



Office of the Chancellor
UNIVERSITY OF THE PHILIPPINES MANILA
The Health Sciences Center

8/F Philippine General Hospital Complex, Taft Avenue, Manila 1000, Philippines
Tel. no. (632) 8814 1203 to 1205 | Email: upm-oc@up.edu.ph

05 June 2024

MEMORANDUM NO. CMLT-2024-162

TO : All Concerned

THROUGH : The Deans, Directors, and Heads of Units/Offices

SUBJECT : Payment of fees through GCash

Payment of tuition and other fees can now be made through the GCash app, as the University of the Philippines Manila is already one of the billers of GCash.

Please be guided by the following steps/procedures:

Step 1. Open your GCash app and go to BILLS.

Step 2. Go to SCHOOLS and select "UP MANILA".

Step 3. In the TRANSACTION TYPE, select your transaction:

1. Tuition/Matriculation/Residency/Student Fund
2. TOR/F5/TCG/COG/Verification/CTD/GMC/Other OUR Requests
3. UPM Phi House
4. UPM Dorm
5. Processing Fee
6. Application Fee
7. Admission Fee - College of Medicine
8. Dean's Cert - College of Medicine
9. Rental/Use of Facilities
10. Graduation Fee/University Clearance
11. Bidding Documents
12. Bidding Security/Performance Bond
13. NHSRC
14. Certificate of Employment/Service Record
15. Overpayment of Salaries and Allowances
16. Student Loan Board (SLB)
17. Translation Services/Editing Services
18. Others (not indicated in items 1-17)

Step 4. Enter the REFERENCE NUMBER (in alphanumeric, no spacing).


- Use the SAIS Number for tuition fees
- Use the SOA/Billing Number for other fees

Step 5. Print/Save Confirmation Receipt as this will serve as an Official Receipt.

Payors are required to send a copy of the Payment Confirmation Receipt, together with the Bill/SOA to the UP Manila Cash Office via email at upm-cash@up.edu.ph, copy furnish the unit/college/office concerned for immediate action on the requested transaction or document.

For further inquiries and clarifications, please contact the UP Manila Cash Office at 8814-1241 or via email at upm-cash@up.edu.ph.

For your information and guidance.



Dr. Michael L. Tee
Professor and Chancellor

