ATENEO DE MANILA UNIVERSITY

CAMPUS SAFETY AND MOBILITY OFFICE

8 June 2026

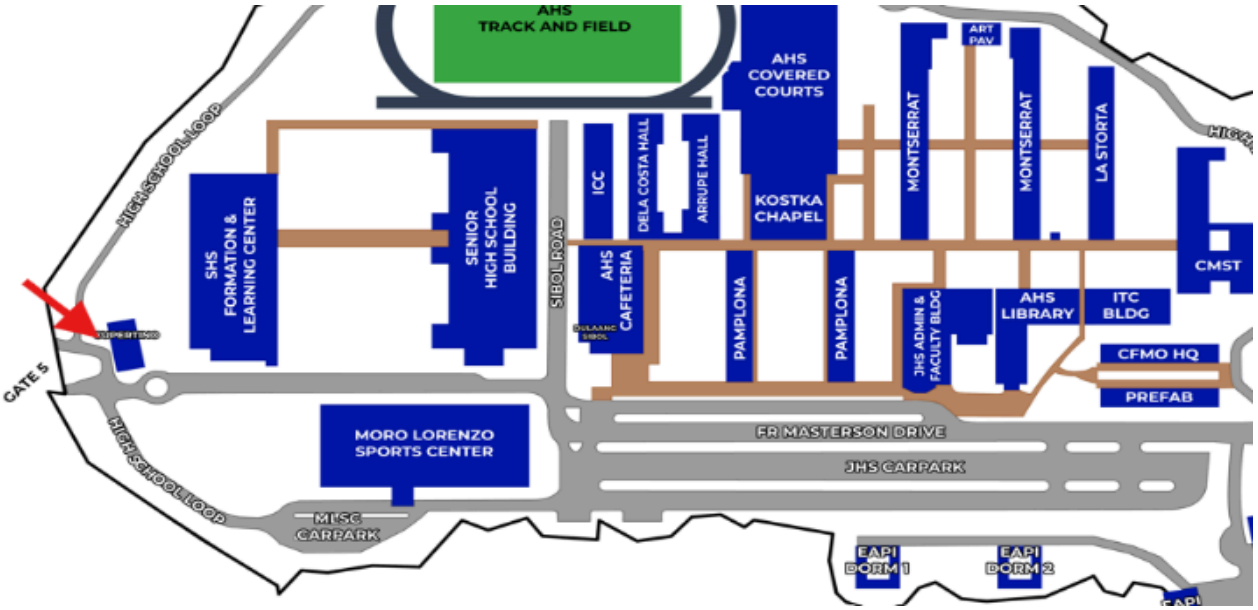
TO	The University Community
FROM	(Sgd) Josephy F Almosera *Director, Campus Safety and Mobility Office*
SUBJECT	GATE PASS STICKER AND RFID TAG ISSUANCE FOR SY 2026-2027

The SY 2026–2027 Gate Pass Stickers and RFID Tags will be available for release starting **15 June 2026 (Monday)** at the **CSMO Headquarters**, located across Gate 5 (formerly known as Mangyan Road or Cupertino Gate).

We encourage all vehicle owners and drivers to carefully review this memorandum, which contains important information regarding:

1. University Guidelines on RFID Tags
2. Schedule of Application & Release of Gate Pass Stickers and RFID Tags
3. Gate Pass Sticker and RFID Tag Issuance Schedule at CSMO
4. Gate Pass Sticker and RFID Tag Rates
5. Procedure in Applying for Gate Pass Stickers and RFID Tags
6. Additional Important Reminders
7. Installation Guidelines of the Gate Pass Stickers and RFID Tags

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



CSMO Headquarters, Fr Masterson Drive Extension corner High School, Loop, Ateneo de Manila University
Katipunan Avenue, Loyola Heights, 1108 Quezon City, Philippines
+63(2)8426-6001 loc 4106 to 4108 ● csmo@ateneo.edu

ATENEO DE MANILA UNIVERSITY
CAMPUS SAFETY AND MOBILITY OFFICE

UNIVERSITY RFID GUIDELINES

For the University RFID Guidelines, kindly refer to this memo:
https://www.ateneo.edu/memorandum/2026/01/university-radio-frequency-identification-rfid-full-implementation-csmo-memo

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

AGS & ASHS Students, ADMU Employees	15 June to 30 September 2026
AJHS Students, Affiliates, and Business	02 July to 30 September 2026
HE (College) Students • Enrolled for First Semester	03 August to 30 September 2026

Please note that SY 2025-2026 stickers are still valid until 30 September 2026.

