

DLSU-D SENIOR HIGH SCHOOL GRADE 12

Online Enrollment Procedure

www.dlsud.edu.ph

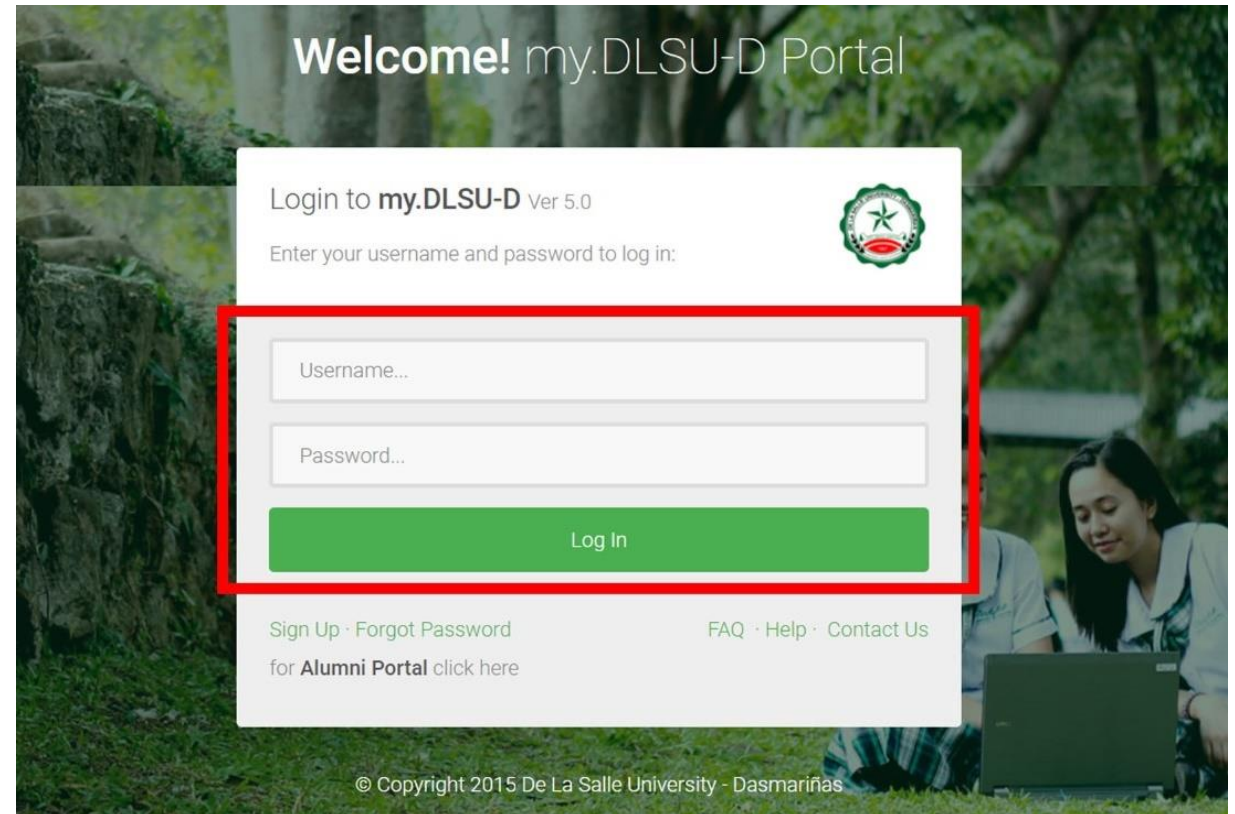


Online Enrollment (OnE)

1. Go to My.DLSU-D Student Portal:

<http://pearl.dlsud.edu.ph/mydlsud/login.aspx>

2. Log in to your account.



Welcome! my.DLSU-D Portal

Login to **my.DLSU-D** Ver 5.0

Enter your username and password to log in:

Username...

Password...

