



Metrobank Online

(<https://onlinebanking.metrobank.com.ph>)

Log in to <https://onlinebanking.metrobank.com.ph>

Click **PAY BILLS** on your dashboard

- a. Enter the amount,
- b. Search and select biller : **UNIVERSITYOF BAGUIO**
- c. Required fields –
Subscriber Number: Name and ID Number
Reference Number: OP CODE (see list)
Notes: Telephone Number

Review transaction details, then click **CONTINUE**

Enter your Metrobank passcode, then click **SUBMIT**

You're done!

You will get notifications via email and SMS that you were able to pay your bill successfully. Take a screenshot or print these as proof of payment.

Pay Bills

1 Enter Details — 2 Review and Confirm — 3 Done

For
University of Baguio

STUDENT ID

OP CODE

STUDENT NAME

Using
Select the source

NOW LATER



Metrobank Mobile app

(Download this in the Google Play Store or Apple App Store)

Open the Metrobank Mobile app and log in
Tap the menu panel on the upper left screen and
choose **MY BILLS**

Choose **PAY** under One-Time Payment

a. Search and select biller : **University of Baguio**

b. Required fields –

Subscriber Number: **Name**

Bill Reference Number: **ID Number and OP Code**

Telephone Number: **Cellphone Number**

Remarks:

Select the source account for the payment

Review transaction details, then tap **SUBMIT**

Enter the One-Time Password (OTP),

then tap **SUBMIT**

You're done!

You will get notifications via email and SMS that you were able to pay your bill successfully. Take a screenshot or print these as proof of payment.

The screenshot shows the 'My Bills' section of the Metrobank Mobile app. At the top, there is a blue header with a hamburger menu icon and the text 'My Bills'. Below this is a grey bar with 'Quick Pay Details' and a back arrow icon. The main content area is white and features a blue icon of a school building next to the text 'University of Baguio' and 'School'. Below this, there are four input fields: 'Subscriber Number *', 'Bill Ref. Number', 'Telephone Number', and 'Amount (PHP) *'. The 'Amount (PHP) *' field has a hint '(e.g. 100 or 100.01)'. At the bottom right, there is a yellow 'NEXT' button.

Any Metrobank branch nationwide

Go to any Metrobank branch
At the forms table, get a **PAYMENTS SLIP** and fill in the following information:

Company Name: UNIVERSITY OF BAGUIO

Subscriber Name: Student's Name

Subscriber Number: ID Number (12 characters)

Reference Number: OP Code (see list)

Telephone Number: CP Number

Mode of Payment: Cash / Check / Debit account

Amount of Payment: Amount to be paid


Payment Breakdown: Cash or Check Payment

Queue in the branch and wait for your number to be called

Present the accomplished payment slip and amount to be paid to the Metrobank teller

The Metrobank teller will process your transaction

You're done!

| Metrobank METROPOLITAN BANK & TRUST COMPANY | | PAYMENT SLIP | | |
|---|-----------|---|-----------------------------|--|
| Payment For : (Kindly fill-out separate slip for each mode of payment) | | | | |
| <input type="checkbox"/> PESO BILLING | | <input type="checkbox"/> DOLLAR BILLING | | DATE |
| COMPANY NAME / LOAN TYPE / SERVICE FEE | | | | |
| SUBSCRIBER / CARDHOLDER'S / ACCOUNT NAME | | | REFERENCE NO./CHECK NO. | |
| SUBSCRIBER NO./CARD NO./SAP CUSTOMER NO./LOAN ACCOUNT NO./DEALER NO. | | | TELEPHONE NO./OTHER DETAILS | |
| <input type="checkbox"/> CASH | | <input type="checkbox"/> CHECK | | <input type="checkbox"/> DEBIT ACCOUNT: _____ |
| | | | | Authorization to Debit: |
| | | | |  ACCOUNTHOLDER'S SIGNATURE |
| AMOUNT (In figures) : | | | | |
| | | | | |
| THIS IS YOUR RECEIPT WHEN MACHINE VALIDATED | | | | |
| MB-I-M-213/ Rev. Oct. '17 | | | | |
| CASH DENOMINATION BREAKDOWN | | | | |
| DENOMINATION | PIECES | AMOUNT | | |
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| TOTAL CASH PAYMENT | | | | |
| PLEASE LIST EACH CHECK AND ENDORSE PROPERLY | | | | |
| BANK/BRANCH | CHECK NO. | AMOUNT | | |
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| TOTAL CHECK PAYMENT | | | | |
| THIS PAYMENT IS SUBJECT TO THE TERMS AND CONDITIONS COVERING THIS ACCOUNT | | | | |
| W | | | | |



| Fee Description | OPCode |
|--|---------------|
| Tuition Fee | CF001 |
| OTR Fee | CF002 |
| Diploma Fee | CF006 |
| FORM 137 | CF085 |
| Good Moral Certificate | CF009 |
| Year Book | CF027 |
| Photoshoot | CF013 |
| ED TOUR - ABCOMM | CF015 |
| ED TOUR - GRAD SCHOOL | CF077 |
| ED TOUR - SCJPS | CF062 |
| ED TOUR - SIHTM | CF049 |
| Admission Fee(for foreign students only) | CF052 |
| ETEEAP Processing Fee | CF018 |
| ETEEAP Tuition Fee | CF020 |
| ETEEAP Admin Fee | CF057 |
| ETEEAP Miscellaneous Fee | CF074 |
| ETEEAP Grad Fee | CF075 |
| Capping Fee | CF099 |
| Reservation Fee | CF014 |
| Panel Fee | CF112 |
| Special Examination Fee | CF081 |
| | CF029 |





Meaningful Banking

Taking our promise of "You're in Good Hands" to the next level
Metrobank seeks to move, change and grow together with our customers by providing the most relevant
products and services that help fulfill their purpose and dreams.



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