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 for GAS, DIESEL, and HYBRID VEHICLES

CLASSIFICATION	RENEWAL*	WITH SURCHARGE AFTER 30 SEPTEMBER 2026	NEW**	WITH SURCHARGE AFTER 30 SEPTEMBER 2026
Student	900 each	1,900 each	1,100 each	2,100 each
Employee / Affiliate	500 each	1,500 each	700 each	1,700 each
Motorcycle	400 each	1,400 each	600 each	1,600 each
University (for students)***	1,100 each	2,100 each	1,300 each	2,300 each

CSMO Headquarters, Fr Masterson Drive Extension corner High School, Loop, Ateneo de Manila University
Katipunan Avenue, Loyola Heights, 1108 Quezon City, Philippines
+63(2)8426-6001 loc 4106 to 4108 ● csmo@ateneo.edu

ATENEO DE MANILA UNIVERSITY

CAMPUS SAFETY AND MOBILITY OFFICE

CLASSIFICATION	RENEWAL*	WITH SURCHARGE AFTER 30 SEPTEMBER 2026	NEW**	WITH SURCHARGE AFTER 30 SEPTEMBER 2026
Business				
Class 1	1,300 each	2,300 each	1,500 each	2,500 each
Class 2	1,800 each	2,800 each	2,000 each	3,000 each
Class 3	2,400 each	3,400 each	2,600 each	3,600 each
Motorcycle	700 each	1,700 each	900 each	1,900 each
School Bus	1,300 each	2,300 each	1,500 each	2,500 each
Tricycle	600 each	1,600 each	800 each	1,800 each
Moro Lorenzo Wellness and Sports Center Client	900 each	1,900 each	1,100 each	2,100 each
Multi-campus****	-	-	700 each	1,700 each

THIRD AND SUCCEEDING STICKERS AND RFID TAGS for GAS, DIESEL, and HYBRID VEHICLES

CLASSIFICATION	RENEWAL*	WITH SURCHARGE AFTER 30 SEPTEMBER 2026	NEW**	WITH SURCHARGE AFTER 30 SEPTEMBER 2026
Student	1,300 each	2,300 each	1,500 each	2,500 each
Employee / Affiliate	700 each	1,700 each	900 each	1,900 each
Motorcycle	600 each	1,600 each	800 each	1,800 each
University (for students)***	1,600 each	2,600 each	1,800 each	2,800 each
Business				
Class 1	1,900 each	2,900 each	2,100 each	3,100 each
Class 2	2,400 each	3,400 each	2,600 each	3,600 each
Class 3	2,900 each	3,900 each	3,100 each	4,100 each
Motorcycle	600 each	1,600 each	800 each	1,800 each
School Bus	1,900 each	2,900 each	2,100 each	3,100 each
Tricycle	500 each	1,500 each	700 each	1,700 each
Moro Lorenzo Wellness and Sports Center Visitor	1,300 each	2,300 each	1,500 each	2,500 each
Multi-campus****	-	-	900 each	1,900 each

CSMO Headquarters, Fr Masterson Drive Extension corner High School, Loop, Ateneo de Manila University
Katipunan Avenue, Loyola Heights, 1108 Quezon City, Philippines
+63(2)8426-6001 loc 4106 to 4108 ● csmo@ateneo.edu

ATENEO DE MANILA UNIVERSITY

CAMPUS SAFETY AND MOBILITY OFFICE

FIRST AND SECOND STICKERS AND RFID TAGS for FULL ELECTRIC VEHICLES

CLASSIFICATION	RENEWAL*	WITH SURCHARGE AFTER 30 SEPTEMBER 2026	NEW**	WITH SURCHARGE AFTER 30 SEPTEMBER 2026
Student	450 each	950 each	650 each	1,150 each
Employee / Affiliate	250 each	750 each	450 each	950 each
Motorcycle	200 each	700 each	400 each	900 each
University (for students)***	550 each	1,050 each	750 each	1,250 each
Business				
Class 1	650 each	1,150 each	850 each	1,350 each
Class 2	900 each	1,400 each	1,100 each	1,600 each
Class 3	1,200 each	1,700 each	1,400 each	1,900 each
Motorcycle	350 each	850 each	550 each	1,050 each
School Bus	650 each	1,150 each	850 each	1,350 each
Tricycle	300 each	800 each	500 each	1,000 each
Moro Lorenzo Wellness and Sports Center Client	450 each	950 each	650 each	1,150 each
Multi-campus****	-	-	450 each	200 each

