

ISSUANCE OF GATE PASS FOR STUDENTS WITH VEHICLE

Schedule of Availability of Service: 8:00 am – 5:00 pm; Monday to Friday (as scheduled)

Clients/ Customers: Students with vehicles

Requirements: Driver's license, Vehicle OR/ CR (updated)

Processing Time: 22 minutes

STEP	CUSTOMER /APPLICANT	SERVICE PROVIDER	DURATION OF THE ACTIVITY	FEE	PERSON RESPONSIBLE	FORMS
1	Fills out Vehicle Gate Pass Application form and submits to the Office of the Student Services. Presents the OR/ CR of vehicle for checking	Receives application form and checks the OR/CR of the vehicle. Briefs the applicant of the rules and policies of the University as regards driving inside the campus	15 minutes	None	Staff	Vehicle Gate Pass Application form
2	Pays required registration fee to cashier, and presents Official Receipt (OR) to the Office of the Student Services (OSS)	Checks the OR number Issues the Gate Pass sticker	2 minutes	None	OSS Director	Official Receipt (OR) Gate pass sticker
3	Brings the vehicle near the OSS for checking of the muffler	Checks the muffler and the issued Gate Pass Sticker on the vehicle	5 minutes	None	OSS Director/ Staff	
END OF TRANSACTION						