**REGISTRATION GUIDELINES FOR 2^ND SEMESTER SY2014-2015**

8:30 AM to 12:00 PM / 1:00 PM to 3:30 PM

============================================================================================================

**I. REGISTRATION DAYS**

<table>
<thead>
<tr>
<th>YEAR LEVEL</th>
<th>REGULAR REGISTRATION DAYS</th>
<th>START OF ONLINE ENLISTMENT</th>
<th>BOOKING PERIOD*</th>
</tr>
</thead>
<tbody>
<tr>
<td>YL5</td>
<td>October 28 (afternoon)</td>
<td>October 28</td>
<td>October 20 to October 24, 3pm</td>
</tr>
<tr>
<td></td>
<td>October 29 (morning)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>October 29 (afternoon)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>YL6</td>
<td>October 25 (morning)</td>
<td>October 25</td>
<td>October 20 to October 24, 3pm</td>
</tr>
<tr>
<td></td>
<td>October 27 (morning)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>October 29 (afternoon)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>YL7</td>
<td>October 27 (afternoon)</td>
<td>October 27</td>
<td>October 20 to October 24, 3pm</td>
</tr>
<tr>
<td></td>
<td>October 28 (morning)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>October 29 (afternoon)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>YL8</td>
<td>September 24 to 26, 2014</td>
<td>September 24</td>
<td>September 19 to 23, 3pm</td>
</tr>
<tr>
<td>YL9</td>
<td>September 24 to 26, 2014</td>
<td>September 24</td>
<td>September 19 to 23, 3pm</td>
</tr>
</tbody>
</table>

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**DATE**

<table>
<thead>
<tr>
<th>DATE</th>
<th>SEPTEMBER 24 TO 26 (WEDNESDAY TO FRIDAY)</th>
<th>OCTOBER 25 (SATURDAY)</th>
<th>OCTOBER 27 (MONDAY)</th>
<th>OCTOBER 28 (TUESDAY)</th>
<th>OCTOBER 29 (WEDNESDAY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MORNING 830AM-12PM</td>
<td>YL8 YL9</td>
<td>YL6</td>
<td>YL6</td>
<td>YL7</td>
<td>YL5</td>
</tr>
<tr>
<td>AFTERNOON 1PM-330PM</td>
<td>YL8 YL9</td>
<td>(CLOSED)</td>
<td>YL7</td>
<td>YL5</td>
<td>YL5 YL6 YL7</td>
</tr>
</tbody>
</table>

*BOOKING PERIOD*

Do you hate overly long lines?
Do you hate waiting for hours?
Do you hate coming early and yet getting a queue number for the next day?

**BOOK YOUR ENROLLMENT HOUR! 😊**
Students must bring the following requirements during registration for Day 2 or Day 3 depending on what schedule is next available. (e.g. If you come on Day 1 during the Booking Period, you can get your preferred schedule. This booking privilege is only applicable for the REGULAR Registration Period.

For those who will not be able to reserve an enrollment schedule, and those who will miss their booked schedule, you may still get a queue number from the lobby guard. Only slots not taken during the Booking Period will be available for walk-in enrollees. With this queuing system there might be a chance that you will be served on another day. (e.g. If you come on Day 1 of enrollment and all slots for Day 1 have been reserved/taken, you will be given a queue number for Day 2 or Day 3 depending on what schedule is next available.)

**IMPORTANT:**

1. **STUDENTS WHO ARE NOT OFFICIALLY ENROLLED WILL NOT BE ADMITTED IN CLASS NOR CLINICAL ROTATIONS, THUS WILL BE MARKED ABSENT. ABSENCE MAY MEAN REPETITION OF MODULE OR CLINICAL ROTATION (FOR ALL YEAR LEVELS), OR NON-GRADUATION (FOR YL9).**

2. **LAST DAY OF LATE REGISTRATION FOR 2ND SEMESTER SY2014-2015 IS 14 NOVEMBER 2014.**

   Late Enrollment Period for YL5 to YL7 is 31 October 2014 until 14 November 2014.
   Late Enrollment Period for YL8 to YL9 is 27 September 2014 until 14 November 2014.

