



PAYMENT THROUGH BILLS PAYMENT
(for CIVIL LAW Applicants Only)

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A. Banco De Oro Unibank

OVER-THE-COUNTER VIA BDO BRANCHES

- STEP 1:** Go to any BDO Unibank branch convenient to you.
STEP 2: Completely fill out the **Cash Transaction Slip** (for Cash Payments) or the **Check Transaction Slip** (for Check Payments) with the following information:

Date: *Date of Payment*
Company Name: *University of Santo Tomas*
Institution Code: 1808
Product Code: ***leave blank***
Subscriber's Name: *Name of Applicant*
Subscriber's Account Number: *18 Digit Reference Number composed of:*

003202202010013828
(a) (b) (c) (d)

Represented as follows:

(a) Transaction Type

- 003 for Application Fee

(b) Entry year (i.e., for this year's applicants, entry year is 2022)

(c) Term – default to zero (0)

(d) 10-digit Reference Number

Amount: *Amount to be paid*
Mode of Payment: *Tick the currency and check type (if applicable) & write applicable information:*

For Cash Payment

- Denomination Breakdown
- Number of Pieces
- Amount

For Check Payment

- Bank & Branch
- Check Number



UNIVERSITY OF SANTO TOMAS
TREASURY DEPARTMENT

- STEP 3:** Proceed to the Teller for bills payment.
- STEP 4:** Receive Transaction Slip issued for your reference.

BDO Cash Transaction Slip

Deposits Current Savings Time Deposit/Placement For Account with Deposit Reference Facility

Bills Payment

Cash Card Safe Reload

Payment Loan Trade

Machine Validation

Account Name: _____
 Account No.: _____
 Payor's Name: _____ Reference No.: _____

Company Name: **Billor/Merchant Name here.** Institution Code: **1 8 0 8** Product Code: _____
 Subscriber's Name: _____ Subscriber's Account No.: _____
 Payor's Name here. Reference Number here.

Currency: Peso US Dollar Others Date: Oct 26, 2018

Use separate slip(s) for each type of transaction.

Denomination	Pieces	Amount
1,000.00	5	5,000.00
500.00	1	500.00
Total Amount		5,500.00

BDO Check Transaction Slip

Deposits Current Savings Time Deposit/Placement For Account with Deposit Reference Facility

Bills Payment

Payment Loan Trade

Machine Validation

Account Name: _____
 Account No.: _____
 Payor's Name: _____ Reference No.: _____

Company Name: **Billor/Merchant Name** Institution Code: **1 8 0 8** Product Code: _____
 Subscriber's Name: _____ Subscriber's Account No.: _____
 Payor's Name Reference Number

Borrower's Name: _____ Promissory Note No. / Trade Reference No.: _____

This serves as your receipt when machine validated.