Log In

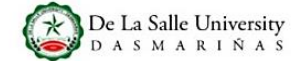
Sign Up · Forgot Password

FAQ · Help · Contact Us

for Alumni Portal click here

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Online Enrollment (OnE)



Data Privacy Statement

De La Salle University – Dasmariñas (hereinafter referred to as “DLSU-D”, the “University”, “Us”, “Our”, and “We”) has a strong commitment to protect our students’ personal information from any breaches or unauthorized use of personal information in compliance with the Data Privacy Act (DPA) of 2012 or otherwise known as Republic Act (R.A.) 10173 as governed by the National Privacy Commission (NPC).

To ensure you can make informed decisions and feel confident in providing your personal information with us, we are providing you this Data Privacy Statement outlining our data collection, usage, retention, disclosure and disposal practices and your rights as “Data Subjects”, as defined by the DPA.

This notice applies to all students (including their Parents and legal Guardians acting on behalf of the students) whose personal information are collected and processed by the University. This notice explains:

- What personal information do we collect?
- Purpose for collection and use of personal information
- Disclosure and transfer of personal information
- Retention and disposal of personal information
- Your rights as Data Subject
- Notifications in case of breach of information
- Compliance with Data Privacy Clauses on Contracts
- Updates to our Data Privacy Policy statement
- Where do you go for further information

1. WHAT PERSONAL INFORMATION DO WE COLLECT?

The term “Personal Information” refers to any information whether recorded in a material form or not, from which the identity of an individual is apparent or can be reasonably and directly ascertain by the entity holding the information, or when put together with other information would directly and certainly identify an individual as defined by the DPA. This may include Sensitive personal information that refers to personal information:

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[FAQ](#) · [Help](#) · [Contact Us](#)

Consent

I certify that I am a minor under the age of eighteen years. By clicking on the “I will notify my guardian” button below, I hereby agree to inform my guardian to review of the context of the Data Privacy Statement of De La Salle University-Dasmariñas on my behalf through the my.DLSUD Guardian Portal or via hard copy of the Consent Form.

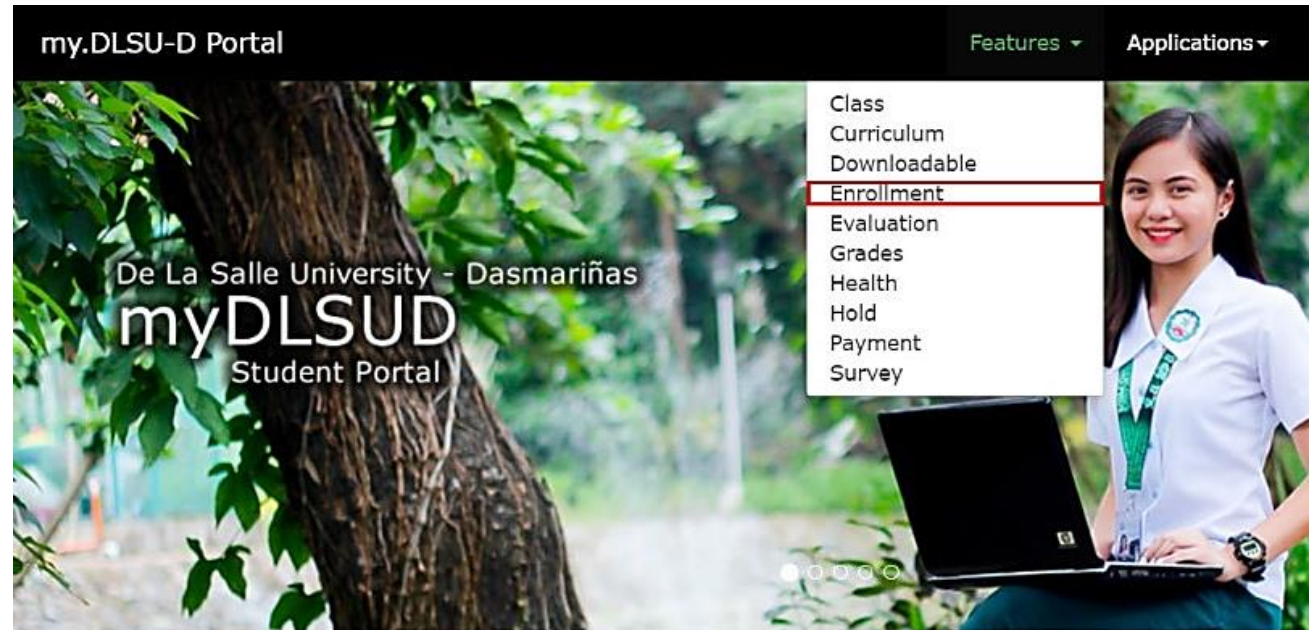
[I will notify my guardian](#)

