



## AYALA ALABANG VILLAGE ASSOCIATION

NEIGHBORHOOD CENTER, NARRA ST., AYALA ALABANG VILLAGE

MUNTINLUPA CITY

[www.aava.com.ph](http://www.aava.com.ph)

TEL. NO. 809-2282 \* FAX NO. 842-5203

TO : **Ms. Ruby P. Ramos**  
**Director for Administrative Services Department**  
De La Salle Santiago Zobel School  
Ayala Alabang Village, Muntinlupa City

FROM : ARTURO V. BRIONES  
Village Manager

SUBJECT : **Establishment of a Complementary Gate Pass Section at AAVA Security Outpost at Alabang Town Center (ATC)**

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We would like to inform you of the AAVA Board Resolution No. 2016-06-01 (Annex 1), which provides that **effective Monday, 04 July 2016**, vehicles transporting non-resident staff / employees and students to offices of Special Members and schools located in Ayala Alabang Village on a daily basis (5 days a week) without the valid carpooling pass / sticker will have to proceed first to the AAVA security outpost (Tango) on the ground floor of Barangay Ayala Alabang satellite office at Alabang Town Center (ATC), and leave any government-issued ID to get one (1) Gate Pass and display the same prominently on the dashboard that is visible through the windshield of the vehicle as it enters the Madrigal Gate's "No Sticker Lane" into the Village. The driver has to go back to the security outpost at the ATC after offloading his passengers to return the gate pass and retrieve his ID. Please see attached vicinity map of ATC with traffic directions and guidelines in getting the Gate Pass (Annex 2).

This new Gate Pass is required every day until such time the valid AAVA carpooling pass / sticker is obtained and posted prominently on the dashboard and visible through the windshield of the vehicle.

For the convenience of non-resident staff / employees and students entering the Village on a daily basis (5 days a week), the offices of Special Members and schools have to encourage those non-resident vehicle owners to apply for and obtain their valid AAVA carpooling pass / sticker at the AAVA office, Neighborhood Center, Narra St., Ayala Alabang Village, from 8am to 5pm, Monday to Friday, without a noon break.

Moreover, we would like to inform you that we give access to your school-bound vehicles with valid carpooling/employee pass and sticker through the Champaca Gate. Also, please be reminded that we will allow only those vehicles with carpool pass to park at our "Saturday Market" parking area across DLSZ, Gate 5 on University Avenue.

In connection with your letter dated 13 June 2016 regarding your external transport providers who will service your scholars at night time, we are glad to inform you that we will issue an employee sticker costing P2,500.00 each instead of the standard franchise sticker that costs P5,000.00 each.



# AYALA ALABANG VILLAGE ASSOCIATION

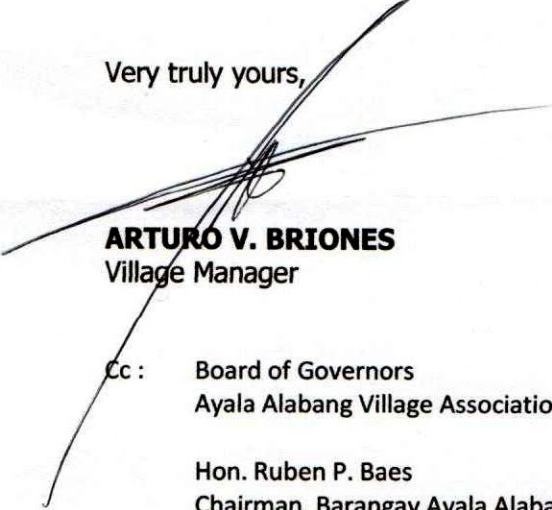
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Thank you and we look forward to your understanding and cooperation in our quest of balancing the interest of everyone for the welfare of the Village.

