



De La Salle Health Sciences Institute

Nurturing Life

Alumni Services and Continuing Professional Education Office (ASCPEO)

BANK-TO-BANK PAYMENT INSTRUCTION

I. If payee will pay in the Philippines:

1. Fill out deposit slip;
2. Deposit the required amount using the following information:
Depository bank: BPI
Branch: Aguinaldo Hi-way, City of Dasmariñas, Cavite
Account Name: HERMANO (SAN) MIGUEL FEBRES CORDERO MEDICAL EDUCATION FOUNDATION, INC.
Account Number: 0963-0908-89
3. Once deposited, write in the proof of deposit (Deposit Slip) your name, email and contact number and SUBJECT: ASCPEO-CPE (Date of Activity)
4. Fax / Email the scanned copy of the validated deposit slip with name and contact number or scan and email it to our cashier at jpmartinez@dlshsi.edu.ph copy furnished alumniservicescpe@dlshsi.edu (ATTN: Jasmine)
5. DLSHSI shall verify the authenticity of deposit slip;
6. DLSHSI shall issue the Official Receipt and ASCPEO will email the recipient for pick once available.

II. If the payee will pay outside the Philippines:

1. Payment will be made through telegraphic transfer (TT);
2. Alumni are required to make an application of TT using the following information:
Depository bank: RCBC DOLLAR ACCOUNT
Swift Code: RCBCPHMM
Branch: D. Mangubat Ave., Dasmariñas, Cavite
Account Name: HERMANO (SAN) MIGUEL FEBRES CORDERO MEDICAL EDUCATION FOUNDATION, INC.
Account Number: 8374000196
(NOTE: All bank charges should be on the account of ordering customer)
3. Once transmitted, write in the proof of payment (Bank Transmittal Slip) your name, email and contact number and SUBJECT: ASCPEO-CPE (Date of Activity)
4. Bank transmittal should be scanned and email it to our cashier at jpmartinez@dlshsi.edu.ph copy furnished alumniservicescpe@dlshsi.edu (ATTN: Jasmine)
5. DLSHSI shall verify the authenticity of deposit slip;
6. DLSHSI shall issue the Official Receipt and ASCPEO will email the recipient for pick once available.