



Republic of the Philippines
City of Manila



UNIVERSIDAD DE MANILA

ADMINISTRATIVE ORDER No. 05 Series of 2025

Date: January 10, 2025

SHARED ACCESS TO SPORT AND RECREATIONAL FACILITIES

I. Rationale

In recognition of the vital role of physical activity and recreation in promoting health, social inclusion, and youth development, the Universidad De Manila (UDM), as a public local university of the City Government of Manila, enacts this policy to provide free and inclusive access to its on-campus sports facilities for the benefit of the citizens of Manila.

This policy affirms the University's commitment to equity in access to public resources, supports Sustainable Development Goals (SDG 3 – Good Health and Well-being and SDG 11 – Sustainable Cities and Communities), and upholds its civic duty to serve as a community-centered institution.

II. Scope and Coverage

This policy applies to the following university-managed sports and recreational facilities:

- Covered Basketball Courts
- Outdoor Open Fields and Grounds
- Gymnasium and Fitness Rooms
- Multipurpose Recreational Halls

Access may be granted to Manila residents, youth groups, senior citizens, persons with disabilities, barangay-level sports organizations, and registered community-based fitness groups, subject to guidelines herein.

III. Access Guidelines

Free Use Provisions

All eligible citizens of Manila shall be granted free access to use the sports facilities for non-commercial, non-political, and non-disruptive physical activities, such as basketball games, dance fitness, physical rehabilitation exercises, and youth sports training.

Reservation and Scheduling

To maintain equitable access, community groups must secure reservations at least one week in advance through the Office of Student Affairs and Sports Development (OSASD). A rotational schedule will be published monthly and posted on campus bulletin boards and the UDM website.





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Proof of Residency

Users shall present a valid government-issued ID or barangay certificate proving residency within the City of Manila. For groups, a representative shall submit a list of participants and a copy of their group registration, if applicable.

Use by Students and Employees

University-related activities (e.g., varsity practices, PE classes, student organizations) shall take scheduling precedence during academic hours and special institutional events.

IV. Conditions of Use

- Facilities must be used responsibly, and users are expected to maintain cleanliness, order, and safety.
- Any form of vandalism, substance use, or violent behavior will result in revocation of access privileges.
- Users shall comply with COVID-19 safety protocols and other health directives as may be prescribed.

V. Oversight and Implementation

The **Office of Student Success and Support Services (OSSSS)** shall be the primary implementing unit, responsible for:

- Coordinating facility schedules and access
- Maintaining a database of community users and groups
- Conducting regular assessments of usage, maintenance needs, and impact

The **Security and Campus Services Office** shall assist in enforcing safety and access protocols.

VI. Monitoring and Review

This policy shall be **reviewed annually** to ensure alignment with institutional priorities and evolving community needs. Amendments may be proposed by OSASD and approved by the Office of the President.

Ma. Felma Carlos-Tria, ED. D.
President

