



**DE LA SALLE UNIVERSITY- DASMARIÑAS  
BASIC EDUCATION**

# **ONLINE ENROLLMENT GUIDE**

# ONLINE ENROLLMENT PROCESS

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## ENROLLMENT PROCESS OVERVIEW

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1. Log in to Admission Portal
2. Registration of Subjects
3. Payment
4. Generation of Certificate of Registration (COR)
5. Submission of SHS Documentary Requirements

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## IMPORTANT WEB LINKS

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- |   |   |
|---|---|
| 1. Online Submission of SHS<br>Documentary Requirements | <a href="https://tinyurl.com/G11DocsRqs2023">https://tinyurl.com/G11DocsRqs2023</a>             |
| 2. SHS Voucher Program                                  | <a href="https://tinyurl.com/SHSVP2023">https://tinyurl.com/SHSVP2023</a>                       |
| 3. Online Application for Student ID                    | <a href="https://tinyurl.com/IDApplication2023">https://tinyurl.com/IDApplication2023</a>       |
| 4. Official Website of DLSUD                            | <a href="https://www.dlsud.edu.ph/">https://www.dlsud.edu.ph/</a>                               |
| 5. DLSUD SHS Facebook Page                              | <a href="https://www.facebook.com/DLSUDSeniorHigh">https://www.facebook.com/DLSUDSeniorHigh</a> |
| 6. DLSUD SHS LMS Platform                               | <a href="https://dlsudshs.edu20.org/">https://dlsudshs.edu20.org/</a>                           |
| 7. Subject Tracking Forms                               | <a href="https://tinyurl.com/DLSUDTrackingForms">https://tinyurl.com/DLSUDTrackingForms</a>     |

# STEP 1

## LOG IN TO ADMISSION PORTAL

NOTE: Before you proceed with your enrollment, make sure that your ADMISSION STATUS is for "ENROLLMENT".

### STEP 1.1

FOR GRADE 11 STUDENTS:

1. Log in to DLSU-D Admission Portal

Web Address:

<http://admission.dlsud.edu.ph/admission/login.aspx>



### STEP 1.2

If you are a new student, this message will prompt.

1. Read Data Privacy Statement and click the checkbox button "**Agree**"
2. Re-enter your Admission Account password and click **Proceed to Enrollment Process** button to continue

### ONLINE ENROLLMENT PROCESS

my.DLSU-D Portal Account Usernames

**Sample Only**

1. Student Account : 2021\*\*\*\*\*
2. Guardian Account : G-2021\*\*\*\*\*

Note :

- To access your my.DLSU-D Portal Account, go to this link. <https://portal.dlsu.edu.ph/>
- You can also login using your registered Admission Account email address but this is valid for one semester only.
- Your Admission Account password is the same as your my.DLSU-D Password for your security.
- The Guardian's Account password will be the same as the Student's

To continue your Online Enrollment, click [Enrollment Link](#).

### STEP 1.3

1. Click **Enrollment Link** to continue online enrollment process.

# STEP 2

## SUBJECT REGISTRATION STUDENT PORTAL ACCOUNT

### STEP 2.1

1. Read the Enrollment Terms and Conditions and click **Accept**.



#### Please read the Enrollment Terms and Conditions:

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

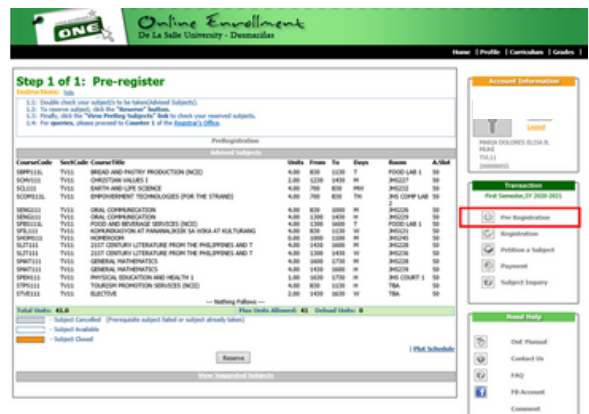
1. Payments will be posted within five (5) working days. This also holds for late enrollment. Further, only students who accomplish this provision will be considered OFFICIALLY ENROLLED.
2. Students will print the Official Certificate of Registration (OCR) through Online Enrollment.

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



### STEP 2.2

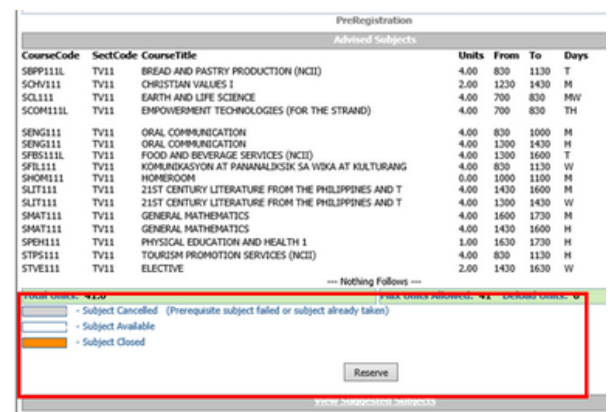
1. Click the **Pre-registration** button.



### STEP 2.3

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.



# STEP 2

## SUBJECT REGISTRATION STUDENT PORTAL ACCOUNT

### STEP 2.4

1. After reserving the subjects, this line will appear "Pre-registration Completed".

HEALTH 1	1.00	1630	1/30	M
VICES (NCII)	4.00	830	1130	H
	2.00	1430	1630	W

— Nothing Follows —

Max Units Allowed: 41 Deload Units: 0

ailed or subject already taken)

**Pre-Registration Completed**

Proceed to Registration

[View PreRe](#)

[View Suggested Subjects](#)

### STEP 2.5

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

HEALTH 1	1.00	1630	1/30	M
VICES (NCII)	4.00	830	1130	H
	2.00	1430	1630	W

— Nothing Follows —

Max Units Allowed: 41 Deload Units: 0

ailed or subject already taken)

**Pre-Registration Completed**

Proceed to Registration

[View PreRe](#)

[View Suggested Subjects](#)

### STEP 2.6

1. Select the preferred elective class that does not conflict with your current schedule.
2. Click **Add Elective** button.
3. After adding the elective subject, this line will appear "Added successfully".

The schedule for elective classes that do not have a specified schedule will be announced at a later time.

To check your class schedule, you can access the Plot Schedule link. Additionally, you can use the Tracking Form to verify that all your registered subjects are complete.

