



Proposed New Normal Registration Process

Office of the University Registrar

**Registration and Academic Information
Systems Sections**

May 5, 2020

The New Normal

- GCQ
- Minimize Physical Interaction
- Maximize Online Processing



Major Changes

- LinkBiz Bank Payment is the new Normal
- No more physical queues for Advising, Prerog, Assessments and Payments



Registration Steps

- Online Pre-Advising
- Enlistment (Pre-Enlistment/Waitlisting/Online Prerog)
- Lock Enlistment
- Online Post-Advising
- Assessment
- Payment Through Bank Deposit/Transfer (If needed)
- Print Form 5 and Sign
- Submit Form 5 to Home Unit



Online Pre-Advising

- Module will be opened even before pre-enlistment
- Suggestion is to do pre-advising before registration (Done by Dept of Psychology and others) to Avoid Congestion During Regular Registration



Online E-Prerog

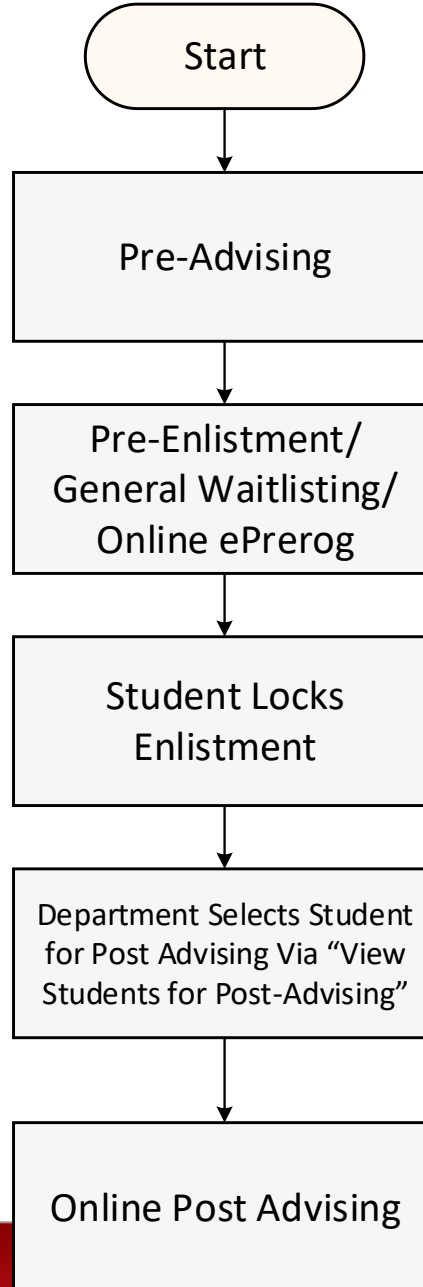
- All enlistments are to be done through online waitlisting. No more physical queueing at enlistment centers.



