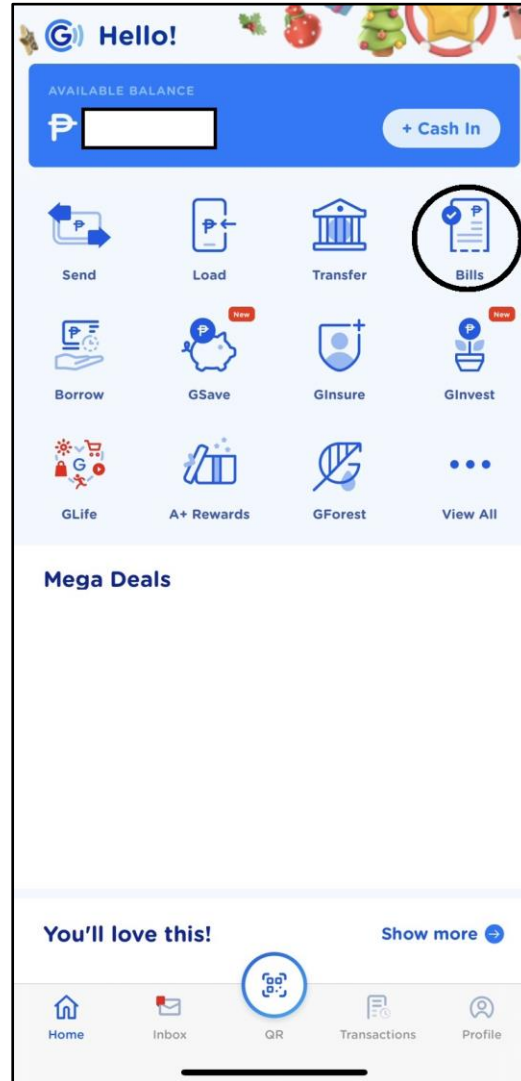
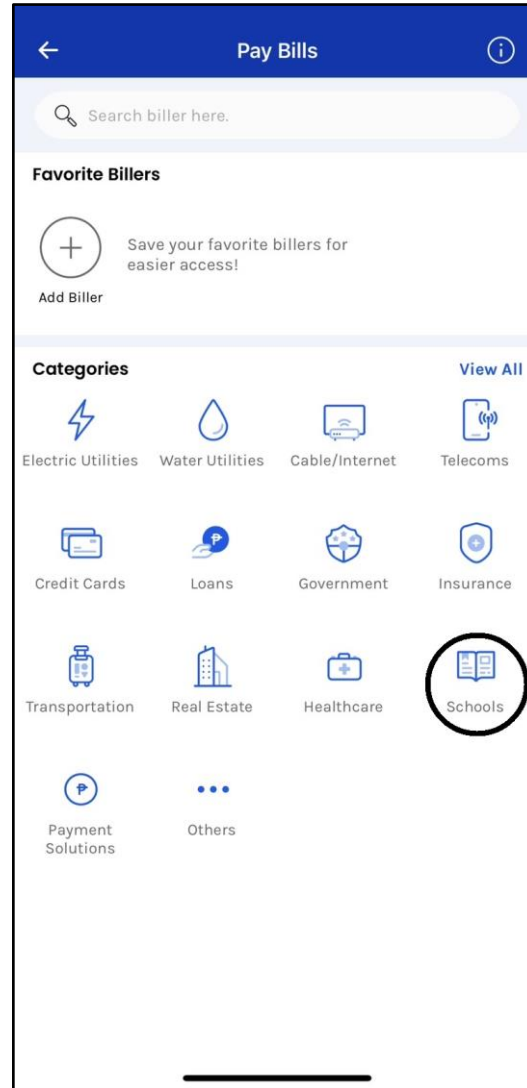


