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|  | <b>Title: Online Vehicle Sticker Application</b> |                                      |
|                                                                                  | Document Reference: EOMS-GSO-MEMO-006            | Revision Number: 000                 |
|                                                                                  | Confidentiality Level: Internal Use              | Approval Date: August 27, 2025       |
|                                                                                  | Review Cycle: 1 Year                             | Effectivity Date: September 01, 2025 |

**Date:** August 27, 2025

**To:** The Community

**From:** General Services Office

**Subject:** Launch of Online Vehicle Sticker Application

Dear Community,

We are pleased to inform you that the **Online Vehicle Sticker Application** will officially open on **September 1, 2025**. This service is available exclusively to **enrolled students, and employees** who may access their **portal accounts** to submit applications.

Please take note of the following important guidelines:


- The GSO counter will accommodate **150 scheduled applicants per day**, based on the online application cut-off.
- Payments may be made only through payment portal via:
  - **Maya** (via debit or credit card)
  - **QRPH** (via e-wallet)

We strongly encourage all applicants to review the **policies and guidelines** available on your portal prior to submitting your application. For your convenience, a summary of the policies and guidelines is provided below.

#### Policies and Guidelines on the Application and Issuance of Vehicle Stickers

1. Only vehicles with a valid sticker for the current school year are permitted entry to the campus.
2. Stickers are issued to students, employees, POLCA officers, concessionaires, suppliers, transport and service providers, and contractual employees.
3. Only vehicles registered under the applicant's name or that of their spouse or parents are eligible.
4. Vehicle stickers are not substitutes for identification cards.
5. Applications are processed on a **first-come, first-served basis**; each applicant may apply for **one (1) vehicle only**.
6. Payments must be made through payment portal via **Maya** online platform or **QRPH**
7. Public utility vehicles (e.g., jeepneys, taxicabs, yellow-plated vehicles) are **not eligible** for stickers and are **not allowed** on campus.

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| Prepared by:<br><br>(Sgd) FREDERICK GODINEZ<br>Director, General Services Office | Reviewed by:<br><br>(Sgd) BR. FERNANDO I. SANDING FSC<br>Vice President for Administrative Services | Approved by:<br><br>(Sgd) SONIA M. GEMENTIZA, PhD<br>Chief Administrative Officer |
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8. Government-owned vehicles (red plates) will **not be issued** stickers.
9. Motorcycle drivers must wear helmets with ICC stickers and remove them at the gate for identification. Only **one (1) back rider** with helmet is allowed.
10. Stickers are valid for **one school year**. If a student does not enroll in the second semester or is on LOA, the sticker is automatically cancelled.
11. A **maximum speed limit of 20 kph** must be observed at all times.
12. Guards are authorized to inspect vehicle compartments and undercarriages upon entry and exit.
13. Vehicles must be parked in designated areas on a **first-come, first-served basis**. Engine idling beyond 3 minutes is prohibited.
14. Road signs must be followed. Blowing horns and causing obstructions are prohibited.
15. The school is **not liable** for any damage or loss to vehicles or contents.
16. **Overnight parking is strictly prohibited.**
17. Vehicles that are heavily tinted, smoke-belching, lowered (less than 6.5" ground clearance), or have loud mufflers will **not be issued stickers**. Violations may result in sticker cancellation.
18. Traffic violations will be handled by:
  - **SWAFO** for College students
  - **Prefect Office** for High School students
  - **Campus Security Office** for employees, POLCA officers, concessionaires, and suppliers
19. The **General Services Office (GSO)** is responsible for screening, issuing, and controlling vehicle stickers.
20. Applications must be processed at the GSO Counter with the following requirements:


#### For Old Applicants:

- Completed application form
- Latest **OR and CR** of the vehicle
- Certification from matron (if dorm occupant)
- Certification from MRO Head (if concessionaire or supplier)

#### For New Applicants:

- Completed application form
- **OR and CR** of the vehicle
- Certification from matron (if dorm occupant)
- Certification from MRO Head (if concessionaire or supplier)
- Endorsement/approval slip from Prefect Office (for High School students driving their own vehicles)
- Certification from bank/financing company (for mortgaged vehicles)

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**For College of Law, College of Professional and Graduate Studies, and Third-Party Providers:**

- Applications will be processed **every Saturday** (September 6, 13, 20, and 27)
21. For company-assigned vehicles, submit a certification from the company.
  22. For vehicles owned by non-immediate relatives, submit an authorization letter and proof of relationship (e.g., marriage contract, birth certificate, notarized affidavit).
  23. Family drivers and parents must follow campus policies: **no loitering, smoking, gambling, drinking, littering, playing cards, or peddling**. Proper decorum is expected.
  24. Stickers from sold vehicles must be surrendered before applying for a new one.
  25. All traffic rules and regulations must be strictly followed (refer to Student Handbook Section 19.3).

**Vehicle Inspection Procedure**

- Inspection will be conducted at **Gate 1 and Gate 4 Parking Lot**.
- Present your online application to the **Security Personnel** for inspection.
- Once approved, proceed to the **GSO Counter** for verification.

**Important Dates**

- **Application Period:** September 1 to October 18, 2025
- **Implementation of “No Sticker, No Entry” Policy:** October 20, 2025

We appreciate your cooperation and adherence to these guidelines.

Respectfully,

**General Services Office**

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