

ONLINE ENROLLMENT PROCEDURE

Note for incoming freshman:


- Submit the following Certificate to the Cash Services together with your deposit slip for them to process your tuition fee discount:
 - Certificate of ESC/PEAC Certificate (graduate from private school) / certificate of moving up (w/ LRN number for those graduate from public) - (For incoming Senior High ESC Grantees or Voucher recipients)
 - Authorization Letter from LASO (for NGLE/ GLE / EBSP / EDSP / GFCSP / BPS / SLSMEB scholars)
- Please like and follow our official FB page (dlshsi admission and scholarship) for updates like College & Institutional Orientations, announcements, etc.




Reference No. TR-ES-2021-019

Date: May 17, 2021

To: **All Deans**
Director, SHSSHS
LASO
Cashier Services and Student Accounts

From: 
Jeffrey O. Austria
Manager, Enrollment and Special Operations

Endorsed: 
Naomi M. De Aro, RN, MAN, EdD.
Registrar

Subject: **Procedure for Online Enrollment, 1st Term AY 2021-20212**

Greetings!

Please be informed of the Procedure for Online Enrollment, 1st Term AY 2021-2022:

For Freshmen / New Student:

1. Lasallian Admission and Scholarship Opportunities (LASO) shall issue the Enrollment Permit to the qualified applicants.
LASO shall email the list of qualified applicants per Academic Program in lieu of the Enrollment Permit to the Enrollment and Special Operations of The Registrar.
2. The Enrollment and Special Operations of The Registrar shall advise the applicants to their respective courses in the School Automate.
3. The Enrollment and Special Operations shall scan and email the assessment form to the individual applicant.
4. Applicant shall pay the necessary tuition and other fees with the following options:
 - 4.1 Inter-branch deposit / online bank transfer using any of the following accounts:





Account Name:

Hermano (San) Miguel Febres Cordero Medical Education Foundation, Inc.

Bank of the Philippine Islands (BPI): Account Number: 0963-0908-89	Asia United Bank (AUB) Account Number: 117010000426
Developmental Bank of the Philippines (DBP): Account Number: 0650-013883030	Banco De Oro (BDO) Account Number: 004300-2441-65
China Bank (CB): Account Number: 265-054741-6	Metropolitan Bank and Trust Company Account Number: 235-3-23553477-1
BPI Dollar Account Account Number: 000 964-0490-92 E AGUINALDO HIGH WAY (BRANCH ADDRESS) SWIFT CODE: BOIPHMM	Rizal Commercial Banking Corporation (RCBC) Account Number: 0374002163
RCBC Dollar Account Account Number: 8 3 7 4 0 0 0 1 9 6 SWIFT CODE: RCBCPHMM	Union Bank of the Philippines (UBP) Account Number: 00-271-000150-6

4.2 Dragonpay Payment Channels – **Please see separate steps for payment**

- Applicants shall send the Deposit Slip with Name, Temporary ID Number and Course through electronic mail (Email) to the Cashier Services (proofofpayment@dlshsi.edu.ph).
- Cashier Services shall verify and enroll the applicant in the School Automate.
- Applicant shall receive email from Cash Services for confirmation.
- The Enrollment and Special Operations of The Registrar shall send the Certificate of Registration to the enrolled applicant/student through email.

For Regular Students (Old):

- Regular student shall access the Student Portal in the School Automate for **Online Advising** on the schedule date of enrollment.
- Student shall save/print the assessment form.
- Student shall pay the necessary tuition and other fees with the following options:
 - Inter-branch deposit / online bank transfer using any of the following accounts:





Account Name:

Hermano (San) Miguel Febres Cordero Medical Education Foundation, Inc.

Bank of the Philippine Islands (BPI): Account Number: 0963-0908-89	Asia United Bank (AUB) Account Number: 117010000426
Developmental Bank of the Philippines (DBP): Account Number: 0650-013883030	Banco De Oro (BDO) Account Number: 004300-2441-65
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3.2 Dragonpay Payment Channels – Please see separate steps for payment

4. Student shall send the Deposit Slip with **Name, Course and Year Level** through electronic mail (Email) to the Cashier Services (proofofpayment@dlshsi.edu.ph).
5. Cashier Services shall verify and enroll the student in the School Automate.
6. Student shall receive an email from Cash Services for confirmation.
7. Student shall access their Student Portal to view / print their Certificate of Registration.

For Irregular Students / Transferees:

1. Program Director/Chair/Faculty Class Adviser shall facilitate the advising through the School Automate on the schedule date of enrollment for irregular students.
2. Program Director/Chair/Faculty Class Adviser shall send the copy of the assessment form to the student through electronic mail (Email).
3. Student shall pay the necessary tuition and other fees with the following options:
 - 3.1 Inter-branch deposit / online bank transfer using any of the following accounts:





Account Name:

Hermano (San) Miguel Febres Cordero Medical Education Foundation, Inc.

Bank of the Philippine Islands (BPI): Account Number: 0963-0908-89	Asia United Bank (AUB) Account Number: 117010000426
Developmental Bank of the Philippines (DBP): Account Number: 0650-013883030	Banco De Oro (BDO) Account Number: 004300-2441-65
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3.3 Dragonpay Payment Channels – Please see separate steps for payment

4. Student shall send the Deposit Slip with **Name, Course and Year Level** through electronic mail (Email) to the Cashier Services (proofofpayment@dlshsi.edu.ph).
5. Cashier Services shall verify and enroll the student in the School Automate.
6. Student shall receive an email from Cash Services for confirmation.
7. Student shall access their Student Portal to view / print their Certificate of Registration.

Thank you.