HOW TO PAY YOUR TUITION /
LOA FEE / CoM PAYMENT /
DROPPING FEE VIA GCASH
BILLS PAYMENT

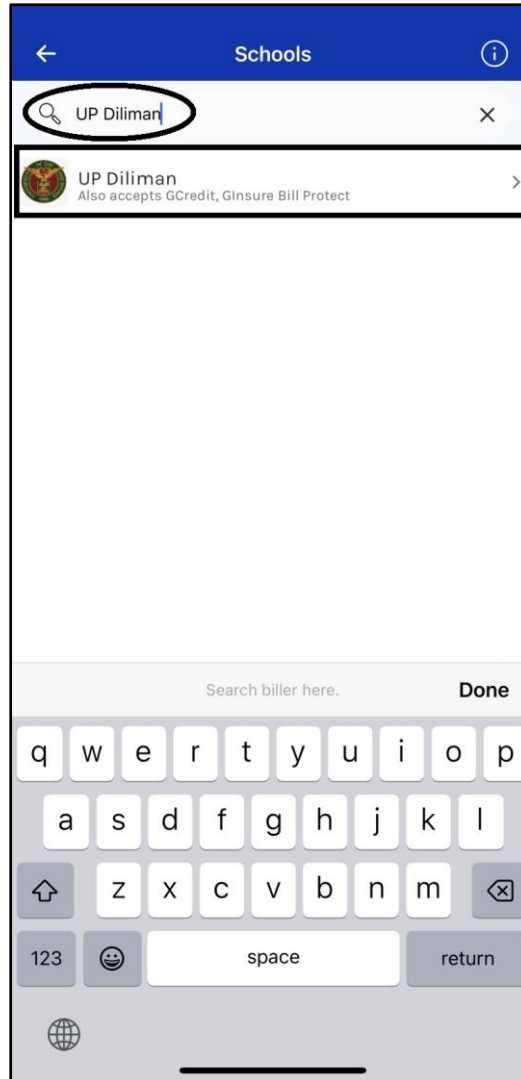
STEP 1: Open your GCASH app and go to BILLS



STEP 2: In Categories, go to SCHOOLS



STEP 3: Search for “UP Diliman” and select it




STEP 4: In the TRANSACTION TYPE, select “Tuition fee-form 5/Change Mat/Dropping/LOA”

The screenshot shows the 'Pay Bills' app interface. At the top, there is a blue header with a back arrow and the text 'Pay Bills'. Below the header, the user's name 'UP Diliman' is displayed with a small circular logo to the left. Underneath the name, it says 'Posting Period: next business day'. A section for 'PHP' shows a balance of '0.00'. Below this, a note states 'You will be charged a service fee of PHP 20.00'. The 'Transaction Type' dropdown menu is open, showing a list of options: 'Facilities Rental', 'Law Aptitude Exam', 'True Copy or Records/ Certification', 'Tuition Fee-form 5/ Change Mat/Dropping/LOA' (which is highlighted with a black border), 'Application Fee', 'Grad Fee/ Clearance', and 'Staff Housing- Rental/Carbage/SBU'. At the bottom of the screen, there are three buttons: 'Cancel', 'Select Transaction Type', and 'Done'.

STEP 5: Enter the REFERENCE NO and PAYOR generated from the Payment Slip in your CRS account (see next page)

Pay Bills

 **UP Diliman**
Posting Period: next business day

PHP 0.00

You will be charged a service fee of PHP 20.00

Transaction Type

Tuition Fee-form 5/ Change Mat/Dropping/LOA

Reference Number

Enter Reference Number

Name of Payor

Enter Name of Payor

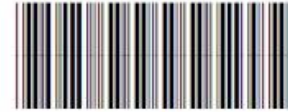
Email Address

Enter Email Address (optional)

NEXT

SAMPLE OF PAYMENT SLIP generated in the “Settlement of Outstanding Transactions” module in your CRS account.

UNIVERSITY OF THE PHILIPPINES PAYMENT SLIP



Payor:

Student No:

Reference No: 23000078

Transaction Type	Details	Amount
1st Sem 22-23	6.0u	13,493.50
Form 5		
Total Amount:		13,493.50

Please use the following bank account:

Bank: LAND BANK OF THE PHILIPPINES (LBP)
Acct Name: UP Diliman Revolving Fund
Acct No: **3072100696**