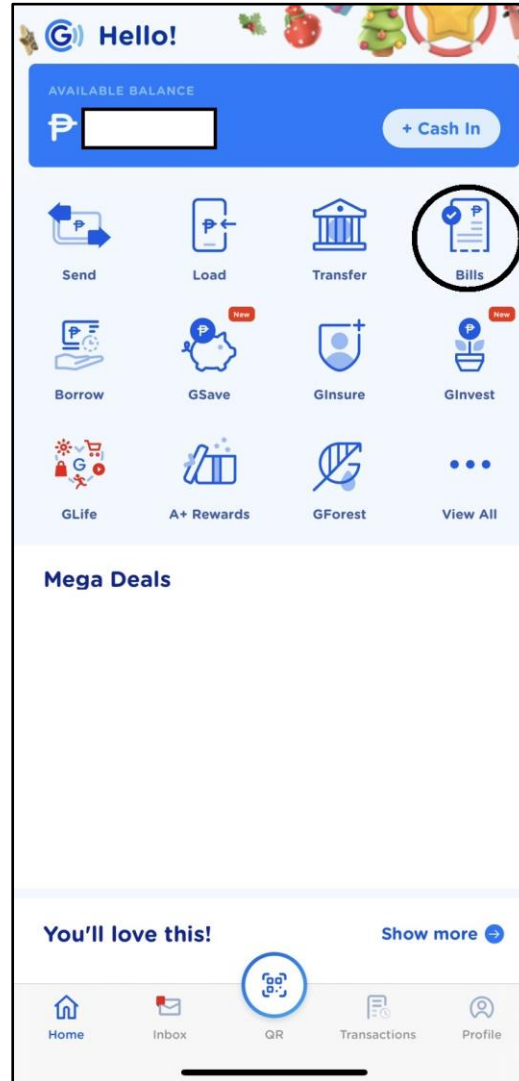
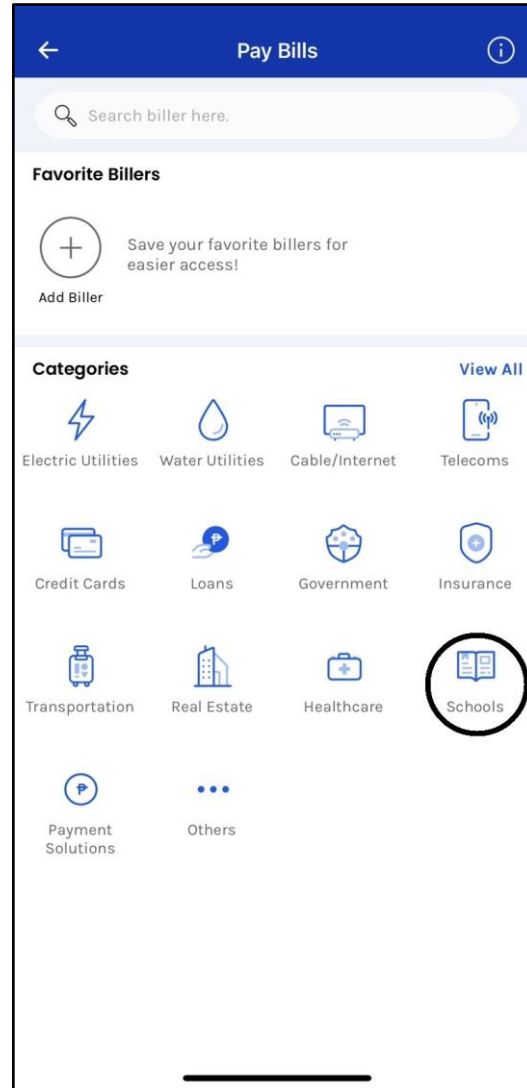