Lock Enlistment

- Still to be done by student



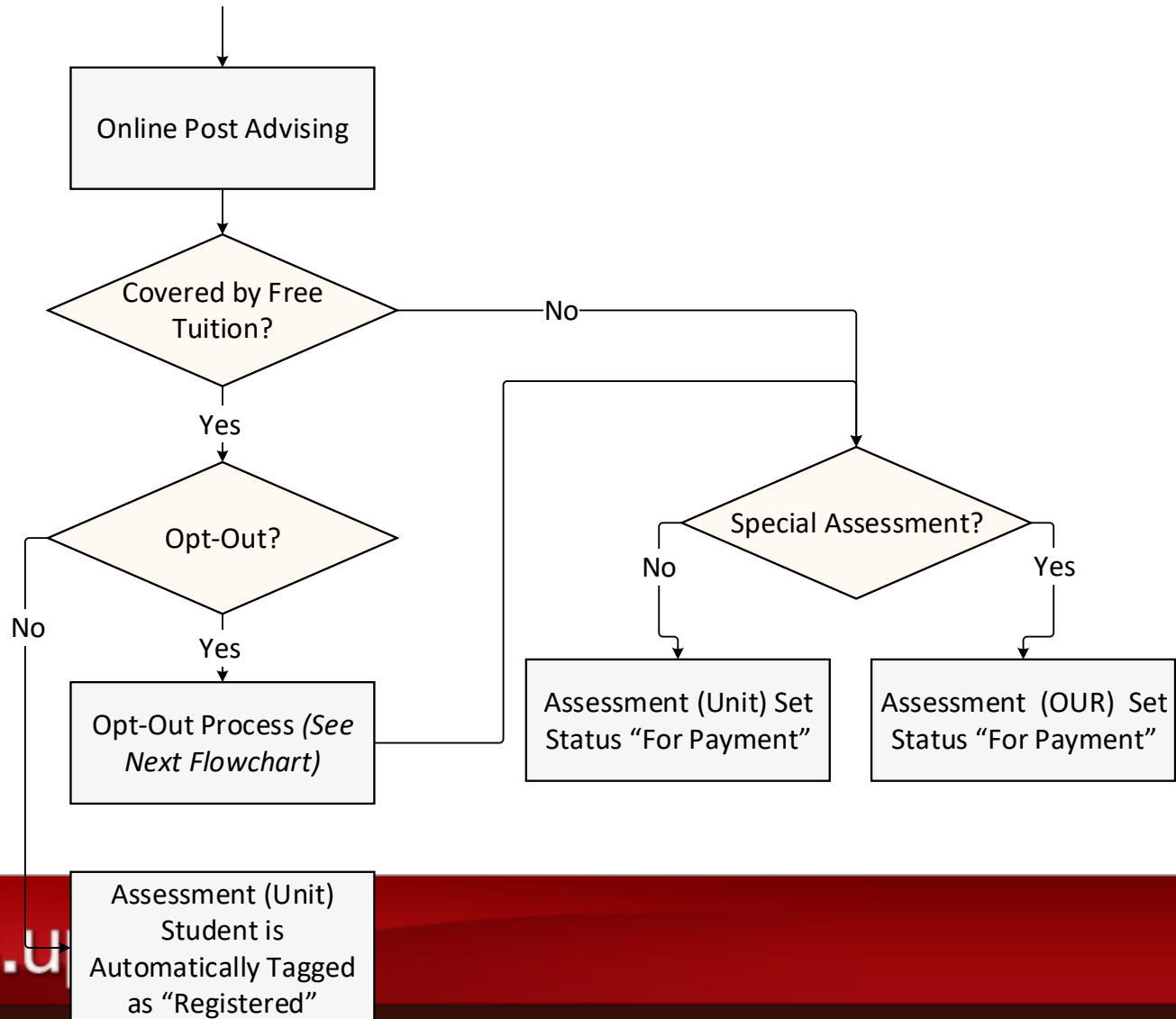


New Payment Procedures

- Online Queuing for Assessment
- Bank Payment and Proof of Payment Encoding
- Online Validation of Bank Payment
- Submission of Student Assent (in Form 5)