THIRD AND SUCCEEDING STICKERS AND RFID TAGS for FULL ELECTRIC VEHICLES

CLASSIFICATION	RENEWAL*	WITH SURCHARGE AFTER 30 SEPTEMBER 2026	NEW**	WITH SURCHARGE AFTER 30 SEPTEMBER 2026
Student	650 each	1,150 each	850 each	1,350 each
Employee / Affiliate	350 each	850 each	550 each	1,050 each
Motorcycle	300 each	800 each	500 each	1,000 each
University (for students)***	800 each	1,300 each	1,000 each	1,500 each
Business				
Class 1	950 each	1,450 each	1,150 each	1,650 each

CSMO Headquarters, Fr Masterson Drive Extension corner High School, Loop, Ateneo de Manila University
Katipunan Avenue, Loyola Heights, 1108 Quezon City, Philippines
+63(2)8426-6001 loc 4106 to 4108 ● csmo@ateneo.edu

Class 2	1,200 each	1,700 each	1,400 each	1,900 each
Class 3	1,450 each	1,950 each	1,650 each	2,150 each
Motorcycle	300 each	800 each	500 each	1,000 each
School Bus	9,50 each	1,450 each	1,150 each	1,650 each
Tricycle	250 each	750 each	450 each	950 each
Moro Lorenzo Wellness and Sports Center Visitor	650 each	1,150 each	850 each	1,350 each
Multi-campus****	-	-	550 each	200 each

**Renewal refers to vehicles that were issued with Gate pass stickers and RFID tags from the previous school year.*

***New refers to vehicles that have not been issued with Gate pass stickers and RFID tags from the previous year.*

****Sticker and RFID tag issued to families with students in different units in lieu of multiple stickers.*
Note$_1$: JHS and SHS are considered as one unit only (HS)
Note$_2$: For University stickers with college students who are not yet enrolled for the 1st or 2nd semester, a temporary vehicle pass will be issued.

*****Multi-campus stickers are only issued to ADMU employees who have regular onsite transactions in other campuses, subject to endorsement of office/unit head/s.*

PROCEDURE IN APPLYING FOR GATE PASS STICKERS AND RFID TAGS

1. Online application
   - Visit vims.ateneo.edu
   - Fill out the Gate Pass Sticker and RFID tag application form, submit, and **print.**

2. Onsite verification of documents and issuance of Gate Pass stickers and RFID tags at the CSMO Headquarters.

   - **Step 1:** Submit the following **printed documents** for validation:

RENEWAL	NEW
1. Accomplished Application Form 2. Photocopy of valid LTO Official Receipt (OR) and Certificate of Registration (CR)	1. Accomplished Application Form 2. Photocopy of valid LTO Official Receipt (OR) and Certificate of Registration (CR) **or** Sales Invoice (if OR/CR is not yet available)

   - **Step 2:** After processing of documents, **online payment (GCash, GrabPay, BDO, BPI, RCBC, Unionbank)** will be done at the payment portal. **Cash and checks are no longer accepted.**

