



UNIVERSITY OF THE PHILIPPINES MANILA
The Health Sciences Center

26 August 2020

MEMORANDUM NO. CCDP 2020-154

TO : Deans, Directors, Heads of Units and Offices

ATTENTION : Administrative Officers

SUBJECT : Implementation of Cashless/Contactless Transactions and other Payment Options for Tuition Fees

Please be informed of the following options for payment of tuition fees in UP Manila:

1. Land Bank of the Philippines (LBP) Link.Biz Portal for Tuition and Other Fees

- Clients may pay via Visa Debit Cards, Bancnet, Pesonet, G-Cash (to follow) and PCHC PayGate using the following steps:
 1. Go to the website: <https://www.landbank.com> and click Link.Biz Portal
 2. Click Pay Now
 3. Type the Merchant Name on the Search Field
 - University of the Philippines Manila
 4. Select Transaction Type (choose type of fee) among the drop down menu (refer to the attached Billing Items)
 5. Select Payment Gateway Option
 6. Fill out Transaction Form
 - a. Payor
 - b. College/Unit
 - c. Account Code
 - d. SOA / Billing Number
 - e. SAIS Number (if not a student, please indicate "0")
 7. Input CAPTCHA Code
 8. Choose Payment Method
 9. Print / Save copy of Payment Confirmation Receipt

2. On-Coll Facility for Tuition Fee at any LBP Branches Nationwide

- Payors may utilize this alternative mode of payment by filling up a Deposit Slip (DS) at any LBP branches. Once the payment is validated, the Electronic Official Receipt (eOR) will be sent to the payor through email.

Bank Details:

Bank Account : UP Manila
Account Number : 0592-2220-78

3. Over the Counter (OTC) Payment at the Cash Office

- To efficiently manage the queue at the Cash Office, payment will be strictly "**by appointment only**". The scheduling will be on a "**first come, first served**" basis. To properly implement physical distancing, only 50 slots will be accommodated per day. Those who fail to show up on their confirmed schedule, may set another appointment. Walk-in payors will not be entertained. To set an appointment, payors must send their name and contact number at cash@post.upm.edu.ph .

All the above modes of payment would require a Bill of Payment (Bill) / SOA from the originating College. Please see attached Billing Template and Billing Items with the corresponding Bank Account Name / Numbers and Transaction Type.

Payors are required to send a copy of the Transaction Acknowledgement together with the Bill / SOA to UP Manila Cash Office (cash@post.upm.edu.ph) furnishing the concerned College a copy for immediate action on the requested transaction or document.

For further inquiries and clarifications, please contact Ms. Elsie M. Bolambao, Chief, Cash Office at 099-99954845 or embolambao@up.edu.ph or call Ms. Sheila Ngoho at 88141241.

For information and guidance.



Carmencita D. Padilla, MD, MAHPS
Professor and Chancellor

w/ attachments.