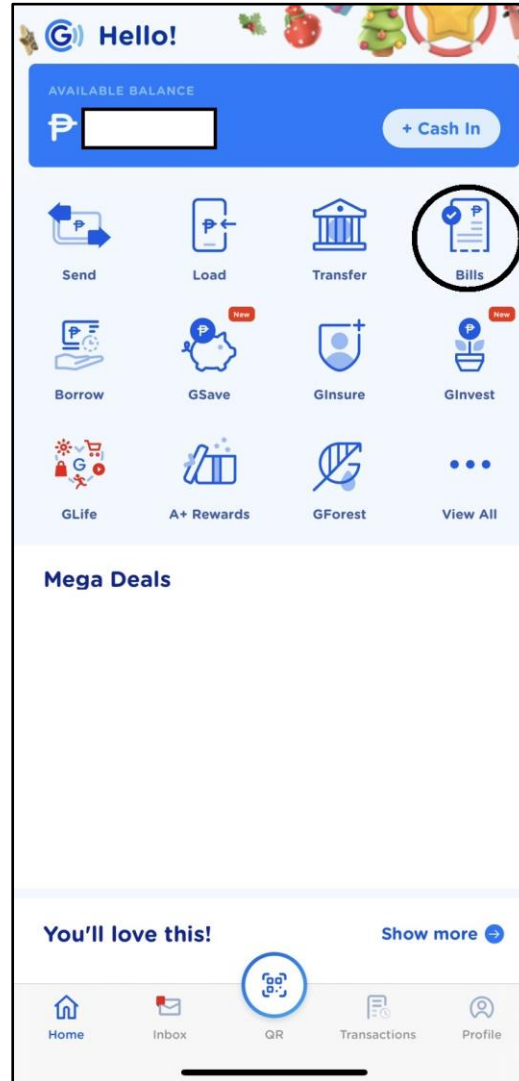
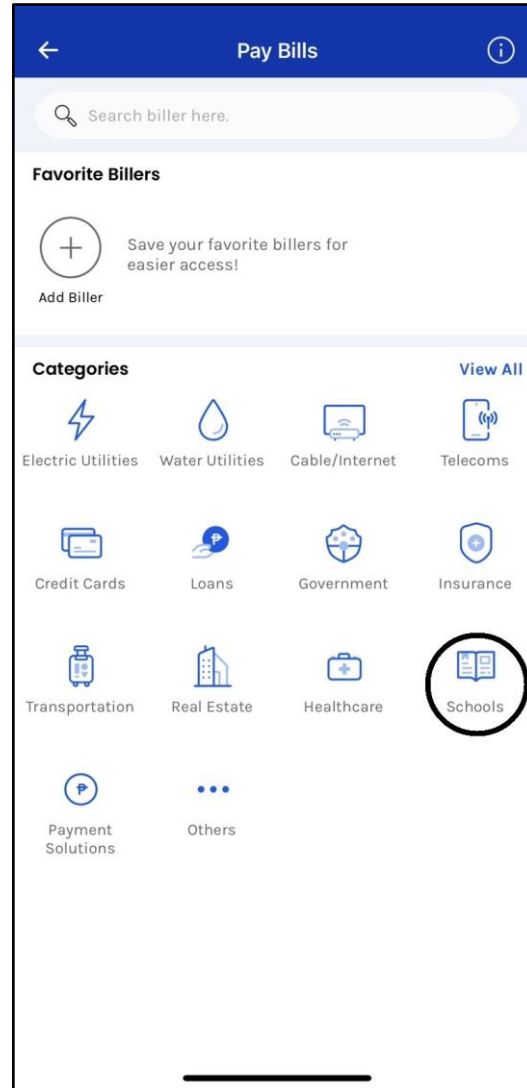