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

ADDITIONAL IMPORTANT REMINDERS

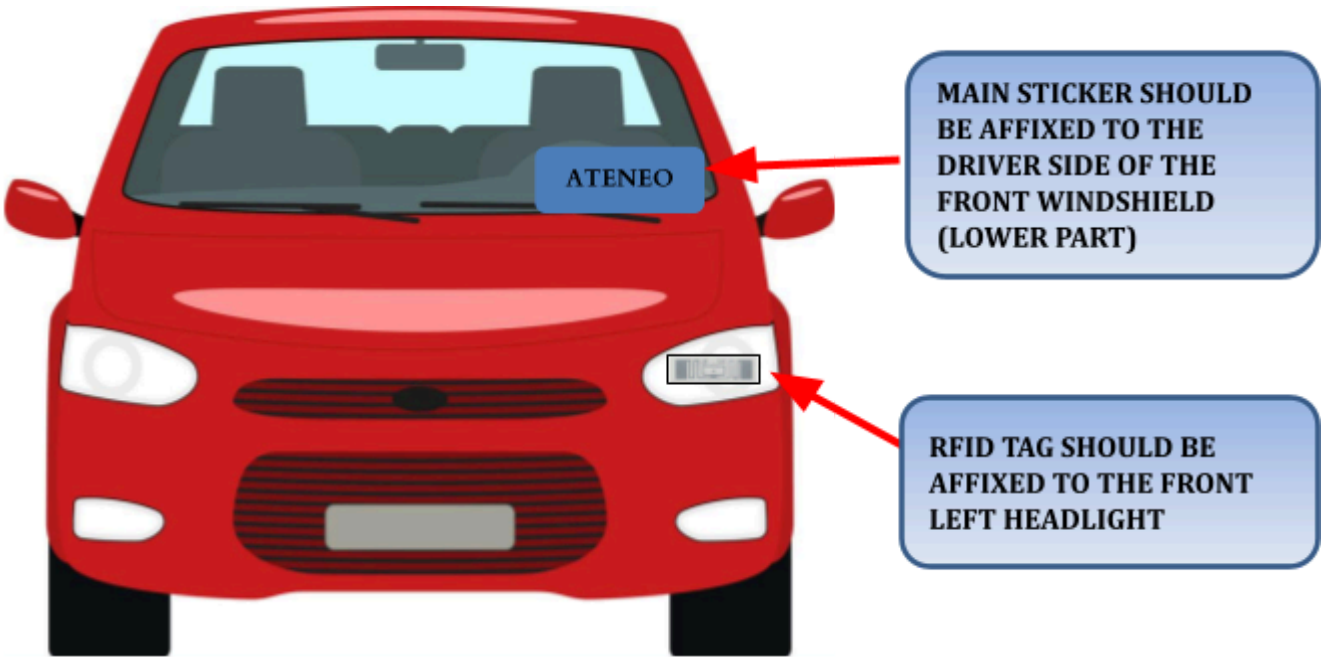
1. Re-issuance/Replacement:
   - Gate Pass Stickers and RFID tags previously purchased may be transferred to a newly purchased vehicle by following these steps:
     i. Register the new vehicle online at vims.ateneo.edu
     ii. Return the previously issued sticker and RFID tag to CSMO
     iii. Pay re-issuance fee of ₱350 via the **online payment** portal at CSMO
   - **Regular rates apply for replacement of lost stickers and RFID tags.**

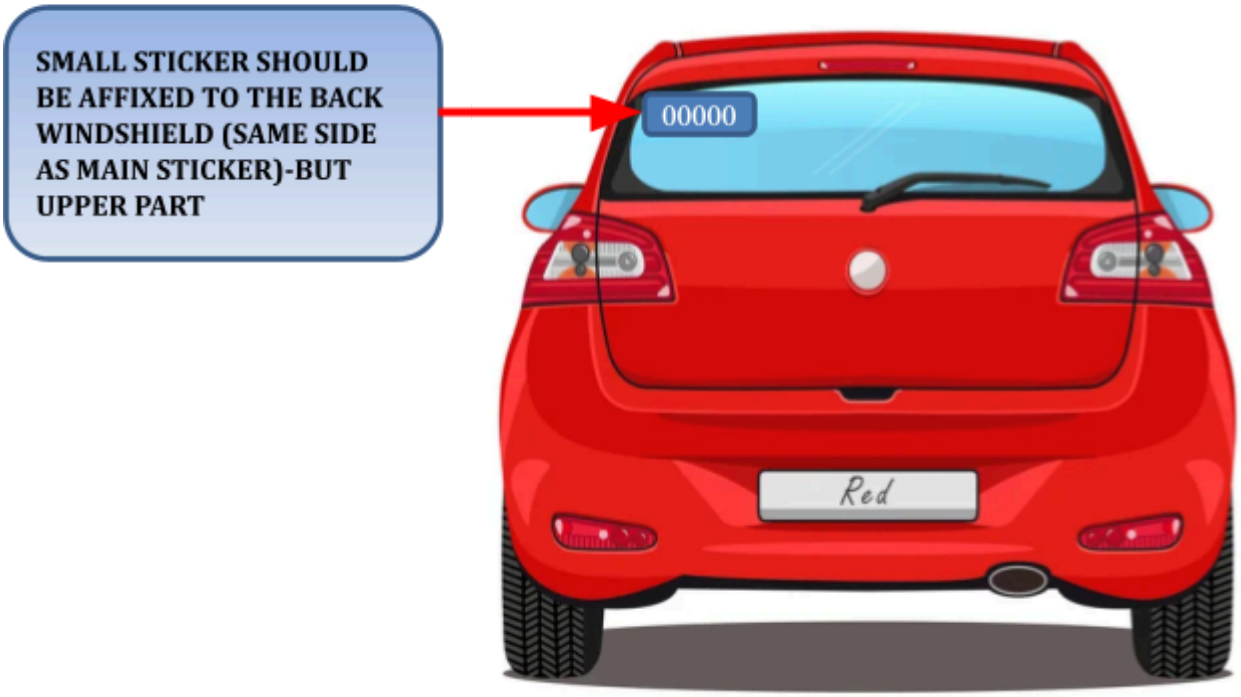
2. Using a vehicle **once a week** is considered regular usage, hence requires a gate pass sticker and RFID tag for the vehicle.

