



Vehicle Sticker Application Form

(Valid for School Year 2025–2026)

A. APPLICANT INFORMATION

Full Name: _____

Employee Faculty Doctor Outsourced Employee Student

Concessionaire Contractor Supplier Others: _____

Department / College / Section / Unit: _____

Designation / Year Level: _____

DLSMHSI ID No.: _____

Contact Number: _____

Email Address: _____

B. VEHICLE INFORMATION

(For applicants registering more than one vehicle, please fill out all applicable sections below or use an additional form if needed)

Vehicle 1

Type of Vehicle: 4-Wheel Motorcycle / Ebike Others

Vehicle Make / Model: _____

Plate Number: _____

Color: _____

Year: _____

CR No.: _____

OR No.: _____

Registered Owner: _____

Relation to Applicant: Self Parent Spouse Others: _____

Vehicle 2

Type of Vehicle: 4-Wheel Motorcycle / Ebike Others

Vehicle Make / Model: _____

Plate Number: _____

Color: _____

Year: _____

CR No.: _____

OR No.: _____

Registered Owner: _____

Relation to Applicant: Self Parent Spouse Others: _____

C. REQUIRED DOCUMENTS (Attach photocopies):

- DLSMHSI ID (or proof of enrollment/employment for new applicants)
- Official Receipt (OR) and Certificate of Registration (CR)
- Driver's License (original to be presented during installation)
- Authorization Letter or Deed of Sale (if vehicle not under applicant's name)
- Other supporting documents: _____

D. ACKNOWLEDGEMENT & UNDERTAKING

I hereby certify that all the information provided above is true and correct. I agree to abide by the DLSMHSI Policy and Guidelines on the Application and Issuance of Vehicle Stickers, including traffic and parking rules within the campus.

I understand that:

- The issuance of a vehicle sticker does not guarantee the availability of a parking slot or space inside the campus.**
- Parking is strictly on a first-come, first-served basis and only in designated areas.**
- Vehicles parked outside designated areas, obstructing driveways, fire lanes, or emergency exits may be clamped.**
- The vehicle sticker is non-transferable and may be revoked for any violation of policy.**
- DLSMHSI shall not be liable for any loss, theft, or damage to the vehicle or its contents while inside the campus.**
- I agree to comply with additional parking advisories and guidelines issued by ESOH.**

Applicant's Signature: _____ **Date:** _____

For ESOH/Security and Parking Administration Section Use Only:

Date Received: _____

Application Checked by: _____ **Date:** _____

Approved by (ESOH): _____ **Date:** _____

Sticker Nos. Issued: _____ **Sticker Type:** Car Motorcycle / Ebike Others

Sticker Fee: ₱ _____ **Official Receipt (OR) No.:** _____

Installed by (Guard): _____ **Date:** _____

Annex A – Vehicle Sticker Fees, Validity, and Payment Guidelines

Note: For School Year 2025–2026, vehicle sticker fees are offered at a 50% reduced rate. Standard fees will resume in SY 2026–2027

1. Four-Wheel Vehicles

Category	Regular Fee	Discounted Fee for SY 2025–2026
Employees / Doctors / Faculty / Outsourced Employees	₱1,000.00	₱500.00
Students / Others	₱2,000.00	₱1,000.00
2nd & Succeeding Stickers (Employees/Faculty/etc.)	₱1,500.00	₱750.00
2nd & Succeeding Stickers (Students/Others)	₱2,500.00	₱1,250.00

2. Motorcycles / Ebikes

Category	Regular Fee	Discounted Fee for SY 2025–2026
Employees / Doctors / Faculty / Outsourced Employees	₱500.00	₱250.00
Students / Others	₱1,000.00	₱500.00
2nd & Succeeding Stickers (Employees/etc.)	₱750.00	₱375.00
2nd & Succeeding Stickers (Students/Others)	₱1,250.00	₱625.00

B. Payment and Approval Process

1. All applications shall first undergo screening and validation by the ESOH Department, in coordination with the Security and Parking Administration Section.
2. Once approved, applicants will receive a notification via email or SMS containing their Payment Order Slip (POS). The POS will include:
 - Applicant's name
 - Vehicle type and sticker category
 - Applicable fee
 - POS number
3. Applicants must present the Payment Order Slip at the Cashier's Office to settle the corresponding sticker fee.

4. Payments made without prior approval or a valid POS shall not be recognized.
5. The Official Receipt (OR) issued by the Cashier must be submitted to the Security Personnel/Guard at the Administration and Finance Center for the release and installation of the sticker.
6. Stickers shall be affixed only by authorized Security Personnel to the designated area of the vehicle.
7. All sticker fees are non-refundable and non-transferable.

C. Validity

All issued vehicle stickers are valid for one (1) school year, covering School Year 2025–2026, unless earlier revoked due to:

- Policy violations or disciplinary action
- Resignation, termination, end of contract, or retirement (for employees)
- Non-enrollment or leave of absence (for students)
- Expiration or non-renewal of service or supply contracts (for contractors, suppliers, concessionaires)

D. Replacement Stickers

In cases of lost or damaged stickers, a replacement may be issued upon submission of a written request and proof of payment.

- The replacement sticker shall be charged at the same rate as the original category.
- The old sticker, if still available, must be surrendered before the release of the new one.

Note:

If the applicant acquires a new vehicle, it shall be considered a new application, and the applicant must accomplish a new Vehicle Sticker Application Form and follow the same process and payment schedule.