Online Queuing for Assessment

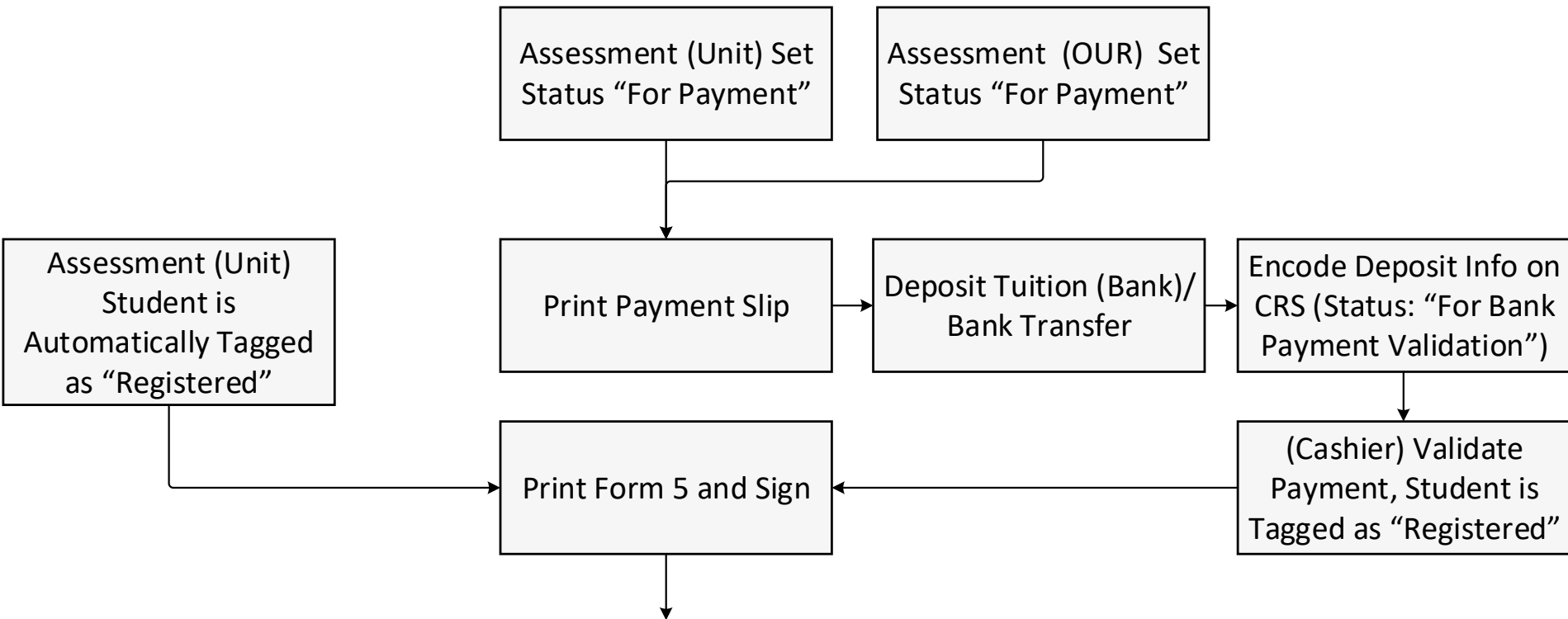


Online Queuing for Assessment

- After post-advising, the student's registration is automatically queued for assessment
 - those with scholarships will be queued for Special Assessment for processing by OUR assessors
 - the rest will be queued for Regular Assessment for processing by the corresponding units assessors
- The assessors will perform the assessment process except for the printing of the Form 5.
 - For those covered by the RA 10931 and those fully covered by other scholarships, the registration status will be set to “Registered” (next step: Submission of Student Assent)
 - For those with payable amount, the registration status will be set to “For Payment” (next step: Bank Payment)



Bank Payment and Proof of Payment Encoding



Online Queuing for Assessment

- Through a new module (tentatively named “Outstanding Transactions Monitoring”), the student will be able to initiate the bank payment transaction by selecting the transaction to be paid and generating the Payment Slip with the following information:
 - UP Bank Account No. and Account Name
 - Payor (student's name)
 - Reference No. (unique no. to represent the transaction)
 - Amount to be paid (as assessed)
- The student should then use LinkBiz using the information specified in the Payment Slip



Online Queuing for Assessment

- After payment, the student must encode the information printed on the Confirmation Receipt as Proof of Payment:
 - Date and time of payment
 - Actual amount deposited
 - Deposit Reference/Transaction Reference Number
- After submission of Proof of Payment, the transaction status then becomes “For Bank Payment Validation” (next step: Online Validation of Bank Payment)





LinkBiz Portal

PAYMENT STEPS:

