



**UNIVERSITY OF THE PHILIPPINES MANILA**  
The Health Sciences Center

17 September 2021

MEMORANDUM NO. CCDP 2021-335

TO : All Concerned

SBJECT : UP Unified Car Sticker System

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The unified sticker system aims to standardize the design and use of vehicle stickers issued to students, faculty, staff, alumni and officials of all the constituent units of the University of the Philippines. All vehicles with the unified sticker shall be granted access to ALL constituent units.

Courtesy stickers shall be issued to users other than the one already mentioned above. These include legitimate residents, service providers, concessionaires, contractors and school service. Courtesy stickers are constituent unit (CU) specific (e.g. Manila), and will be honored only by the CU where the sticker was issued.

#### **REQUIREMENTS**

- Duly accomplished application form (available at the Supply and Property Management Office) or click this link [DISCLOSURE AGREEMENT \(google.com\)](#) for the online application form.
- LTO Car/ Motorcycle Registration (in such cases, copy of deed of sale/ company certification required)
- Authorization from the owner of vehicle (if applicable)
- LTO Official Receipt
- Driver's License of Owner
- Driver's License of Driver (if owner is not the driver)
- Valid form 5 (for students)
- UP Identification Card
- UPAA Alumni ID (for alumni)
- Proof of residency (address in license must coincide with address in the Car Registration for UP legitimate residents; if not then barangay certification)
- Proof of contract/ legal arrangement/document (for legitimate service providers/ concessionaires/ contractor)

#### **GUIDELINES**

- The unified car sticker shall be honored by ALL constituent units.
- It is non-transferrable and shall be permanently posted on the left side of the vehicle's windshield.
- Tampering including the lamination of the car sticker would result to its cancellation.
- The issuance and fastening of the car sticker will be done at the UP Manila Security Office.
- Parking shall be on a "First-Come, First-Served" basis
- Issuance of the new car sticker shall start on 01 October 2021.
- The existing stickers (2019-2021) will still be honored up to 15 October 2021
- Full enforcement of the "No UP Unified Car Sticker, No Entry" policy shall be strictly implemented on 02 November 2021.

## VALIDITY

- The sticker shall be valid for the period of three (3) years upon issuance.

## COST OF CAR STICKER



USER	COST
Chancellor, Vice Chancellors, Deans, Directors and official vehicles of the University	Free
Faculty and Permanent Staff	
1 <sup>st</sup> sticker	Free
Succeeding stickers	PHP 800.00
Contractual Employees, Alumni, Students, Legitimate Residents	
1 <sup>st</sup> sticker	PHP 300.00
Succeeding stickers	PHP 500.00
Service Providers/ School Services	
1 <sup>st</sup> sticker	PHP 500.00
Succeeding stickers	PHP 500.00
Motorcycle	PHP 300.00

## PAYMENT Options

Kindly check the following options for payment.

1. Online via Link.Biz.Portal – (LBP) see link <https://www.landbank.com> OR just click Link.Biz Portal <https://www.lbp-eservices.com/egps/portal/Transactions.jsp> (**Annex A**)
  - a. Particulars: Car Sticker
  - b. Choose Other Fees Revolving Fund (Account Code: 4020299000)
2. Over the Counter (attached is the list of merchants for guidance) (**Annex B**)
3. 7-11 Payment Centers (**Annex C**)
4. UP Manila Cash Office Over-the-counter (by appointment only) Kindly contact Ms. Sheila Beth C. Ngoho (email: [scngoho@up.edu.ph](mailto:scngoho@up.edu.ph)) for appointment.

For information and guidance.