3. **ENROLLMENT DONE AFTER 14 NOVEMBER 2014 IS INVALID.**

**II. REQUIREMENTS**

Students must bring the following requirements during registration:

a. Original ASMPH ID of the student (for sticker validation)
   - IF THE STUDENT FORGOT HIS/HER ID:
     1. ID Request Form (will be given during enrollment)
     2. Temporary ID fee of Php 500.00
   - IF THE STUDENT LOST HIS/HER SCHOOL ID:
     1. Two (2) original copies of duly-notarized Affidavit of Loss
     2. ID Request Form (will be given during enrollment)
3. ID Replacement fee of Php 500.00
4. Temporary ID fee of Php 500.00
5. If preferred, new photo following photo guidelines

- **IF THE STUDENT HAS A DAMAGED ID (broken, warped/undistinguishable photo, etc.):**
  1. Damaged School ID (to be presented during enrollment but will be surrendered once the replacement ID is available)
  2. ID Request Form (will be given during enrollment)
  3. ID Replacement fee of Php 500.00
  4. If preferred, new photo following photo guidelines

  **Photo Guidelines:**
  a. Identical
  b. Taken within the past 6 months, showing current appearance
  c. Colored
  d. Full face, front view
  e. Attire: collared and sleeved shirt/decent attire
  f. Digitally-altered photos will not be accepted.

b. **Original Birth Certificate** *(if not yet submitted)*

**Citizenship Documents (to be submitted EVERY enrollment)**

**NO BIRTH CERTIFICATE NOR CITIZENSHIP DOCUMENTS, NO 2ND SEM SY2014-2015 ENROLLMENT.**

**STUDENTS WHO NEED TO SUBMIT CITIZENSHIP DOCUMENTS MAY DO SO BEFORE THE REGULAR REGISTRATION PERIOD SO THAT YOU WILL NOT BE BLOCKED FROM ACCESSING YOUR STUDENT ACCESS MODULE ACCOUNT FOR ONLINE ENLISTMENT.**

- **IF FILIPINO BORN IN THE PHILIPPINES:** ORIGINAL Birth Certificate on Security Paper issued by the National Statistics Office

- **IF BORN IN THE PHILIPPINES BUT 1 PARENT IS FILIPINO AND 1 PARENT IS FOREIGN (according to the Birth Certificate of the Student):**
  *Photocopy will be accepted provided that the original copy will be presented for verification.*
  1. ORIGINAL Birth Certificate on Security Paper issued by the National Statistics Office
  2. Proof of Filipino citizenship:
     a. Philippine passport,
     b. Identification Certificate of Recognition (ICR)
     c. Bureau of Immigration Order
  3. Other valid passport/s

- **IF FILIPINO BORN ABROAD:**
  *Photocopy will be accepted provided that the original copy will be presented for verification.*
  1. Birth Certificate issued by the country you were born in
  3. Proof of Filipino citizenship:
     a. Philippine passport,
     b. Identification Certificate of Recognition (ICR)
     c. Bureau of Immigration Order
- **IF ALIEN (FOREIGN STUDENT):**
  Photocopy will be accepted provided that the original copy will be presented for verification.
  1. Birth Certificate issued by the country you were born in
  2. Foreign passport/s
  3. Alien Certificate of Registration (ACR) or I-card *(renewed yearly)*
  4. Student Visa *(renewed yearly)*
     For assistance, you may contact MR. PATRICK IGNACIO of the Ateneo Graduate School of Business at pignacio@ateneo.edu.
  5. Police Clearance from the country of origin or from the Philippines if already in the country for at least sixty (60) days *(renewed yearly)*

- **IF HOLDER OF DUAL CITIZENSHIP AND 1 OF THE CITIZENSHIPS IS FILIPINO:**
  Photocopy will be accepted provided that the original copy will be presented for verification.
  1. Birth Certificate issued by the country you were born in
  2. Passports or recognition papers of BOTH citizenships

