

**OFFICE OF STUDENT AFFAIRS**  
**University of the Philippines Manila**  
**3/f Student Center, P. Faura St., Ermita**  
**Telephone: 525- 4105/526-2274**

**CAR STICKER APPLICATION**  
**(For Students Only)**

NAME: \_\_\_\_\_ AGE: \_\_\_\_\_ GENDER \_\_\_\_\_  
ADDRESS: (Residence): \_\_\_\_\_ TEL #: \_\_\_\_\_  
COLLEGE: \_\_\_\_\_ STUDENT #: \_\_\_\_\_ COURSE: \_\_\_\_\_ YR LEVEL: \_\_\_\_\_  
LICENSE NUMBER: [ ] DRIVER: \_\_\_\_\_ [ ] STUDENT \_\_\_\_\_  
NAME OF DRIVER: \_\_\_\_\_  
VEHICLE: a) Type \_\_\_\_\_ b.)Color \_\_\_\_\_ c.)Plate No. \_\_\_\_\_  
REGISTRATION No: \_\_\_\_\_ DATE: \_\_\_\_\_ ISSUED AT \_\_\_\_\_

**Attach the following: Photocopy Only**

- [ ] Certificate of Registration [ ] LTO Latest O.R. [ ] Letter of request from parent/guardian  
[ ] Form 5 [ ] Letter request/Authorization from the company (if company vehicle)
- 

**AGREEMENT**

I, the undersigned hereby acknowledge that I have read the implementing rules of parking and vehicle gate pass in UP Manila campus. I hereby signify my intention to abide by those rules for the good of all concerned and specifically commit myself to refrain from being a party to any attempt to reproduce the gate pass and parking pass for any fraudulent ends.

\_\_\_\_\_  
**Signature**

-----

(For OSA Personnel)

**ACTION TAKEN**

- [ ] Approved  
[ ] Disapproved  
[ ] Pending

Amount Paid P \_\_\_\_\_  
Date \_\_\_\_\_  
OR # \_\_\_\_\_  
Sticker # \_\_\_\_\_  
Date Issued \_\_\_\_\_

**Approved:**

**Director**

## **1. Parking Rules**

- 1.1 The university will not be liable in any way for any damage or loss of any vehicle while parked in the premises.
- 1.2 Those who drive and park vehicles in the university shall be liable for any or all damages to facilities of the university.
- 1.3 Parking for faculty, staff, and students are on first-come-first served basis within their respective designated unit parking areas.
- 1.4 Parking for the public in the UPM-PGH grounds shall be the subject to the rules of PGH.
- 1.5 A UPM gate pass or PGH sticker alone will not allow parking in designated areas, a PARKING PASS is required, the PGH sticker will entitle vehicle to parking in the PGH areas only.
- 1.6 Parking pass to be obtained from the Office of the Chancellor or colleges or units is required for faculty, staff, and students to park in their designated unit areas; these parking passes must be in plain view within the vehicle so that security guards can check on it during the whole duration vehicle is parked
- 1.7 Each employee or faculty or student qualified for a parking pass is entitled only to one parking pass which is non-transferable.
- 1.8 Each unit is advised to formulate parking rules and designations for their respective parking spaces as long as they are consistent with the provisions of these implementing rules.
- 1.9 Parking hours from Monday-Friday 6:00 AM to 6:00 PM; after 6:00 PM parking is discouraged especially in areas not covered by security agency postings; exceptions to this will be the PGH parking areas and in the College of Arts and Science (6:00 AM to 8:00 PM Monday-Saturday); in any case the administration will not be liable for loss of valuables and /or damage to vehicle while parked in any area of the campus; weekend and overnight parking permission should be applied for with the unit Dean's Office.

## **2. Obtaining vehicles gate pass (car sticker) and parking pass**

- 2.1 Each employee, faculty or student (subject to verification of enrollment status) is entitled to apply for at least one (1) but not more than two ( 2) car stickers .
- 2.2 The car sticker shall be yellow for officials of the university; green for faculty, blue for non-academic employees and maroon for students.
- 2.3. The car sticker is valid up to January 31, \_\_\_\_\_ for employees and faculty and for the academic year for students unless revoked by the Office of UP Manila Chancellor; students will be required to surrender both vehicle gate pass and parking pass if they are no longer enrolled in the university.
- 2.4. Requirements for gate pass and parking pass includes:
  - 2.4.1 Accomplished application form to be issued to employees, faculty or student whose name appears on the list of employees, faculty, or student of any unit in UPM.
  - 2.4.2 Photocopy of the vehicle's certificate of registration and current official receipt, original may be required for presentation before photocopy is accepted.
  - 2.4.3 In case the vehicle is not registered in the name of the applicant, then a written certification that registered owner consents to the use of the vehicle; if registered owner is a corporation then a secretary's certification is required;
  - 2.4.4 Payment of applicable fees c/o UP Cashier
  - 2.4.5 Office of Student Affairs requires the following: *(Please bring the original for verification)*
    - 2.5.5.1. Photocopy of Registration
    - 2.5.5.2 Form 5
    - 2.5.5.3 LTO Latest O.R.
    - 2.5.5.4 Letter of Request/ Authorization from the company (if company vehicle)
    - 2.5.5.5 Letter of Request from parent/guardian