1. Go to LANDBANK WEBSITE AT <https://www.landbank.com>
or Go to LANDBANK Link.Biz Portal Website at <https://www.lbp-eservices.com>
 2. Type University of the Philippines Diliman on the Search field or click the corresponding first letter of the Merchant's List (Merchant Name – **UNIVERSITY OF THE PHILIPPINES DILIMAN**)
 3. Select Transaction Type TUITION FEE-FORM 5/CHANGE OF MATRICULATION/DROPPING/LEAVE OF ABSENCE
 4. Select Payment Gateway, Fill-out Transaction Form. Input CAPTCHA code
Payment Option (Landbank, BANCNET, CASH)
Amount AMOUNT PAYABLE (Less Approved Loan if any)
Payee NAME OF STUDENT
Trust Acct No. 150-100-1010-515-6440-501
Unit/College OUR-Office of the Univ. Registrar
Email Address cashoffice.upd@up.edu.ph
 5. Review Transaction Details and Payment Summary
 6. Authorized Transaction: Input One Time Password (OTP) sent thru email/SMS and Click your PIN on the PIN pad. Click Submit.
 7. View and Print Payment Confirmation Receipt (for your reference)
***Transaction Fee - **P15.00 Landbank ATM Card ; P25.00 BANCNET ATM CARD** will be charged per successful transaction
Convenience Fee – **P30.00 at any 7/11 Convenience Store** (if payment option is thru CASH)
- If the FAQs do not address your particular problem, you may call the concerned partner-merchant, your LBP originating branch, or the LANDBANK Customer Care Center at (632)405-7000.



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LinkBiz Portal

Outstanding Transactions Monitoring Module



A screenshot of the crs.upd Faculty Dashboard. The dashboard includes a sidebar with navigation links, a main content area with a search bar, and a table of classes.

Faculty Dashboard

Search Modules:

Main

- Home
- Logout [logout]

Dashboard

- Faculty Dashboard
- VOLs Integration

Enrollment / Register

- Online Advising
- Class Enrollment
- Change of Mat Advising

Leave of Absence

- Student Standing for LOA

Dropping

- Instructor's Consent
- Advising for Dropping

Accounts Management

- Account Linking

Grades Management

- Grade Submission
- Grade Completion/Removal

Student Records

- Grades Viewing

Schedule

Hide Schedule

Time	Mon	Tue	Wed	Thu	Fri	
00:00AM to 01:00PM						IE 198 SUV IE 298 SUV IE 298 SUV-1
01:00PM to 01:30PM						
01:30PM to 04:30PM						IE 253 SUVX

List of Classes

#	Class Code	Class	Schedule / Instructor	Enlisted	Drop Count
1	55095	IE 198 SUV	S 15AM-1PM lec IDEALAB JALAO, EUGENE REX	24	0
2	55096	IE 253 SUVX	S 1:30-4:30PM lec IDEALAB JALAO, EUGENE REX	10	0
3	55096	IE 298 SUV	S 15AM-1PM lec IDEALAB JALAO, EUGENE REX	13	0
4	55097	IE 298 SUV-1	S 15AM-1PM lec TBA JALAO, EUGENE REX	DISCLOSED	0



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Cashier Online Validation of Bank Payment via CRS

- 1. Bank Sends Statement of Account
- 2. Views the list of Proofs of Payment and initiates a “validation batch” based on the Statement of Account received from the bank
- 3. Validates each Proof of Payment that matches a Transaction in the Statement Of Account
- 4. Submits the validated Proofs of Payment and generates a document for the “validation batch” for accounting purposes



Reconciliation

Bank Statement From Landbank



Mary Jane Smith
100 Pine Street
Metro, AA 09371

Account Summary

Opening Balance	\$5,234.09
Withdrawals	\$2,395.67
Deposits	\$2,872.45

Closing Balance on Apr 18, 2010 **\$5,710.87**

You are eligible for a \$100 bonus

Scan this QR code with your Smartphone
To find out more about a High Interest
Savings Account – with the first \$100
Deposit on us!



You may need to get a QR Code® reader from your SmartPhone App Store

Your Transaction Details

Date	Details	Withdrawals	Deposits	Balance
Apr 8	Opening Balance			5,234.09
Apr 8	Insurance		272.45	5,506.54
Apr 10	ATM	200.00		5,306.54
Apr 12	Internet Transfer		250.00	5,556.54
Apr 12	Payroll		2100.00	7,656.54
Apr 13	Bill payment	135.07		7,521.47
Apr 14	Direct debit	200.00		7,321.47
Apr 14	Deposit		250.00	7,567.87
Apr 15	Bill payment	525.72		7,042.15
Apr 17	Bill payment	327.63		6,714.52
Apr 17	Bill payment	729.96		5,984.56
Apr 18	Bill payment	223.69		5,710.87
Closing Balance				\$5,710.87