- **IF HOLDER OF DUAL CITIZENSHIP AND BOTH CITIZENSHIPS ARE FOREIGN:**
  Photocopy will be accepted provided that the original copy will be presented for verification.
  1. Birth Certificate issued by the country you were born in
  2. Foreign passport/s
  3. Alien Certificate of Registration (ACR) or I-card *(renewed yearly)*
  4. Student Visa *(renewed yearly)*
     For assistance, you may contact MR. PATRICK IGNACIO of the Ateneo Graduate School of Business at pignacio@ateneo.edu.
  5. Police Clearance from the country of origin or from the Philippines if already in the country for at least sixty (60) days *(renewed yearly)*

c. **OFFICIAL Transcript of Records *(if not yet submitted)*

**NO OFFICIAL TRANSCRIPT OF RECORDS, NO 2ND SEMESTER SY2014-2015 ENROLLMENT**

**YL5:** The deadline of submission of the Official Transcript of Records was JULY 31, 2014.

1. **IF ADMU LS GRADUATE:** Pay Official Transcript Fee (See Section III. Payment)
2. **IF NON-ADMU LS GRADUATE:** Get Request Letter for Official Transcript from the ASMPH Office of the Registrar and submit it to your undergraduate/previous college/university. The request letter has an authorization to let you hand-carry the document from your undergraduate/previous school to ASMPH. The official transcript should be marked with “COPY FOR ATENEO SCHOOL OF MEDICINE AND PUBLIC HEALTH.”

d. **FOR YL5: Lacking Document/s for Application and Confirmation**

1. ORIGINAL copy of NMAT (due Confirmation Period),
2. Report Card or Transcript showing Final Grades with credits/units granted for the required subjects taken during 2nd Semester SY2013-2014 or Summer 2014,
3. Certificate of Good Moral Character,
4. Certificate of Batch Ranking,
5. Proof of Graduation (photocopy of Diploma – bring original for verification, OR, original Certificate of Graduation),
6. Other application and/or confirmation documents

e. **IF A REPRESENTATIVE IS ENROLLING ON THE STUDENT’S BEHALF:**
   Representative may be a parent, sibling, classmate, etc.
   1. Aforementioned documents – Sections II.A to II.E
2. Original ASMPH ID of student
3. Authorization letter duly-signed by the student
4. Photocopy of representative’s ID
5. Original valid identification card of the representative for verification

III. PAYMENT

Students must pay the following amounts:

a. TOTAL TUITION
   The schedule and table of fees is posted on the Office of the Registrar Announcements bulletin board. It is also available on the Fees section of the Student Access Module (online account).

b. ADMU LOYOLA SCHOOLS GRADUATES WITHOUT OFFICIAL TRANSCRIPTS will pay an additional THREE HUNDRED PESOS (Php 300.00) as payment to ADMU Loyola Schools Office of the Registrar for your Official Transcript with documentary stamp. This is a one-time fee.

c. FOREIGN/NON-RESIDENT STUDENTS: Payment equivalent to the approved payment schedule

IF CHECK PAYMENT:
- Make checks payable to ATENEO DE MANILA UNIVERSITY.
- IF PAYING IN PHILIPPINE PESO: You may prepare ONE (1) CHECK for the TOTAL Tuition and Fees, Official Transcript (if applicable) and Foreign/Non-resident Fees (if applicable).
- FOREIGN/NON-RESIDENT STUDENTS: If paying the Foreign/Non-resident Fee in US Dollars, prepare TWO (2) CHECKS.
   a. ONE (1) CHECK for Philippine Peso payment of the TOTAL Tuition and Fees
   b. ONE (1) CHECK for US Dollar payment of the Foreign/Non-resident Fee

IV. PROCEDURE

ASMPH is running the BETA VERSION of the online enlistment. Please bear with us if there will be glitches on the AIMS system. There are still customizations and modifications being done. As we are still on its development stage, your feedback will be very helpful in making this a working and glitch-free system. Please also be forewarned that if there are unresolved issues on your online enlistment, we will resort to manual registration.

Please be guided by the following procedures for registration to the Ateneo School of Medicine and Public Health for the 2nd Semester SY2014-2015:

IMPORTANT:

a. NEW!!! BOOK YOUR PREFERRED ENROLLMENT SCHEDULE FOR HASSLE-FREE REGISTRATION
   We highly encourage that you book your enrollment schedule for more efficient service (See Section I. Registration Days).
   This booking privilege is only applicable for the REGULAR Registration Period.
During regular registration, a MAXIMUM of 140 students will be accommodated per day. Approximately 12 students will be served per hour, per station.