  
Carmencita D. Padilla, MD, MAHPS  
Professor and Chancellor 

Annex A – Link.Biz.Portal (Land Bank of the Philippines)

## OPTIONS FOR PAYMENT










(FOR THE DETAILED STEPS, PLS. REFER TO PREVIOUS POST)

OPTIONS	PROCEDURES
<p>Online Payment (Link.Biz.Portal - LBP)</p> <p style="color: red; text-align: center;">(Tuition and Other Fees)</p> <p>Note: <u>Direct transfer to UPM Bank Accounts is discourage due to tagging issues. All payments should course through the LinkBiz Portal.</u></p>	<ol style="list-style-type: none"> <li>1. Go to <a href="https://www.landbank.com">https://www.landbank.com</a> and click Link.Biz Portal</li> <li>2. Select Merchant. Type the <b>University of the Philippines Manila</b></li> <li>3. Fill-out the required fields</li> <li>4. Print/Save Confirmation Receipt</li> <li>5. Email the Confirmation Receipt together with the Billing/SOA to <a href="mailto:cash@post.upm.edu.ph">cash@post.upm.edu.ph</a> and the College/Unit</li> </ol>

Annex B – over the counter

## OPTIONS FOR PAYMENT

(FOR THE DETAILED STEPS, PLS. REFER TO PREVIOUS POST)

OPTIONS	PROCEDURES
<p style="color: red; text-align: center;">(Tuition and Other Fees)</p> <p style="text-align: center;"> Over The Counter</p> <div style="display: grid; grid-template-columns: repeat(4, 1fr); gap: 5px;"> <div style="border: 1px solid #ccc; padding: 2px; text-align: center;"></div> <div style="border: 1px solid #ccc; padding: 2px; text-align: center;"></div> <div style="border: 1px solid #ccc; padding: 2px; text-align: center;"></div> <div style="border: 1px solid #ccc; padding: 2px; text-align: center;"></div> <div style="border: 1px solid #ccc; padding: 2px; text-align: center;"></div> <div style="border: 1px solid #ccc; padding: 2px; text-align: center;"></div> <div style="border: 1px solid #ccc; padding: 2px; text-align: center;"></div> <div style="border: 1px solid #ccc; padding: 2px; text-align: center;"></div> <div style="border: 1px solid #ccc; padding: 2px; text-align: center;"></div> <div style="border: 1px solid #ccc; padding: 2px; text-align: center;"></div> <div style="border: 1px solid #ccc; padding: 2px; text-align: center;"></div> <div style="border: 1px solid #ccc; padding: 2px; text-align: center;"></div> <div style="border: 1px solid #ccc; padding: 2px; text-align: center;"></div> <div style="border: 1px solid #ccc; padding: 2px; text-align: center;"></div> <div style="border: 1px solid #ccc; padding: 2px; text-align: center;">NOT AVAILABLE</div> </div>	<ol style="list-style-type: none"> <li>1. Go to <a href="https://www.landbank.com">https://www.landbank.com</a> and click Link.Biz Portal</li> <li>2. Select Merchant. Type the <b>University of the Philippines Manila</b></li> <li>3. Fill-out the required fields</li> <li>4. Choose the <b>Cash Payment</b> Option</li> <li>5. Present the generated reference number</li> <li>6. Print/Save Confirmation Receipt</li> <li>7. Email the Confirmation Receipt together with the Billing/SOA to <a href="mailto:cash@post.upm.edu.ph">cash@post.upm.edu.ph</a> and the College/Unit</li> </ol>

Annex C – 7/11 branches

## OPTIONS FOR PAYMENT

(FOR THE DETAILED STEPS, PLS. REFER TO PREVIOUS POST)

OPTIONS	PROCEDURES
<p style="text-align: center; font-size: 1.2em;">7/11 Branches</p> <p style="color: red; text-align: center;">(Tuition and Other Fees)</p>	<ol style="list-style-type: none"> <li>1. Go to <a href="https://www.landbank.com">https://www.landbank.com</a> and click Link.Biz Portal</li> <li>2. Select Merchant. Type the <b>University of the Philippines Manila</b></li> <li>3. Fill-out the required fields</li> <li>4. Choose the <b>Cash Payment</b> Option</li> <li>5. Present the generated reference number</li> <li>6. Print/Save Confirmation Receipt</li> <li>7. Email the Confirmation Receipt together with the Billing/SOA to <a href="mailto:cash@post.upm.edu.ph">cash@post.upm.edu.ph</a> and the College/Unit</li> </ol>