HOW TO PAY YOUR TUITION /  
LOA FEE / CoM PAYMENT /  
DROPPING FEE VIA GCASH  
BILLS PAYMENT

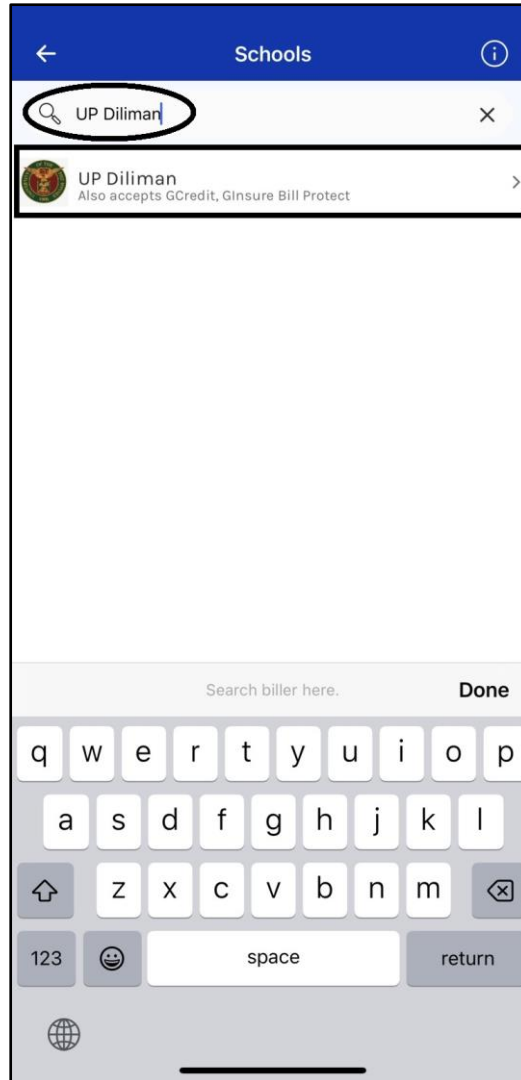
# STEP 1: Open your GCASH app and go to BILLS



# STEP 2: In Categories, go to SCHOOLS



# STEP 3: Search for “UP Diliman” and select it



STEP 4: In the TRANSACTION TYPE, select “Tuition fee-form 5/Change Mat/Dropping/LOA”

The screenshot shows the 'Pay Bills' app interface. At the top, there is a blue header with a back arrow and the text 'Pay Bills'. Below this, the app displays the UP Diliman logo and the text 'UP Diliman' and 'Posting Period: next business day'. A section shows 'PHP 0.00' with a note 'You will be charged a service fee of PHP 20.00'. The 'Transaction Type' dropdown menu is open, showing a list of options: 'Facilities Rental', 'Law Aptitude Exam', 'True Copy or Records/ Certification', 'Tuition Fee-form 5/ Change Mat/Dropping/LOA' (which is highlighted with a black border), 'Application Fee', 'Grad Fee/ Clearance', and 'Staff Housing Rental/Carriage/SBU'. The bottom of the screen has a white bar with 'Cancel', 'Select Transaction Type', and 'Done' buttons.

Pay Bills

UP Diliman  
Posting Period: next business day

PHP 0.00  
You will be charged a service fee of PHP 20.00

Transaction Type  
Tuition Fee-form 5/ Change Mat/Dropping/LOA

Reference Number  
Enter Reference Number

Name of Payor  
Enter Name of Payor


Email Address  
Enter Email Address (optional)

Cancel Select Transaction Type Done

Facilities Rental  
Law Aptitude Exam  
True Copy or Records/ Certification  
Tuition Fee-form 5/ Change Mat/Dropping/LOA  
Application Fee  
Grad Fee/ Clearance  
Staff Housing Rental/Carriage/SBU

STEP 5: Enter the REFERENCE NO and PAYOR generated from the Payment Slip in your CRS account (see next page)

