



ATENEUM DE MANILA UNIVERSITY

CAMPUS SAFETY AND MOBILITY OFFICE

24 June 2025

TO The University Community

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

SUBJECT University Radio-Frequency Identification (RFID) Guidelines

Ateneo de Manila University remains firmly committed to ensuring the safety and security of all members of our community and to safeguarding our campuses and facilities. In support of this commitment, we are pleased to announce the phased implementation of a Radio-Frequency Identification (RFID) System to strengthen access control and streamline entry procedures across our campuses.

This technology-based access control solution, which includes RFID readers, turnstiles, and boom barriers, will be rolled out in all four Ateneo campuses: Loyola Heights, Pasig, Rockwell, and Salcedo.

Implementation Timeline (By Unit)

- 21 July 2025 – Basic Education Unit (K–12)
- 1 September 2025 – Higher Education, Loyola Heights
- 15 September 2025 – Higher Education, Rockwell, Ortigas, and Salcedo
- 15 September 2025 – Main Pedestrian and Vehicular Gates, Loyola Heights, Ortigas, and Rockwell

Pedestrian Access Guidelines

- All students and employees must scan their university-issued ID with RFID at the designated turnstiles upon entry and exit.
- As an interim arrangement, auxiliary unit personnel may present their unit IDs to gain entry. RFID-enabled IDs will be issued to them starting **5 January 2026**.
- Visitors must present a valid government-issued ID with photo for verification. A visitor's pass will be issued in exchange for the ID.

Vehicle Access Guidelines

- Vehicles with valid Ateneo gate pass stickers and RFID tags may use the designated RFID lanes for entry.

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- Vehicles without RFID/stickers must use special lanes. At least one passenger must present a valid photo ID, which will be exchanged for a visitor's pass before access is granted.

Gate pass stickers and RFID tags will be issued starting 7 July 2025. A separate memo regarding issuance details will be released soon.

Complex Access (e.g., GS, JHS, SHS, Higher Education Complex, Central Admin Offices)

- University employees and students must scan their RFID-enabled ID when entering or exiting these buildings.
- Auxiliary staff may continue to present their unit IDs temporarily, until they receive RFID-enabled versions.
- Visitors will be required to show a valid photo ID and receive a visitor's pass.

Lost IDs or RFID Tags

Lost IDs or RFID tags should be reported immediately to the Campus Safety and Mobility Office (CSMO) for deactivation and replacement. Below are the relevant contact details:

- ID-related concerns: id.csmo@ateneo.edu
- RFID tag-related concerns: campusaccess.csmo@ateneo.edu

Please note that a replacement fee applies.

For any questions or clarifications, feel free to contact CSMO at (02) 8426-6001 local 4107 or via the email addresses listed above.

We thank you for your cooperation and continued support in making Ateneo a safe and secure place for all.