1. Read the **DLSU-D Data Privacy Statement.**

2. Navigate to the bottom of the page, click agree and **submit consent.**

Online Enrollment (OnE)

1. On the **Homepage**, click **Features** menu and select **Enrollment**.



Online Enrollment (OnE)



1. Read the **Enrollment Terms and Conditions** then check “I have read and understood the above reminders”. Click **Accept**.

Please read the Enrollment Terms and Conditions:

With the new enrollment procedure, the following conditions are added for clarification:

1. Payments will be posted within five (5) working days. This also holds for late enrollment. Further, only students who accomplish this provision will be considered OFFICIALLY ENROLLED.
2. Students will print the Official Certificate of Registration (COR) through Online Enrollment.

☒ I have read and understood the above terms and conditions.

Accept

Decline

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De La Salle University - Dasmariñas DBB-B City of Dasmariñas Cavite Philippines 4115

Pre-registration @ OnE

1. Default page of OnE system.
Click the **Pre Registration**.

The screenshot shows the OnE (Online Enrollment) system interface for De La Salle University - Dasmariñas. The page is divided into a sidebar on the right and a main content area on the left.

Sidebar:

- Account Information:** SENIOR HIGH SCHOOL. Includes a user icon, a question mark, and links for [Change Password](#) and [Logout](#).
- Transaction:** First Semester, SY 2020-2021. A red box highlights the **Pre Registration** option, which is selected. Other options include [Registration](#), [Petition a Subject](#), [Payment](#), and [Subject Inquiry](#).
- Need Help:** Includes links for [OnE Manual](#), [Contact Us](#), [FAQ](#), [FB Account](#), and [Comment](#).


Main Content Area:

- Announcement:** No Announcement.
- Enrollment Procedures:**
 - A. ONLINE ENROLLMENT**
 - Pre-registration and Registration:** Students should pre-register and register online on the date specified by the Office of the Registrar.
 - Printing of Confirmation Receipt:** Students shall print confirmation receipt after subjects have been registered.
 - Payment of Fees:** Pay current fees through banks, other payment centers indicated below and online credit card payment at OnE. Official receipts may be claimed one week after payment date. Payments will be posted within five (5) working days. In case your transaction is not yet posted within five (5) working days, please verify through email at tas@dlsud.edu.ph.
 - Printing of COR (Certificate of Registration):** Students shall print official COR.
- Reminders:**
 - Pre-registration and Registration:**
 - Double check the subjects if complete. Subjects can be viewed in the CURRICULUM according to the track/strand. If subjects are incomplete, please use our INQUIRY FACILITY.
 - Process of ID and Purchase of School Uniform:**
 - A schedule will be released for the processing and purchasing of school uniform.
 - Payment:**

If payment was made at the designated payment centers:
- Make sure that the ID number indicated in the deposit slip is correct otherwise, your payment may not be posted.