Currency: Peso US Dollar Others Date: Jan. 1, 2019

Local On-us MC/DD Others

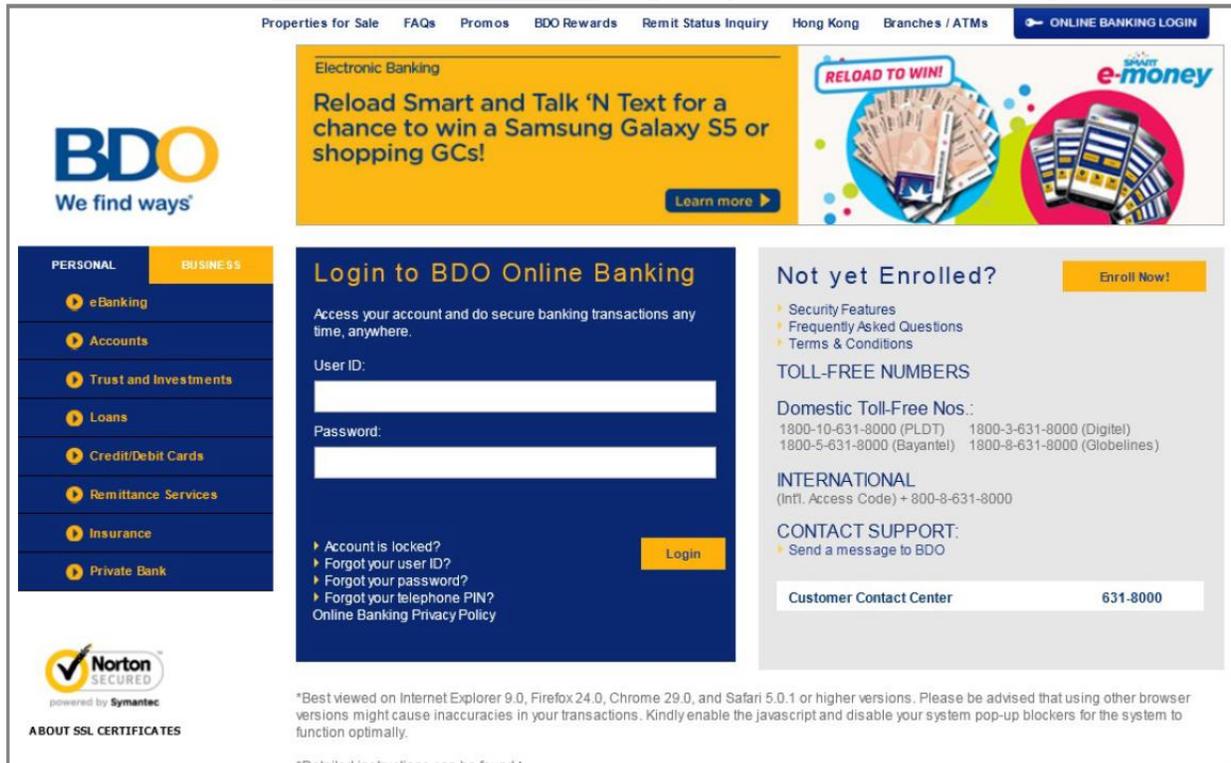
Use separate slip(s) for each type of transaction.

Bank/Branch	Check No.	Amount
BDO - Cubao	0123423598	1,000.00
Total Amount		1,000.00

V032018

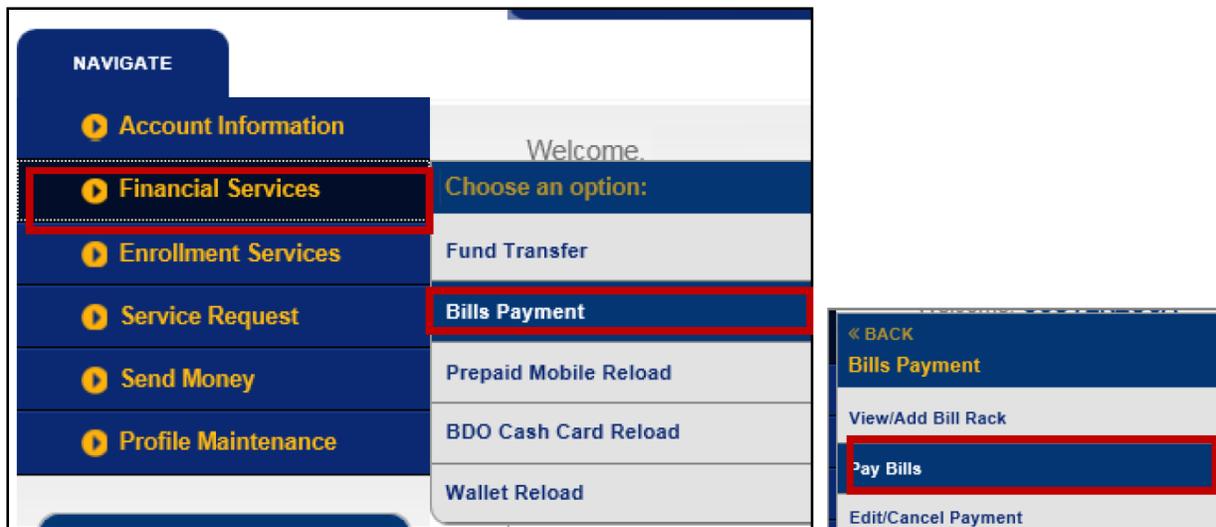
THROUGH BDO ONLINE BANKING

STEP 1: Go to <https://online.bdo.com.ph>. Login to your BDO Online Banking account.



