



26 May 2020

OUR Memorandum No. MVPLO 2020-05

To: College Secretaries and Graduate Program Coordinators

From: 
MARIA VANESSA P. LUSUNG-OYZON, PhD
University Registrar

Subject: Update on Online Payment Processes for **Second Semester 2019-2020 Dropping, LOA, and Residence**

Since Dropping and LOA deadlines for Second Semester 2019-2020 were lifted and residence may be done within the semester (for Second Semester 2019-2020), these processes are not considered late, hence, there is no need for appeal.

Attached are detailed payment processes for students applying for Dropping, LOA, and Residence for Second Semester 2019-2020. These will be posted on the CRS and OUR websites.

1. ONLINE PAYMENT PROCESS OF LEAVE OF ABSENCE (LOA) AND DROPPING APPLICATIONS
2. ONLINE PROCESS OF LOA EXTENSION APPLICATION
3. ONLINE PAYMENT PROCESS OF RESIDENCE ENROLLMENT FOR SECOND SEMESTER AY 2019-2020

For your guidance.

cc: Deans and Directors

ONLINE PAYMENT PROCESS OF LEAVE OF ABSENCE (LOA) AND DROPPING APPLICATIONS

1. Once the LOA/dropping application has been approved, the college **downloads the LOA/dropping form** from CRS and **affixes the appropriate signatures**;
2. The college then **sends the signed LOA/dropping form** to the student;
3. Student and the parent/guardian (if necessary) **sign the LOA/dropping form** (Note: You may print, manually sign the form and scan it or you can use Fill and Sign in Adobe Acrobat DC);
4. Student **downloads and fills out the Payment Slip**;
 - a. For LOA, click [here](#) to download
 - b. For dropping, click [here](#) to download (note: pls encode the correct amount as indicated in your Form 26)
5. Student **pays over-the-counter (OTC)** at any open Landbank branch or avail of **fund transfer** feature of his/her bank to Landbank (Note: If paying via fund transfer, please use InstaPay as PESONet is not Real-time) ;
6. Student **emails the signed LOA/dropping application form, photo/scanned copy of the proof of payment, and the filled out Payment Slip** to admission.our@upd.edu.ph with the subject: Bankpayment_LOA_name for LOA application or Bankpayment_Dropping_name for dropping application;
7. OUR then sends a pdf copy of the student's LOA/dropping form, proof of payment, and the filled out Payment Slip to the Cash Office;
8. Cash Office checks the forwarded documents and proof of payment against the bank statement;
9. If everything is in order, Cash Office validates the student's LOA/dropping application and then sends the validated form back to the OUR;
10. OUR distributes the copies of LOA/dropping form accordingly; and
11. OUR tags the student in CRS with "To claim copy of LOA/Form 26"

The process temporarily ends here.

However, at a much later date **when the situation normalizes, the student will have to go to the OUR to claim his/her copy of the LOA/dropping application.**

Note: This process is valid until the online payment modules in CRS are deployed.

ONLINE PROCESS OF LOA EXTENSION APPLICATION

1. Student **applies for LOA in CRS** and follows the usual LOA application process (click [here](#) to view the LOA flowchart);
2. Once the LOA application has been approved, the college **downloads the LOA form from CRS and affixes the appropriate signatures**;
3. The college then **sends the signed LOA form to the student**;
4. Student and the parent/guardian (if necessary) **sign the LOA form** (Note: You may print, manually sign the form and scan it or you can use Fill and Sign in Adobe Acrobat DC);
5. Student **emails the signed LOA application form** to admission.our@upd.edu.ph with the subject: LOA_extension_name;
6. OUR sets the LOA extension application as "paid";
7. OUR distributes the copies of LOA form accordingly; and
8. OUR tags the student in CRS with "To claim copy of LOA application"

The process temporarily ends here.

However, at a much later date **when the situation normalizes, the student will have to go to the OUR to claim his/her copy of the LOA extension application.**

ONLINE PAYMENT PROCESS OF RESIDENCE ENROLLMENT FOR SECOND SEMESTER AY 2019-2020

1. If the student's residence enrollment status is already "for payment", the student **emails the OUR** (admission.our@upd.edu.ph) to **request for a Payment Slip**;
2. The OUR sends a soft copy of the fillable **Payment Slip** to the student;
3. Student **pays over-the-counter** (OTC) at any open Landbank branch **or avail of fund transfer** feature of his/her bank to Landbank (Note: If paying via fund transfer, please use InstaPay as PESONet is not Real-time);
4. Student **emails the scanned/photo of the proof of payment and the filled out Payment Slip** to admission.our@upd.edu.ph with the subject: **Bankpayment_Residence_type_name**;
5. OUR then sends a pdf copy of the student's Form5 to the Cash Office together with the accomplished Payment Slip and proof of payment;
6. Cash Office checks the forwarded documents and proof of payment against the bank statement;
7. If everything is in order, Cash Office validates the student's Form5 and then sends the validated form back to the OUR; and
8. OUR tags the student in CRS with "To sign/claim Form5"

The process temporarily ends here.

However, at a much later date **when the situation normalizes, the student will have to go to the OUR to sign and claim his/her copy of the Form5.**

Note: This process is valid until the online payment modules in CRS are deployed.