

Email Subject: [OFFICE OF THE VICE PRESIDENT FOR FINANCE] Updated Advisory on Official Payment Channels for Laguna Campus

**April 28, 2025**

**Finance and Accounting Office**

**FINANCE AND ACCOUNTING OFFICE  
ADVISORY ON OFFICIAL PAYMENT CHANNELS  
(INTEGRATED SCHOOL)**

The following are the official payment channels for Integrated School (IS) students (i.e. Preschool to Senior High School):

1. Online and Over the counter Bills Payment of the following banks:

- BDO
- RCBC
- UNIONBANK
- BPI (online only)

2. Online through DLSU's Online Payment Gateway (OPG) via Online Viewing of Grades ([OVG](#)):

- VISA and Mastercard credit cards and debit cards
- Dragonpay (Gcash, Maya; please see the other available payment channels at the dropdown menu of the Dragonpay payment page ; subject to payment partner fees)

3. Over-the-counter (OTC) payment at **any** branch of BDO, RCBC, and UNIONBANK. Please be guided by the following details:

Name of Bank : Banco De Oro (BDO)  
Biller's Name : DLSU-LAGUNA  
Institution Code : 1124

Name of Bank : Rizal Commercial Banking Corporation (RCBC)

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Biller's Name : De La Salle University - Laguna  
Name of Bank : UnionBank of the Philippines (UBP)  
Biller's Name : DLSU-LAGUNA

The following are the reference links for the step-by-step procedures:

1. Bank-to-bank online payments:

- BDO [BDO Bills Payment OTC and Online Guide - DLSU Laguna](#)
- BPI [BPI How to enroll a Biller and How to Pay Bills Using BPI Online Using BPI](#)
- RCBC [RCBC Bills Payment User Guide](#)
- UNIONBANK [Unionbank Payor's guide Online Application](#)

2. Online through

- DLSU's Online Payment Gateway (OPG) using VISA and Mastercard credit cards and debit cards [Online payment Online Viewing of Grades \(OVG\)](#)
- Dragonpay [Dragonpay Payment Gateway-Steps](#)

3. OTC payment at banks:

- BDO [BDO Cash Transaction Slip - DLSU Laguna](#) and [BDO Check Transaction Slip - DLSU Laguna](#)
- RCBC [RCBC Bills Payment Slip](#)
- UNIONBANK [UBP Bills Payment Online Guide - DLSU Laguna](#)

A printed copy of Invoice once available can be claimed at MRR Building-Accounting Office. Invoice details can also be viewed at the OVG within **seven (7) working days** from the date of payment.

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For those who are not able to receive their details including RF (for scholars) after **seven (7) working days**, please accomplish a service request through **The Concierge**. [https://theconcierge.dlsu.edu.ph/support/catalog/items?category\\_id=19000253959](https://theconcierge.dlsu.edu.ph/support/catalog/items?category_id=19000253959)

Please **DO NOT PAY** through other **UNOFFICIAL** channels or payment facilities (e.g. direct deposit, banks and non-banks not under the Dragonpay payment selection ). These will NOT BE REFLECTED AS PAYMENTS in your enrollment records.

Finally, inquiries and requests for clarification should be coursed through **The Concierge**.  
[https://theconcierge.dlsu.edu.ph/support/catalog/items?category\\_id=19000253959](https://theconcierge.dlsu.edu.ph/support/catalog/items?category_id=19000253959)