

UNIVERSITY OF THE PHILIPPINES LOS BAÑOS
Office of the Vice Chancellor for Community Affairs

GUIDELINES ON UPLB VEHICLE STICKERS 2021-2023

1. Rationale

The UPLB Vehicle Sticker System shall aim to facilitate and rationalize access and parking of vehicles inside the UPLB campus. Following the Guidelines for UP Unified Vehicle Stickers, the UPLB-issued stickers for its constituents shall permit access through the UPLB-IRRI-UPOU gates and other UP campuses.

2. Sticker Types and Categories

Two (2) types of vehicle stickers shall be issued:

- a. UP Unified Vehicle Stickers (pentagon-shaped) for vehicles of UPLB constituents (faculty, REPS, administrative staff, students, alumni and retirees),
- b. Private and commercial stickers (round shaped) for vehicles of non-UPLB constituents.

Official government vehicles with valid registration, legible plate numbers and body markings are exempted.

3. Application Process, Requirements, and Fees

Application for 2021-2023 vehicle stickers shall be done online through an official form designated by the UPLB Information Technology Center. Announcements on application process and schedules shall be done online and be posted on conspicuous places. Likewise, payment for the stickers shall be done online through the LandBank's Link.BizPortal and other e-payment facilities.

Applicants shall be notified through email once their applications are approved and the link shall be sent for the date of issuance of vehicle stickers. The original copy of the application requirements must be presented for verification during the sticker issuance. The assigned UPF personnel shall take charge of installing the stickers.

All applications shall be accompanied with clear copy of the following:

- LTO Motor Vehicle Certificate of Registration and Official Receipt
- Notarized Deed of Sale or company certification if the vehicle is not registered to the applicant. The company certificate must be issued to the applicant.
- Valid Driver's License of the applicant, if the driver is the vehicle owner. If not the vehicle owner, the applicant must attach proof of affinity e.g. marriage/birth certificate, employment certification.
- Duly signed Terms and Conditions

The following are additional application requirements and fees based on the type of vehicle and category (per UPLB FPOC approval dated 9 March 2021).

Table 1. UP Unified Vehicle Stickers

Vehicle type	Categories	Additional Requirements	Rate
Sedan, Wagon, SUV, AUV, MPV, Pick-up, Van, Motorcycle, LTO-registered E-bike/ Light Electric Vehicle (LEV)	Faculty and REPS	UPLB employee ID (scanned front and back) or appointment paper for temporary staff	PhP 600
	Administrative Staff	UPLB employee ID (scanned front and back) or appointment paper for contractual staff	PhP 600
	Students	Validated UP student ID or Form 5 for the current semester	PhP 600
	Alumni	UPAA/ UPLBAA alumni ID or photocopy of diploma/transcript of record	PhP 600
	Retirees	University Clearance or GSIS approved retirement	PhP 600

Table 2. Private and Commercial Vehicle Stickers

Vehicle type	Categories	Additional Requirements	Rate
Sedan, Wagon, SUV, AUV, MPV, Pick-up, Van, Motorcycle, LTO-registered E-bike/ LEV	<p>Private</p> <ul style="list-style-type: none"> • UPLB ICS/JO/ COS/ agency-hired staff, employees of LBSC member agencies or institutions, • Members of the general public with 	Employee ID or appointment paper	PhP 600

	regular business or residence inside UPLB campus	Government-issued ID with home address indicated	
Sedan, Wagon, SUV, AUV, MPV, Pick-up, Van, Motorcycle, LTO-registered E-bike/ LEV	Commercial <ul style="list-style-type: none"> UPLB suppliers, service providers, concessionaires, contractors, delivery service) 	Proof of service contract/ legal arrangement with UPLB, delivery receipts and other documents	PhP 600
Truck (gw 4,999 below)			PhP 1,500
Truck (gw 4,999 above)			PhP 1,800
PUJ, PUV, School Service, Shuttle Service, For-Hire Vehicles	<ul style="list-style-type: none"> Public Utility Jeepneys/ Vans authorized to ply via the UPLB routes 	PUJ/ PUV franchise/ PA insurance	PhP 900

Applicants including UPLB officials and professor emeriti may apply for more than one vehicle subject to submission of all requirements.

4. Roadworthiness Inspection

Vehicles that are more than five (5) years (based on model year) shall undergo mandatory physical inspection for road worthiness by the assigned UPF team before the issuance of stickers.

All public utility vehicles and commercial vehicles shall also undergo roadworthiness inspection as well as verification of LTO registration, franchise, and other related documents.

5. Schedule of Application, Payment, and Issuance

Vehicle Sticker Category	Schedule
a. UPLB constituents	July 2021
b. Private non-UPLB constituents	August 2021
c. PUJ/ PUV, commercial vehicles	September 2021

6. Terms and Conditions

The vehicle sticker is a privilege and not a right granted to UPLB constituents and its general public. By submitting applications for vehicle stickers, grantees must fully understand and agree to undertake the Terms and Conditions as attached.

UPLB VEHICLE STICKERS 2021-2023

TERMS AND CONDITIONS

Should my application for UPLB vehicle sticker be approved, I fully understand and agree to undertake the following terms and conditions:

- a. I shall voluntarily exhibit my Driver's License as may be requested by the guard upon entering the UPLB Gate, and if the vehicle is being driven by a company or personal driver, I shall likewise require him/her to exhibit his/her Driver's License accordingly.
- b. I shall abide by all the traffic rules and regulations of UPLB, IRRI, UPOU and other UP constituents universities pertaining to the operation of the vehicle, speed limits, and parking privileges while inside the premises. If found in violation thereof, I agree to submit to an investigation, have the sticker revoked, and be prohibited from entering the premises without seeking the prior consent of UPLB.
- c. The sticker is **non-transferable** and must be permanently posted on the upper side of the windshield of the vehicle of which this sticker is applied for/issued.
- d. Upon sale or transfer of my vehicle to a third party, I also undertake to strip off the sticker and inform OVCCA by email: ovcca.uplb@up.edu.ph.
- e. Falsification, counterfeiting, tampering, including lamination and detachment, of the vehicle sticker, would mean its confiscation and cancellation.
- f. The UP unified vehicle sticker shall be valid for three (3) calendar years. A previous sticker issuance is not an assurance that the applicant shall be issued a sticker the succeeding year.
- g. I fully understand the content of this application and express my consent for the UPLB OVCCA to collect, record, organize, update/modify, retrieve, consult, consolidate, and use my personal data as part of the evaluation and archiving process of the office. I also recognize the authority of the UPLB to process my personal information pursuant to Data Privacy Act and other applicable laws.

Signature over Printed Name of the Applicant:

_____ Date Signed: _____

For further information and inquiries, please contact the University Police Force through telephone no. (049) 536-2803.