For those who will not be able to reserve an enrollment schedule, and those who will miss their booked schedule, you may still get a queue number from the lobby guard. Only slots not taken during the Booking Period will be available for walk-in enrollees. With this queuing system there might be a chance that you will be served on another day. (e.g. If you come on Day 1 of enrollment and all slots for Day 1 have been reserved/taken, you will be given a queue number for Day 2 or Day 3 depending on what schedule is next available.)

b. For those who need to submit citizenship documents, bring the original copy and photocopies of your documents to the Office of the Registrar before the regular enrollment days so that you will not be blocked from accessing your Student Access Module account for online enlistment.

**STEP 1 : ONLINE ENLISTMENT**

*This step can be done at home, at the ASMPH library, or any place with internet connection.*

a. **Enlist ONLINE.**

1. **Log on to the STUDENT ACCESS MODULE (Beta) at this URL:**
   [http://aims.asmph.ateneo.edu/asmph/students/](http://aims.asmph.ateneo.edu/asmph/students/)
   Your login details are as follows:
   - Username: Student ID number (e.g. MD14-0001)
   - Birth Date: Your birth date
   - Password: Your surname in all capital letters with no spaces (unless changed)

2. **Go to MESSAGE**
   - Read message/s in your INBOX.
   - Respond accordingly.

3. **Go to PROFILE**
   - Check and make necessary updates on the following information found on the PERSONAL INFORMATION tab:
     - Permanent Address
       (Country, Room No. and Building OR House No., Street, Barangay, Region, Province, Municipality, Zip Code)
     - Mailing Address
       (Country, Room No. and Building OR House No., Street, Barangay, Region, Province, Municipality, Zip Code)
     - Telephone Numbers
       (Area Code and Residence No., Area Code and Office No., Area Code and Fax No., Area Code and Mobile No., Contact No. for Smart InfoBoard)
     - Email
     - Religion
     - Smart InfoBoard Number (Enter your Smart OR Talk N’ Text number in this format – 639XXXXXXXXXX)
       This portal will be used to send important ASMPH reminders and announcements. All messages from Smart InfoBoard are FREE of charge.
   - Click SAVE CHANGES

4. **Go to REGISTRATION**

5. **Click SAVE TO ENLIST**
6. Click ASSESS

7. Select MODE OF PAYMENT
   - IF 2 OR 4 INSTALLMENTS: Check the tick box to AGREE WITH THE TERMS AND CONDITIONS

8. Click SAVE

9. “DO YOU WANT TO SAVE THIS MODE OF PAYMENT?” Click the appropriate button.

10. SIGN OUT

NOTE:
    If you are unable to access your account due to lacking payment/s, course requirement/s, document/s, and the like, you need to settle the deficiency/deficiencies prior to STEP 1.
    Check your online student account REGULARLY for messages or correspondence.
    If you are a retained student, do only numbers 1 to 3 for this step. A manual computation of your tuition will be given to you upon registration.

STEP 2: QUEUE NUMBER
This step will only be done by walk-in enrollees – those who will not reserve an enrollment schedule, and those who will miss their booked schedule.

   a. Get a queue number from the Lobby Guard.
   b. Fill in the details.

NOTE:
    ONE (1) QUEUE NUMBER PER ENROLLEE. If you are enrolling for more than 1 student, please get queue numbers corresponding to the number of enrollees you will process. You will be asked to present proper authorization for all the students you will be enrolling for.

STEP 3: CHECKING OF ENROLLMENT REQUIREMENTS

   a. Proceed to the waiting area outside the ASMPH Office of the Registrar.
   b. Wait for your queue number to be called.
   c. Go to your assigned counter inside the Office of the Registrar.
   d. Present your queue number and the requirements listed on SECTION I. REQUIREMENTS (pages 2 to 4).
   e. IF UNDER PROBATION: Sign the Terms and Conditions of Admission and Enrollment SY2014-2015, Second Semester.
   f. Get your Assessment Form signed by the Registrar Staff.

NOTE:
    Scholars have to do a two-pronged registration (i.e. online enlistment and manual registration). Actual (printed) Registration Form (yellow card) should be accomplished at this step, unless otherwise instructed.

STEP 4: ASSESSMENT AND COMPUTATION OF TUITION PAYMENT

   a. Proceed to the Accounting Office.
   b. Present your queue number and Assessment Form.
   c. Get your Assessment Form signed by the Accounting Staff.
STEP 5 : PAYMENT

a. Proceed to the Cashier’s Office.
b. Pay the tuition and other fees.
c. Have your Assessment Form validated by the Cashier.
d. Get your Tuition Receipt and validated Assessment Form.

