



ATENEO DE MANILA UNIVERSITY
CAMPUS SAFETY AND MOBILITY OFFICE

7 July 2025

TO The University Community

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

SUBJECT UPDATE: GATE PASS STICKER AND RFID TAG ISSUANCE FOR SY 2025-2026

The SY 2025-2026 Gate Pass Stickers and RFID tags will be issued starting **7 July 2025, Monday** at the CSMO Headquarters across Gate 5 (formerly known as the Mangyan Road or Cupertino Gate).

For the University RFID Guidelines, kindly refer to this memo:

<https://www.ateneo.edu/document/memorandum/2025/06/24/university-radio-frequency-identification-rfid-guidelines-csmo-memo>

Please refer to the map below for the exact location of our office.

*Location of CSMO Headquarters





ATENEO DE MANILA UNIVERSITY

CAMPUS SAFETY AND MOBILITY OFFICE

The procedure to be followed in applying for Gate Pass Stickers and RFID tags is detailed below:

SCHEDULE OF APPLICATION & RELEASE OF GATE PASS STICKERS AND RFID TAGS

***PLEASE NOTE THAT SY 2024-2025 STICKERS ARE STILL VALID UNTIL 30 SEPTEMBER 2025**

ADMU Employees, Affiliates, Business	7 July to 30 September 2025
AGS, AJHS & ASHS Students	
Higher Education (College) Students	4 August to 30 September 2025
• Enrolled for First Semester	

STICKER AND RFID TAG ISSUANCE SCHEDULE

Mondays to Fridays	7 am to 12 nn (Lunch Break: 12 nn to 1 pm) 1 pm to 4 pm
Saturdays	8 am to 11 am

STICKER AND RFID TAG RATES

Gate Pass Sticker and RFID tag fees are used to cover the cost of improving campus roads, pedestrian and vehicular gates, maintaining car parks and road CCTV system.

The cost of securing Gate Pass Stickers and RFID tags will be as follows:

FIRST AND SECOND STICKERS AND RFID TAGS

Classification	1 st and 2 nd Sticker and RFID Tag	With surcharge After 30 September 2025
Student	1,000 each	2,000
Employee / Affiliate	600 each	1,600
Motorcycle	500 each	1,500
University*	1,200 each	2,200
Business		
Class 1	1,400 each	2,400
Class 2	1,900 each	2,900
Class 3	2,500 each	3,500
Motorcycle	600 each	1,600
School Bus	1,400 each	2,400



ATENEO DE MANILA UNIVERSITY

CAMPUS SAFETY AND MOBILITY OFFICE

Classification	1 st and 2 nd Sticker and RFID Tag	With surcharge After 30 September 2025
Tricycle	450 each	1,450
Moro Lorenzo Wellness and Sports Center Visitor	1,000 each	2,000

THIRD AND SUCCEEDING STICKERS AND RFID TAGS

Classification	3 rd & succeeding Stickers and RFID Tags	With surcharge After 30 September 2025
Student	1,400 each	2,400
Employee / Affiliate	800 each	1,800
Motorcycle	700 each	1,700
University*	1,700 each	2,700
Business		
Class 1	2,000 each	3,000
Class 2	2,500 each	3,500
Class 3	3,000 each	4,000
Motorcycle	700 each	1,700
School Bus	2,000 each	3,000
Tricycle	600 each	1,600
Moro Lorenzo Wellness and Sports Center Visitor	1,400 each	2,400

*Sticker and RFID tag issued to families with students in different units in lieu of multiple stickers.

Note₁: JHS and SHS are considered as one unit only (HS)

Note₂: For University stickers with college students who are not yet enrolled for the 1st or 2nd semester, a temporary vehicle pass will be issued.

PROCEDURE IN APPLYING FOR GATE PASS STICKERS AND RFID TAGS

- Online application
 - Visit vims.ateneo.edu
 - Fill out the Gate Pass Sticker and RFID tag application form, submit, and print.
 - Submit your application form (hard copy) at **Step 1** at the CSMO Headquarters across Gate 5 (formerly known as the Mangyan Road or Cupertino Gate).
 - For Renewal:** Submit photocopy (hard copy) of valid LTO Official Receipt (OR) for validation purposes
 - For New vehicle:** Submit photocopy (hard copy) of valid LTO Official Receipt (OR) and Certificate of Registration (CR) or Sales Invoice (if OR/CR not yet available) for validation purposes
- After processing of documents, **online payment (GCash, GrabPay, BDO, BPI, RCBC, Unionbank)** will be done at the payment portal at **Step 2** (cash and checks are no longer accepted)