Removing of regular subject is not allowed. Only the elective class can be changed before completing the registration.

Class ID	Course Code	Section Code	Course Title	Units	Available Slot
201	ELEC001	EC11B	ASIAN BACKPACKING	3.00	15
202	ELEC001	EC11B	ASIAN BACKPACKING	3.00	14
203	ELEC002	EC11B	BASIC CHORDS FOR PIANO KEYBOARD	3.00	15
204	ELEC003	EC11B	BASIC MOUNTAINEERING COURSE 1	3.00	15
205	ELEC004	EC11B	BASIC YOGA , MEDITATION AND VEGETARIAN CLASS	3.00	15
206	ELEC005	EC11B	BASICS OF BAKING FOR NON-CULINARY AND TOURISM STUDENTS	3.00	15
207	ELEC005	EC11B	BASICS OF BAKING FOR NON-CULINARY AND TOURISM STUDENTS	3.00	15
208	ELEC007	EC11B	BLOCK BASED PROGRAMMING: 2D ROBOTICS	3.00	15
209	ELEC008	EC11B	BROADCAST YOURSELF: STARTING UP YOUR TWITCH STREAM	3.00	15
210	ELEC009	EC11B	COOKERY 2 (HOT MEALS)	3.00	15

12345

**[702] ELEC001 Added successfully.**

Add Elective

**SUBJECT REGISTRATION**  
**STUDENT PORTAL ACCOUNT**

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

CO08	EC11B	BRUSHUP TUTORIALS: JOINING UP YOUR TWITCH STREAM	3.00	15
CO09	EC11B	COOKERY 2 (HOT MEALS)	3.00	15

Choose Payment Scheme

☐ Full  
☒ **Installment**

want to choose Salary Deduction as payment scheme, please choose the "Installment" option.

Projected Assessment	
Fee	Amount
.....	44836.96
.....	1545.00
.....	8275.00
.....	600.00
Fe	600.00
wyDisc	0.00

Amount: <b>60,856.96</b>	Payment Upon Enrollment: <b>24,342.78</b>
Installments: <b>3</b>	Payment for Midterm: <b>18,257.09</b>
	Payment for Finals: <b>18,257.09</b>

Register

chedule may change without prior notice. Failure to register on or before the cut-off date means forfeiture of your reservation.

1. Read the confirmation message before clicking **OK**. Click **Cancel** if you want to go back and edit the registration before proceeding to payment.



# STEP 2

## SUBJECT REGISTRATION STUDENT PORTAL ACCOUNT

### STEP 2.9

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.
3. Click **Print Confirmation Slip** if you want to pay through accredited payment centers or at the school's Accounting Office.

The screenshot shows a web form titled "Reminders". It contains two numbered reminders: 1. Delivery of lessons in all subjects follows the ANDMO Strategy (please see the ANDMO primer); 2. Parent/Guardian is willing to co-supervise and co-monitor the progress of the student's home-based (online and offline) learning thru the ANDMO Strategy. Below the reminders, there is a checkbox labeled "I and my parent/guardian have read, understood and, conformed to the above reminders." which is checked. To the right of this checkbox is a link "Print Confirmation Slip". Below the checkbox is a "Proceed to Payment" link. At the bottom, there are five radio button options for payment methods: Credit Card, SM Bills Payment (Cavite area only), Bank (BPI/UnionBank/Metrobank), DLSU-D Cashier, and BLIX.

### STEP 2.10

1. Select the payment method that you prefer to use.

The screenshot shows a web form with a checked checkbox labeled "I and my parent/guardian have read, understood and, conform". Below this checkbox is a link "Proceed to Payment". Below the link are five radio button options for payment methods: Credit Card, SM Bills Payment (Cavite area only), Bank (BPI/UnionBank/Metrobank), DLSU-D Cashier, and BLIX. Below the radio buttons is a grey rectangular button.

# STEP 2

## SUBJECT REGISTRATION STUDENT PORTAL ACCOUNT

### STEP 2.11

1. You may use the Confirmation Slip as reference during your payment transaction.
2. Review all the information provided in your confirmation slip, particularly the last day of payment schedule.

#### Sample Confirmation Slip

Senior High School Online Enrollment Confirmation Receipt	
Semester: First SY: 2023 - 2024	
Student No.: _____	TransNo.: 1
Name: _____	
Program Code/Year Level/Section: _____	
Date Registered: 5/11/2023 4:01:25 PM	
Total Assessments: 60,656.96	
Upon Enrollment: 24,342.78	Payment Scheme: INSTALLMENT
Midterms: 18,257.09	No. of Installments: 3
Finals: 18,257.09	
1MMB3800BEC23760856960519511420P	
<b>Enrollment Procedure</b>	
1. Register subjects on OnE.	
2. Print Confirmation Receipt. This document shall be presented when making over-the-counter payments either through the accepted payment channels or the University cashiers.	
3. Pay fees through the following:	
A. Onsite at Ayuntamiento de Gonzales Bldg., at Counters 14, 15 or 16.	
<b>REMANDER:</b>	
If payment relates to posting of enrollment or unholding of portal, please bring your official receipt to Counters 12 or 13. Failure to do so may result in delays in reflecting payments.	
B. Accepted payment Channels	
a. Over-the-counter Bills Payment	
<b>REMANDER:</b>	
Use "BILLS PAYMENT FORM" and not the "CHECK/CASH DEPOSIT FORM". Use your STUDENT NUMBER as the reference number and "DLSU-DASHARINAS" or "DLSU-D" as the merchant/submitter's name. Always double check your receipt before leaving the counter to ensure that proper information has been supplied.	
b. Online/Mobile Banking Bills Payment	
<b>REMANDER:</b>	
Use "PAY BILLS" and not "BANK/FUND/WIRE TRANSFER". Use your STUDENT NUMBER as the reference number and "DLSU-DASHARINAS" or "DLSU-D" as the merchant/submitter's name.	
Option A is available at SM Branches within Cavite area.	
Options A and B are available with the following banks: BPI, Metrobank and Unionbank.	
c. Credit Card Payment through Student Portal	
<b>REMANDER:</b>	
The payment method shall only be used for tuition fees, other fees such as dormitory, tours, and the like are not allowed to be paid using this method.	
d. BuX Checkout Page	
<b>REMANDER:</b>	
Supply the complete information such as the STUDENT NAME, STUDENT NUMBER and PURPOSE OF PAYMENT when using this method.	
Payments made through the above-mentioned methods are being processed within three (3) to five (5) working days. Failure to supply the correct information will result in a longer processing time.	
There is no need to send the transaction receipts within the lead time of processing.	
Students whose enrollment has not yet been posted or portal has not yet been opened after five (5) working days from payment date may send an email to <a href="mailto:assessment@dsu.edu.ph">assessment@dsu.edu.ph</a> for follow up. Complete student details, together with the copy of the proof of payment, shall be indicated in the email.	
Bank/Wire/Fund transfers require fifteen (15) working days of processing from payment date due to additional verification. Should this be the case, the student must send the copy of transaction receipt to <a href="mailto:tas@dsu.edu.ph">tas@dsu.edu.ph</a> in order for the payment to be processed.	
4. Print COR. COR shall be made available in OnE once the enrollment has been successfully posted and the student is considered OFFICIALLY ENROLLED.	
<b>Rebates</b>	
Full payment upon enrollment shall be entitled to 4% rebates on tuition fee only and shall be credited to the next semester's enrollment.	
<b>Surcharges</b>	
For installment payments, surcharges are to be charged as follows:	
<ul style="list-style-type: none"><li>• 3% after Day 1 of Midterm Examination up to the Last Day of Final Examination</li><li>• 4% after the Last Day of Final Examination up to the Last Day of Term Break and</li><li>• 5% from the Opening Day of the New Term (semester or summer) until full settlement of the account.</li></ul>	
<b>Additional Fees</b>	
Tutorial fees shall be added to the total tuition and other fees, as applicable.	
<b>Payment Schemes</b>	
1. Full payment upon enrollment	
2. Installment basis	
<ul style="list-style-type: none"><li>a. 40% of the total tuition and other fees upon enrollment (required to post enrollment)</li><li>b. 30% of the total tuition and other fees one (1) week before the Midterm Examination</li><li>c. 30% of the total tuition and other fees one (1) week before the Final Examination</li></ul>	
Student is considered OFFICIALLY ENROLLED if payment of 24,342.78 has been made on or before 05/31/2023.	
Last day of Payment: 05/31/2023	
Print	