NOTE:
❖ After payment/validation, scholars should also get their Registration Form (yellow card) from the Cashier.

STEP 6 : REGISTRATION FORM

a. Go back to the Office of the Registrar to present the Tuition Receipt and validated Assessment Form (and for scholars, also the Registration Form – yellow card).
b. Check and correct your contact information on the ASMPH Copy of the Registration Form.
c. Get the Student’s Copy of the Registration Form, and other documents if any.

STUDENTS ARE NOT CONSIDERED OFFICIALLY ENROLLED UNTIL AFTER THEY SIGN THE REGISTRATION FORM (STEP 6).

STUDENTS WHO ARE NOT OFFICIALLY ENROLLED WILL NOT BE ADMITTED IN CLASS NOR CLINICAL ROTATIONS, THUS WILL BE MARKED ABSENT. ABSENCE MAY MEAN REPETITION OF MODULE OR CLINICAL ROTATION (FOR ALL YEAR LEVELS), OR NON-GRADUATION (FOR YL9).

V. POLICIES AND OTHER DETAILS

❖ BANK PAYMENT, ONLINE PAYMENT, and CREDIT CARD PAYMENT

See Tuition Payment Options (issued by the ADMU Central Accounting Office) on pages 11 and 12.

❖ FOREIGN STUDENTS and NON-RESIDENT STUDENTS

As per university policy, applicants who are not Filipinos or are living and/or studying outside the Philippines are considered foreign/non-resident applicants.

A one-time “foreign/non-resident fee” of US $10,000.00 will be collected from accepted foreign applicants/non-resident Filipinos. Fifty percent (50%) is payable during confirmation and the remaining fifty percent (50%) upon enrollment.

A Filipino is considered a non-resident if he or she has not met the residency requirement of three consecutive years of schooling/living in the Philippines immediately prior to entry into ASMPH.

Exemptions may be granted to missionaries and religious, Filipinos who are children of Overseas Filipino Workers, and children of returning Filipino expatriates. A letter of request for exemption and supporting papers must be submitted upon confirmation.
FEATURES OF THE (ONLINE) STUDENT ACCESS MODULE

- MESSAGE
  You can use this to send and receive messages to students, staff, faculty and administrators who have ASMPH AIMS accounts.
  It has the basic features of a mailing system – inbox, compose, draft, sent and trash folders.
  Contacts (address book) are arranged in alphabetical order. It also has a search function for Student ID, last name and first name.

- PROFILE
  You can view your student profile here. You can edit or correct your permanent address, mailing address, telephone numbers, email and religion here as well. All other information cannot be changed.

  Note:
  2017, 2018 and 2019 – This is the online form you filled-out during the Application Period.
  2015 and 2016 – This feature, at the moment, is only partially available. All information will be encoded by the Office of the Registrar using the Application Form you submitted during Admissions. Encoding of information will start once the system is finalized and fully-accepted.

- REGISTRATION
  You will use this feature to enlist for 1st Semester and 2nd Semester subjects/modules as scheduled by the Office of the Registrar.

- ACCOUNT
  You can use this feature to view all payments done through and endorsed to the Central Accounting Office.

- FEES
  You can view the table of Tuition and Fees here.

- SCHEDULE
  This feature is still unavailable. Once approved and working, you can view your default class schedule here.

- PASSWORD
  You can change your login password here.

- CALENDAR
  This feature, at the moment, is only partially available. You can view posted school activities here.

- LATE ENROLLMENT
  If you will not be able to enroll during the REGULAR schedule of registration, inform the Administration by writing a letter addressed to the Dean, DR. MANUEL M. DAYRIT, MD,
MSc. Indicate in your letter why you cannot enroll on time, and when you will be enrolling. If staggered payments will be requested, please put your suggested payment schedule (dates of payment and corresponding amount/s).

Submit your letter at the ASMPH Office of the Registrar.

○ ENROLLMENT CONCERNS

If you have other registration concerns, please approach or contact Ms. Rachelle G. de Vera of the Office of the Registrar.