Very truly yours,



**ARTURO V. BRIONES**  
Village Manager

Cc: Board of Governors  
Ayala Alabang Village Association

Hon. Ruben P. Baes  
Chairman, Barangay Ayala Alabang





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= ANNEX 1 =

### BOARD RESOLUTION NO. 2016-06-01

**WHEREAS**, classes in schools located within Ayala Alabang Village have begun in full swing on **June 14, 2016**. Non-resident staff / employees of Special Members and students driven to their respective offices / schools in private vehicles, either individually or in carpooling vehicles that have not applied for, and therefore were not yet issued with AAVA carpooling pass/sticker, must pass through the **NO STICKER LANES** at the Madrigal gate. Drivers of vehicles passing through the **NO STICKER LANES**, as a matter of AAVA policy, have to leave their driver's ID at the gate, in exchange for a gate pass valid only for one ingress. Such requirement repeated several times for numerous vehicles that have lined up for processing, produces a chain effect on those vehicles in queue, causing chaos, pollution by idling engines, and delay in the ingress of homebound residents, not to mention tardiness for those non-resident staff / employees, students and motorists on queue;

**WHEREAS**, to address the chaos, pollution and delays, the AAVA Management has upgraded the services of the AAVA Security Outpost located on the ground floor of the Barangay Ayala Alabang satellite office at the Tango Base, Alabang Town Center (ATC), to include the issuance of **AAVA GATE PASSES for vehicles without AAVA stickers** effective **Monday, July 4, 2016**. The AAVA Security Outpost at ATC is open from 5am to 10pm, Monday to Friday, without noon break, to service this segment of AAV visitors;

**NOW THEREFORE, BE IT RESOLVED**, as it is hereby resolved, to approve the urgent recommendations that:

- a. Effective Monday, July 4, 2016, vehicles transporting non-resident staff / employees and students to offices of Special Members and schools located in Ayala Alabang Village without the valid AAVA carpooling pass/sticker will have to proceed first to the AAVA Security Outpost at ATC (Tango), and leave any valid government-issued ID to get one (1) Gate Pass and display the same prominently on the dashboard that is visible through the windshield of the vehicle as it enters the Madrigal Gate's **"No Sticker Lane"** into the Village. The driver has to go back to the AAVA Security Outpost at the ATC after offloading his passengers, to surrender/return the gate pass and retrieve his ID.
- b. New gate pass is required every day until such time the valid AAVA carpooling pass/sticker is obtained and posted prominently on the dashboard and visible through the windshield of the vehicle.
- c. For the convenience of non-resident staff / employees and students, the offices of Special Members and schools have to encourage those non-resident vehicle owners to apply for and obtain their valid AAVA carpooling pass/sticker at the AAVA Office Neighborhood


Center, Narra St., Ayala Alabang Village, from 8am to 5pm, Monday to Friday, without a noon break.

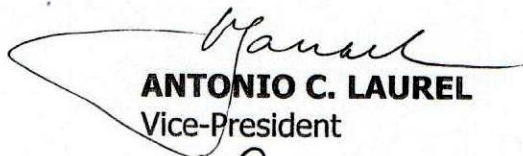
- d. The valid AAVA carpooling pass/sticker will have to be posted prominently/visibly on the front glass shield of the vehicle.

**RESOLVED FINALLY**, as it is hereby resolved, to task Management to inform all persons and institutions concerned, publish and implement this resolution.

