PSG Guidelines for Car Pass Registration

Guidelines:

◆ Only parents of enrolled SJCS students may apply for car pass.
◆ A maximum of 2 car passes per family will be allowed.
◆ Cars should be under parent’s name.
◆ Only those with complete requirements and filled-out application forms shall be entertained and given school certification.
◆ To avoid long queues, the office shall process your car pass based on the initial letter of your surname. Please follow the regular schedule of enrolment.

Requirements:

1. Recent tuition fee receipt of the student
2. Original and photocopy of OR (Official Receipt) and CR (Certificate of Registration) of cars
3. Photocopy of valid driver’s license (parent and hired driver)
4. Photocopy of recent NBI clearance of hired driver
5. 2 [2x2] ID pictures of parent and hired driver per car. (4 copies for 2 cars)
6. Original car pass
7. P100 processing fee for PSG per car

Additional Requirements for cars not under parent’s name:

8. For cars acquired by parents -
   - Notarized deed of sale
9. For cars under company name -
   - Notarized company certification stating parent’s position in the company and that the car is assigned to him/her.
10. For cars under relative’s name -
    - Notarized joint affidavit of parent and owner
    - Barangay certificate of owner’s name (same address with the parent)

Thank you very much for your cooperation. Registrar’s Office
SAINT JUDE CATHOLIC SCHOOL
San Miguel, Manila

Date: ____________________

Information Data for Application of Control Point Pass

STUDENT’S NAME (ELDEST IN SJCS): ____________________________ Yr./Sec. ____________
FATHER’S NAME: ____________________________
MOTHER’S NAME: ____________________________
REGISTERED CAR OWNER: ____________________________
MODEL & MAKE OF CAR: ____________________________
ENGINE/MOTOR NUMBER: ____________________________
CHASSIS NUMBER: ____________________________
COLOR OF CAR: ____________________________
CERTIFICATE OF REGISTRATION NUMBER: ____________________________
PLATE NUMBER: ____________________________

__________________________________________________________________________________

(Revised 2012)

SAINT JUDE CATHOLIC SCHOOL
San Miguel, Manila

Date: ____________________

Information Data for Application of Control Point Pass

STUDENT’S NAME (ELDEST IN SJCS): ____________________________ Yr./Sec. ____________
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__________________________________________________________________________________
HEADQUARTERS
PRESIDENTIAL GUARDS
PRESIDENTIAL SECURITY GROUP
Malacañang Palace, Manila

2016 VEHICLE PASS APPLICATION
SAINT JUDE

1. Name: __________________________________________ ___________
2. Home Address: __________________________________ ____________
3. Office/Business Address: _______________________ _______________
4. Telephone Numbers: Office Residence:
5. Date of Birth:__________ __ Place of Birth: ________________
7. Sex: _________________
8. Occupation: _______________ Language spoken: ________________
9. Name of Spouse: ________________________________ ____________
10. Name of Driver and address (if any) ________________________________

CAR/VEHICLE REGISTRATION DATA
11. MAKE: ______________ SERIES: ___________________ TYPE OF BODY: ______________
12. PLATE NR: ______________ COLOR: ______________ YEAR MODEL: ______________
13. CLASSIFICATION: _____________________ CHASSIS SERIAL NUMBER: ___________________
14. MOTOR NUMBER: _____________________

RULES AND REGULATION
I hereby certify that I will abide all rules/ regulations pertaining to security and traffic inside Malacañang Complex. In the event that my vehicle will be sold and or other disposed of, the undersigned will return the vehicle pass to the Office of the PG Commander. Failure on my part to comply with the requirements of this application may cause the denial of my pass application

I further certify that the above written information are true and correct to the best of my knowledge and belief.

______________________________________________
Applicant’s Signature

Sponsored by: ______________________________________
School Administrator

REQUIREMENTS
1.) Photo copy of OR and CR, however, original OR/CR to be presented during application.
2.) Photo copy of driver license of driver and owner.
3.) ID picture of driver/owner 
4. Police clearance or NBI
5.) School Certification registration of enrollment of student then the complete names of parents and address
6.) Certification of Employment for Regular Employee
7.) Company Certification
Republic of the Philippines
_____________________)s.s.

AFFIDAVIT

We, (name of parent), _______ yrs. of age, (civil status), (citizenship) and (name of car owner), _______ yrs. of age, (civil status), (citizenship) and with residence and postal address at (address of parent and owner), after having been duly sworn to in accordance with law hereby depose and state:

1. That (name of applicant) is an employee of Saint Jude Catholic School / the parent of (name of student), a High School _____ Yr. / Gr. _____ / Prep _____ section _____ pupil of Saint Jude Catholic School.

2. That (name of car owner) is the (relationship) of the said employee / pupil and the registered owner of the motor vehicle with the following descriptions.

<table>
<thead>
<tr>
<th>Make/Type/Model</th>
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<tbody>
<tr>
<td>Motor Number</td>
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<td>Chassis Number</td>
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<tr>
<td>Plate Number</td>
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</tbody>
</table>

3. That for the transport purposes of the above-mentioned pupil / employee / teacher in going to Saint Jude Catholic School and in coming home, (name of parent/employee) is hereby given the authority to use the motor vehicle described above.

4. Having the authority to use the motor vehicle, I, (name of parent/employee) assume the responsibility that is required from me as user of the car and the holder of the car pass to be issued by the Presidential Security Group-Car Pass Office for the current school year.

5. That this Affidavit is executed for the purpose of proving the foregoing facts and for all legal purposes and intents.

In witness hereof, we have hereunto set our hands this ____ day of (month), (year) at (place).

__________________________  ____________________________
(signature of parent/employee)  (signature of car owner)

(name of parent/employee)  (name of car owner)

SUBSCRIBED AND SWORN to before me this ____ day of (month), (year) at (place).
Affiants exhibited to me their Community Tax Certificate Numbers (CTC#) and (CTC#) issued on (date) & (date) at (place of issuance) & (place of issuance) respectively.

Doc. No. ____________________________
Page No. ____________________________
Book No. ____________________________
Series of ____________________________
AFFIDAVIT

We, _________________________________, _______ yrs. of age, __________, _______ and _________________________________, _______ yrs. of age, __________, _______ and with residence and postal address at _________________________________, after having been duly sworn to in accordance with law hereby depose and state:

1. That _________________________________ is an employee of Saint Jude Catholic School / the parent of _________________________________, a High School _____ Yr. / Gr. _____ / Prep _____ section _____ pupil of Saint Jude Catholic School.

2. That _________________________________ is the ______________ of the said employee / pupil and the registered owner of the motor vehicle with the following descriptions.

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3. That for the transport purposes of the above-mentioned pupil / employee / teacher in going to Saint Jude Catholic School and in coming home, ____________________________________ is hereby given the authority to use the motor vehicle described above.

4. Having the authority to use the motor vehicle, I, ______________ assume the responsibility that is required from me as user of the car and the holder of the car pass to be issued by the Presidential Security Group-Car Pass Office for the current school year.

5. That this Affidavit is executed for the purpose of proving the foregoing facts and for all legal purposes and intents.

In witness hereof, we have hereunto set our hands this ____ day of __________. __________ at _______________________.

_________________________________          

SUBSCRIBED AND SWORN to before me this ____ day of __________. __________ at __________. Affiants exhibited to me their Community Tax Certificate Numbers _______ and _______ issued on _______ & _______ at ___________________ & ___________________ respectively.

Doc. No. __________________________
Page No. __________________________
Book No. __________________________
Series of __________________________