



Office of the President

June 5, 2020

MEMORANDUM TO ALL SENIOR HIGH SCHOOL AND UNDERGRADUATE PROGRAM STUDENTS

RE: SURVEY ON PAYMENT OPTIONS FOR STUDENTS WITH OUTSTANDING FINANCIAL OBLIGATIONS

The School launches the Survey on Payment Options for Students with Outstanding Financial Obligations, and all students who meet this criterion are required to accomplish the survey. The online survey can be accessed through this survey link: <https://forms.gle/jMDGRZBmpnrKhbh89>.

A. Payment Options

1. The School offers the following payment options:
 - Online bank payment to PSBA account
 - Online bank transfer to PSBA account through GCash
 - Bank deposit to PSBA account
 - Onsite payment with the School Cashier
2. For offsite payment options through online banking or bank deposit, proof of payment (e.g. deposit slip, GCash transaction receipt, bank payment confirmation) should be provided. The instructions are specified within the survey form.
3. The survey includes an appointment scheduler for students who will select onsite payment with the School Cashier.
4. **IMPORTANT:** If you will select the option for onsite payment, please ensure that you are 21 years old or above. Under the COVID-19 Inter Agency Taskforce (IATF) Guidelines, individuals under 21 years old are not allowed outside of their residence while NCR is under General Community Quarantine (GCQ). Hence, if you are below 21 years old, your representative will need to make the payment on your behalf.
5. Please take note that onsite payment with the School Cashier will be on cash basis only; check payment will not be accepted.



B. Partial Payment

The School shall accept partial payment of your financial obligations. Below are the terms and conditions to be followed:

- A Promissory Note (PN) will be submitted through email (psbamanilahr@gmail.com), addressed to the Office of the President. The PN must be duly signed by your parent or guardian. Proof of identification (scanned copy of student ID) must be attached to the PN.
- Final settlement of financial obligations will have to be completed on or before enrollment for AY 2020-2021.
- Clearance and E-grades will not be provided until full payment has been settled.

For your information and proper guidance.

Thank you and may God bless us all!


GINA T. SANCHEZ
Executive Secretary to the President

cc: Discipline and Department Heads
Faculty of Undergraduate Programs