BPI Bills Payment
Metrobank Bills Payment
Union Bank Bills Payment
SM Bills Payment Centers (Cavite Area Only)
Online Credit Card Payment via Student Portal
Credit and Debit Cards are accepted at DLSU-D Counters 15 & 16

Pre-registration @ OnE



Home | Profile | Curriculum | Grades |

Step 1 of 1: Pre-register

Instructions: [hide](#)

- 1.1: Double check your subject/s to be taken(Advised Subjects).
- 1.2: To reserve subject, click the **"Reserve"** button.
- 1.3: Finally, click the **"View PreReg Subjects"** link to check your reserved subjects.
- 1.4: For **queries**, please proceed to **Counter 1** of the [Registrar's Office](#).

PreRegistration

CourseCode	SectCode	CourseTitle	Units	From	To	Days	Room	A.Slot
SBPP111L	TV11	BREAD AND PASTRY PRODUCTION (NCII)	4.00	830	1130	T	FOOD LAB 1	50
SCHV111	TV11	CHRISTIAN VALUES I	2.00	1230	1430	M	JHS227	50
SCL111	TV11	EARTH AND LIFE SCIENCE	4.00	700	830	MW	JHS232	50
SCOM111L	TV11	EMPOWERMENT TECHNOLOGIES (FOR THE STRAND)	4.00	700	830	TH	JHS COMP LAB 2	50
SENG111	TV11	ORAL COMMUNICATION	4.00	830	1000	M	JHS226	50
SENG111	TV11	ORAL COMMUNICATION	4.00	1300	1430	H	JHS229	50
SFBS111L	TV11	FOOD AND BEVERAGE SERVICES (NCII)	4.00	1300	1600	T	FOOD LAB 1	50
SFIL111	TV11	KOMUNIKASYON AT PANANALIKSIK SA WIKA AT KULTURANG	4.00	830	1130	W	JHS121	50
SHOM111	TV11	HOMEROOM	0.00	1000	1100	M	JHS245	50
SLIT111	TV11	21ST CENTURY LITERATURE FROM THE PHILIPPINES AND T	4.00	1430	1600	M	JHS228	50
SLIT111	TV11	21ST CENTURY LITERATURE FROM THE PHILIPPINES AND T	4.00	1300	1430	W	JHS236	50
SMAT111	TV11	GENERAL MATHEMATICS	4.00	1600	1730	M	JHS228	50
SMAT111	TV11	GENERAL MATHEMATICS	4.00	1430	1600	H	JHS239	50
SPEH111	TV11	PHYSICAL EDUCATION AND HEALTH 1	1.00	1630	1730	H	JHS COURT 1	50
STPS111	TV11	TOURISM PROMOTION SERVICES (NCII)	4.00	830	1130	H	TBA	50
STVE111	TV11	ELECTIVE	2.00	1430	1630	W	TBA	50

--- Nothing Follows ---

Total Units: 41.0 **Max Units Allowed: 41** **Deload Units: 0**

- Subject Cancelled (prerequisite subject failed or subject already taken)

- Subject Available

- Subject Closed


Reserve

[Plot Schedule](#)

[View Suggested Subjects](#)

Account Information

SENIOR HIGH SCHOOL



Change Password
Logout

1VL11
200000055

Transaction

First Semester, SY 2020-2021

Pre Registration

Registration

Petition a Subject

Payment

Subject Inquiry

Need Help

OnE Manual

Contact Us

FAQ

1. Click **"Reserve"** button to be assured of a slot for each subject.



This link shows the list of Advised Subjects. Check the color scheme for the cancelled, available, and closed subjects.

Pre-registration @ OnE

1. After reserving the subjects, this line will appear “**Pre-Registration Completed**”.



View your pre-registered subjects by clicking “**View PreReg Subjects**” link.

You can also check whether there are conflicts in your class schedule. Just click the “**Plot Schedule**” link.

