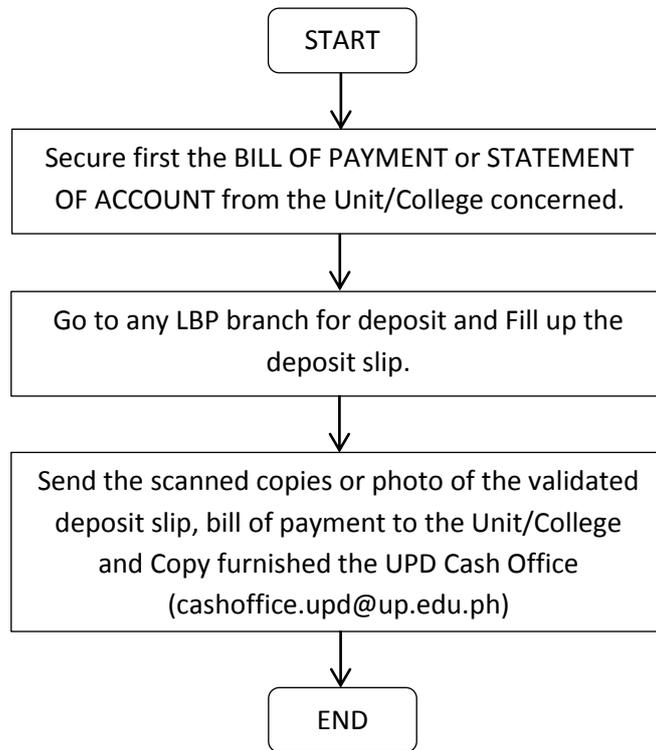
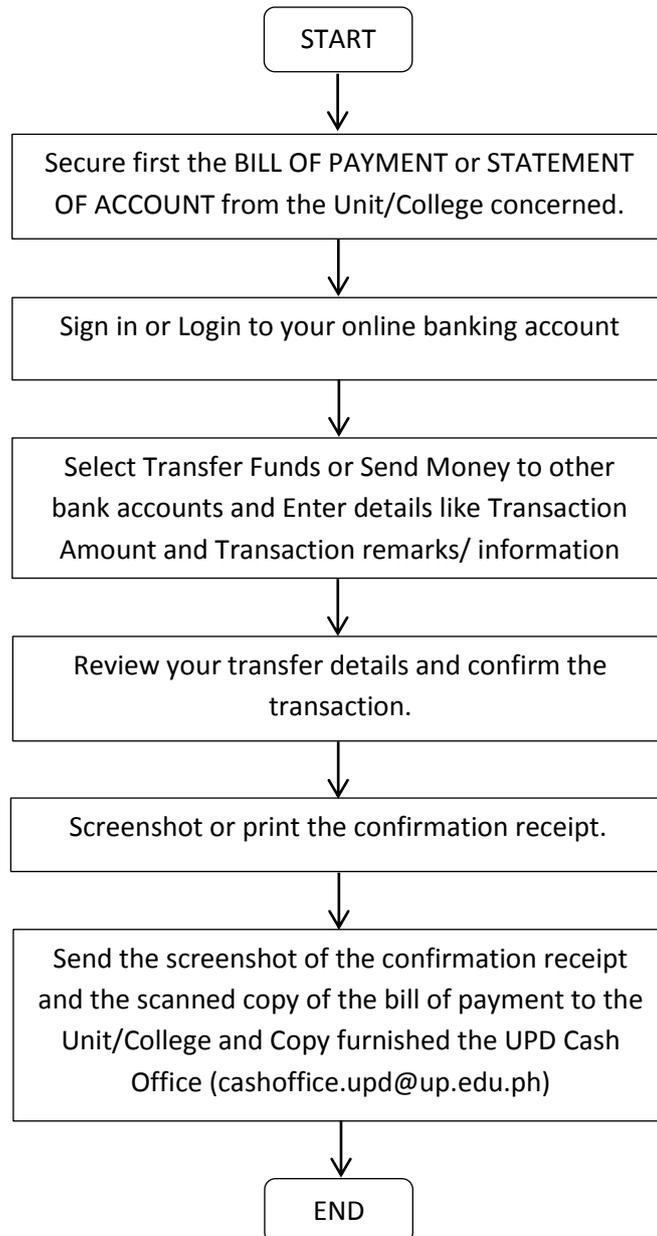


DIRECT BANK DEPOSIT THRU LANDBANK



1. Secure first the BILL OF PAYMENT or STATEMENT OF ACCOUNT from the Unit/College concerned. **(All payments must be covered by a BILL OF PAYMENT or STATEMENT OF ACCOUNT prepared by the SCO)**
 2. Go to any LBP branch for deposit and Fill up the deposit slip with the details below
Account Name: UPD REVOLVING FUND
Account Number: 3072-1006-96
Branch of Account: U.P. Diliman
 3. Send the scanned copies or photo of the validated deposit slip, bill of payment to the Unit/College and Copy furnished the UPD Cash Office (cashoffice.upd@up.edu.ph)
- * No Official Receipts will be issued. Validated Deposit Slip will serve as proof of payment.**