HOW TO PAY YOUR TUITION /
LOA FEE / CoM PAYMENT /
DROPPING FEE VIA GCASH
BILLS PAYMENT

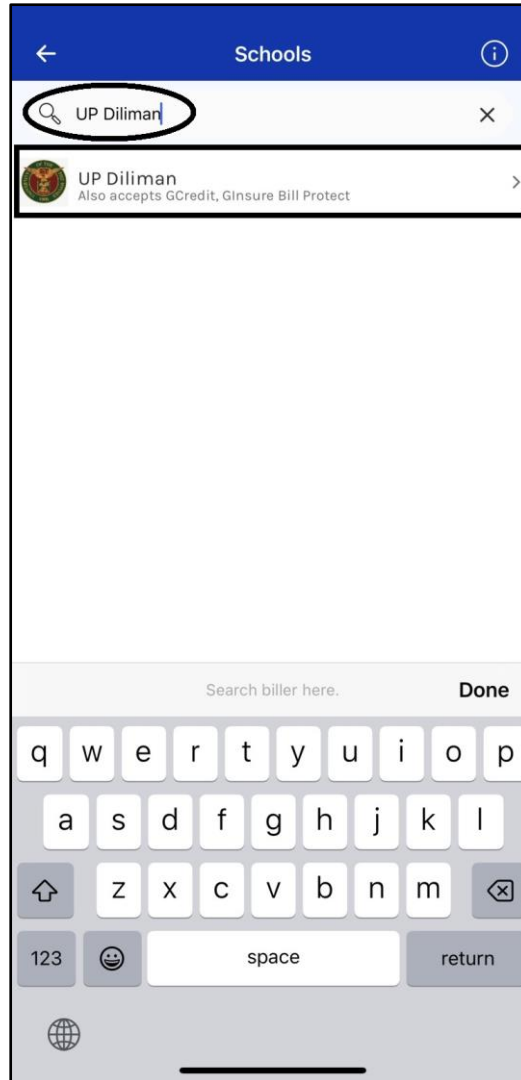
STEP 1: Open your GCASH app and go to BILLS



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 displays the 'Pay Bills' interface for UP Diliman. At the top, there is a blue header with a back arrow and the text 'Pay Bills'. Below this, the UP Diliman logo and name are shown, along with the posting period: 'Posting Period: next business day'. A section for the amount due shows 'PHP 0.00' and a note: '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/Carriage/SBU'. At the bottom of the screen, there are three buttons: 'Cancel', 'Select Transaction Type', and 'Done'.

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)

Cancel Select Transaction Type Done

Facilities Rental
Law Aptitude Exam
True Copy or Records/ Certification
Tuition Fee-form 5/ Change Mat/Dropping/LOA
Application Fee
Grad Fee/ Clearance
Staff Housing Rental/Carriage/SBU