SPER111	TV11	PHYSICAL EDUCATION AND HEALTH 1	1.00	1630	1730	H	JHS COURT 1	50
STPS111	TV11	TOURISM PROMOTION SERVICES (NCII)	4.00	830	1130	H	TBA	50
STVE111	TV11	ELECTIVE	2.00	1430	1630	W	TBA	50
-- Nothing Follows --								
Total Units: 41.0			Max Units Allowed: 41 Deload Units: 0					
<div><div></div> - Subject Cancelled (Prerequisite subject failed or subject already taken)</div> <div><div></div> - Subject Available</div> <div><div></div> - Subject Closed</div>								
			<div>Pre-Registration Completed</div> <div>Proceed to Registration</div>			<div>View PreReq Subjects Plot Schedule</div>		
<div>View Suggested Subjects</div>								

Registration @ OnE

1. Click the “**Proceed to Registration**” button.

SPH111	TV11	PHYSICAL EDUCATION AND HEALTH 1	1.00	1630	1730	M	JMS COURT 1	50
STPS111	TV11	TOURISM PROMOTION SERVICES (NCII)	4.00	830	1130	H	TBA	50
STVE111	TV11	ELECTIVE	2.00	1430	1630	W	TBA	50
— Nothing Follows —								
Total Units: 41.0				Max Units Allowed: 41 Deload Units: 0				
<div><div></div> - Subject Cancelled (Prerequisite subject failed or subject already taken)</div> <div><div></div> - Subject Available</div> <div><div></div> - Subject Closed</div>								
<div>Pre-Registration Completed</div> <div>Proceed to Registration</div>						View PreReg Subjects Plot Schedule		
View Suggested Subjects								

Registration @ OnE

1. Check the pre-registered subjects that will appear on the screen.
2. Choose payment scheme. (**Full or Installment**)
3. Click the “**Register**” button.

Intensive Units: 0.0	Non Academic Units: (0.0)
Total Units: 41.00	Max Units Allowed: 41 Deload Units: 0

Choose Payment Scheme
<input type="radio"/> Full
<input checked="" type="radio"/> Installment

Note: If you want to choose Salary Deduction as payment scheme, please choose the "installment" option.

Projected Assessment	
Fee	Amount
Tuition	46043.00
Misc	4873.05
Other	8450.00
CompLabFee	400.00
TLE/HE Lab.	1200.00
Installment Fee/Disc	0.00

Total Assessment: 60,966.05	Payment Upon Enrollment: 24,386.42
Number of Installments: 3	Payment for Midterm: 18,289.82
	Payment for Finals: 18,289.82

Register

Registration @ OnE

Assessment		
Fee	Amount	Upon Enrollment
Tuition	46043.00	24,386.42
Misc	4873.05	
Other	8450.00	
ComplabFee	400.00	
TLE/HE Lab.	1200.00	
Total: 60,966.05		Midterm: 18,289.82
Payment Scheme: INSTALLMENT No. of Installments: 3		Finals: 18,289.82

Reminders

1. Dropping subject/s(No Refund) are not covered by OnE. Go to the High School Registrar's Office for manual transaction (JHS Complex);

☒ I have read and understood the above reminders.
[Proceed to Payment](#)

[Print Confirmation Slip](#)

[View Posted Trans 1](#) | [Trans 2](#) | [Trans 3](#)

1. Read the reminders then check “**I have read and understood the above reminders**”.

2. Click “**Proceed to Payment**” link if you wish to pay online credit card. Click “**Print Confirmation Slip**” to print the Confirmation Slip if you want to pay through accredited payment centers.

Registration @ OnE

Senior High School Online Enrollment Confirmation Receipt

Student No.: 200000055 TransNo.: 1

Name:

Program Code/Year Level/Section: TVL11

Date Registered: 5/14/2020 9:32:25 PM

Total Assessment: 60,966.05

Upon Enrollment: 24,386.42

Midterm: 18,289.82

Finals: 18,289.82

Payment Scheme: INSTALLMENT

No. of Installment: 3

1MMB4100BEBEC23760966050110514932P

NOTES:

