



DE LA SALLE

MEDICAL AND HEALTH SCIENCES INSTITUTE

EXECUTIVE SERVICES

ENVIRONMENTAL, SAFETY, AND OCCUPATIONAL HEALTH

Reference No. EXCS-ESOH-SPAS-2526-001

November 20, 2025

For: **DLSMHSI COMMUNITY**

From: 
ENGR. LOWELL D. LEE
Director, Environmental, Safety, and Occupational Health

Endorsed by: 
MR. FERDINAND L. BERBA
Chancellor

Subject: **LAUNCH OF VEHICLE STICKER APPLICATION FOR SY 2025–2026**

Greetings in St. La Salle!

The Environmental, Safety, and Occupational Health (ESOH) Department, through its Security and Parking Administration Section (SPAS), announces the launch of the Vehicle Sticker Application for School Year 2025–2026.

This program aims to regulate vehicle entry, improve traffic flow, and ensure the safety and security of all members of the DLSMHSI community.

Application Details:

- Start of Application: **November 24, 2025 (Monday)**
- Form Distribution & Submission: **ESOH Office or designated guard posts**
- Validity: **One (1) school year – SY 2025–2026**

Application forms are available at the ESOH Office and at designated guard posts. Accomplished forms, together with the required documents, may be submitted at the same locations for screening and validation. Applicants may also download or print the attached Vehicle Sticker Application Form for their convenience.

Applications will undergo screening by the ESOH Department through the Security and Parking Administration Section (SPAS). Approved applicants will be notified via email or SMS once their application is approved, indicating that they may proceed to pay at the Cashier's Office upon presentation of their Payment Order Slip (POS).

Vehicle stickers will be released and installed only by authorized Security Personnel upon presentation of the Official Receipt (OR) of payment.

Please note that:

- **The issuance of a vehicle sticker does not guarantee the availability of a parking slot inside the campus.**
- **Parking is strictly on a first-come, first-served basis.**
- **Stickers are non-transferable and valid only for SY 2025–2026.**



Discounted Vehicle Sticker Fees for SY 2025–2026

As this rollout begins mid-school year, fees are reduced by 50% for SY 2025–2026 only.

1. Four-Wheel Vehicles

Category	1st Sticker	2nd & Succeeding Stickers
Employees / Doctors / Faculty / Outsource Employees	₱500.00	₱750.00
Students / Others	₱1,000.00	₱1,250.00

2. Motorcycles / Ebikes

Category	1st Sticker	2nd & Succeeding Stickers
Employees / Doctors / Faculty / Outsource Employees	₱250.00	₱375.00
Students / Others	₱500.00	₱625.00

All payments shall be made only at the Cashier's Office upon presentation of the Payment Order Slip (POS) issued by the ESOH Department.

Implementation Schedule:

- Start of Application – **November 24, 2025**
- Full Enforcement – **January 1, 2026**

Note:

Beginning **School Year 2026–2027**, the standard (regular) sticker rates will apply, which are **double the discounted rates shown above**.

Attachments:

- Policy and Guidelines on the Application and Issuance of Vehicle Stickers
- Vehicle Sticker Application Form and Annex A – Vehicle Sticker Fees, Validity, and Payment Guidelines

For inquiries or assistance, please contact the ESOH Department – Security and Parking Administration Section (SPAS) at local 1015 / 6014 / 6013 or via ldlee@dlsmhsi.edu.ph

Thank you for your cooperation in promoting orderliness, discipline, and safety within our campus.