMPLEMENTATION and COMPLIANCE.


DANILO DELAPUZ LIM
Chairman





CHILDREN'S ROAD SAFETY PARK (CRSP): **Standard Operating Procedure, Schedule and Policy**

- I. The Children's Road Safety Park
- II. Standard Operating Procedure for Scheduling of Park Tours
- III. Park Operating Schedule
- IV. Park Visitors
- V. Park Supervision
- VI. Park Rules and Regulations

THE CHILDREN'S ROAD SAFETY PARK

On a 4,600m² lot located in Adriatico St., cor. Quirino Avenue, Manila (across Manila Zoo), the Metropolitan Manila Development Authority (MMDA) built the Children's Road Safety Park (CRSP) to provide a venue for children where they can learn and observe traffic rules and regulations, realize its importance, and have a deeper understanding of road safety in a controlled setting. The park was patterned after the *Singapore's Road Safety Community Park* which showcases mini traffic-related infrastructures (i.e. bike lanes, rotunda, pedestrian crossing, /intersections, road signs, footbridge, sidewalks with curb and drainage system) and miniature building structures (i.e. school, office, gasoline station, hospital, food establishments, etc.).

STANDARD OPERATING PROCEDURES FOR SCHEDULING OF PARK TOURS

- Request for park tours/reservations must be made in writing at least seven (7) working days before the preferred schedule. It must be sent to the MMDA Traffic Education Division through email (mmdaroadsafetypark@gmail.com) or received by the MMDA Records Division if hard copy. See Annex A for the revised version of the **CRSP Process Flow** superseding the *ISO-approved CRSP Process Flow* for proper guidance and reference.

- The request letter must be addressed to:

DANILO DELAPUZ LIM

Chairman

Metropolitan Manila Development Authority (MMDA)

MMDA Building, Orense St., cor. EDSA, Guadalupe Nuevo, Makati City

THRU : **ASEC. ROBERTO T. ALMADIN**
Assistant General Manager for Operations

MS. ANN ALITA ESPINOSA
Head, Traffic Education Division
Head, Children's Road Safety Park

- The following information must be reflected in the request letter:
 - ✓ Preferred date and time of tour
 - ✓ Complete list of the names of all visitors
 - ✓ Complete name, address, and contact details of the group's contact person
- All letter requests/reservations are subject to the approval of the management and shall depend on the availability of the preferred schedule. Tours are scheduled/reserved on a first-come-first-served basis.
- The Head of Traffic Education Division (TED) is designated to contact the requesting party to:
 1. Acknowledge that the request was received (pending confirmation of the tour schedule); and
 2. Approve and confirm the final schedule of the tour.

PARK OPERATING SCHEDULE

The Children's Road Safety Park (CRSP) is open from Monday to Sunday except Wednesdays (for park maintenance). Tour orientation starts at the following times:

8:00 AM – 9:00 AM	9:00 AM – 10:00 AM
10:00 AM – 11:00 AM	11:00 AM – 12:00 NN
12:00 PM – 1:00 PM	1:00 PM – 2:00 PM
2:00 PM – 3:00 PM	3:00 PM – 4:00 PM
4:00 PM – 5:00 PM	

*The CRSP management allows a 30-minute grace period for tour groups. Parties arriving beyond the allotted grace period will automatically forfeit their tour slot.

PARK VISITORS

The CRSP is open to everyone, to wit:

- ***Walk-in visitors*** *i.e. individuals or groups not exceeding 15 persons*, are accommodated in accordance with the park's operating schedule subject to the availability of the tour orientation slots.
- ***Groups exceeding 15 persons*** must secure a tour schedule through a letter of request addressed to the MMDA management
- ***Visitors conducting research or any media-related activity*** must be coordinated directly to the MMDA Public Information Office for approval prior use of the CRSP.

PARK SUPERVISION

- The Office of the Assistant General Manager for Operations shall be in-charge of the over-all operations of the CRSP including the implementation of plans and measures to improve its operation.
- The OAGMO-Traffic Education Division controls the scheduling of park tours, visitors, and tour execution.
- The Metro Parkway Clearing Group (MPCG) is responsible for the maintenance of the CRSP prior to an orientation schedule and even when not in use. They shall also ensure the cleanliness of the park and preservation of all equipment therein.

PARK RULES AND REGULATIONS

- CRSP tour is free of charge.
- Due to limited parking space, only drop-offs are allowed at the entrance.
- Tobacco, e-cigarettes and alcoholic beverages are not allowed inside. Vendors and bystanders are likewise prohibited inside.
- The CRSP should be left in a neat and orderly condition. Do not litter. Trash bins are placed in different areas for your convenience.
- All CRSP visitors shall be recorded.
- Upon arrival, tour coordinators/group's contact person shall proceed to the CRSP information desk for registration and instruction.
- The management is not liable for injuries to persons or damage to or loss of property of persons or organizations visiting/using the CRSP. Visitors assume full responsibility for any damage incurred resulting from the CRSP misuse.
- The management reserves the right to deny or cancel any request/reservation/permit, and/or discontinue the use of CRSP by the requesting

party at any time if, in their sole discretion, the conduct of the requesting party is in conflict with the Park's existing rules and regulations.