1. Please present this confirmation receipt upon payment.
2. Payments will be entertained at Counter 14-16 and any of the following payment centers: (Please use student ID# as reference number & DLSU-Dasmariñas as merchants name)

SM Bills Payment (Cavite Area Only)

Metrobank Bills Payment

BPI Bills Payment

Union Bank Bills Payment

3. Your transaction will be posted within 5 working days after payment date. In case your transaction is not yet posted after five working days, please verify with the Finance & Accounting Office if your payment has been received.
4. Full payment upon enrollment is entitled to 4% rebate on tuition fee only to be credited to the next semester's enrollment.
5. For installment basis, outstanding balances should be paid before the final exam to avoid penalties.
6. Penalties will be applied to the total unpaid balance after day one (1) of the final exam period.
7. Payment Scheme

a. Full payment upon enrollment

b. Installment

For Regular Semester:

40% Due upon enrollment

30% Due on or before Midterm Exam

30% Due on or before Final Exam

8. Student is considered OFFICIALLY ENROLLED if payment of 24,386.42 has been made on or before 09/30/2020.

Last day of Payment: **09/30/2020**

Print



Sample Confirmation Receipt

See payment instructions and accredited payment centers.

Schedule of payment is also included for installment payment scheme.

Online Payment @ OnE



Register your transaction before proceeding to payment.

You may pay through the following:

- ☐ **BPI Bills Payment** (over-the-counter & internet banking)
- ☐ **Metrobank Bills Payment** (over-the-counter & internet banking)
- ☐ **Unionbank Bills Payment** (over-the-counter & internet banking)
- ☐ **SM Bills Payment** (Cavite area only)
- ☐ **Online credit card**

If paying through **ONLINE CREDIT CARD**, choose **Payment Description**

1. If the amount you wish to pay is higher than the minimum required, please input the amount.

2. Click **Next**.

Online Payment @ OnE

De La Salle University Dasmariñas
Payment System

1. Read the Terms and Conditions
2. Check **“I have read and accept the terms and conditions”**.
3. Click **Pay Now**

The screenshot displays the 'Transaction Details' section of the payment system. It includes the order number 36816 and the amount P500.00. A warning message states: 'Please read and accept the terms and conditions based on Student handbook Section 5 Financial Information.' Below this is a scrollable area containing 'Section 5 FINANCIAL INFORMATION (Based on Student Handbook SY 2010-2014)'. Under '5.1 Student Transactions', it lists: Assessment of fees, Request for Statement of Account, Examination permits, Request for refund of excess payments (with an unchecked checkbox), and Student clearance. Under '5.2 Enrollment / Payment of Fees', there is a checkbox labeled 'I have read and accept the terms and conditions'. At the bottom, a note says 'Please take note of the Order info number for future reference.' and a 'Pay Now!' button is highlighted with a red rectangle.

Transaction Details

Order Info number: 36816
Amount: P500.00

Please read and accept the terms and conditions based on Student handbook Section 5 Financial Information.

Section 5 FINANCIAL INFORMATION (Based on Student Handbook SY 2010-2014)

5.1 Student Transactions

Students should transact at the transaction area at counters 11 & 12 for the following:

- Assessment of fees
- Request for Statement of Account
- Examination permits
- Request for refund of excess payments ☐
- Student clearance

5.2 Enrollment / Payment of Fees

☐ I have read and accept the terms and conditions

Please take note of the Order info number for future reference.

Pay Now!

Credit Card Payment Through BDO Gateway

Select your preferred payment method



[Learn More](#)

1. Choose and click the logo of your credit card.



Credit Card Payment Through BDO Gateway



Merchant name:



Enter your card details



VISA:

You have chosen VISA as your method of payment. Please enter your card details into the form.

Card Number ::

12345678

Expiry Date ::

04

/ 20

month/year

Security Code ::

123

The 3 digits after the card number on the signature panel of your card.