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CAMPUS SAFETY AND MOBILITY OFFICE

3. Upon payment, please proceed to **Step 3** for the issuance of the Gate Pass Sticker and RFID tag

IMPORTANT REMINDERS

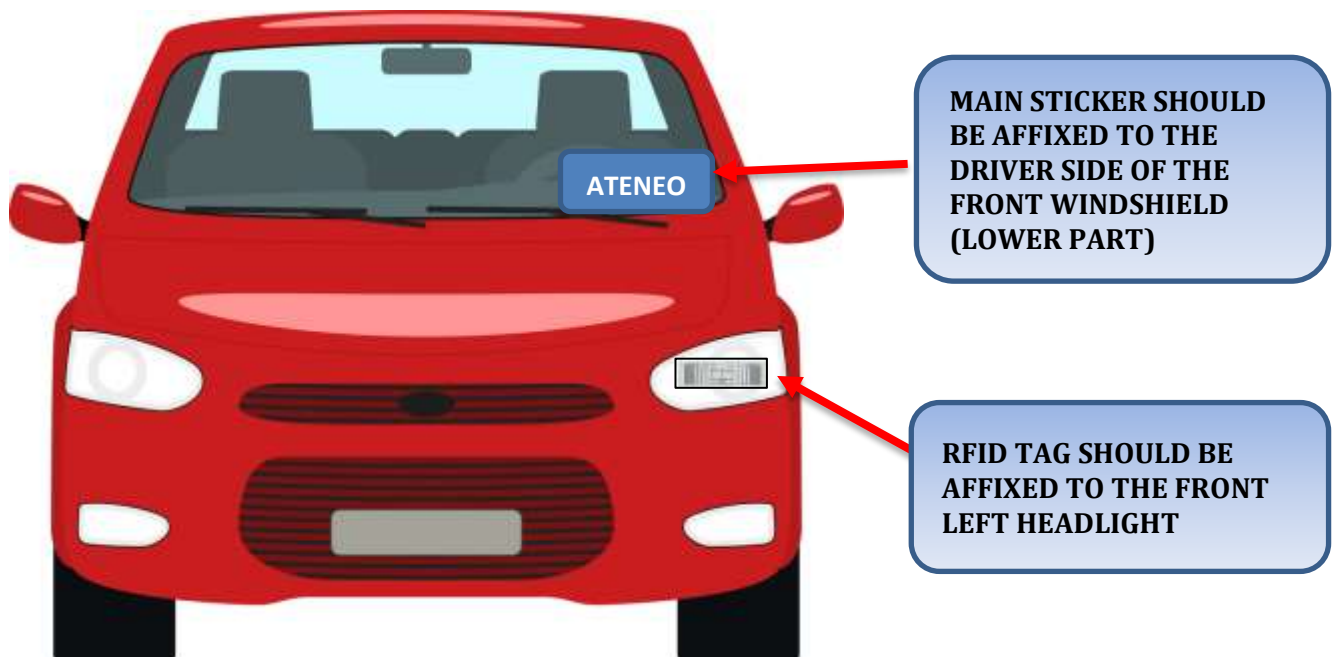
1. Gate Pass Stickers and RFID tags secured **after** the assigned deadlines will have a **P1,000** surcharge.
2. University Sticker: Families with students in different school units may apply for a University Sticker in lieu of multiple Gate Pass Stickers and RFID tags.
Note₁: JHS and SHS are considered as one unit only (HS)
Note₂: For University stickers with college students who are not yet enrolled for the 1st or 2nd semester, a temporary vehicle pass will be issued.
3. Re-issuance/Replacement:
 - Gate Pass Stickers and RFID tags previously purchased may be transferred to a newly purchased vehicle by following these steps:
 - i. Register the new vehicle online at vims.ateneo.edu
 - ii. Return the previously issued sticker and RFID tag to CSMO
 - iii. Pay re-issuance fee of ₱250 via the **online payment** portal at CSMO
 - **Regular rates apply for replacement of lost stickers and RFID tags.**
4. Using a vehicle **once a week** is considered regular usage, hence requires a gate pass sticker and RFID tag for the vehicle.