← Pay Bills

 **UP Diliman**  
Posting Period: next business day

PHP 0.00

You will be charged a service fee of PHP 20.00

Transaction Type  
Tuition Fee-form 5/ Change Mat/Dropping/LOA ▼

**Reference Number**

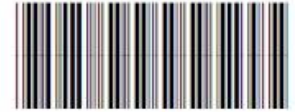
**Name of Payor**

**Email Address**

NEXT

# SAMPLE OF PAYMENT SLIP generated in the “Settlement of Outstanding Transactions” module in your CRS account.

**UNIVERSITY OF THE PHILIPPINES**  
**PAYMENT SLIP**



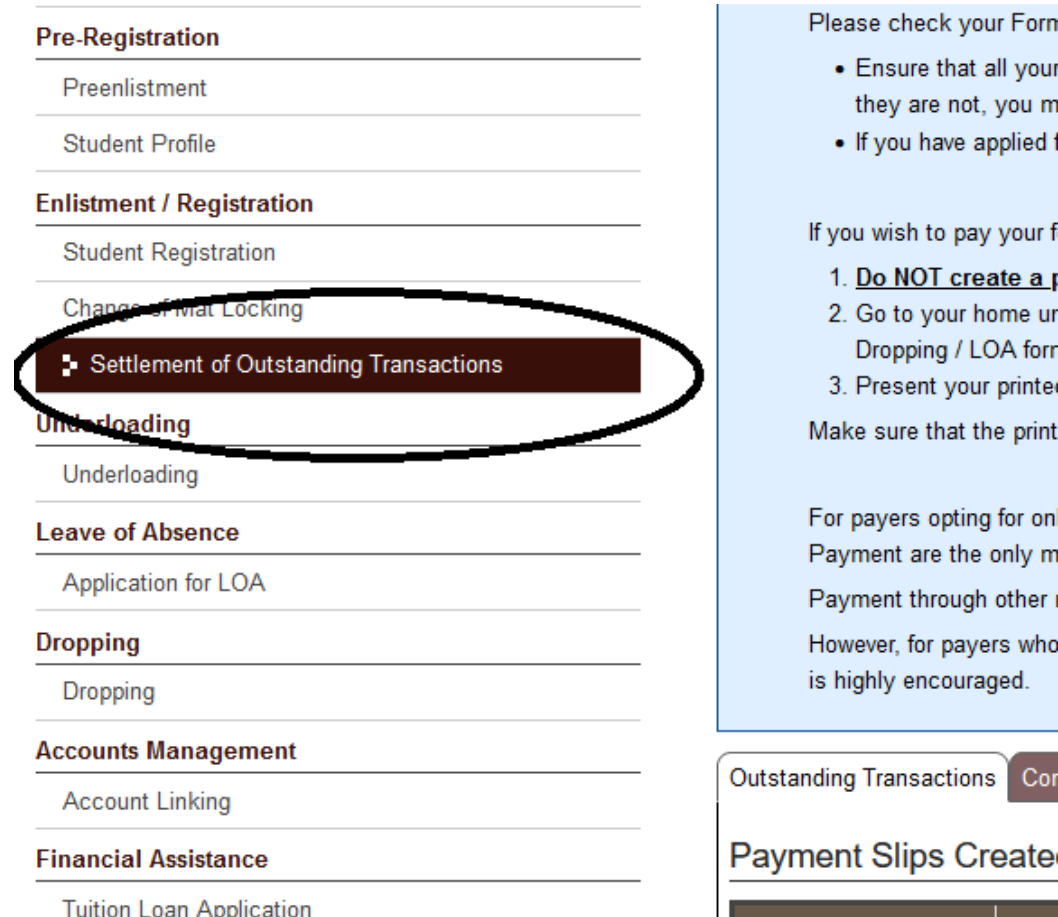
Payor:

Student No:

**Reference No: 23000078**

Transaction Type	Details	Amount
1st Sem 22-23 Form 5	6.0u	13,493.50
Total Amount:		<b>13,493.50</b>

# STEP 6: Go back to your Settlement of Outstanding Transactions module in CRS



The image shows a screenshot of a web application interface. On the left is a vertical menu with several categories and their sub-items. The category 'Enlistment / Registration' is expanded, and its sub-item 'Settlement of Outstanding Transactions' is highlighted with a black oval. To the right of the menu is a light blue sidebar containing text and a list of instructions. Below the sidebar, there are two buttons: 'Outstanding Transactions' and 'Payment Slips Created'.

**Pre-Registration**

- Preenlistment
- Student Profile

**Enlistment / Registration**

- Student Registration
- Change of Mat Locking
- Settlement of Outstanding Transactions**

**Underloading**

- Underloading

**Leave of Absence**

- Application for LOA

**Dropping**

- Dropping

**Accounts Management**

- Account Linking

**Financial Assistance**

- Tuition Loan Application

Please check your Form

- Ensure that all your they are not, you m
- If you have applied t

If you wish to pay your f

1. **Do NOT create a p**
2. Go to your home ur
3. Present your printe

Dropping / LOA for

Make sure that the print

For payers opting for on

Payment are the only m

Payment through other i

However, for payers who

is highly encouraged.

Outstanding Transactions Cor

Payment Slips Create



# STEP 7: Encode your payment details by click on the “Add Payment” button

Outstanding Transactions

Completed Transactions

### Payment Slips Created

Date Created	Description	Balance
2024 Jan 29	<div>Reference Number: <input type="text"/></div> <div>For Online Validation</div> <div>Total: <input type="text"/></div> <div>Transactions:</div> <div><div>1st Sem 23-24</div><div>Form 5 13.0u <a href="#">REMOVE</a></div><div><a href="#">SHOW BREAKDOWN</a> Assessed <input type="text"/></div></div> <div>Proofs of Payment:</div> <div>No payments yet</div>	

Add Payment

STEP 8: Ensure that the following details are selected in your encoding (both in UP Bank Account, and in the Fund Transfer Method), and double check your GCash Reference No and the amount deposited.

**IMPORTANT NOTE!!!**

In the amount deposited, do not include the Transaction Fee collected by GCash or your payment will not be validated by the Cash Office.

Add Proof of Payment

Payment Slip Reference No	24000352
UP Bank Account	LAND BANK OF THE PHILIPPINES (LBP) ▾
Fund Transfer Method	GCash Bills Payment ▾
GCash Reference No.	<input type="text"/>
Additional Remarks	<input type="text"/> <i>(other details that may help the Cashier validate your payment)</i>
Transaction Date/Time	<input type="text"/> (mm/dd/yyyy) <input type="text"/> : <input type="text"/> : <input type="text"/> (hh:mm:ss -- 24 hour format)
Amount Deposited	<input type="text"/> (please omit commas ex. 10500.00; Also, please do not include the transaction / service / convenience fees.)

Save Cancel