



## DLSU-DASMARIÑAS - JUNIOR HIGH SCHOOL DEPARTMENT SCHEDULE OF INSTALLMENT PAYMENTS SCHOOL YEAR 2024-2025

PAYMENT SCHEME	DUE DATE
SEMI ANNUAL	NOVEMBER 28, 2024

PAYMENT SCHEME	DUE DATES		
QUARTERLY	2ND QUARTER	3RD QUARTER	4TH QUARTER
	NOVEMBER 28, 2024	FEBRUARY 27, 2025	MAY 9, 2025

Payments could be done through:

- A. 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. Payment Portal

- Card Payment
- Bills Payment thru BDO, BPI, Metrobank and Unionbank
- Bux Checkout Page ("Bux") accessible at DLSU-D's website



If option 2 is to be made, kindly follow the steps below:

1. Get your invoice number in your Payment Portal. Click on "Payment Portal" under your Student Portal.

**Payment**

**CREDIT CARD PAYMENT**  
Pay Thru Credit Card Payment Channel:  
Visa, Mastercard, American Express, JCB  
Pay here > Transaction History >

**PAYMENT PORTAL**  
Access your Students Accounts (Invoices, Payments and Overpayments) here.  
Proceed to Payment Portal >

**BUX PAYMENT**  
Pay Thru Over-the-counter:  
7-Eleven, Bayad Center, Cebuana Lhuillier, ECPay, MLhuillier, SM / Supermarket / Savemore, Robinsons Dept Store, Palawan Pawnshop, RD Pawnshop, RuralNet, DA5, Pay&Go, Possible, USSC, Tambunting, Villarica, Petnet, Inc, I2i  
Web Banking:  
UnionBank Internet Banking, BPI Online/Mobile, RCBC Online Banking, InstaPay, PCHC Paygate  
E-Wallet:  
GCash, GrabPay  
Pay here > Learn more about BUX Payment >

2. Once redirected to your Payment Portal, click on "Payments".

Portal Account **Payments** Overpayments

Payment Refresh Search...

Under Payments tab, you will see all invoices and the corresponding status whether "Paid", "In Payment", "Not Paid".

3. Copy your invoice number under "Invoice Number" column and use it as your reference number when paying thru the accredited payment channels.

Student ID	Student Name	Transaction Type	Invoice Number	Description	Transaction Date	Due Date	Invoice amount	Amount Paid	Amount Due	Status
			INV/2024/04/9572		04/01/2024	04/01/2024	34,345.40	0.00	34,345.40	Not Paid

4. Pay your invoice. Note that this is done outside the system, whether over-the-counter or online banking with banks for Bills Payment, credit card thru Student Portal, or BUX. No payments via bank transfers are allowed.



- After payment, visit your Payment Portal and upload your transaction receipt. Click on “Pay” button.

Student ID	Student Name	Transaction Type	Invoice Number	Description	Transaction Date	Due Date	Invoice amount	Amount Paid	Amount Due	Status
			INV/2024/04/9572		04/01/2024	04/01/2024	34,345.40	0.00	34,345.40	Not Paid

- In the dialog box that appears, select the payment channel you used. Click on “Proof of payment”, upload the copy of your transaction receipt and click on “Confirm”.

**Register Payment**

1. Payment Channel Selection: BDO, BPI, Metrobank, Unionbank, BUX, Credit Card.

2. Proof of Payment: Upload your file

3. Confirm

Details: Date: 11/20/2024, Customer: FRANCISCO, JENDIE, Invoice #: INV/2024/04/9572, Amount to Pay: 34,345.40, Payment Reference: SY2023 - 202340146

From “Not Paid”, your invoice payment status will be changed to “In Payment”. Kindly wait for five (5) working days for payment validation.

### Reminders:

- If you have concerns/questions about your invoices, please send an email to [assessment@dlsud.edu.ph](mailto:assessment@dlsud.edu.ph) or visit Accounting Office at Ayuntamiento De Gonzalez Bldg., Counters 12 or 13.
- Holding of portals of students with unpaid invoices is scheduled on **12 May 2025**. 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 **07 July 2025**, until full settlement.