○ REGISTRAR’S OFFICE/ADMISSIONS OFFICE CONTACT INFORMATION

Trunkline: (632) 706.3085 to 87, local 3012
Fax No.: (632) 706.3174 (ATTENTION: OFFICE OF THE REGISTRAR)
Mobile No.: (63923) 709.8038
Email: registrar@asmph.ateneo.edu
Website: www.ateneo.edu
VI. TUITION PAYMENT OPTIONS

ATENEO SCHOOL OF MEDICINE AND PUBLIC HEALTH (ASMPH)

ON-CAMPUS TUITION PAYMENT OPTIONS:

Tuition and Fees may be paid at the Cashier's Office every 10th of the month from 9:00 a.m. to 4:00 p.m., unless otherwise announced by the ASMPH Administration.

A. CASH/CHECK
Check should be made payable to Ateneo de Manila University. Write down the following details at the back of the check: Student's Complete Name, Student No., Grade and Section, Contact Numbers.

B. ATM DEBIT CARDS
Bancom, Megalink, & Expressnet Debit Cards may be used in place of cash or check. Point of Sale (POS) terminals are available. There’s no need to issue a check against an ATM account nor bring cash.

C. ACCEPTABLE CREDIT CARDS
1. BPI Express Credit (Burgundy)

OFF-CAMPUS TUITION PAYMENT OPTIONS:

A. BDO BILLS PAYMENT FACILITY

You need to be enrolled in BDO Internet Banking before you can access this facility. To enroll, please visit https://www.mybdo.com.ph.

Enrollment of Merchant and Student Number:
1. Login to myBDO Internet Banking – https://www.mybdo.com.ph
2. Mouse over My Profile/Merchant and click on Enroll Merchants
3. Select “ATENEO” from the Merchant Name dropdown list
4. Select “Ateneo Grade School”, “Ateneo High School”; “Ateneo Loyola Schools”, “Ateneo School of Medicine & Public Health”, “Ateneo Law School”, or “Ateneo Business School” from the Product Type dropdown list
5. Input Subscriber Number (Student Number)
6. Input Subscriber Name (Student Name)
7. Select the applicable channel where payment will be made
8. Click ‘Submit’ button
9. Click ‘OK’ button
10. An online acknowledgement receipt will appear showing your Bills Payment Reference Number.

Via ATM
1. Go to a BDO ATM
2. Enter your PIN
3. Select “Bills Payment” Function from the Main Menu
4. Select type of Source Account (Savings or Current Account)
5. For enrolled merchants, select “Enrolled Accounts”
6. Enter amount

7. A confirmation to receive a Transaction Receipt Confirmation will be asked
8. Select Merchant Subscriber Number (Student Number)
9. A confirmation screen will appear indicating the amount paid and the beneficiary name
10. Transaction complete

Via Phonebanking
1. Dial 631-8000
2. Select BDO Phonebanking (Option 1)
3. Enter 10-digit Phonebanking Number
4. Confirm 10-digit Phonebanking Number
5. Enter 6-digit Telephone PIN
6. Confirm 6-digit Telephone PIN
7. Select Bills Payment (Option 2)
8. Select Account to debit (Source Account)
   • IVRS will mention all BDO Account enrolled by client
9. Confirm Source Account
10. Select merchant/biller to be paid
   • IVRS will mention all merchants/billers enrolled by client
11. Confirm merchant/biller
12. Enter amount to be paid
13. Confirm amount to be paid
14. Transaction Summary
   • IVRS will provide a summary of client’s transactions (Source Account, Merchant/Biller, and Amount to be paid)
15. Confirm Transaction Summary
   • IVRS will then process transaction
   • After a successful transaction, IVRS will give client a Transaction Reference Number (TRN)
   • Client will be prompted to:
     i. Repeat Transaction Reference Number
     ii. Make another Bills Payment Transaction
     iii. Do other BDO Phonebanking Transactions

Via Internet (enrollment of merchant is required)
1. Log on to https://www.bdo.com.ph
2. Mouse over My Financial Services/Bills Payment and click on Pay Merchants
3. Select from dropdown list preferred enrolled source account (Savings or Current)
4. Within the Pay Merchants page, select from the dropdown list of enrolled merchants (i.e. previously enrolled merchant should be visible already in the list)
5. Select “Ateneo Grade School”, “Ateneo High School”, “Ateneo Loyola Schools”, “Ateneo School of Medicine”, “Ateneo Law School”, or “Ateneo Business School”
6. Enter Amount
7. Select mode of payment: Immediate, Postdated, or Recurring
8. Click ‘Next’ button
9. Click ‘Confirm’ button
10. An online acknowledgement receipt will appear showing your Transaction Reference Number (TRN)

B. BPI BILLS PAYMENT FACILITY

First step is to enroll your bills thru BPI. There are 3 ways:
1. Via 89-100
Call 89-100 and dial 0 to talk to a Phone banker. BPI account number should be ready. Reference number (student # of the merchant you will enroll will also be needed in making the enrollment. A verification procedure will be conducted by the Phone banker before enrollment can proceed.