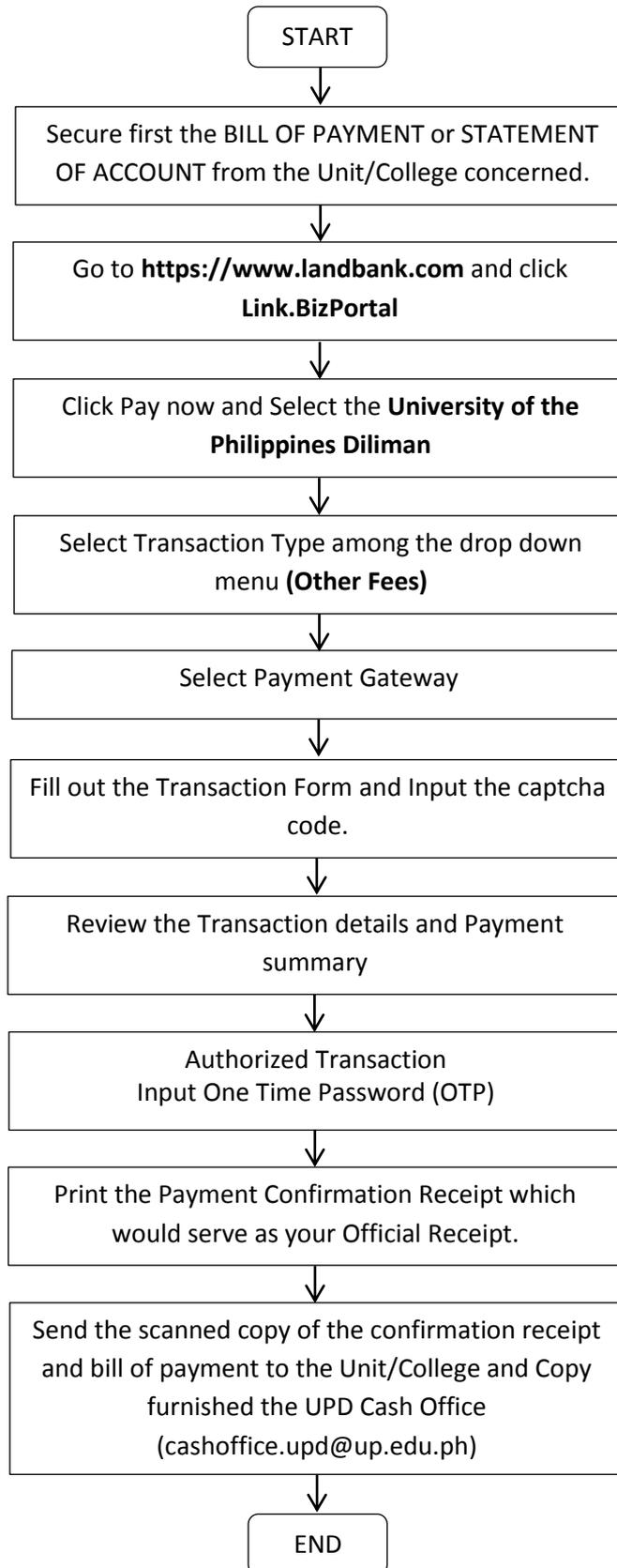
ONLINE BANK TRANSFER THRU LANDBANK VIA PESONET



1. Secure first the BILL OF PAYMENT or STATEMENT OF ACCOUNT from the Unit/College concerned. **(All payments must be covered by a BILL OF PAYMENT or STATEMENT OF ACCOUNT prepared by the SCO)**
2. Sign in or Login to your online banking account.
3. Select Transfer Funds or Send Money to other bank accounts. Enter details like Transaction Amount and Transaction remarks/ information.
Destination Bank : Landbank of the Philippines
Account Name : UPD REVOLVING FUND
Account Number : 3072-1006-96

4. Review your transfer details and confirm the transaction.
5. Bank will give you a confirmation of the transfer through the internet banking system, by email or by a text message.
6. Send the screenshot of the confirmation receipt and the scanned copy of the bill of payment to the Unit/College and Copy furnished the UPD Cash Office (cashoffice.upd@up.edu.ph)

PAYMENT USING LANDBANK LINKBIZ



1. Secure first the BILL OF PAYMENT or STATEMENT OF ACCOUNT from the Unit/College concerned. **(All payments must be covered by a BILL OF PAYMENT or STATEMENT OF ACCOUNT prepared by the SCO)**
2. Go to <https://www.landbank.com> and click **Link.BizPortal**
3. Click Pay now and Select a Merchant. Type **University of the Philippines Diliman** on the search field or click the corresponding first letter of the Merchant's List.
4. Select Transaction Type among the drop down menu (select the **Other Fees** for Book fines and other Library fees)
5. Select Payment Gateway e.g. **LANDBANK**
Payment Option:
 - A. Landbank ATM Cards
 - B. Landbank Visa Debit Cards
 - C. Other Banks via PCHC Paygate
 - D. BancNet (Temporarily suspended)
- * If Payment is thru Cash:
A minimum Transaction fee will be charged per transaction and payment confirmation receipt will be provided for your reference.

Landbank ATM: 15.00 pesos
Convenience Fee: 30.00 at any 7/11 convenience store
6. Fill out the Transaction Form
7. Input the captcha code.
8. Review the Transaction details and Payment summary
9. Authorized Transaction. Input One Time Password (OTP) sent thru Email/SMS and click your pin on the pin pad.
10. Print the Payment Confirmation Receipt which would serve as your Official Receipt
11. Send the scanned copy of the confirmation receipt and bill of payment to the Unit/College and Copy furnished the UPD Cash Office (cashoffice.upd@up.edu.ph)