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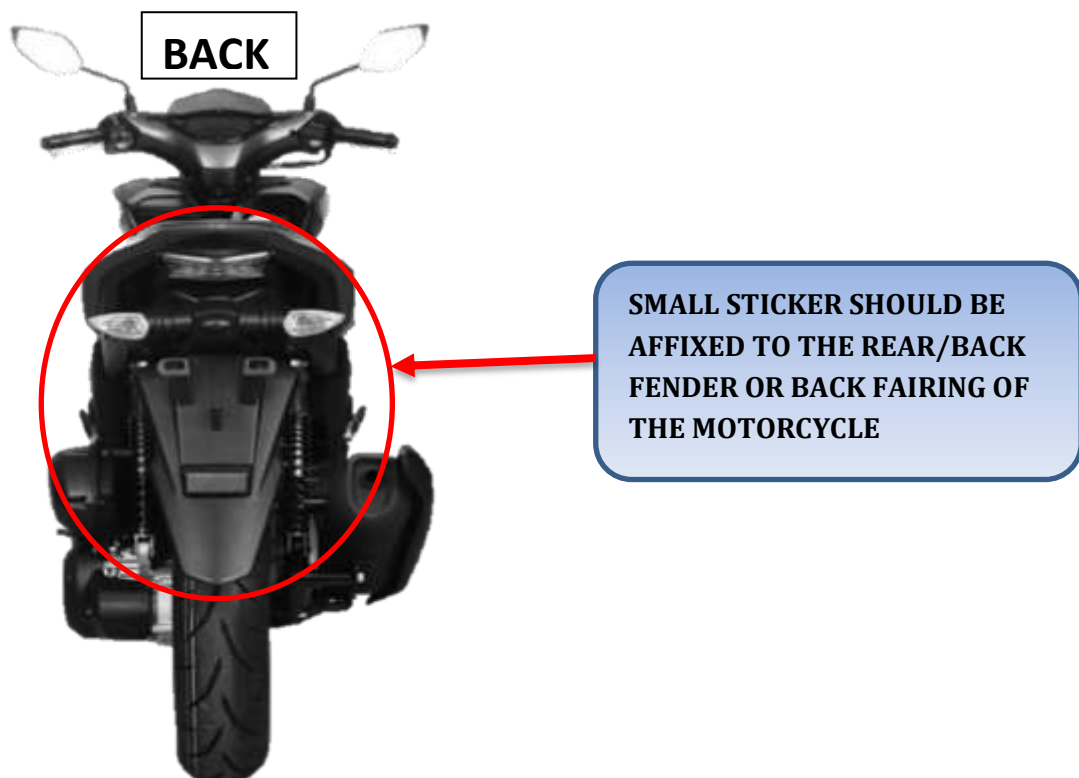
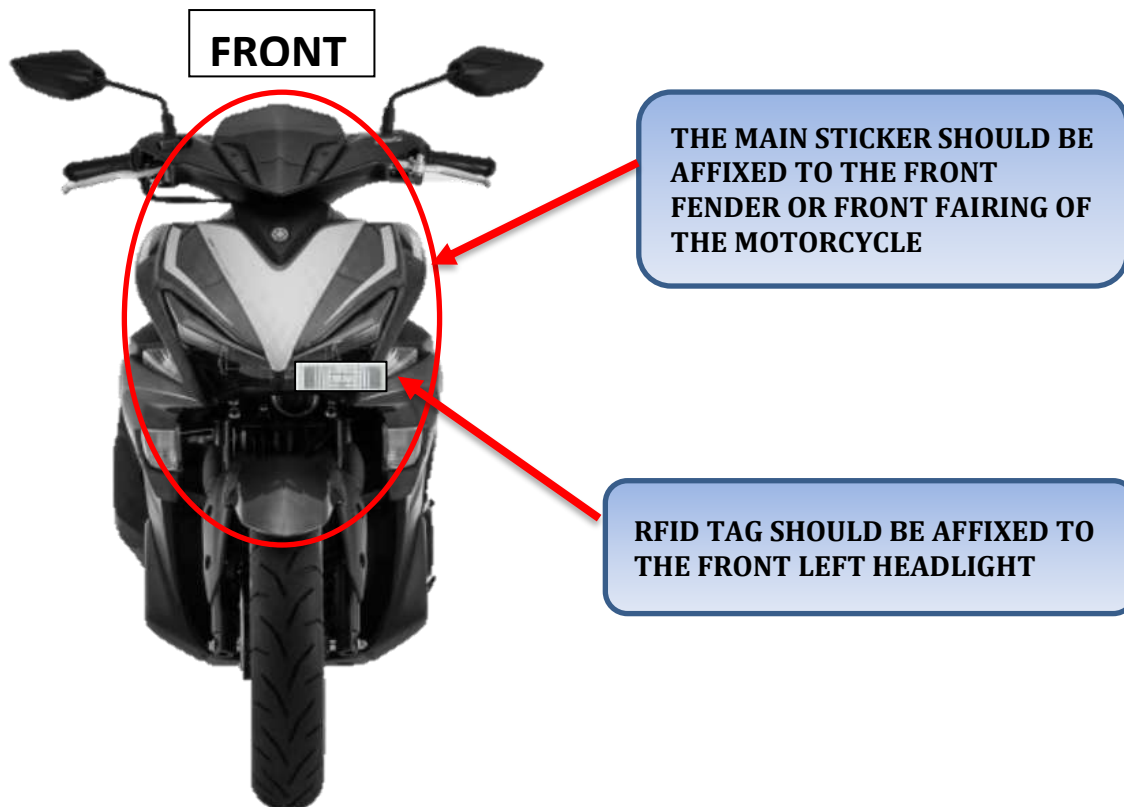
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GATE PASS STICKER INSTALLATION