# STEP 3

## PAYMENT

### AVAILABLE PAYMENT METHODS

1. Accredited Payment Centers
2. Online Credit Payment thru Student Portal
3. DLSU-D BUx
4. Accounting Office

Reminder:

Payment transaction will be posted within 3-5 working days. In case your payment is not yet posted after 5 working days, please verify with the Accounting Office if your payment has been received.

# STEP 3

## PAYMENT METHOD 1

### PAYMENT THRU ACCREDITED PAYMENT CENTERS (CAVITE AREA ONLY)

#### STEP 3.1

1. Use **Student ID#** as Reference Number.
2. Use **DLSU-Dasmarias** as Merchant Name.
3. Payment transaction will be posted within 3-5 working days. In case your payment is not yet posted after 5 working days, please verify with the Accounting Office if your payment has been received.

**Senior High School  
Online Enrollment  
Confirmation Receipt**

Semester: First SY: 2023 - 2024  
Student No.: TransNo.: 1  
Name:  
Program Code/Year Level/Section:  
Date Registered: 5/11/2023 4:01:25 PM  
Total Assessment: 60,856.96  
Upon Enrollment: 24,342.78  
Midterms: 18,257.09  
Finals: 18,257.09

Payment Scheme: INSTALLMENT  
No. of Installments: 3

**1MMB38008EBC23760856960519511420P**

**Enrollment Procedure**  
1. Register subjects on OnE.  
2. Print Confirmation Receipt. This document shall be presented when making over-the-counter payments either through the accepted payment channels or the University cashiers.  
3. Pay fees through the following:  
A. Onsite at Ayuntamiento de Gonzales Bldg., at Counters 14, 15 or 16.  
**REMARK:**  
If payment relates to posting of enrollment or unholding of portal, please bring your official receipt to Counters 12 or 13. Failure to do so may result in delays in reflecting payments.  
B. Accepted payment Channels  
a. Over-the-counter Bills Payment  
**REMARK:**  
Use "BILLS PAYMENT FORM" and not the "CHECK/CASH DEPOSIT FORM". Use your STUDENT NUMBER as the reference number and "DLSU-DASMARIAS" or "DLSU-D" as the merchant/submitter's name. Always double check your receipt before leaving the counter to ensure that proper information has been supplied.  
b. Online/Mobile Banking Bills Payment  
**REMARK:**  
Use "PAY BILLS" and not "BANK/FUND/WIRE TRANSFER". Use your STUDENT NUMBER as the reference number and "DLSU-DASMARIAS" or "DLSU-D" as the merchant/submitter's name.  
Option A is available at SM Branches within Cavite area.  
Options A and B are available with the following banks: BPI, Metrobank and Unionbank.  
c. Credit Card Payment through Student Portal  
**REMARK:**  
The payment method shall only be used for tuition fees, other fees such as dormitory, tours, and the like are not allowed to be paid using this method.  
d. BuX Checkout Page  
**REMARK:**  
Supply the complete information such as the STUDENT NAME, STUDENT NUMBER and PURPOSE OF PAYMENT when using this method.

Payments made through the above-mentioned methods are being processed within three (3) to five (5) working days. Failure to supply the correct information will result in a longer processing time.  
There is no need to send the transaction receipts within the lead time of processing.  
Students whose enrollment has not yet been posted or portal has not yet been opened after five (5) working days from payment date may send an email to [assessment@dlsu.edu.ph](mailto:assessment@dlsu.edu.ph) for follow up. Complete student details, together with the copy of the proof of payment, shall be indicated in the email.  
Bank/Wire/Fund transfers require fifteen (15) working days of processing from payment date due to additional verification. Should this be the case, the student must send the copy of transaction receipt to [tax@dlsu.edu.ph](mailto:tax@dlsu.edu.ph) in order for the payment to be processed.

4. Print COR. COR shall be made available in OnE once the enrollment has been successfully posted and the student is considered OFFICIALLY ENROLLED.

**Rebates**  
Full payment upon enrollment shall be entitled to 4% rebates on tuition fee only and shall be credited to the next semester's enrollment.

**Surcharges**  
For installment payments, surcharges are to be charged as follows:  
• 3% after Day 1 of Midterm Examination up to the Last Day of Final Examination  
• 4% after the Last Day of Final Examination up to the Last Day of Term Break and  
• 5% from the Opening Day of the New Term (semester or summer) until full settlement of the account.

