



OFFICE OF THE VICE CHANCELLOR FOR ADMINISTRATION  
UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

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3/F Bienvenido M. Gonzalez Hall, UP Los Baños, College, Laguna 4031 Philippines  
+63 49 536 2331 | +63 49 536 3468 | [ovca.uplb@up.edu.ph](mailto:ovca.uplb@up.edu.ph) | [www.uplb.edu.ph](http://www.uplb.edu.ph)

02 June 2021

**MEMORANDUM NO. 23**

Series of 2021

**TO : All Deans and College Secretaries**

**SUBJECT : Online payment of Matriculations and Other College Fees**

Please be informed that online payment of tuition fees and other student fees are readily available through the Landbank "Link.Biz" portal found at the Landbank website (<https://www.landbank.com/>).

Enclosed are the procedures to facilitate the said payment and the responsibilities of the offices concerned.

Please be guided accordingly.

**ROLANDO T. BELLO**  
Vice Chancellor

Encl: a/s

## Documents requested by Students from the College Secretary: (TCG and Certifications)

### Instructions to Students

1. Email requested document to the College Secretary and pay necessary fee/s
2. Go to Land Bank website or to this link : <https://www.lbp-eservices.com/egps/portal/index.jsp>
3. Press "PAY NOW".
4. Select "U" and look for "University of the Philippines Los Banos".
5. Click "Continue".
6. At the Transaction Type, there will be a drop down list once you click it
7. Select: **College Fees** and the desired Payment Option (Cash payment ; Landbank/ATM (should be registered in the IAccess); other forms of payment )
8. Fill in the required fields in the displayed information  
For the "Purpose of payment" indicate the document you are requesting such as TCG, Certification, and the likes  
For the "Reference No." enter the College Code  
For "College/Code" enter your College
9. Click "Submit" and wait for further instructions
10. Email a copy of the proof of payment to College Secretary Office and wait for their response.

### Instructions to the College Secretary's Staff

1. Acknowledge student's email and provide instructions for online payment and the corresponding amount to be paid by the student.
2. Once the student emailed the proof of payment, verify payment based on the collection report provided/emailed by the Cashier's Office. Please provide email address to [cashiersoffice.uplb@up.edu.ph](mailto:cashiersoffice.uplb@up.edu.ph) or directly to [hlbenzon@up.edu.ph](mailto:hlbenzon@up.edu.ph).
3. Mr. Benzon will send a daily/weekly summary of payments to respective Colleges.
4. Prepare a daily collection receipt of Form 113, summarizing collection of the College as indicated in the excel file provided by Mr. Benzon for recording purposes. See sample form below.
5. Bring the accomplished Form 113 together with the excel file for validation at the Cashier's Office and get two copies for future reference.

U.P. FORM	UNIVERSITY OF THE PHILIPPINES Los Banos
This is Official Receipt for Amount Stated if it bears imprint of our Cash Register. Received from Mr./M <u>Erika Dictado et al.</u> Year <u>20</u>	
For <u>TCG</u> Account Code	P <u>330.00</u>
<u>CTC</u>	<u>90.00</u>
<u>Certificate</u>	<u>180.00</u>
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## Tuition Fee Online Payment

- A. Payment through e-Payment of Land Bank, (through Liz.Biz Portal using Land Bank debit account or Cash Payment)
  1. Go to Land Bank website.
  2. Click "Liz.Biz Portal".
  3. Click "Pay Now".
  4. Click letter 'U' and look for the University of the Philippines Los Banos.
  5. Click "continue".
  6. At the transaction type, a drop down selection will appear, choose "matriculation"
  7. Fill up the required fields in the displayed information.
  8. Click "Submit" and follow further instruction for the payment details.
  9. Submit a photocopy of the payment confirmation slip of Landbank Link.Biz Portal to OUR and secure copy of the Form 5.

## Online Payment of Graduation Fee thru Link.biz Portal

### Instruction for the Student:

1. Email requested document to the College Secretary and pay necessary fee/s
2. Go to Land Bank website or to this link : <https://www.lbp-eservices.com/egps/portal/index.jsp3>. Press "PAY NOW".
3. Select "U" and look for "University of the Philippines Los Banos".
4. Click "Continue".
5. At the Transaction Type, there will be a drop down list once you click it
6. Select: Graduation Fee and the desired Payment Option (Cash payment ; Landbank/ATM (should be registered in the IAccess); other forms of payment )
7. Fill in the required fields in the displayed information  
For the "Reference No." enter the College Code
8. Click "Submit" and wait for further instructions
9. Email a copy of the proof of payment to College Secretary Office and wait for their response

### Instructions to the College Secretary's Staff

1. Acknowledge student's email and provide instructions for online payment and the corresponding amount to be paid by the student.
2. Once the student emailed the proof of payment, verify payment based on the collection report provided/emailed by the Cashier's Office. Please provide email address to [cashiersoffice.uplb@up.edu.ph](mailto:cashiersoffice.uplb@up.edu.ph) or directly to [hlbenzon@up.edu.ph](mailto:hlbenzon@up.edu.ph).
3. Mr. Benzon will send a daily/weekly summary of payments to respective Colleges.
4. Prepare a daily collection receipt of Form 113, summarizing collection of the College as indicated in the excel file provided by Mr. Benzon for recording purposes. Sample has been provided.
5. Bring the accomplished Form 113 together with the excel file for validation at the Cashier's Office and get two copies for future reference.