Purchase Amount ::

PHP P500.00



1. Input your credit card details and click **Pay**.
2. Wait for confirmation

Generate the Certification of Registration (COR)

1. Once payment is done and posted by the Accounting Office, generate the COR from your student portal account (OnE system)



Upon checking, log-in to student's portal, go to Enrollment under Features then look for Registration, under the class schedule click print COR.

Print Confirmation/New Transaction

Reminders below and check the "I have read and understood the above reminders" checkbox, then

Print Confirmation Slip" link to show confirmation slip.

2.3: You can print the COR after posting of your transaction.

NOTE: The above schedule/fee may change without prior notice. Failure to pay on or before the cut-off date means forfeiture of your reserved slots. Please do not forget to LOGOUT before leaving this site.

Registration

Enrolled Subject/s

Date Posted: 7/31/2020 8:23:33 PM

Trans No.1

Class ID	Course Code	Sect Code	Course Title	Units	From	To	Days	Room
367	H-ENGL	A105	ENGLISH	0.00	1430	1530	M	JHS125
367	H-ENGL	A105	ENGLISH	0.00	1330	1430	TF	JHS125
368	H-ENGLE	A105	ENGLISH - ELECTIVE	0.00	1430	1530	H	JHS125
369	H-MATH	A105	MATHEMATICS	0.00	1010	1110	F	JHS125
369	H-MATH	A105	MATHEMATICS	0.00	1530	1630	MH	JHS125
370	H-MATHE	A105	MATHEMATICS - ELECTIVE	0.00	750	850	T	JHS125
371	H-SCI	A105	SCIENCE	0.00	1110	1240	TF	JHS125
372	H-SCIE	A105	SCIENCE - ELECTIVE	0.00	910	1010	T	JHS125
373	H-FILI	A105	FILIPINO	0.00	910	1010	F	JHS125
373	H-FILI	A105	FILIPINO	0.00	750	850	MH	JHS125
374	H-AP	A105	ARALING PANLIPUNAN	0.00	1010	1110	MH	JHS125
375	H-MUSIC	A105	MUSIC EDUCATION	0.00	750	850	F	JHS125
376	H-ARTS	A105	ARTS EDUCATION	0.00	1530	1630	T	JHS125
377	H-PE	A105	PHYSICAL EDUCATION	0.00	1330	1430	H	JHS125
378	H-HEALTH	A105	HEALTH EDUCATION	0.00	1430	1530	T	JHS125
379	H-CLE	A105	CHRISTIAN LIVING EDUCATION	0.00	910	1010	MH	JHS125
380	H-ESP	A105	EDUKASYON SA PAGPAPAKATAO	0.00	1010	1110	T	JHS125
381	H-HRG	A105	HOME ROOM /GUIDANCE	0.00	1330	1430	M	JHS125
382	H-TECHD	A105	TECHNICAL DRAFTING NCII	0.00	1110	1240	MH	JHS126

[Print Official COR](#) | [Print Schedule](#)

Assessment

Fee	Amount	Upon Enrollment
Tuition	39359.50	46,920.12
Misc	4400.00	
Other	4735.00	
Instfee	-1574.38	
Total: 46,920.12		No. of Installments: 1
Payment Scheme: FULL		Succeeding Installment: 0.00

Reminders

1. Dropping subject/s(No Refund) are not covered by OnE. Go to the High School Registrar's Office for manual transaction (JHS Complex);
2. Delivery of lessons in all subjects follows the ANIMO Strategy (please see the ANIMO primer);
3. Parent/Guardian is willing to co-supervise and co-monitor the progress of the student's home-based (online and offline) learning thru the ANIMO Strategy.