**Additional Fees**  
Tutorial fees shall be added to the total tuition and other fees, as applicable.

**Payment Schemes**  
1. Full payment upon enrollment  
2. Installment basis  
a. 40% of the total tuition and other fees upon enrollment (required to post enrollment)  
b. 30% of the total tuition and other fees one (1) week before the Midterm Examination  
c. 30% of the total tuition and other fees one (1) week before the Final Examination

Student is considered OFFICIALLY ENROLLED if payment of 24,342.78 has been made on or before 05/31/2023.

Last day of Payment: 05/31/2023 Print

# STEP 3

## PAYMENT METHOD 2

### ONLINE CREDIT CARD PAYMENT THRU STUDENT PORTAL (BDO GATEWAY)

#### STEP 3.1

1. Choose payment description.
2. If the amount you wish to pay is higher than the minimum required, please input the amount.
3. Click **Next**.

Instructions: [Link](#)

- 1.1: Register your transaction before proceeding to payment.
- 1.2: Choose payment description.
- 1.3: If the amount you wish to pay is higher than the minimum amount required, please input amount.
- 1.4: Click next.

Credit Card Payment for Tuition Fee

Payment Description:

Amount in PHP:

Note: Only those with registered transaction can pay using this system.

#### STEP 3.2

1. Read the Terms and Conditions.
2. Click the checkbox button **"I have read and accept the terms and conditions"**.
3. Click **Pay Now** to continue.

De La Salle University Dasmariñas  
Payment System

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.

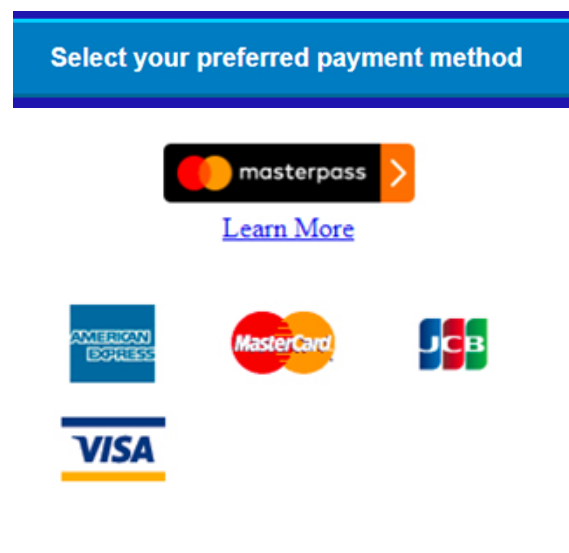
# STEP 3

## PAYMENT METHOD 2

### ONLINE CREDIT CARD PAYMENT THRU STUDENT PORTAL (BDO GATEWAY)

#### STEP 3.3

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



#### STEP 3.4

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

Reminder:

Payment transaction will be posted within 3-5 working days. In case your payment is not yet posted after 5 working days, please verify with the Accounting Office if your payment has been received.



# STEP 3

## PAYMENT METHOD 3

### DLSU-D BUX

[HTTPS://APP.BUX.PH/DLSUD](https://app.bux.ph/dlsud)

#### STEP 3.1

1. BUx is an end to end payments solution that aims to provide a seamless experience to both merchants and customers. BUx allows you to pay over-the-counter, through E-wallets and online banking channels.

The screenshot shows the BUX payment interface. At the top, there is a blue header with the BUX logo. Below the header, the user is identified as 'Frere (Saint) Benilde Romancon Educational Fo...'. The main section is titled 'Enter Amount' and shows a payment amount of 'P 0.00'. Below this, there is a 'Customer Information' section with fields for 'Customer Name', 'Email', and 'Mobile Number'. The 'Email' field is labeled 'Email Address' and the 'Mobile Number' field is labeled '+63 9123456789'. There is also an 'Additional Details' section with a field for 'Student Name and Student Number'.

#### STEP 3.2

1. Log in to your Portal Account.

The screenshot shows the 'Welcome! my.DLSU-D Portal' login page. The page has a dark background with a building image. The login form is white and contains the following elements: a title 'Login to my.DLSU-D Ver 5.0', a subtitle 'Enter your username and password to log in:', a 'Username...' input field, a 'Password...' input field, a green 'Log In' button, and links for 'Forgot Password' and 'FAQ - Help - Contact Us'. At the bottom, there is a copyright notice: '© Copyright 2015 De La Salle University - Dasmariñas'.

# STEP 3

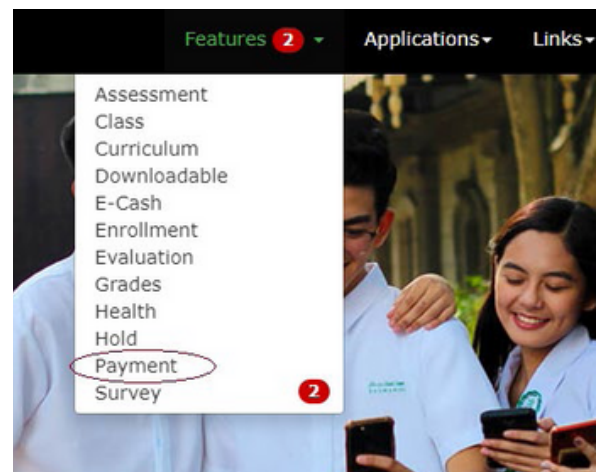
## PAYMENT METHOD 3

### DLSU-D BUX

[HTTPS://APP.BUX.PH/DLSUD](https://app.bux.ph/dlsud)

### STEP 3.3

1. Select **Features** tab then select **Payment** on the Student Account Menu.



### STEP 3.4

1. Select the payment option (Credit Card Payment or **BUX Payment** with QR Code).



Pay Thru Credit Card Payment Channel:

Visa, Mastercard, American Express, JCB

[Pay here »](#)



#### BUX PAYMENT

Pay Thru Over-the-counter:

7-Eleven, Bayad Center, Cebuana Lhuillier, ECPay, MLhuillier, SM / Supermar Robinsons Dept Store, Palawan Pawnshop, RD Pawnshop, RuralNet, DAS, Pay USSC, Tambunting, Villarica, Petnet, Inc, i2i

Web Banking:

UnionBank Internet Banking, BPI Online/Mobile, RCBC Online Banking, Insta

E-Wallet:

GCash, GrabPay

[Pay here »](#)



# STEP 3

## PAYMENT METHOD 3

### DLSU-D BUX

[HTTPS://APP.BUX.PH/DLSUD](https://app.bux.ph/dlsud)

### STEP 3.5

1. When you select BUX payment, you will see this page. Fill-out all the required fields like: **Customer Name, email, mobile number, student number and so on.**

Reminder:

In order for the Finance and Accounting Office (FAO) to properly account and record your payment(s), please ensure that you will supply the required information completely and accurately. Otherwise, processing of your payment(s) may extend beyond the normal processing of FAO.