The screenshot shows the BDO Online Banking homepage. At the top, there is a navigation bar with links for Properties for Sale, FAQs, Promos, BDO Rewards, Remit Status Inquiry, Hong Kong, Branches / ATMs, and an ONLINE BANKING LOGIN button. Below this is a banner for "Electronic Banking" with a promotion: "Reload Smart and Talk 'N Text for a chance to win a Samsung Galaxy S5 or shopping GCs!". To the left is a menu with "PERSONAL" and "BUSINESS" tabs, listing services like eBanking, Accounts, Trust and Investments, Loans, Credit/Debit Cards, Remittance Services, Insurance, and Private Bank. The main content area features a "Login to BDO Online Banking" section with fields for User ID and Password, and a "Not yet Enrolled?" section with an "Enroll Now!" button. There are also sections for "TOLL-FREE NUMBERS" and "CONTACT SUPPORT". At the bottom, there is a Norton Secured logo and a disclaimer about browser compatibility.

STEP 2: Click on *Financial Services > Bills Payment > Pay Bills*



The screenshot shows the BDO Online Banking interface after logging in. On the left is a "NAVIGATE" menu with options: Account Information, Financial Services (highlighted with a red box), Enrollment Services, Service Request, Send Money, and Profile Maintenance. The main content area displays a "Welcome" message and a "Choose an option:" section with a list of services: Fund Transfer, Bills Payment (highlighted with a red box), Prepaid Mobile Reload, BDO Cash Card Reload, and Wallet Reload. On the right, there is a "Bills Payment" sidebar with a "< BACK" button, "Bills Payment" title, "View/Add Bill Rack", "Pay Bills" (highlighted with a red box), and "Edit/Cancel Payment".



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TREASURY DEPARTMENT

- STEP 3:** Fill out the Payment Details.
- 1) Choose the source account.
 - 2) Tick “Pay a Company/Biller that is not yet enrolled” then select “UNIVERSITY OF SANTO TOMAS” in the dropdown list.
 - 3) Encode the payment amount in Amount.
 - 4) Encode the reference number under Subscriber Number, with details below:

Subscriber Number Convention:

003202202010013828
(a) (b) (c) (d)

Represented as follows:

(a) Transaction Type

- 003 for Application Fee

(b) Entry year (i.e., for this year’s applicants, entry year is 2022)

(c) Term – default to zero (0)

(d) 10-digit Reference Number

- 5) Then encode the name of the applicant in the Subscriber Name
- 6) Click Submit once done

Pay Bills

Pay Bills and Reload » Bills Payment » Pay Bills

Welcome,
Your last login was
You have 0 invalid login attempt(s).

Payment Details

Pay from	000 (SA-PHP-) View Balance
Pay this Company/Biller	UNIVERSITY OF SANTO TOMAS
	<input checked="" type="checkbox"/> Pay a Company/Biller that is not yet enrolled
Amount	500.00
Remarks	
Subscriber Number	00320220202123456
Subscriber Name	Tomas U. Santos

For clients who wish to pay their bills via Credit Card please click the link [CREDIT CARD PAYMENT](#)

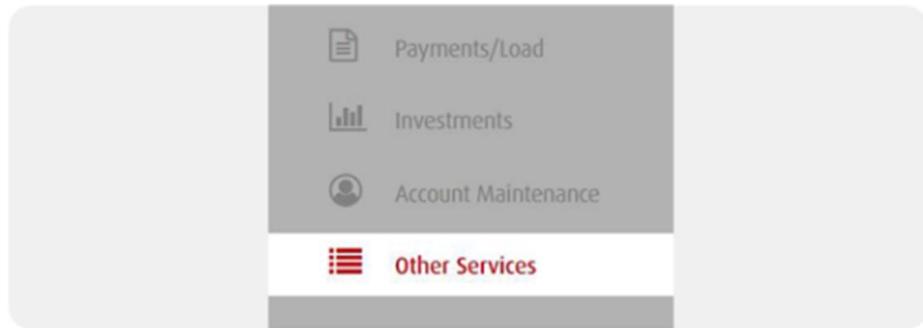
Submit



B. Bank of the Philippine Islands (BPI)

For the depositors of BPI or BPI Family Savings Bank

- 1.) Enroll UST as a merchant. You may start paying after the day of enrollment
 - a.) BPI depositors may go to any BPI branch; BPI Family Savings Bank depositors may go to any BPI Family Bank branch.
 - b.) For ATM Banking - enrollment can be done through any BPI ATM nationwide
 - c.) For Phonebanking - Call 89-100
 - d.) For Internet Banking:
 - Go to <http://www.bpiexpressonline.com> and log to your BPI Account
 - Select Other Services



- Go to “Enroll Billers”





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TREASURY DEPARTMENT

- Enter/Select “USTSCH” as Biller Name. Enter your 18-digit Reference Number. Click on next.

