



DLSU-DASMARIÑAS - JUNIOR HIGH SCHOOL DEPARTMENT SCHEDULE OF INSTALLMENT PAYMENTS SCHOOL YEAR 2025-2026

MODE OF PAYMENT	DUE DATE
SEMI ANNUAL	Dec. 31, 2025

MODE OF PAYMENT	DATES OF PAYMENT		
QUARTERLY	2ND PAYMENT	3RD PAYMENT	4TH PAYMENT
	AUG 22, 2025	OCT. 24, 2025	JAN. 30, 2026

1. Payments could be done through:

a. Payment portal.

<https://www.dlsud.edu.ph/announcement/college/2025/PayMayaPaymentInstructions.pdf>

Scan QR Code for Payment Portal Instructions



<https://bit.ly/3UVqGDx>



- b. Onsite payment at Counters 14 to 16 at Ayuntamiento de Gonzalez Bldg., Treasury Office.

For card payments, kindly note that our cashiers will not transact payments if the one presenting the card is not the cardholder. Please note that depending on the amount, the transaction receipts require the signature of the cardholder. **Any form of authorization from the cardholder will not be honored.**

For debit cards, we advise our students and parents who are not the cardholders to withdraw first before transacting at our counters. For credit cards, only the cardholders will be allowed to use them for payment.

- b. Bux Checkout Page ("Bux") accessible at DLSU-D's website

When paying through Bux, please ensure to completely fill out the required information especially the student's name, student number and purpose of payment (in the "leave a note" portion) for FAO's reference. Supplying incorrect and incomplete information may lead to delays in processing your payments.

- c. Online and Over-the-Counters Bills Payments with the following:

- Unionbank
- Metrobank
- BPI
- BDO

For these payments, please use your **permanent STUDENT ID number** as the reference number and "**DLSU-D**", "**DLSU-Dasmariñas**" or "**Dasmariñas - De La Salle Univ**" as the merchant's name.

Use **BILLS PAYMENT FORM** when settling payments physically at the bank. **DO NOT USE THE CASH/CHECK DEPOSIT FORM.** When using **ONLINE APPLICATION** on your device (mobile, desktop, or laptop), you **MUST USE** the "PAY BILLS" feature and **NOT THE NORMAL BANK TRANSFER.** Always ensure accuracy and completeness of details.

Always double check your receipt before leaving the counter to immediately notice if there are errors either on your reference number or merchant's name.



Notify immediately the Treasury Office should you MISTAKENLY USED the Cash/Check Deposit Form in settling payments. EMAIL a photo of your deposit slip/receipt to tas@dlsud.edu.ph. In the SUBJECT line, key in "PAYMENT THROUGH BANK DEPOSIT (Please supply STUDENT NAME and STUDENT NUMBER)." This transaction requires fifteen (15) working days of processing.

Reminders:

- If you have concerns/questions about remaining balance/assessment/invoices, please send an email to assessment@dlsud.edu.ph or visit Accounting Office at Ayuntamiento De Gonzalez Bldg., Counters 12 or 13. You may also call 481-1900 loc. 3038.
- Holding of portals of students with unpaid invoices is scheduled on **March 2026**. This means that students cannot access their portals unless the total balances are fully settled.
- Surcharge of five percent (5%) will be applied to unpaid invoices starting **first day of classes of SY 2026-2027**, until full settlement.