ATENEO DE MANILA UNIVERSITY

CAMPUS SAFETY AND MOBILITY OFFICE

GATE PASS STICKER INSTALLATION

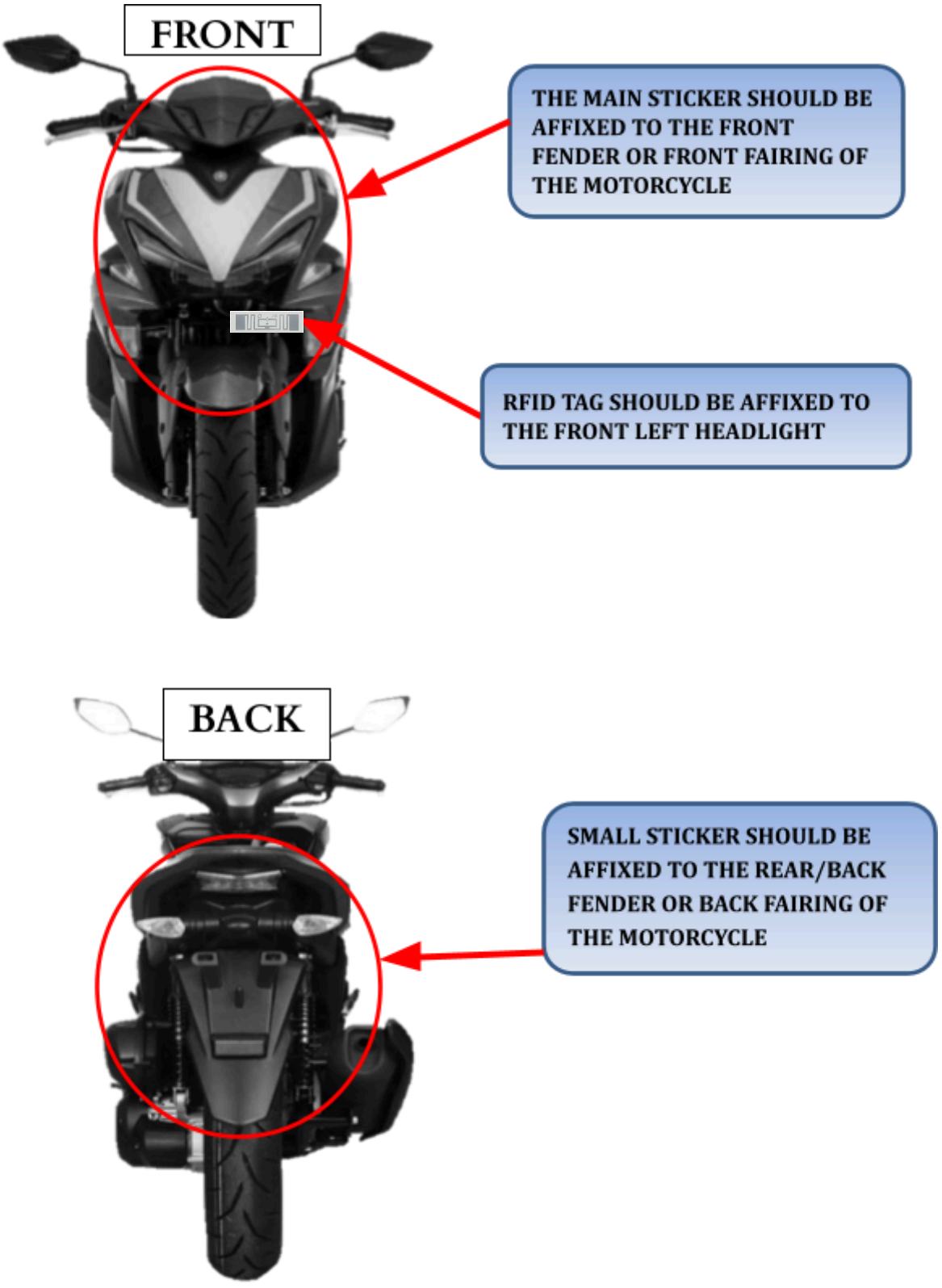




CSMO Headquarters, Fr Masterson Drive Extension corner High School, Loop, Ateneo de Manila University
Katipunan Avenue, Loyola Heights, 1108 Quezon City, Philippines
+63(2)8426-6001 loc 4106 to 4108 ● csmo@ateneo.edu

ATENEO DE MANILA UNIVERSITY

CAMPUS SAFETY AND MOBILITY OFFICE



CSMO Headquarters, Fr Masterson Drive Extension corner High School, Loop, Ateneo de Manila University
Katipunan Avenue, Loyola Heights, 1108 Quezon City, Philippines
+63(2)8426-6001 loc 4106 to 4108 ● csmo@ateneo.edu

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. It should be placed horizontally to maximize signal reflection and readability.

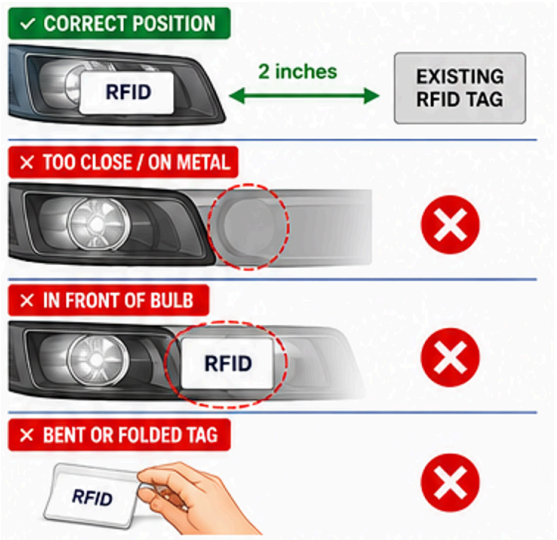


Dahan-dahang tanggalin ang likod ng RFID sticker. Iwasang hawakan ang madikit na bahagi hangga't maaari.

4. PROPER POSITIONING OF THE RFID TAG *(TAMANG PAGDIKIT NG RFID TAG)*

If an existing RFID tag is on your left headlight, install the Ateneo RFID tag at least 2 inches away from it. Ensure that it is not stuck on or near metal; maintain at least a 2-inch clearance.

