

TREASURY AND  
ACCOUNTING OFFICES

# FRESHMAN ORIENTATION 2023

JENDIE S. FRANCISCO  
*DIRECTOR, TREASURY OFFICE*

# ORGANIZATIONAL STRUCTURE

**MS. BELINDA C NARVAEZ, CPA**

VP for Finance

**JENDIE S. FRANCISCO, CPA**

Director, Treasury Office

**1. Cashier**

2. Disbursement

**ALYSSA LOU ANTENEO, CPA**

Director, Accounting Office

**1. Student Accounts**

2. Account Payables

3. Payroll

4. Bookkeeping

5. Property

**Section**

**Designated  
Counter(s)**

Payable/Payroll/  
Other  
accounting  
matters

**9**

Disbursement

**11**

Student  
Accounts

**10, 12 and  
13**

Cashier

**14, 15 and  
16**

# ASSESSMENT OF FEES

- Full payment
- Installment payment

✓ For regular semester  
40% upon enrollment  
30% a week before  
midterm exam  
30% a week before final  
exam

✓ For summer  
50% upon enrollment  
50% a week before final  
exam

## PAYMENT SCHEME

## REBATES

4% OF TUITION  
FEE ONLY  
for full payment of  
fees, including  
added subjects,  
during enrollment  
Deductible from  
the next  
enrollment's fees

## HOLDING OF PORTAL AND SURCHARGES

## REFUNDS

5% applied to  
outstanding balance  
on the first day of the  
summer term or next  
semester, whichever  
is applicable

File a request to the  
Student Accounts  
Section. Photocopy  
of ID is needed.

# ASSESSMENT OF FEES

## PROCESSING OF PAYMENTS

For onsite payments, present your official receipt to Windows 10, 12 or 13 if your payment is for UNHOLDING OF PORTAL or POSTING OF ENROLLMENT.

For payments made with accredited payment channels, UNHOLDING OF PORTAL or POSTING OF ENROLLMENT is within THREE to FIVE WORKING DAYS.

Payments made with accredited payment channels are considered tuition fee payments. Other payments like uniform or requests for TOR, COG, etc. shall be paid onsite or using the BUX Checkout Page.

# ASSESSMENT OF FEES

## DROPPING FEES

- Dropping during enrollment period

✓ Registration fee (varies per college) and ID (if already available) will be charged

- Dropping on the first week of classes

✓ 25% of the total fees will be charged

- Dropping on the second of classes

✓ 50% of the total fees will be charged

- Dropping after the "Last Day of Dropping With Refund" stated in the University Calendar

✓ No refund, remaining balance must be fully settled for clearance



# PAYMENT OF FEES

Always be reminded that the University **DOES NOT ALLOW ANY EMPLOYEE** to collect payments on its behalf.

All payments **MUST BE DONE** at the University Cashier and at our accredited payment channels.

University Cashier  
Counters 14, 15 and 16  
at the Ayuntamiento de  
Gonzalez Building

Student Portals for  
Credit Card payments  
(APPLICABLE ONLY FOR  
TUITION FEE PAYMENT)

Bills payment via mobile  
banking application and  
over the counter with  
Metrobank, BPI,  
Unionbank and BDO

Bills payment with SM  
Branches WITHIN  
CAVITE AREA ONLY

BUx Checkout Page  
accessible via  
DLSU-Dasmariñas  
website

# PAYMENT OF FEES

## REMINDERS WHEN PAYING THROUGH BILLS PAYMENT

When paying at our accredited over-the-counter payment channels (BPI, Metrobank, Unionbank and BDO), always bring your OECR or COR (if your COR is already available).

In the “reference number” portion of the bills payment slip, always indicate your complete student number and avoid doing the following:



Putting your reference number as shown in your OCR (the long reference number composed of alphanumeric characters).

Using your temporary number if your permanent student number is already available.

Writing your mobile number.

# PAYMENT OF FEES

## REMINDERS WHEN PAYING THROUGH BILLS PAYMENT

- Always check your receipt whether you pay at our University Cashier or via over-the-counter at our accredited payment channels. This will let you check if there are any problems with your payments.
- Examples are the following:



**Wrong merchant/biller name.** The Treasury and Accounting Offices will not be able to process these payments unless these are corrected by the bank through the request of the account holder. Correction should be directly coordinated by the account holder to the bank and not to the Treasury Office.



**Incorrect reference number.** Students used his/her old temporary ID number, OCR reference number, mobile number, etc.

### *BPI/Metrobank/Unionbank Bills Payment Form*

Merchant name: DLSU-D or DLSU Dasmariñas  
Reference/Subscriber's Number: STUDENT NUMBER  
Amount: P10,000.00

DLSU D  
Ten thousand pesos only (P10,000.00)

- Checking your receipts before leaving the counters PREVENTS these scenarios from happening.



# PAYMENT OF FEES

## REMINDERS WHEN PAYING THROUGH BILLS PAYMENT

- Be specific on the description of payment.
- For bills payment via mobile banking, please note that only the information indicated in the “reference” or “description” portion is visible to the Treasury and Accounting Offices.

Any additional information as optional fields, **DO NOT APPEAR** in bank reports, hence, **CANNOT** be considered by the Accounting and Treasury Offices during processing.

TUITION FEES

UNIFORM

THESIS FEE

ETHICS REVIEW FEE

TOR/CAV/COG FEE

OTHERS (BE SPECIFIC)

# PAYMENT OF FEES

## PENALTY ON RETURNED CHECKS

- P500.00 for DAIF/DAUD or P1,000.00 for closed account
- Student will no longer be allowed to pay through check again

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Local 3207

# TREASURY OFFICE

CASHIER SECTION

tas@dlsud.edu.ph

LOCAL 3287

# ACCOUNTING OFFICE

ASSESSMENT SECTION

assessment@dlsud.edu.ph

refund@dlsud.edu.ph

LOCAL 3245 or 3038