The screenshot shows a web form with a header 'Billers'. Below the header, there are two input fields. The first is labeled 'Biller' and contains the placeholder text 'Enter biller's name'. The second is labeled 'Reference Number' and contains the placeholder text 'Enter reference number'.

Subscriber Number Convention:

003202202010013828
(a) (b) (c) (d)

Represented as follows:

(a) Transaction Type

- 003 for Application Fee

(b) Entry year (i.e., for this year’s applicants, entry year is 2022)

(c) Term – default to zero (0)

(d) 10-digit Reference Number

Note: For updates in the reference number, either do another biller enrollment, or edit the existing enrolled biller for UST.

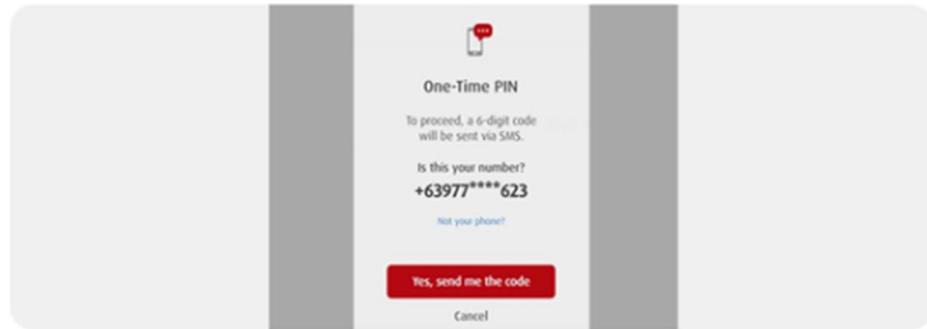
- Review details. Click “Confirm”

The screenshot shows a web form titled 'Enroll Recipients Step 2 of 3 - Review details'. Below the title, there is a question 'Are these details correct?'. Underneath, there are three lines of text: 'Recipient: Billers', 'Biller: ABC Company', and 'Reference Number: 123456'.



UNIVERSITY OF SANTO TOMAS
TREASURY DEPARTMENT

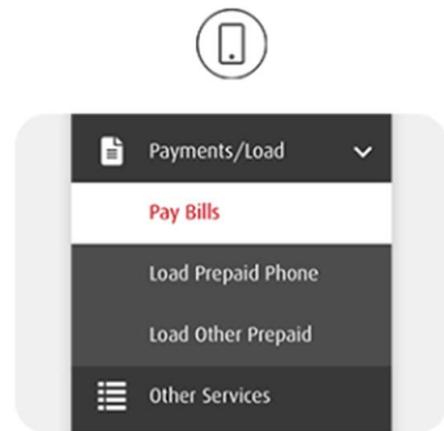
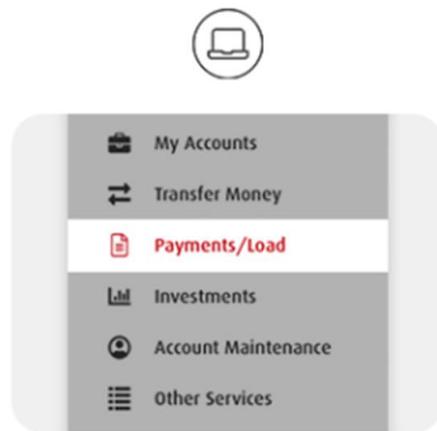
- Enter your one-time PIN (OTP) and you're done. Never share your OTP.



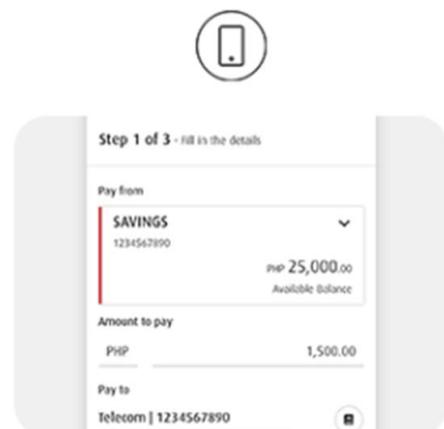
- Upon enrollment, you can start paying immediately

2.) Proceed with payment after enrollment. For Internet Banking or Mobile Banking:

- Log in to BPI Online or to the BPI Mobile app and select "Payments/Load" > "Pay Bills" tab.