- The management also reserves the right to deny future use of the park to individuals, groups, or organizations whose previous conduct has resulted in the damage or disregard of the guidelines, regulation, condition, or rules of conduct in this policy.
- Failure to comply with any of the aforementioned regulations may result in forfeiture in the use of the park.

******Nothing Follows******

CSRP SOP FOR SCHEDULING OF PARK TOURS

STEP 1: Prepare letter request addressed to MMDA management reflecting the required information as reflected below:

DANILO DELAPUZ LIM
Chairman
Metropolitan Manila Development Authority (MMDA)
MMDA Building, Orense St, cor. EDSA, Guadalupe Nuevo, Makati City

THRU : **ASEC. ROBERTO T. ALMADIN**
Assistant General Manager for Operations

MS. ANN ALITA ESPINOSA
Head, Traffic Education Division
Head, Children's Road Safety Park

The following information must be reflected in the request letter:

- ✓ Preferred date and time of tour
- ✓ Complete list of the names of all visitors
- ✓ Complete name, address, and contact details of the group's contact person

STEP 2: The letter request can be sent in two (2) ways:



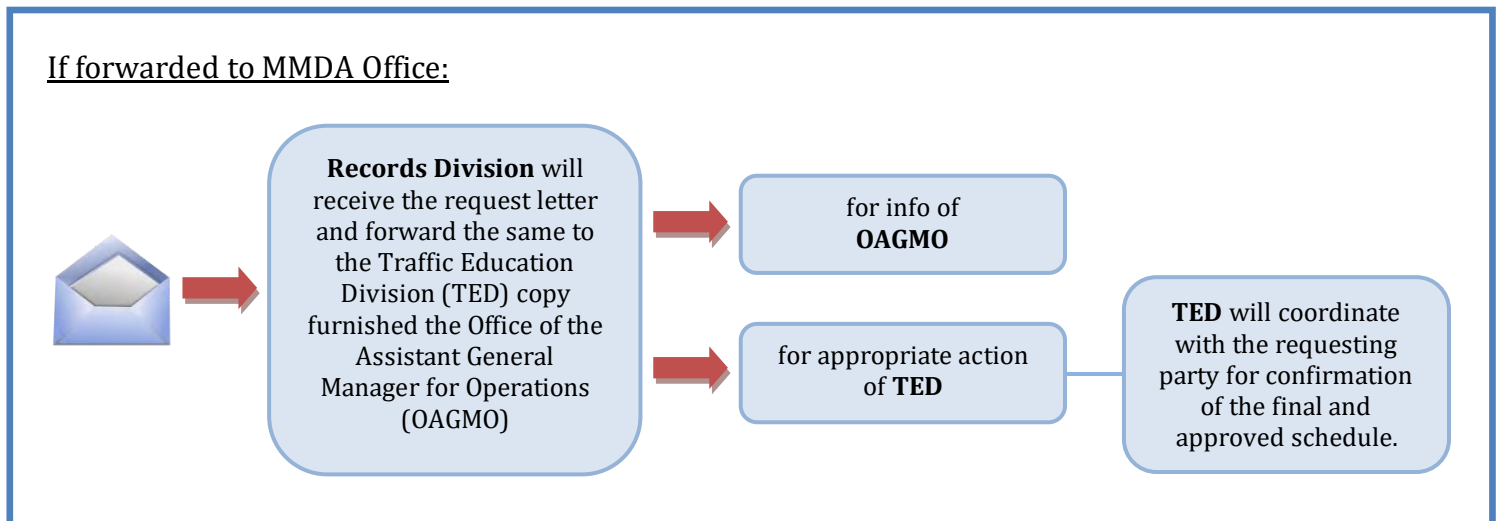
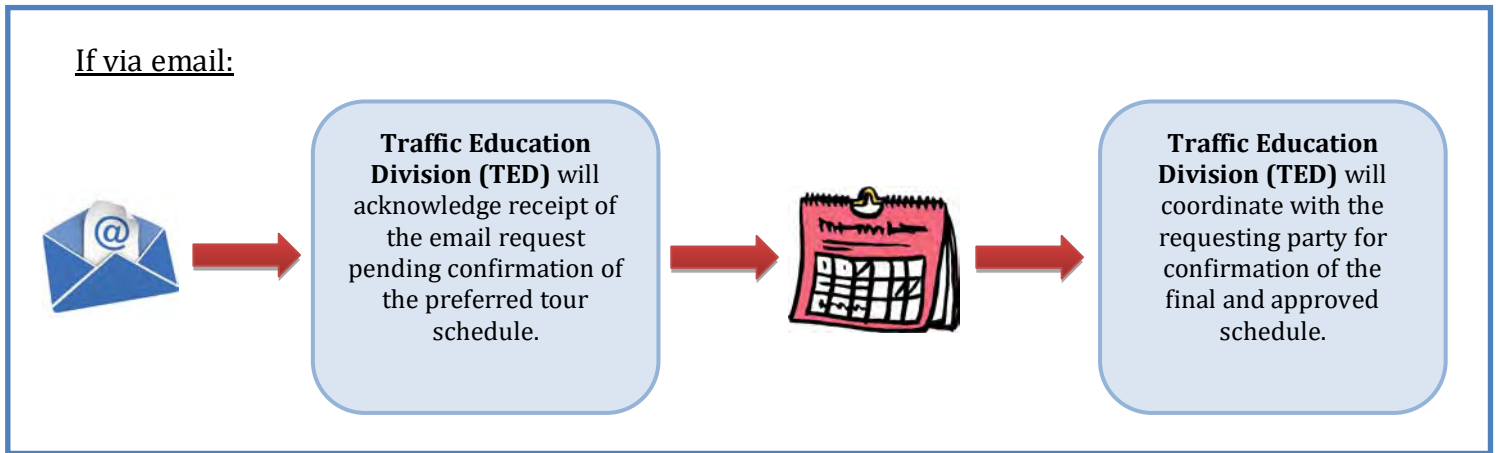
Email at mmdaroadsafety@park@gmail.com



