

327 <u>Ycaza</u> Street, San Miguel, Manila, Philippines Tel. Nos.: 8735-6386 / 8735-6393 www.sjcs.edu.ph

Car Pass Registration

Guidelines:

- ◆ Two (2) car passes per family will be allowed.
- Cars should be under parent's name. Additional requirements for those cars not under the parent's name should be submitted.
- Only those with complete requirements and filled-out application forms shall be entertained and given school certification.

Requirements for vehicles UNDER PARENT'S NAME:

- 1. Updated OR (Official Receipt) and CR (Certificate of Registration) of cars photocopy
- 2. Valid driver's license (parent and hired driver) photocopy
- 3. Recent NBI clearance of parent and hired driver photocopy
- 4. Picture of vehicle (front with visible plate number)
- 5. For motorcycle: 2 1x1 ID picturesFor cars: 2 passport-size ID pictures of parent and hired driver per car with white
- 6. P100/car processing fee for PSG

background. (4 copies for 2 cars)

Additional requirements for vehicles NOT UNDER PARENT'S NAME:

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

STEP-BY-STEP PROCEDURE



PSG CAR PASS FORM

Download, fill out, and print the PSG car pass form.



GOOGLE FORM

Fill out GOOGLE FORM using the link https://rb.gy/rzeogm Check EMAIL for lacking documents.



CERTIFICATION

After 3 working days, go to the Registrar's Office, present filled out PSG FORM, and claim CERTIFICATE.



ENVELOPE-DROP BOX

Secure documents in envelope and put in DROP BOX at PSG 2nd guard (Arlegui). Wait for PSG's call.



INTERVIEW

Go to PSG 2nd Guard on scheduled date of interview.



FEES & TEMPORARY PASS

If approved, proceed to the Car Pass Office window, pay PIOO fee/vehicle, submit all documents, and get tentative car pass.



CAR PASS

Claim the hard copy car pass at the Car Pass Office window on the date indicated on the tentative car pass. 2022
Control nr

OLD CONTROL
NUMBER



HEADQUARTERS PRESIDENTIAL GUARDS PRESIDENTIAL SECURITY GROUP Malacañang, Manila

SAINT JUDE (VEHICLE) MCVP APPLICATION FORM CY 2022

2 pcs passportsize picture (white background) (Please write name at the back of the picture)

DATE OF APPLICATION

1. PERSONAL DAT	REQUIREMENTS					
First name	Middle Nam	е	Last Name (Include name suffix)		(Please check)	
Driver's License Nun	Oriver's License Number		Spouse Name		Accomplished Application Form (parent/employee) 2pcs passport-size	
Home Address		1			picture of applicant — Photocopy OR/CR — Photocopy driver's license of	
Present Address					parent/employee applicant Photocopy driver's license of	
Cellular/ Mobile Number		Civil state	us	Religion	driver Endorsement of School Head and CO, 2GC, PG	
DOB (dd/mm/yyyy) Place of Birth	Citize	nship	Gender	If not the owner (certification as user or marriage contract or birth certificate) School certification of	
Office Pos			on/Designatio	on	registration of student Certification of employment for regular employees	
Office Address	-	C	Office Number	NBI Clearance Deed of sale or Sales Invoice		
Driver's Full name (I	First Name, Middle Nai	me, Last Name, ii	nclude name s	suffix)	Surrender Old Carpass VEHICLE picture (<u>FRONT</u> only with Visible	
Driver's License Nun	Driver's I	Home Address	Plate Number)			
2. CAR/VEHICLE R	EGISTRATION (PLEAS	SE WRITE LEGIBI	LY)		PROCESSING FEE: 100.00	
Engine Number		Chass	is Number			
Make	Series			ody Type	PROCESSING TIME: 8AM-5PM	
Color	Classification:			ear Model		
Plate Number	Conduction Sticker (if new)			ty Car plate number		
School Head			Com	manding Officer 2nd Guard	I Company:	
Rev. Fr. Roland Aq	uino, SVD, MBA			Signature over Printed Nam	<u> </u>	

REMINDERS

- The Malacañang Complex Vehicle Pass (MCVP) must be displayed at the LOWER-LEFT PORTION of the vehicle while inside the Malacañang Complex at all times.
- This card serves as a Gate PASS ONLY- NOT AN EXEMPTION FOR INSPECTION.
- The bearer must subject himself and his vehicle for inspection.
- The holder must adhere and obey all traffic rules and regulations while inside the Malacañang Complex as imposed by PG, PSG.
- The vehicle pass/decal is non-transferable. It should not be used by any other vehicle.
- Any form of falsification and illegal reproduction of the vehicle pass shall be banned from any transaction for three (3) years.
- Any violation will mean confiscation of the vehicle pass/decal.
- In case of loss, report to the issuing office immediately with the corresponding notarized affidavit of loss or contact the issuing office local # 3202/6897700.

I hereby acknowledge and abide to the rules and regulation by the Presidential Guards, Presidential Security Group. The Presidential Guards, Presidential Security Group has the right to deny entry of dubious personnel, inspect the vehicles and its owner upon entry and exit all access points.

Date	Signature above printed name of applicant

2022 Control nr **OLD CONTROL** NUMBER



HEADQUARTERS PRESIDENTIAL GUARDS PRESIDENTIAL SECURITY GROUP Malacañang, Manila

SAINT JUDE (MOTORCYCLE) MCVP APPLICATION FORM CY 2022

2pcs 1x1 size picture (white background) (Please write name at the back of the picture)

DATE OF APPLICATION

1. PERSONAL DATA	(PLEASE WRITE	LEGIBLY)			REQUIREMENTS	
First name	Middle No	ате	Last No	ame (Include name suffix)	(Please check)	
Driver's License Numb	Spouse No	ате		Accomplished Application Forr 2pcs 1x1 Picture of applicant Photocopy OR/CR		
Home Address		· ·			Photocopy driver's license of parent/employee applicant	
Present Address					License of driverEndorsement of School Head and CO, 2GC, PG	
Cellular/ Mobile Number		Civil statu	ıs	Religion	If not the owner (certification as user or marriage contract	
DOB (dd/mm/yyyy)	Place of Birth	Citizen	ship	Gender	or birth certificate) School certification of registration of student	
Office	Position	n/Desig	nation	Certification of employment for regular employees NBI Clearance		
Office Address	-	Office Number		Deed of sale or Sales Invoice Surrender Old Carpass		
Driver's Full name (Fir	st Name, Middle	Name, Last Name,	include	name suffix)	MOTORCYCLE picture (FRONT only with Visible Plate Number)	
Driver's License Numb	Driver's H	lome Ad	dress	PROCESSING FEE:		
2. CAR/VEHICLE REC	SISTRATION (PL	EASE WRITE LEGIE	BLY)		100.00	
Engine Number		Chassis	s Numbe	er	PROCESSING TIME:	
Make	Series			Body Type	8AM-5PM	
Color	Classification: Private Governme		ernment	Year Model		
Plate Number			Se	curity Car plate number		
School Head				Commanding Officer 2nd (Guard Company:	
-						
Rev. Fr. Roland Aquir	io, SVD, MBA			Signature above Print	ed Name	
		RF	MIN	DERS		

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