- Fill in the details.

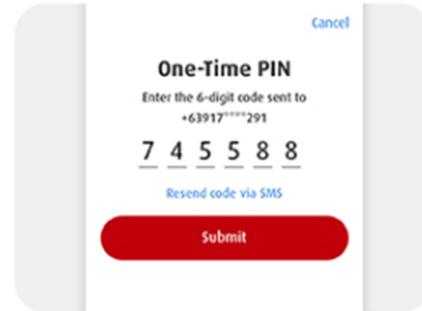
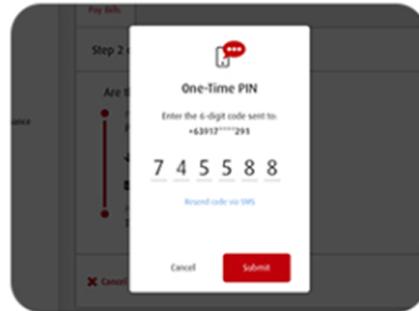




UNIVERSITY OF SANTO TOMAS

TREASURY DEPARTMENT

- Confirm the details and enter the OTP then select "Submit"





For NON-BPI Depositors - Over-the-counter payment via Branches

1. Go to any BPI branch nationwide.
2. Fill-out Deposit/Payment Form
 - Merchant's Name: **University of Santo Tomas (USTSCH)**
 - Reference No.: **18-digit Reference Number**

Subscriber Number Convention:

003202202010013828
(a) (b) (c) (d)

Represented as follows:

(a) Transaction Type

- 003 for Application Fee

(b) Entry year (i.e., for this year's applicants, entry year is 2022)

(c) Term – default to zero (0)

(d) 10-digit Reference Number

- Planholder's Name: Applicant Name
 - Mode of Payment: Cash/Check
 - Amount of Payment: Php xxxx
3. Present payment slip to BPI teller together with cash/check
 4. Get the validated copy and verify accuracy of information entered therein.



UNIVERSITY OF SANTO TOMAS
TREASURY DEPARTMENT

c. China Bank

OVER-THE-COUNTER VIA CHINA BANK BRANCHES

- STEP 1:** Go to any China Bank Branch convenient to you.
STEP 2: Completely fill out the Bills Payment Form with the following information:

Date: *Date of Payment*
Company/Institution Name: *University of Santo Tomas*
Customer Name: *Name of Applicant*
Contact Number: *Contact Number of Payor or Student*
Reference Number: *18 Digit Reference Number composed of:*

003202202010013828
(a) (b) (c) (d)

Represented as follows:

(a) Transaction Type

- 003 for Application Fee

(b) Entry year (i.e., for this year's applicants, entry year is 2022)

(c) Term – default to zero (0)

(d) 10-digit Reference Number

Amount: *Amount to be paid*
Mode of Payment: *Tick payment method of choice & write applicable information:*

For Cash Payment
- Denomination Breakdown
- Number of Pieces
- Amount

For Check Payment
- Bank & Branch
- Check Number

For Debit to Account
- China Bank Account Number where payment will be debited from



UNIVERSITY OF SANTO TOMAS
TREASURY DEPARTMENT

COLLECTION / BILLS / LOAN PAYMENT

CHINABANK

Date (mm/dd/yyyy) April 28, 2021

Company / Institute Name University of Sto. Tomas

Customer Name (Subscriber / Payer/holder / SSS Member) Juan dela Cruz

Contact Number: 0918-7654321

Reference Number (Subscriber / Payer / Payment Reference Number / Credit Card Number / Promissory Note Number) 123456789123456789

Other Details

For SSS Payments Only (Please indicate the following details)

Payment Type	Payer Type	Covered Period From	To

I hereby consent and/or authorize to give consent to the collection, processing, retention and disclosure by China Bank of any personal, sensitive personal and privileged information relating to my/our account(s) for the purposes of carrying out the obligations of China Bank in its contract with SSS and in accordance with the provisions of the said contract. I will notify China Bank in writing if I do not consent to the processing and sharing of the said information. I further acknowledge my right to information, access, correction, modification, removal of my personal, sensitive personal and privileged information under the Data Privacy Act.