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RFID TAG INSTALLATION PROCEDURE

To ensure that your RFID tag will be accurately detected by our UHF reader, kindly follow the following instructions for installation:

1. RFID TAG SPOT (PAGLALAGYAN NG RFID TAG)

Since the UHF reader is stationed on the left side of the boom barrier, the attachment location must be on the **left headlight**. Remember: The tag should be on the same side as the installed UHF reader and in line of sight for consistent reading performance.

*Dahil nasa kaliwang panig ng boom barrier ang UHF reader, sa **kaliwang headlight** dapat idikit ang RFID tag. Tandaan: Kailangang nasa parehong panig ng UHF reader at nakikita ang tag para tuloy-tuloy at maayos itong mabasa.*



2. CLEAN THE SURFACE (LINISIN ANG PAGLALAGYAN)

Use cleaning materials to remove any dirt, dust, or residue from the selected spot where you will attach the tag.

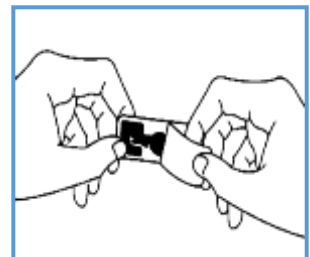
Gamit ang panlinis, tanggalin ang alikabok o dumi sa parte na pagdidikitan ng tag.



3. PEEL THE STICKER (TANGGALIN ANG LIKOD NG STICKER)

Remove the adhesive layer at the back of the tag. Avoid touching the adhesive side as much as possible.

Dahan-dahang tanggalin ang likod ng RFID sticker. Iwasang hawakan ang madikit na bahagi hangga't maaari.



4. STICK IT FIRMLY (IDIKIT NANG MAIGI)

Align the sticker to the chosen location; make sure it is firmly and properly attached.

Itapat ang sticker sa napiling paglalagyan, saka idikit at idiin para masigurong kakapit ito.





ATENEO DE MANILA UNIVERSITY

CAMPUS SAFETY AND MOBILITY OFFICE

5. DO NOT REPOSITION (HUWAG ILIPAT NG PUWESTO)

Once applied, do not remove or reposition the sticker as this may cause damage to the RFID tag. Each tag is also assigned to a specific vehicle and should not be interchanged.

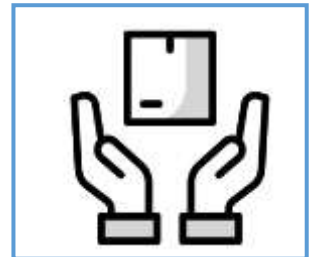
Pagkadikit, huwag na itong tanggalin o ilipat, dahil baka masira ang RFID tag. Hindi rin ito puwedeng ipagpalit sa iba, dahil naka-assign ang bawat tag sa isang tiyak na sasakyan.



6. PROPER CARE OF RFID TAG (TAMANG PAG-IINGAT NG RFID TAG)

Handle the tag with care. Do not scrub nor use abrasive chemicals when washing the headlight with the RFID tag.

Ingatan ang RFID tag. Huwag kuskusin o gamitan ng matapang na kemikal kapag hinuhugasan ang headlight kung saan nakakabit ang RFID tag.



Get your Gate Pass Sticker and RFID tag now and avoid the inconvenience of queuing in the non-sticker lane. You will help ease the flow of traffic on campus by getting a Gate Pass Sticker.