Do not place tags directly in front of the headlight bulb to prevent heat damage and light interference.
Avoid bending the tag; this can damage the antenna and reduce performance; handle by the edges and do not touch the adhesive side.



Kung may nakadikit nang ibang RFID tag sa kaliwang headlight, idikit ang Ateneo RFID tag dalawang pulgada o higit pa mula sa nauna. Siguruhin na hindi ito ididikit sa ibabaw o malapit sa metal; mag-iwan ng dalawang pulgadang pagitan o higit pa.
Huwag itatapat ang tag sa bumbilya ng headlight para hindi ito mapinsala sa init, at hindi rin makaharang sa ilaw.
Iwasang matupi ang tag; maaaring masira ang antenna at lalong hindi ito mababasa; hawakan ang tag sa gilid at huwag sa madikit na bahagi.

5. STICK IT FIRMLY *(IDIKIT NANG MAIGI)*

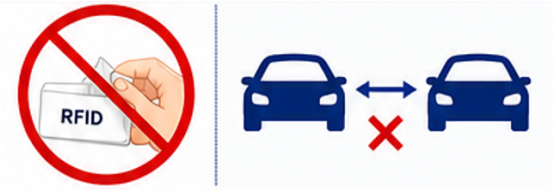
Align the sticker to the chosen location; make sure it is firmly and properly attached.



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

6. 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.

7. 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 and RFID Tag.