Amount of Payment

Mode of Payment (Please use separate slip for each type of payment)
 Cash Check On-Us (OUC) Loan

Please indicate the identity of the bank of each check: (1) Depositor's / Issuor's Name, (2) Customer's Name and (3) Reference Number

Domination/ Bank/Branch	No. of Pieces/ Check No.	Amount
1,000	20	20,000
500	25	12,500

Debit Account No. _____
This shall serve as my/our authority for the Bank to debit my/our account. SSS hereby declares under the penalties of perjury that no other co-depositors/holders will bring.

Signature(s) Over Printed Name(s) of Customer(s) _____
 FOR BANK'S USE ONLY Signature Verified By _____ Approved By _____

This serves as your receipt when machine validated. Please check the validation before leaving the Teller's counter.

COLLECTION / BILLS / LOAN PAYMENT

Deposits/payments are accepted subject to bank's rules and regulations.

The payer assumes full responsibility for the correctness of all payment details. Genuineness and validity of endorsements appearing on all checks or items for payment.

IT'S OUR PLEASURE TO SERVE YOU.

TO KNOW MORE ABOUT OUR PRODUCTS AND SERVICES, PLEASE VISIT OUR WEBSITE. WWW.CHINABANK.PH

THANK YOU FOR BANKING WITH US. FORM CODE _____

- STEP 3:** Proceed to the Teller for bills payment.
- STEP 4:** Receive Transaction Slip issued for your reference.



D. Metrobank

OVER-THE-COUNTER PAYMENT VIA METROBANK BRANCHES

1. Get a copy of Metrobank's "Payment Slip" (please refer to SAMPLE copy) and accomplish the required information/details:

A. Company Name: UNIVERSITY OF SANTO TOMAS

B. Subscriber Name: APPLICANT NAME

C. Reference No: 10-DIGIT REFERENCE NUMBER

D. Subscriber No: 8-DIGIT NUMBER, AS FOLLOWS:

00320220
(a) (b) (c)

(a) Transaction Type

- 003 for Application Fee

(b) Entry year (i.e., for this year's applicants, entry year is 2022)

(c) Term – default to zero (0)

E. Telephone No/ Other details: MOBILE NUMBER

F. Mode of Payment: *Cash/Check/Debit Account*

G. Amount of Payment:

(In Figures) PhpXXX.XX

(In Words) One Hundred Pesos

H. Payment details (Cash or Check Payment Breakdown)

Note: Slips are to be accomplished in duplicate copies.