**Adapted this 21<sup>st</sup> day of June 2016**

**APPROVED & SIGNED**

  
**EPIFANIO S. JOAQUIN**  
President

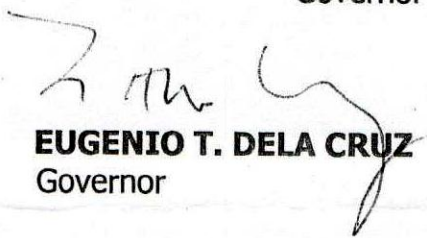
  
**ANTONIO C. LAUREL**  
Vice-President

  
**GODOFREDO R. GALINDEZ, JR.**  
Treasurer

  
**NELSON G. MENDOZA**  
Governor

  
**CONSTANTINO A. MARCAIDA**  
Governor

**BRICCIO S. TAMPARONG**  
Governor

  
**EUGENIO T. DELA CRUZ**  
Governor



= ANNEX 2 =



## Establishment of AAVA Visitors' Gate Pass Section (GPS) at Alabang Town Center (ATC)

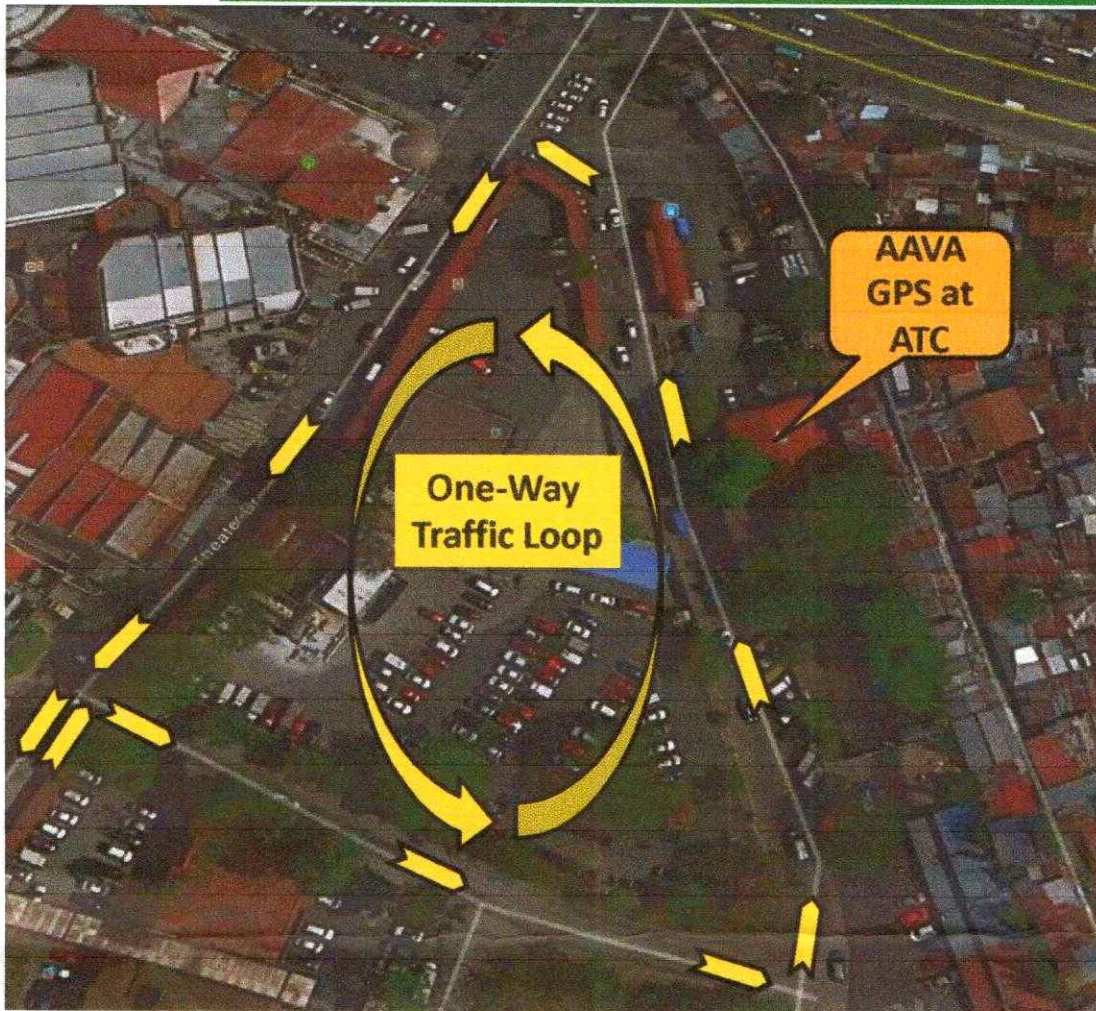






Security Group

## Establishment of AAVA Visitors' Gate Pass Section (GPS) at Alabang Town Center (ATC)







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### Process Flow Chart for Vehicles Transporting Non-Resident Staff / Employees and Students to Offices of Special Members & Schools at AAVA GPS at ATC

Step	Driver / Passenger	AAVA GPS at ATC Guard	Madrigal Gate "No Sticker Lane" Guard
1	Proceed to AAVA GPS at ATC and ask for a Gate Pass from the guard to enter the Village.	Require driver/passenger to deposit any of his government -issued ID. <b>Note: Guard should not get a driver license even if it is offered.</b>	
2	Deposit any government-issued ID and get a Gate Pass from the guard.	Get the driver's / passenger's government-issued ID and give the latter a Gate Pass. Advise the driver to display the Gate Pass on the dashboard that is visible through the windshield of the car.	Check the legitimacy of the Gate Pass before allowing the driver to proceed inside the Village.
3	Display the Gate Pass on car's dashboard and proceed to Madrigal Gate through its "No Sticker Lane".	Secure the government-issued ID that is deposited on the Gate Pass stub in a designated ID box.	
4	Get back to AAVA GPS; surrender the Gate Pass and retrieve the ID.	Get the Gate Pass and give back to driver/passenger his government-issued ID.	