The screenshot shows the DLSU-D BUX payment form. At the top, the BUX logo and 'DE LA SALLE' logo are visible. Below them, the text 'For Enrollment Payment' is present. A red circle highlights the 'Enter Amount' field, which currently shows 'P 0.00'. To the right of this field, a green box contains the text 'AMOUNT of the FEE(S) that you will pay.' Below the amount field, the form is divided into several sections: 'Customer Information' (with fields for Customer Name, Email Address, and Mobile Number), 'Additional Details' (with fields for Student Name and Student Number, and Purpose of Payment), 'Payment Method' (with a dropdown for Payment Method and a dropdown for Select Channel), and 'Leave a Note'. A red box highlights the 'Leave a Note' field. To the right of this field, a green box contains the text 'Provide additional details of payment as necessary.' At the bottom of the form, there is a 'Summary' section.

### STEP 3.6

Please note that all fields are required to be filled out before proceeding.

The confirmation emails will be sent to the registered email address in this form. Please provide your correct DLSU-D email address. In case the permanent student number is not yet provided, please use your temporary student number or your application number.

This is a duplicate of the screenshot in Step 3.5, showing the DLSU-D BUX payment form with the same annotations. It highlights the 'Enter Amount' field (P 0.00) and the 'Leave a Note' field, with corresponding green boxes explaining their purpose.

# STEP 3

## PAYMENT METHOD 3

### DLSU-D BUX

[HTTPS://APP.BUX.PH/DLSUD](https://app.bux.ph/dlsud)

### STEP 3.7

1. Select your desired payment method. BUX has three (3) available payment methods: **over-the-counter**, **web banking**, and **e-wallet**.

Note: The transaction fee depends on the selected payment method.

#### 6.1 for over-the-counter payment:

The screenshot shows the 'Payment Method' section of the BUX interface. The 'Payment Method' dropdown is set to 'Over-the-counter'. Below it is a 'Leave a Note' text area. To the right, the 'Select Channel' dropdown is open, showing a list of channels: 7-Eleven, Bayad Center, Cebuana Lhuillier, ECPay, SM / Supermarket / Savemore, Robinsons Dept Store, Palawan Pawnshop, and RD Pawnshop. A 'Summary' section at the bottom shows 'Over-the-counter'.

#### 6.2 for web banking payment:

The screenshot shows the 'Payment Method' section of the BUX interface. The 'Payment Method' dropdown is set to 'Web Banking'. Below it is a 'Leave a Note' text area. To the right, the 'Select Channel' dropdown is open, showing a list of channels: UnionBank Internet Banking, BPI Online/Mobile, RBCB Online Banking, InstaPay, and PCHC Paygate.

#### 6.3 for e-wallet payment:

The screenshot shows the 'Payment Method' section of the BUX interface. The 'Payment Method' dropdown is set to 'E-Wallet'. Below it is a 'Leave a Note' text area. To the right, the 'Select Channel' dropdown is open, showing a list of channels: GCash and GrabPay.

# STEP 3

## PAYMENT METHOD 3

### DLSU-D BUX

[HTTPS://APP.BUX.PH/DLSUD](https://app.bux.ph/dlsud)

## STEP 3.8

1. Here's the list of the available channels & fees:

\*\*\* List of available *over-the-counter channels*. The fee for over-the-counter payments is **Php20.00** per transaction.

Over-the-counter	Min Amount	Max Amount
7-Eleven	PHP 50	PHP 10,000
Bayad Center	PHP 50	PHP 20,000
Cebuana Lhuillier	PHP 50	PHP 30,000
Ecpay	PHP 50	PHP 30,000
SM Department / Supermarket /Savemore Counter	PHP 50	PHP 30,000
Robinson Dept. Store	PHP 50	PHP 30,000
Palawan Pawnshop	PHP 50	PHP 20,000
RD Pawnshop	PHP 50	PHP 20,000
RuralNet	PHP 50	PHP 20,000
Da5	PHP 50	PHP 20,000
Posible*	PHP 50	PHP 10,000
Pay&Go*	PHP 100	PHP 5,000
USSC**	PHP 50	PHP 20,000
Tambunting Pawnshop**	PHP 50	PHP 20,000
Villarica**	PHP 50	PHP 20,000
Petnet**	PHP 50	PHP 20,000
i2i	PHP 50	PHP 20,000

# STEP 3

## PAYMENT METHOD 3

### DLSU-D BUX

[HTTPS://APP.BUX.PH/DLSUD](https://app.bux.ph/dlsud)

### STEP 3.9

1. Here's the list of the available channels & fees:

\*\*\*List of available *online banking channels*. The fee for online banking payments is **Php15.00** per transaction.

	Min Amount	Max Amount	Surcharge Fees
Web Banking Channel (Online Banking Only)			
Unionbank Internet Banking	PHP 50	PHP 30,000	PHP 10
BPI Online/Mobile	PHP 50	PHP 30,000	PHP 15
RCBC Online Banking	PHP 50	PHP 30,000	PHP 5
Instapay	PHP 50	PHP 30,000	Depends on bank
PCHC	PHP 50	PHP 30,000	Depends on bank

Surcharge fees are additional fees charged to the customer.

\*\*\*List of available *E-wallet channels*. Fees for E-wallet payments is **2.0% + Php10.00** per transaction.

E-wallet Channels	Min Amount	Max Amount	Surcharge Fees
GCash	PHP 50	PHP 30,000	None
GrabPay	PHP 50	PHP 30,000	None

# STEP 3

## PAYMENT METHOD 3

### DLSU-D BUX

[HTTPS://APP.BUX.PH/DLSUD](https://app.bux.ph/dlsud)

## STEP 3.10

1. After completing all the required fields click **PAY NOW.**

You will see the "Summary" at the lower part of the payment page including your TOTAL payment.

The screenshot shows a 'Summary' section with a table of payment details. Below the table is a 'Pay Now' button and a disclaimer. At the bottom, there is a DLSUD logo, contact information, and logos for 'secured payments by' and 'bux'.