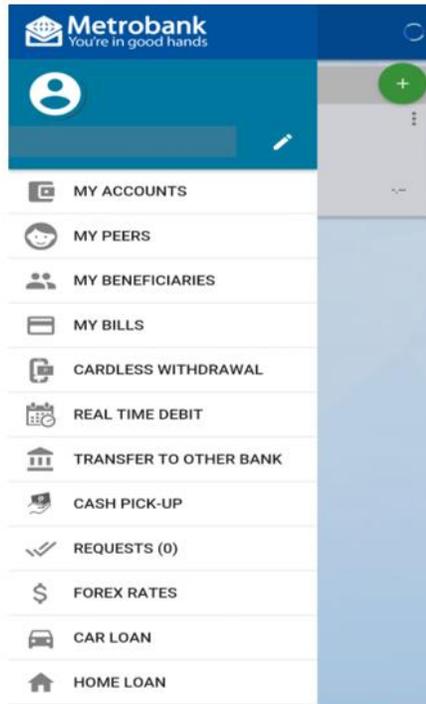
1st Copy – Bank copy

2nd Copy – Client's copy



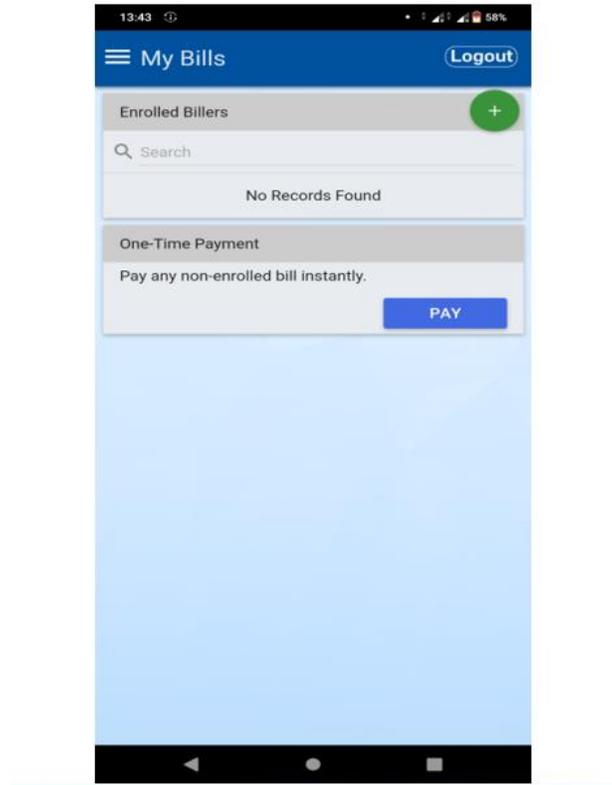
VIA METROBANK'S MOBILE APP

STEP 1: Open the Metrobank Mobile App and log in, then tap the menu panel on the upper left side of the screen and choose "My Bills".





STEP 2: Press the green plus (+) icon to enroll University of Santo Tomas as a biller.





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TREASURY DEPARTMENT

STEP 3: Type in “University of Santo Tomas” then press the right arrow button to continue.





UNIVERSITY OF SANTO TOMAS
TREASURY DEPARTMENT

STEP 4: Type in the following. These details will be saved in the app so you would not have to type it each time you have to pay University of Santo Tomas.

- ✓ **Bill Ref Number: 10-DIGIT REFERENCE NUMBER**
- ✓ **Subscriber Number: 8-DIGIT NUMBER, AS FOLLOWS:**

00320220
(a) (b) (c)

(a) Transaction Type

- 003 for Application Fee

(b) Entry year (i.e., for this year's applicants, entry year is 2022)

(c) Term – default to zero (0)

The screenshot shows the 'My Bills' interface in the Metrobank app. The 'Bill Details' section is active, showing information for 'University of Santo Tomas'. The fields are: Biller (University of Santo Tomas), Bill Alias (University of Santo Tomas), Description (University of Santo Tomas), Subscriber Number (8-Digit Number), Bill Ref Number (10-Digit Student Number), and Telephone Number. A blue 'SUBMIT' button is located at the bottom right of the form.

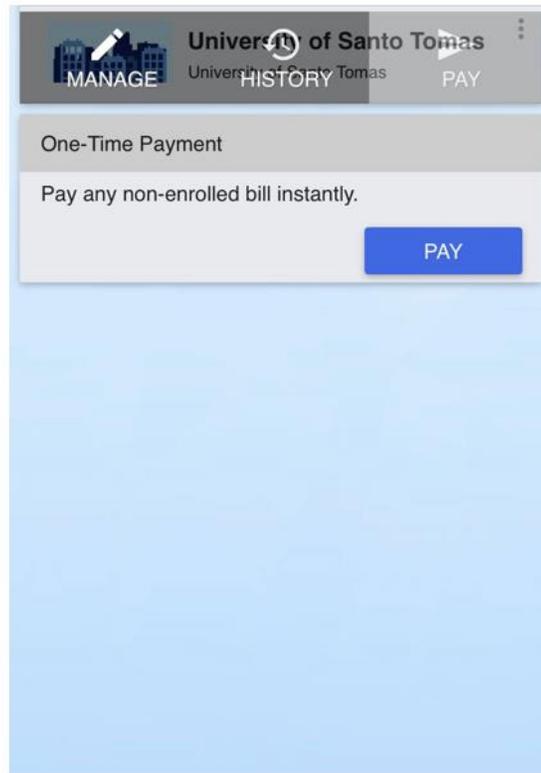


Note: For updates in the reference number, either do another biller enrollment, or edit the existing enrolled biller for UST. Alternatively, you may opt to pay without enrollment, but the subscriber and reference numbers will be entered every time a payment is made.



UNIVERSITY OF SANTO TOMAS
TREASURY DEPARTMENT

STEP 5: Go back to “My Bills”, press University of Santo Tomas, press “Pay”, then choose the account you will use for the payment.





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TREASURY DEPARTMENT

STEP 6: Enter the amount you wish to pay to University of Santo Tomas then press “Next”. Keep on pressing “Submit” until you reach the “Payment Successful” screen.

My Bills

Fill-up payment details

Payment Details

Source Account 

Bill  **University of Santo Tomas**
University of Santo Tomas

Subscriber Number ID Number

Amount (PHP)
.01
(e.g. 100 or 100.01)

Transaction Date *
Apr 16, 2021

NEXT

