21 May 2020

OUR Memorandum No. MVPLO 2020-04

To: Deans and Directors

From: MARIA VANESSA P. LUSUNG-OYZON, PhD (sgd)
        University Registrar

Subject: UPD Payment Process for Late Registration, CoM, and Dropping

Please be informed of the following steps for the processing of payment for late registration, Change of Matriculation (CoM), and dropping:

1. Student **emails the OUR** (our.diliman@up.edu.ph) about his/her request for late registration/CoM/dropping and **requests for approval** preferably using his/her UP mail account to lessen the verification process;
2. Once approved, the OUR sends a soft copy of the fillable **Payment Slip** (see attached) to the student;
3. Student **pays over-the-counter** (OTC) at any open Landbank branch **or avail of fund transfer** feature of his/her bank to Landbank;
4. Student **emails the scanned/photo of the proof of payment** and **the filled out Payment Slip** to admission.our@upd.edu.ph with the subject: **Bankpayment_transaction_type_name;**
5. OUR then sends a pdf copy of the student's Form5/Form 26/Form 26A to the Cash Office together with the accomplished Payment Slip and proof of payment;
6. Cash Office checks the forwarded documents and proof of payment against the bank statement;
7. If everything is in order, Cash Office validates the student's Form5/Form 26/Form 26A and then sends the validated form back to the OUR; and
8. OUR tags the student in the CRS with "To sign/claim Form5/Form 26/Form 26A"

The process temporarily ends here.

However, at a much later date **when the situation normalizes**, **the student will have to go to the OUR to sign and claim his/her copy of the Form5/Form 26/Form 26A.**

Note: This process is valid until the online payment modules in CRS are deployed.

ARD ext. 4555, 4556, 4564 / admission.our@up.edu.ph ▪ **AISS** ext. 4560
TOR ext. 4561, 4562 / 927-3422 / transcript@up.edu.ph ▪ **SRD** ext. 4559, 4563 / records.our@up.edu.ph
UCS ext. 4554, 4558 / pucss_our.updiliman@up.edu.ph

Page 1 of 1

OFFICE OF THE UNIVERSITY REGISTRAR

PAYMENT SLIP

_____

Pre-filled by OUR

DATE OF ISSUANCE: _____

STUDENT NUMBER: _____

FULL NAME: _____

COLLEGE: _____

SEMESTER: _____

TRANSACTION TYPE: ◯Form5 ◯Dropping   ◯ChangeofMat   ◯LOA

AMOUNT: _____

ACCOUNT NAME: **UPD REVOLVING FUND**

ACCOUNT NO: **3072-1006-96**

_____

To be filled-out by the student/payor

DATE OF PAYMENT: _____

TRANSACTION REFERENCE NO/ DEPOSIT VALIDATION NO: _____

PAYMENT WAS DONE VIA   ◯LINK.BIZPORTAL ONLINE   ◯BRANCH: _____