Summary	
Over-the-counter	
Sub Total:	₱ 0.00
Transaction Fee:	₱ 0.00
<b>Total:</b>	<b>₱ 0.00</b>

[Pay Now](#)

By clicking you agree to our [Terms & Conditions](#) and [Privacy Policy](#), entailing that BUX is not responsible for nor does it ensure the delivery, performance or fulfillment of the goods or service that you are paying for. BUX only ensures that your payment is processed seamlessly and safely.

**DLSUD**  
dlsud-bux@dlsud.edu.ph | 9560853227

## STEP 3.11

1. After clicking 'Pay now,' you will receive an email on how to pay. Payment channels have different payment procedures.

You will see the "Summary" at the lower part of the payment page including your TOTAL payment.

Here is a sample screenshot if you pay through 7-eleven.

The screenshot shows a 'Payment via 7-Eleven' section with instructions, a 'Payment Details' table, and a 'How To Pay Instructions' list. At the bottom, there is a 'View Store Locator' button.

**Payment via 7-Eleven**

Please make a payment at any **7-Eleven branches** nationwide and present this barcode or reference number to the cashier.

Please remember that BUX is not responsible for nor does it ensure the delivery, performance or fulfillment of the goods or service that you are paying for. BUX only ensures that your payment is processed seamlessly and safely.

Payment Details	
Reference number	[Barcode]
Merchant name	DE LA SALLE UNIVERSITY – DASMARIÑAS
Issuance date	Apr 07 2022, 11:24 AM
Expiry	Apr 09 2022, 11:24 AM
Description	Prelim Payment Installment

**How To Pay Instructions**

- Go to nearest 7-Eleven branch.
- Present the barcode or reference number [Barcode]
- Pay the specified amount of **PHP [Amount]** in cash.
- The cashier will process your payment in real-time.
- Successful payment notification will be sent to you via email at: [Email Address]@dlsud.edu.ph.
- Your merchant **DE LA SALLE UNIVERSITY – DASMARIÑAS** will contact you regarding your transaction.
- If you do not receive successful payment notification, please contact our support team at [support@bux.ph](mailto:support@bux.ph).

Amount to pay: **PHP [Amount]**

[View Store Locator](#)  
Limited branches only.

# STEP 3

## PAYMENT METHOD 3

### DLSU-D BUX

[HTTPS://APP.BUX.PH/DLSUD](https://app.bux.ph/dlsud)

### STEP 3.12

1. After completing your payment, you will receive an email that your payment is "Successful."

**Reminder:**

Payment transaction will be posted within 3-5 working days. In case your payment is not yet posted after 5 working days, please verify with the Accounting Office if your payment has been received.

#### Successful Payment!

Your payment via **7-Eleven** is complete! Your reference no. is # [REDACTED] - [REDACTED] - [REDACTED]. Please check the payment details below:

#### Payment Details

Reference number:	[REDACTED]
Merchant name:	DE LA SALLE UNIVERSITY – DASMARIÑAS
Date purchased:	Apr 07 2022, 11:24 AM

DESCRIPTIONS:  
**Prelim Payment Installment**

AMOUNT PAID: **PHP** [REDACTED]

Questions? [We're here to help](#)

Visit us:  
33f UnionBank Plaza Meralco  
Avenue, Ortigas Centre,  
Pasig City Philippines

Powered by:



## PAYMENT METHOD 4

## PAYMENT AT DLSU-D ACCOUNTING OFFICE

## STEP 3.1

1. Present the **Confirmation Slip** to Counter 14, 15 or 16 of the Accounting Office (Ayuntamiento Building)
2. Bring the official receipts to **Counter 12 or 13** and request posting of payment to the student account.

## Senior High School Online Enrollment Confirmation Receipt

---

**Sem/Term:**  
**Student No.:** 200000055    **TransNo.:** 1  
**Name:**  
**Program Code/Year Level/Section:** STH31  
**Date Registered:** 1/18/2022 10:39:14 AM  
**Total Assessment:** 20,283.20  
**Upon Enrollment:** 8,113.28  
**Midterms:** 6,084.96  
**Finals:** 6,084.96

**Payment Scheme:** INSTALLMENT  
**No. of Installment:** 3

**1HHB1000EBEC237202823012820221820221047A**

---

**Enrollment Procedure:**

1. Register subjects on OnE. (usual registration process).
2. Print Confirmation Receipt.
3. Payment of Fees

You may also pay through our accredited payment channels indicated below or online credit card payment at OnE. Student number should be indicated as reference number in the payment slip. Otherwise, your payment may not be posted.

**Payment Centers:**

BPI Bills Payment	Union Bank Bills Payment
Metrobank Bills Payment	SM Bills Payment (Cavite Area Only)
Online Credit Card	

Wait for your transaction to be posted within five (5) working days after your payment date. In case your transaction is not yet posted after five (5) days, please verify through email at [assessment@bhsd.edu.ph](mailto:assessment@bhsd.edu.ph)

4.Student may generate Certificate of Registration (COR) online once payment has been received.

---

**REMEMINDERS:**

- 1) STH31-2 is considered a credit card payment for tuition fee assessment only. Other fees such as dormitory, tours & others is not allowed through credit card.
- 2) Full payment upon enrollment is entitled to 4% rebate on tuition fee only to be credited to the next semester's enrollment.
- 3) For installment basis, outstanding balances should be paid before midterms to avoid penalties.  
(for details, please refer to Guidelines on the Application of Tuition Fee Rebate and Surcharge Fees)
  - Surcharge will be applied on the total unpaid balance after day one (1) of the midterm examination period.
  - The maximum surcharge fee will be 5% and shall be computed as follows:
    - 3% after day 1 of midterm examination period up to the last day of final examination;
    - 4% after the last day of final examination up to the last day of term break; and
    - 5% from the opening day of the new term (semester or summer) until full settlement of the account.
- 4) Additional fees related to tutorial subjects will be added on top of total assessment, if applicable.