Submit directly to MMDA Records Division

The letter request must either be acknowledged by Traffic Education Division (if via email) or received by the MMDA Records Division (if hard copy) seven (7) working days before the preferred schedule.

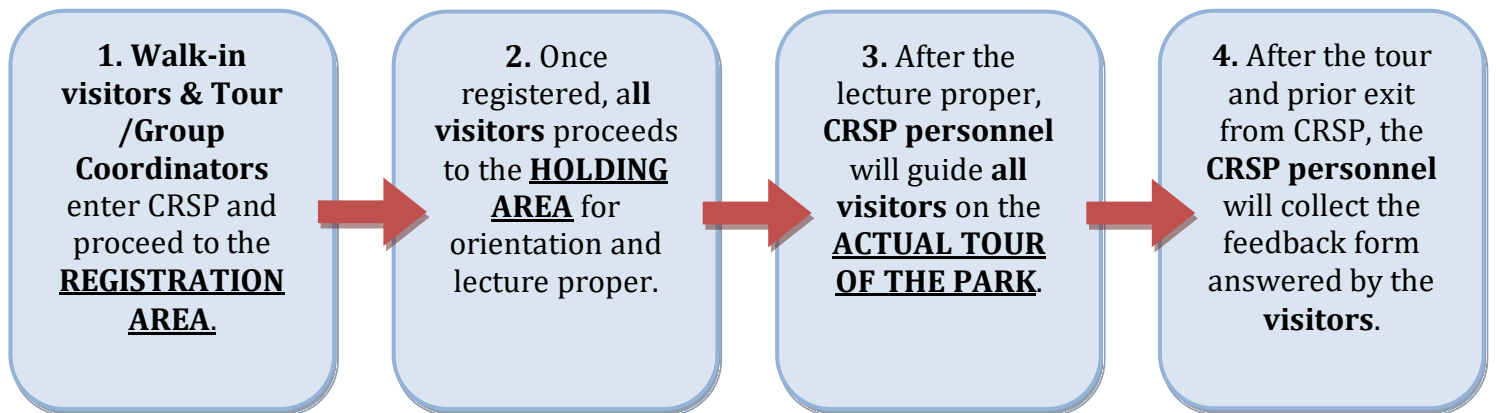
STEP 3: The letter request will be processed as follows:



The Office of the Assistant General Manager for Operations (OAGMO) will forward the request to the Traffic Education Division (TED) for appropriate action. TED will coordinate with the requesting party to relay whether the preferred schedule is approved or disapproved due to conflict with another schedule thus needs rescheduling.

STEP 4: Only the walk-in visitors and groups with confirmed schedule can enter the Children’s Road Safety Park. Accompanied by the CRSP personnel, they will explore the park through these activities:

- 1. REGISTER:** Walk-in visitors and tour/group coordinators must register at the CRSP registration area.
- 2. ORIENTATION:** After registration, visitors may then proceed to the holding area for the orientation.
- 3. TOUR:** Guided tour will start after the orientation.
- 4. WRAP UP:** Visitors are requested to fill out the feedback forms and submit the accomplished forms before exiting the CRSP grounds.



*****Nothing Follows*****