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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:

- 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.

OFFICE OF THE UNIVERSITY REGISTRAR

PAYMENT SLIP

Pre-filled by OUR			
DATE OF ISSUANCE:			
STUDENT NUMBER:			
FULL NAME:			
COLLEGE:			
SEMESTER:			
TRANSACTION TYPE: OForm5 ODropping	O ChangeofMa	t OLOA	
AMOUNT:			
ACCOUNT NAME: <u>UPD REVOLVING FUND</u>			
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 OLINK.BIZPOI	RTAL ONLINE	OBRANCH:	