**Payment Scheme:**

1. Full payment upon enrollment
2. Installment basis

For Regular Semester

Student is considered OFFICIALLY ENROLLED if payment of 8,113.28 has been made on or before 1/31/2022.

a. 40% of total tuition and other fees upon enrollment	b. For summer enrollment:
30% of total tuition and other fees one week before midterm exam	50% of total tuition and other fees upon enrollment
30% of total tuition and other fees one week before final exam	50% of total tuition and other fees one week before midterm exam

Last day of Payment:

Print

# STEP 4

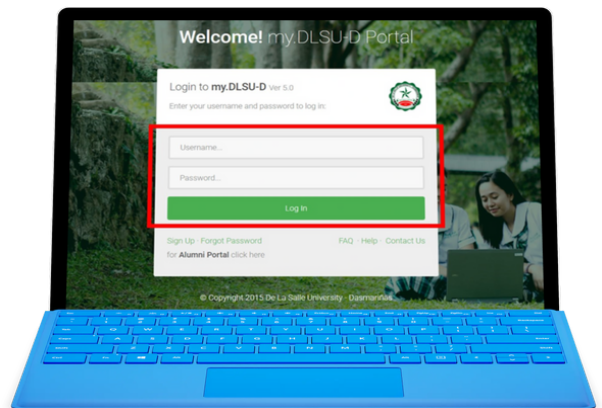
## GENERATE AND PRINT THE CERTIFICATE OF REGISTRATION (COR)

Once payment has been posted by the Accounting Office, generate your COR from your portal account.

COR serves as confirmation that you have successfully completed the online enrollment process. However, to be officially enrolled in Grade 11, you must also complete the submission of all required SHS documentary requirements.

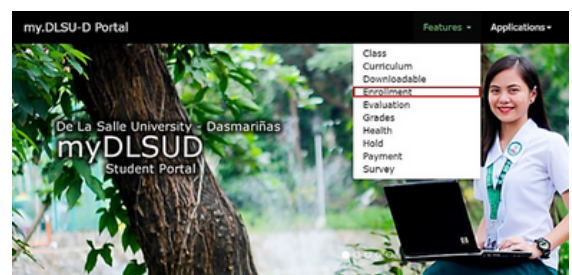
### STEP 4.1

1. Go to My.DLSU-D Portal:  
<https://portal.dlsud.edu.ph/mydlsud/login.aspx>
2. Log in to your account.



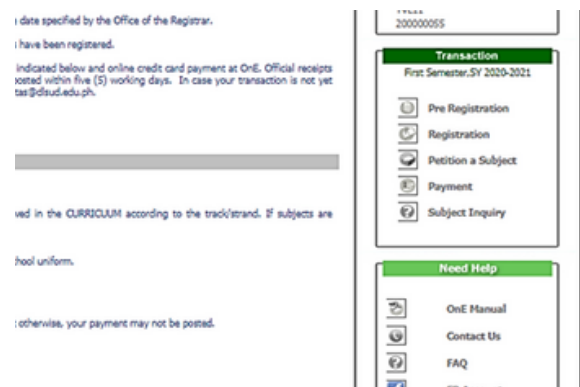
### STEP 4.2

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



### STEP 4.3

1. Click the **Registration** Button.



# STEP 4

## GENERATE AND PRINT THE CERTIFICATE OF REGISTRATION (COR)

Payment transaction will be posted within 3-5 working days. In case your payment is not yet posted after 5 working days, please verify with the Accounting Office if your payment has been received.

### STEP 4.4

1. Once payment has been posted by the Accounting Office, generate your COR from your portal account
2. Click **Print Official COR**

Registration									
Enrolled Subject/s									
Trans No.1									
Class ID	Course Code	Section	Course Title	Units	From	To	Days	Room	
267	ENGL01	A105	ENGLISH	0.00	1430	1530	M	MS125	
267	ENGL01	A105	ENGLISH	0.00	1530	1630	TF	MS125	
268	ENGL01	A105	ENGLISH - ELECTIVE	0.00	1430	1530	M	MS125	
269	MATH01	A105	MATHEMATICS	0.00	1530	1630	F	MS125	
269	MATH01	A105	MATHEMATICS	0.00	1530	1630	HW	MS125	
270	MATH01	A105	MATHEMATICS - ELECTIVE	0.00	1530	1630	F	MS125	
271	SCIE01	A105	SCIENCE	0.00	1110	1240	TF	MS125	
272	SCIE01	A105	SCIENCE - ELECTIVE	0.00	1110	1240	F	MS125	
273	FLIP01	A105	FILIPINO	0.00	1530	1630	F	MS125	
273	FLIP01	A105	FILIPINO	0.00	1530	1630	HW	MS125	
274	ARAP	A105	ARALING PANLIPUNAN	0.00	1530	1630	HW	MS125	
275	MUSC01	A105	MUSIC EDUCATION	0.00	1530	1630	F	MS125	
276	ARTS01	A105	ARTS EDUCATION	0.00	1530	1630	F	MS125	
277	PE01	A105	PHYSICAL EDUCATION	0.00	1530	1630	M	MS125	
278	HEALTH	A105	HEALTH EDUCATION	0.00	1430	1530	F	MS125	
279	CHLE01	A105	CHRISTIAN LIVING EDUCATION	0.00	1110	1240	HW	MS125	
280	EDUC01	A105	EDUCATION SA PAGPAPATAYAD	0.00	1530	1630	F	MS125	
281	HOME01	A105	HOME ROOM GUIDANCE	0.00	1530	1630	M	MS125	
282	TECH01	A105	TECHNICAL DRAFTING NCII	0.00	1110	1240	HW	MS125	

### STEP 4.5

1. Print the COR and always present it in every school transaction.

Sample Certificate of Registration (COR)

De La Salle University - Dasmariñas

Senior High School Department

OFFICIAL CERTIFICATE OF REGISTRATION

Name:

Student No.:

Gender: Female

Program Code/Year Level/Section:

Department: SHS

Sem/Term: First

TransNo.: 1

SY: 2023 - 2024

Class ID	Course Code	Section	Course Title	Units	From	To	Days	Room
1	SLT111	AB11A	21ST CENTURY LITERATURE FROM THE PHILIPPINES AND THE WORLD	4.00	1500	1700	TF	222
2	SCPE111	AB11A	EMPOWERMENT TECHNOLOGIES FOR THE STRAND	4.00	1500	1600	HW	121/LAB
3	SPAT111	AB11A	GENERAL MATHEMATICS	4.00	1500	1500	TF	127
4	SPIL111	AB11A	KOMUNKASYON AT PANANALIKOD: SA WIKSA AT KULTURANG FILIPINO	4.00	1500	1500	HW	124
5	SPMT111	AB11A	ORGANIZATION AND MANAGEMENT	4.00	1500	1500	HW	222
6	SSOC111	AB11A	UNDERSTANDING CULTURE, SOCIETY, AND POLITICS	4.00	1500	1500	TF	224
7	SCV111	AB11B	CHRISTIAN VALUES 1	2.00	1500	1500	TF	128
8	SCS111	AB11B	EARTH AND LIFE SCIENCE	4.00	1500	1500	TF	127
9	SPBL121	AB11B	FUNDAMENTALS OF ACCOUNTING, BUSINESS AND MANAGEMENT 1	4.00	1500	1500	TF	222
10	SPPH111	AB11B	PHYSICAL EDUCATION AND HEALTH 1	1.00	1500	1500	TF	COVERED COURT
11	SPHE111	AB11A	POWEROOM	4.00	1500	1500	F	146
792	ELEC01	EC11B	ASIAN BACKPACKING	3.00	1500	1500	HW	221
779	SPHE111	AB11B	POWEROOM	4.00	1500	1500	F	146

