



ATENEODI MANILA UNIVERSITY  
OFFICE OF THE VICE PRESIDENT FOR HIGHER EDUCATION

23 October 2023

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TO The Ateneo Rockwell and Salcedo communities

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FROM (Sgd) Carolyn M Cabardo  
*Assistant to the Vice President for Higher Education (Rockwell)*  
  
(Sgd) Josephy F Almosera  
*Director, Campus Safety and Mobility Office*

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SUBJECT SY 2023–2024 Ateneo Gate Pass Stickers

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The SY 2023–2024 Ateneo Gate Pass Stickers will be issued for the Ateneo Rockwell and Salcedo communities, starting **23 October 2023, 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](https://vims.ateneo.edu)  
Fill out then submit the Car Pass Sticker application form
  - 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 Jessa Gubalani**  
Fridays to Saturdays, 8am–12nn and 2pm–6pm  
Ateneo Rockwell Lobby Reception



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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 Law School Faculty–  
Kindly coordinate with Mr. Roy Madamba for your car pass sticker application.

Old Car Pass Stickers are not valid after November 15, 2023.

DRIVER'S SIDE Front Windshield

DRIVER'S SIDE Back Windshield