CRS Bank Payment Validation Module

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Thursday, 7 May 2020 9:39g

Search Modules

Home

Logout [jvalao]

Dashboard

Instructor Dashboard

UVLs Integration

Student Schedules

Enrollment / Registration

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Faculty Dashboard

Unit: Department of Industrial Engineering and Operations Research

Academic Term: Second Semester AY 2019-2020

Schedule

Hide Schedule

Time	Mon	Tue	Wed	Thu	Fri	
10:00AM to 11:00PM						IE 100 SUV IE 200 SUV IE 200 SUV-1
01:00PM to 01:30PM						
01:30PM to 04:30PM						IE 253 SUV

Download Schedule

List of Classes

#	Class	Schedule / Instructor	Enrolled	Drop Count
1	IE 100 SUV	S 10AM-1PM Inc: IEA LAB JALAO, EUGENE REX	24	0
2	IE 253 SUV	S 1:30-4:30PM Inc: IEA LAB JALAO, EUGENE REX	10	0
3	IE 200 SUV	S 10AM-1PM Inc: IEA LAB JALAO, EUGENE REX	13	0
4	IE 200 SUV-1	S 10AM-1PM Inc: TBA JALAO, EUGENE REX	DISCLOSED	0

Generate

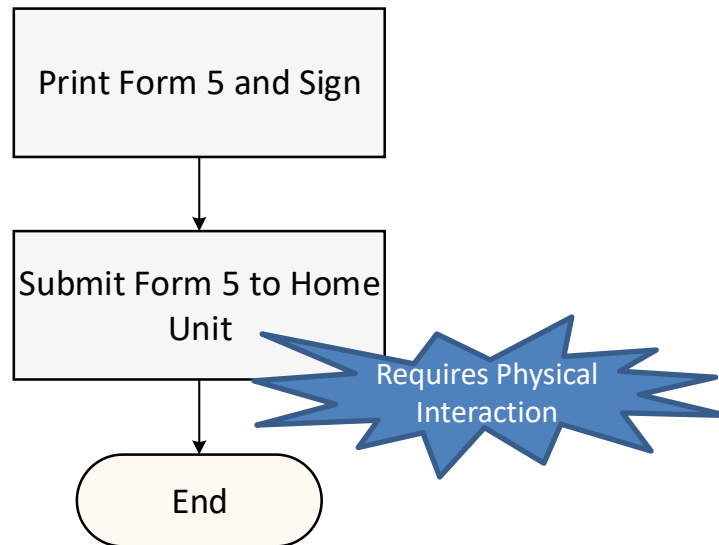
	A	B	C	D	E
1	Student Number	Name	Amount Deposited	Date	Reference
2	2012-34231	Venice Oyzon	1000	01/01/2020	TCG-1213132
3	2013-12113	Rex Jalao	50000	01/01/2020	TCG-1213133
4	2015-20322	Lo Grepo	16000	01/01/2020	TCG-1213135
5	2014-68473	Rye Noleal	2100	01/02/2020	TCG-1213136
6					
7					
8					



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Submission of Student Assent

- Manual



Submission of Student Assent

- Once the registration process is completed (i.e., already paid and validated), the student may print the Form 5, sign the Student Assent and submit it to his/her home unit
- The home unit then forwards all the submitted Form 5s to the OUR for encoding before the set deadline for submission
- After the deadline of submission of Form 5s, the OUR can then generate the list of students who have not yet submitted and use this list (of student nos.) to facilitate the encoding of accountability for such students
- Other units requiring copies of the Form 5 (e.g., Cashier) may print their own copies



Submission of Student Assent

- As alternative to the physical signing and submission of Form 5s, the Student Profile module's feature for Data Privacy Assent can be strengthened by requiring the re-entry of the student's account credentials (i.e., user name and password) so as to ensure the identity of the user submitting the Assent.
- All units requiring copies of the Form 5 can then print their own copies