Total Units: 38.00

Intensive Units: 0.0

Non Academic Units: 0.0

Assessment	
Fee	Amount
Tuition	44036.96
Res.	5545.00
Other	6275.00
ComptLab Fee	600.00
Robotics Lab Fee	600.00
<b>Total:</b>	<b>60,856.96</b>
<b>Upon Enrollment:</b>	<b>24,342.78</b>
<b>Payment Scheme: INSTALLMENT</b>	<b>Philfrans: 18,257.09</b>
<b>No. of Installment: 3</b>	<b>Final: 18,257.09</b>

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.:

SY: 2023 - 2024

Program Code/Year Level/Section:

Sem/Term: First

TransNo.: 1

Total Assessment: 60,856.96

Print

# STEP 5

## SUBMISSION OF SHS DOCUMENTARY REQUIREMENTS

### SOFTCOPY AND HARDCOPY

**This is not for SHS Voucher Program. See our separate instruction for that.**  
To be officially enrolled in Grade 11, you must also complete the submission of all required SHS documentary requirements.

**SUBMISSION DATE: JUNE 1 - AUGUST 31, 2023**

### DOCUMENTARY REQUIREMENTS:

- 1) 1 pc **2X2 ID Picture**
- 2) Original copy of official **Report Card** or Form 138  
(grade 10 report card with final grading)
- 3) Original copy of **Certificate of Good Moral Character** from the current school
- 4) Photocopy of PSA authenticated **Birth Certificate** for Filipino student-applicant

### SUBMISSION OF HARDCOPY

**ONSITE:** Submit the hardcopy of the documentary requirements to the Office of the High School Registrar, DLSU-D. Monday to Friday, 9:00 AM to 4:00 PM

**VIA COURIER:** You may send the documentary requirements via courier using this delivery address: **Office of the High School Registrar, De La Salle University - Dasmariñas, DBB-B, City of Dasmariñas, Cavite, Philippines 4115. Contact No. 481-1900 local 3309**

Important: Place all documents inside a long envelope, sealed and labeled with student name, student no. and section.

### SUBMISSION OF SOFTCOPY

Submit the softcopy of the documentary requirements through this link:

<https://tinyurl.com/G11DocsRqs2023>



# STEP 5

## SUBMISSION OF SHS VOUCHER PROGRAM DOCUMENTARY REQUIREMENTS

All Voucher Program Beneficiaries (**ESC Grantees, OVAP Approved Applicants and Public JHS Graduates**) are required to follow this step. Otherwise, subsidy request will not be processed.

**SUBMISSION DATE: JUNE 1 - AUGUST 31, 2023**

### QUALIFIED VOUCHER RECIPIENTS:

Category A: All Grade 10 completers from Public JHSs, SUCs and LUCs

Category B: All Grade 10 completers from private schools who are ESC grantees

Category C: All Grade 10 completers from private school who applied thru OVAP (with QVA Certificate).

Category D: All Grade 10 completers who completed Grade 10 prior to SY 2021-2022 but not earlier than 2016 and had not previously enrolled for Grade 11 (with QVA Certificate).

### DOCUMENTARY REQUIREMENTS:

**1. Voucher Certificate:**

Category A - JHS Diploma

Category B - Grade 10 ESC Certificate

Category C & D - QVR Certificate

**2. Grade 10 Report Card (F138)**

**3. Birth Certificate (PSA)**

**4. 2x2 Photo ID**

<https://tinyurl.com/SHSVP2023>



# STEP 5

## ONLINE APPLICATION FOR SCHOOL ID

**APPLICATION DATE: MAY 16 - AUGUST 31, 2023**



<https://tinyurl.com/IDApplication2023>

### ID PHOTO REQUIREMENTS

#### Requirements for Uploading of Photo:

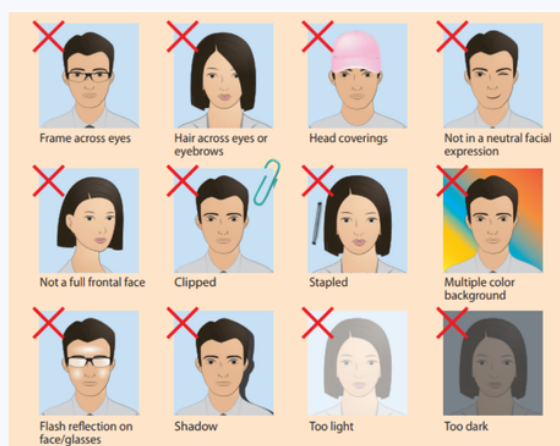
- Upload latest photo with **WHITE** background (taken not more than 6 months ago). **NO SELFIES**. Please ask someone to take your photo.
- Full front view of your head and shoulders (straight and not leaning on the side)
- Cropped from just above the top of head to collarbone,
- Not retouched, enhanced or edited,
- Indoor lightning with no visible light shadows.
- No other people or objects in photo
- No hats, glasses or clothing that obscures the face.
- Rename the file to this format: **STUDENT NO\_SURNAME**
- It must be .jpg or .jpeg format and shall not exceed 3MB.

#### ACCEPTABLE FORMAT



Neutral facial expression  
Full face is visible

#### NOT ACCEPTABLE FORMAT





# CONTACT INFORMATION

DE LA SALLE UNIVERSITY-DASMARIÑAS - (046) 481 1900

Office	Concern	Local No.	Email Address
Center for Admissions and Scholarships	Admission Inquiries, Slot Confirmation, Admission/Application Status	3030	admission@dlsud.edu.ph
Office of the High School Registrar	Enrollment	3309	ohsregistrar@dlsud.edu.ph
High School Assistant Registrar	SHS Voucher Program	3405	hsaregistrar@dlsud.edu.ph
Accounting Office	Payment Transaction, Payment Posting	3038	assessment@dlsud.edu.ph
Information and Communications Technology Center (ICTC)	Student Portal Account	3230	accountverification@dlsud.edu.ph