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

Name of Payor

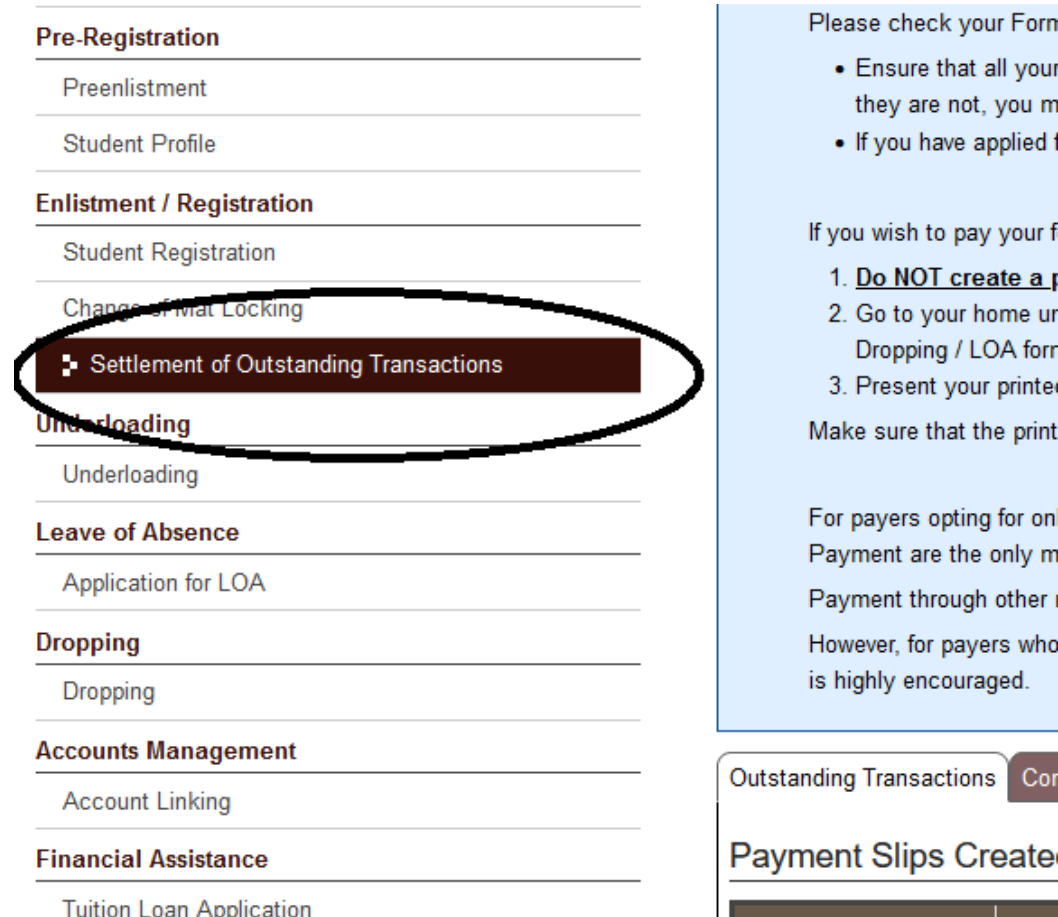
Email Address

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		

STEP 6: Go back to your Settlement of Outstanding Transactions module in CRS



The image shows a screenshot of a web application interface. On the left is a vertical menu with several categories and their sub-items. The 'Settlement of Outstanding Transactions' item is highlighted with a black oval. On the right is a light blue sidebar containing instructions and a search bar.

Pre-Registration

- Preenlistment
- Student Profile

Enlistment / Registration

- Student Registration
- Change of Mat Locking
- Settlement of Outstanding Transactions**

Underloading

- Underloading

Leave of Absence

- Application for LOA

Dropping

- Dropping

Accounts Management

- Account Linking

Financial Assistance

- Tuition Loan Application

Please check your Form

- Ensure that all your they are not, you m
- If you have applied t

If you wish to pay your f

1. **Do NOT create a p**
2. Go to your home ur
3. Present your printe

Dropping / LOA for

Make sure that the print

For payers opting for on

Payment are the only m

Payment through other i

However, for payers who is highly encouraged.

Outstanding Transactions Cor

Payment Slips Create

STEP 7: Encode your payment details by click on the “Add Payment” button

Outstanding Transactions

Completed Transactions

Payment Slips Created

Date Created	Description	Balance
2024 Jan 29	<div>Reference Number: <input type="text"/></div> <div>For Online Validation</div> <div>Total: <input type="text"/></div> <div>Transactions:</div> <div><div>1st Sem 23-24</div><div>Form 5 13.0u REMOVE</div><div>SHOW BREAKDOWN Assessed <input type="text"/></div></div> <div>Proofs of Payment:</div> <div>No payments yet</div>	

Add Payment

STEP 8: Ensure that the following details are selected in your encoding (both in UP Bank Account, and in the Fund Transfer Method), and double check your GCash Reference No and the amount deposited.

IMPORTANT NOTE!!!

In the amount deposited, do not include the Transaction Fee collected by GCash or your payment will not be validated by the Cash Office.

Add Proof of Payment

Payment Slip Reference No	24000352
UP Bank Account	LAND BANK OF THE PHILIPPINES (LBP) 3072100696 ▾
Fund Transfer Method	GCash Bills Payment ▾
GCash Reference No.	<input type="text"/>
Additional Remarks	<input type="text"/> <i>(other details that may help the Cashier validate your payment)</i>
Transaction Date/Time	<input type="text"/> (mm/dd/yyyy) <input type="text"/> : <input type="text"/> : <input type="text"/> (hh:mm:ss -- 24 hour format)
Amount Deposited	<input type="text"/> (please omit commas ex. 10500.00; Also, please do not include the transaction / service / convenience fees.)

Save Cancel