Sample Certification of Registration (COR)

De La Salle University - Dasmariñas
Senior High School Department

OFFICIAL CERTIFICATE OF REGISTRATION

Program Code/Year Level/Section: TVL11				Student No.: 200000055	Gender: Female	TransNo.: 1			
				Department: SHS	Sem/Term: First	SY: 2020 - 2021			
Class ID	Course Code	Sect Code	Course Title	Units	From	To	Days	Room	
277	SBPP111L	TV11	BREAD AND PASTRY PRODUCTION (NCII)	4.00	830	1130	T	FOOD LAB 1	
278	SCHV111	TV11	CHRISTIAN VALUES I	2.00	1230	1430	M	JHS227	
279	SCL111	TV11	EARTH AND LIFE SCIENCE	4.00	700	830	MW	JHS232	
280	SCOM111L	TV11	EMPOWERMENT TECHNOLOGIES (FOR THE STRAND)	4.00	700	830	TH	JHS COMP LAB 2	
281	SENG111	TV11	ORAL COMMUNICATION	4.00	1300	1430	H	JHS229	
281	SENG111	TV11	ORAL COMMUNICATION	4.00	830	1000	M	JHS226	
282	SFBS111L	TV11	FOOD AND BEVERAGE SERVICES (NCII)	4.00	1300	1600	T	FOOD LAB 1	
283	SFIL111	TV11	KOMUNIKASYON AT PANANALIKSIK SA WIKA AT KULTURANG FILIPINO	4.00	830	1130	W	JHS121	
284	SHOM111	TV11	HOMEROOM	0.00	1000	1100	M	JHS245	
285	SLIT111	TV11	21ST CENTURY LITERATURE FROM THE PHILIPPINES AND THE WORLD	4.00	1430	1600	M	JHS228	
285	SLIT111	TV11	21ST CENTURY LITERATURE FROM THE PHILIPPINES AND THE WORLD	4.00	1300	1430	W	JHS236	
286	SMAT111	TV11	GENERAL MATHEMATICS	4.00	1430	1600	H	JHS239	
286	SMAT111	TV11	GENERAL MATHEMATICS	4.00	1600	1730	M	JHS228	
287	SPEH111	TV11	PHYSICAL EDUCATION AND HEALTH 1	1.00	1630	1730	H	JHS COURT 1	
288	STPS111	TV11	TOURISM PROMOTION SERVICES (NCII)	4.00	830	1130	H	TBA	
289	STVE111	TV11	ELECTIVE	2.00	1430	1630	W	TBA	

*** Nothing Follows ***

Total Units: **41.00**

Intensive Units: 0.0 Non Academic Units: 0.0	Assessment	
	Fee	Amount
	Tuition	48339.00
	Misc	5120.00
	Other	10250.00
	CompLabFee	500.00
	TLE/HE Lab.	1400.00
	Total: 65,609.00	Upon Enrollment: 26,243.60
	Payment Scheme: INSTALLMENT	Midterm: 19,682.70
	No. of Installment: 3	Finals: 19,682.70

NOTE: The above schedule/fee may change without prior notice.

Payment Scheme

a. Full payment upon enrollment

b. Installment

For Regular Semester:

40% Due upon enrollment

30% Due on or before Midterm Exam

30% Due on or before Final Exam

For Summer enrollment:

50% Due upon enrollment

50% Due on or before Midterm Exam

Name:

Student No.: 200000055

Program Code/Year Level/Section: TVL11

Sem/Term: First

SY: 2020 - 2021

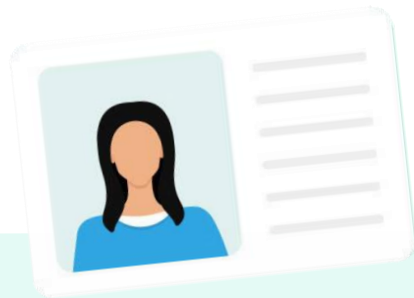
TransNo.: 1

Total Assessment: 65,609.00



DLSU-D HIGH SCHOOL

Please wait for further announcement
regarding the new schedule



**PROCESSING OF
SCHOOL ID**



PHYSICAL EXAMINATION
(INCOMING GRADE 10 & SENIOR HIGH SCHOOL)



ohsregistrar@dlsud.edu.ph



www.dlsud.edu.ph