

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 via fund transfer** feature of his/her bank to Landbank or **pays over-the-counter (OTC)** at any open Landbank branch (Note: If paying via fund transfer, please use PESONet);
6. Student **waits for the confirmation email that the fund has been transferred** (proof of payment);
7. 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;
8. 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;
9. Cash Office checks the forwarded documents and proof of payment against the bank statement;
10. If everything is in order, Cash Office validates the student's LOA/dropping application and then sends the validated form back to the OUR;
11. OUR distributes the copies of LOA/dropping form accordingly; and
12. 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.