



Notice on Unholding of Settled Old Tuition Fee Balances

Document Reference: EOMS-FIN-MEMO-001 | Revision Number 000

Confidentiality Level: Internal use | Approval Date:

Review Cycle: N/A | Effectivity Date:

Subject: Notice on Unholding of Settled Old Tuition Fee Balances

Good Day!

This is to inform you regarding the updated unholding process of the student portal with settled tuition fee balances (1st sem of SY 2025-2026). The posting of payments and unholding will be carried out as per the details below:

Payment and Unholding Process

- Payments made through the **student payment portal** will be **posted immediately, and the confirmation receipt** will be available on the portal in **real time**. However, the **unholding of the student portal will be completed within 2 working days**.
- **Payments made through bills payment channels** will require **2 to 3 working days** for receipt confirmation and posting. Once posted, the **unholding will be processed within the same timeframe as stated above**.

Students and parents are advised to use approved payment channels and ensure that all payment details are accurate to avoid delays.

For any queries or assistance, please contact the Assessment / Cashier section during official working hours.

Thank you for your cooperation.

Prepared by:	Endorsed by:
(SGD) MAIDA LENN G. PAGSUYUIN, CPA Director, Treasury Office OIC, Director Accounting Office	(SGD) MS. ALYSSA LOU P. ANTENEO, CPA Vice President for Finance