



OFFICE OF STUDENT AFFAIRS
 University of the Philippines Manila
 3/F Student Center, P. Faura St., Ermita
 Telephone: 8523- 1641/8526-2274



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

NAME: _____ AGE: _____ SEX _____
 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

- LTO Car/Motorcycle Registration
- LTO Latest O.R.
- Letter of request from parent/guardian
- Valid Form 5
- UP Identification Card
- Notarized Vehicle Deed of Sale (second hand car)
- Driver's License of Owner
- Driver's License of Driver (if owner is not the driver)
- Letter of 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 car sticker for any fraudulent ends.

Signature

(For OSA Personnel)

ACTION TAKEN

- Approved
- Disapproved
- Pending

Amount Paid P _____
 Date _____
 OR # _____
 Sticker # _____
 Date Issued _____

Approved:

Director

Pursuant to Data Privacy Act of 2012, I am giving permission to the Office of Student Affairs for the lawful use of my personal information. I further certify that the information contained are true and correct.

Signature

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 spaces as long as they are consistent with the provisions of these implementing rules.
- 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 unified car sticker

- 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 is valid up to three (3) years 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 the car sticker if they are no longer enrolled in the university.
- 2.3. Requirements for car sticker:
 - 2.3.1 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.
 - 2.3.2 Photocopy of the vehicle's certificate of registration and current official receipt, original may be required for presentation before photocopy is accepted.
 - 2.3.3 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/authorize certification is required
 - 2.3.4 Payment of applicable fees c/o UP Cashier
 - 2.3.5 Office of Student Affairs requires the following: (Please bring the original for verification of CR &OR)
 - 2.3.5.1 Car/Motorcycle Registration
 - 2.3.5.2 LTO Latest O.R.
 - 2.3.5.3 Valid Form 5
 - 2.3.5.4 Letter of Request/ Authorization from the company (if company vehicle)
 - 2.3.5.5 Photocopy of Notarized Vehicle Deed of Absolute Sale for second-hand car
 - 2.3.5.6 Letter of Request from parent/guardian
 - 2.3.5.7 Driver's License of Owner
 - 2.3.5.8 Driver's License of Driver (if owner is not the driver)
 - 2.3.5.9 UP Manila Identification Card

1. Parking Rules

- 2.4 The university will not be liable in any way for any damage or loss of any vehicle while parked in the premises.
- 2.5 Those who drive and park vehicles in the university shall be liable for any or all damages to facilities of the university.
- 2.6 Parking for faculty, staff, and students are on first-come-first served basis within their respective designated unit parking areas.
- 2.7 Parking for the public in the UPM-PGH grounds shall be the subject to the rules of PGH.
- 2.8 A UPM sticker will not allow parking in designated areas in PGH, only with PGH sticker will entitle vehicle to parking in the PGH areas.
- 2.9 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.
- 2.10 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

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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 car sticker

- 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 is valid up to three (3) years 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 the car sticker if they are no longer enrolled in the university.
- 2.4. Requirements for car sticker:
 - 2.10.1 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.
 - 2.10.2 Photocopy of the vehicle's certificate of registration and current official receipt, original may be required for presentation before photocopy is accepted.
 - 2.10.3 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/authorize certification
 - 2.10.4
 - 2.10.5
 - 2.10.6 is required;
 - 2.10.7 Payment of applicable fees c/o UP Cashier
 - 2.10.8 Office of Student Affairs requires the following: *(Please bring the original for verification of CR & OR)*
 - 2.5.5.1 Vehicle Certificate of Registration 2.10.8.1
LTO Latest O.R.
 - 2.10.8.2 Form 5
 - 2.10.8.3 Letter of Request/ Authorization from the company (if company vehicle)
 - 2.10.8.4 Photocopy of Vehicle Deed of Absolute Sale for second -hand car
 - 2.10.8.5 Letter of Request from parent/guardian