2. Via branch of account (BOA)
Present your ATM card and 2 valid IDs in enrolling the merchant. A billing statement or reference number of the merchant to be enrolled is also needed.

3. Via Express Online
Log on to www.bpiexpressonline.com. You need to be enrolled in bpiexpressonline before you can access this facility. After logging in, choose payments and reloading—bills payment— enroll all other bills, fill up the form (ATM card number, Joint Account Indicator No. and the bill information). You may choose from the list of companies with collection arrangement with BPI, indicate the reference number and click submit.

Via ATM
1. Insert your Express Teller ATM card and select type of language desired.
2. Enter your Personal Identification (PIN).
3. Select Bills Payments from the ATM transaction menu to pay for your bills.
4. Select the type of your deposit account, whether Current or Savings, from which the payment will be debited.
5. Select between “with receipt” or “without receipt” option.
6. The list of the enrolled merchants and accounts will be displayed. Enter the number corresponding to the merchant or account you wish to pay then press “Ok.”
7. Enter the amount.
8. A confirmation screen containing details of your payments will be displayed.
9. A transaction receipt will be issued to those who selected the “With Receipt” option.

Via Phone
A 4 digit Telephone ID Number (TIN) is needed in order to make payment via phone, enrollment of TIN is thru BOA.
1. Dial 89100 for Metro Manila, dial 1-800-188-89100 for domestic toll free calls, (632) 89-10000 for international calls.
2. Dial “1” for Express Teller.
3. Enter 11-digit access number:
   For BPI ATM cardholders, this is the ten-digit ATM card number plus the first digit of the two numbers at the lower right corner of your ATM card.
   For BPI International ATM and BPI Direct ATM cardholders, this is the last ten digits of your card number plus the first digit of the two numbers at the lower right corner of your ATM card.
4. Enter the 4-digit TIN.

5. Voice will prompt you to dial option number 3 for Bills payments. After choosing option 3, you will be advised to select the merchant you wish to pay.
6. After you made the selection of merchant, you will be asked to encode the amount you wish to pay. The system will confirm your payment and will issue a confirmation number as proof of your payment to the said merchant.

Via Internet or FOI, payment (express online payment)
2. Enter your user ID and password.
3. Once login is successful, you can view your account details. Choose the option Payments and Reloading – Bills Payment – Pay Bills Today. The list of merchants will be displayed and you have to choose which merchant to pay.
4. After choosing the merchant, indicate the amount you wish to pay, and choose the account number where your payment will be debited.
5. Click the submit button and a confirmation page will appear asking you if the details of transaction are correct. Once confirmed, a confirmation page will be presented. You may choose to print the said confirmation page or note down the confirmation number for future references.

C. BPI – OVER-THE-COUNTER (OTC)
Payment of tuition may be made in any Bank of the Philippine Islands Branch via the OTC Facility. BPI account holders or not can pay via this facility.
1. Go to the nearest/most convenient BPI Branch.
2. Fill out a “Deposit/Payment Slip” with the following required details:

   2.1 Depositor/Merchant’s Name: Ateneo School of Medicine
   2.2 Policy/Plan/Reference No.: Student No. followed by student’s name (Example: MD11-1234 DIZON, FRANK)  
   2.3 Policy/Planholder’s Name: Student’s Complete Name
   2.4 Payment Details: Amount of Cash or Check Payment
   2.5 Total Amount Paid

3. Present the Deposit/Payment Slip to the BPI teller together with the cash/check payment.
4. Once validated, BPI staff will give a validated copy
5. Before leaving, make sure the copy received is validated, with same payment details as submitted. This payment slip serves as proof of payment.

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Nov. 10, 2010