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

- 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

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

# **ASSESSMENT OF FEES**

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

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
- Dropping on the first week of classes
- Dropping on the second of classes
- Dropping after the "Last Day of Dropping With Refund" stated in the University Calendar

- ✓ Registration fee (varies per college) and ID (if already available) will be charged
- ✓ 25% of the total fees will be charged
- ✓ 50% of the total fees will be charged
- ✓ No refund, remaining balance must be fully settled for clearance

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

#### 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.

#### 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

DESU D

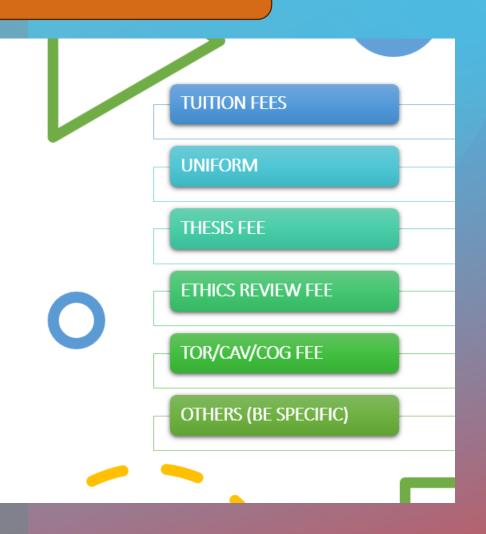
Ten thousand pesos only (P10,000.00)

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

# 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.



#### **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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# TREASURY OFFICE

CASHIER SECTION tas@dlsud.edu.ph

# ACCOUNTING OFFICE

ASSESSMENT SECTION assessment@dlsud.edu.phrefund@dlsud.edu.phLOCAL 3245 or 3038