



ATENEO DE MANILA UNIVERSITY

1 August 2024

TO The Ateneo Rockwell and Salcedo Communities

FROM (Sgd) Carolyn M Cabardo
Assistant to the Vice President for Higher Education (Rockwell)

(Sgd) Josephy F Almosera
Director, Campus Safety and Mobility Office

SUBJECT SY 2024-2025 Ateneo Gate Pass Stickers

The SY 2024-2025 Ateneo Gate Pass Stickers will be issued for the Ateneo Rockwell and Salcedo communities, starting **5 August 2024, Monday**. Kindly refer to the *Procedure in Applying for Gate Pass Stickers* below for instructions and requirements.

PROCEDURE IN APPLYING FOR GATE PASS STICKERS

1. ONLINE APPLICATION

- a. Visit vims.ateneo.edu
Fill out then submit the Car Pass Sticker application form
*For the **Unit** field, please select **HE-Makati**.*
- b. Save or print a copy of the **application form with reference number**.
- c. Prepare photocopies (hard copy) of the latest **LTO Official Receipt (OR) and Certificate of Registration (CR)** or Sales Invoice for validation purposes.
- d. Signed [waiver form](#) - if applicant is not the registered owner of the vehicle as stated in the attached OR/CR
- e. Submit documents b, c, and d to:

1. Ms Olive Sinforoso

Mondays to Thursdays, 11am-12nn and 2pm-6pm
OVPHE, Room 104, Ateneo Rockwell

2. Ms Mischelle Aporado

Fridays to Saturdays, 8am-12nn and 2pm-6pm
Ateneo Rockwell Lobby Reception

XH100 G/F Xavier Hall, Ateneo de Manila University
Katipunan Avenue, Loyola Heights, 1108 Quezon City, Philippines
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2. Online Payment

[ADMU Bills Payment & WebPay Instructions for APS Car Sticker](#)

We will only allow cashless payments for the 2nd and 3rd car stickers while the 1st sticker is free of charge. Payment instructions can be accessed via this link. Kindly allow us 5-7 working days to send a text confirmation that your car pass sticker is ready for pick-up.

3. When claiming your car pass sticker, please present the text confirmation message for verification.

- For faculty applications, kindly coordinate with:
Mr Roy Madamba – Law School
Ms Shine Henson - AGSB

Please note that SY 2023-2024 stickers are still valid until 31 October 2024.

DRIVER'S SIDE Front Windshield



DRIVER'S SIDE Back Windshield

