

Payment of Tuition Fees and Other Payments to be Collected by Treasury Office through the Payment Portal

| Document Reference: EOMS-FIN-PRC-001 | Revision Number 001 |
|--------------------------------------|--------------------------------------|
| Confidentiality Level: Internal use | Approval Date: June 9, 2025 |
| Review Cycle: N/A | Effectivity Date: September 15, 2025 |

September 1, 2025

To : DLSU-D Community

From : (Sgd.) MAIDA LENN G. PAGSUYUIN, CPA

Director, Treasury Office & OIC Director, Accounting Office

Subject: Payment of Tuition Fees and Other Payments to be Collected by Treasury Office through the Payment Portal

Greetings in St. La Salle!

This is to reiterate the previous memo dated June 9, 2025, that Windows 14, 15 and 16 (Cashier) at the Ayuntamiento De Gonzales Building will strictly no longer accept cash payments. This is to encourage the use of our online payment portal and to help reduce queueing and waiting times within the building.

Payments can now be made through the **STUDENT'S PAYMENT PORTAL** via:

- Maya (Maya wallet, debit and credit card)
- QRph (other e-wallets and online banks)

Oher payment options are:

- Bills Payment via BDO, BPI, Metrobank, UnionBank (through banking apps or overthe-counter)
- **E-wallet and card payments only** on Windows 15 and 16 (Cashier) at Ayuntamiento Building.

This will take effect on September 15, 2025.

For any concerns and clarification, you may contact us at +63 (46) 481 – 1900 local 3287 or email at us tas@dlsud.edu.ph.

Thank you for your understanding and cooperation.

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