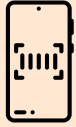


GENERAL TRANSACTION PROCEDURE



In order to conduct business with PNU, you must initiate your request via our E-Services platform. Follow steps provided to create or access your E-Services account.

Once your account is ready and you are transacting onsite:



Print a copy of your Queue Number.



Please remain in the waiting area until your number is displayed on the television screen.

If you are transacting online:



You must have an account by following the Create or Access Account Instructions then continue by following the steps provided.

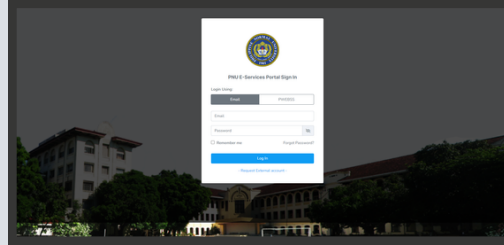


E-SERVICES V2

SCAN THIS QR CODE
TO OPEN PNU E-SERVICES



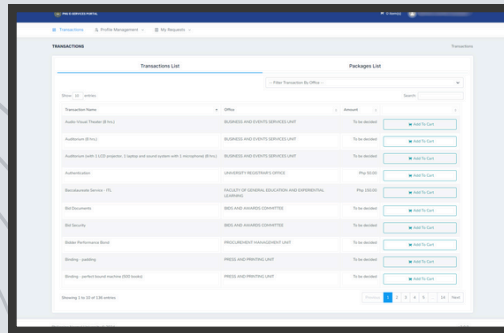
STEP 1



Scan QR Code or from your browser, go to <https://eservices.pnu.edu.ph/>

STEP 2

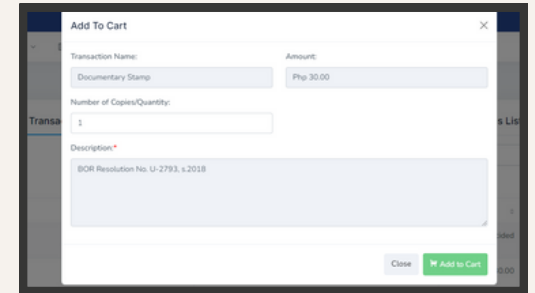
- Go to **Transactions** tab.
- Select your needed document or service in the list then click **"Add To Cart"** button.
 - You can filter the transactions list by office or search for the name of the transaction.



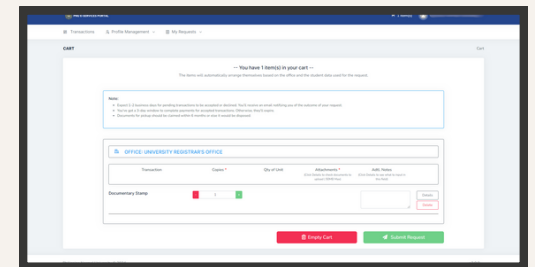
E-SERVICES V2

REQUEST TRANSACTION - ONLINE

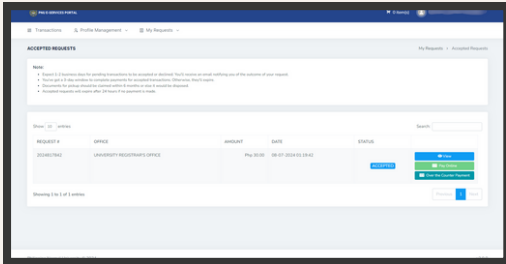
- Review the transaction details, then click the **"Add to Cart"** button in the popup window.



- Click the **"Cart"** icon in the upper right side beside your name.
- Review your cart details then click **"Submit Request"** button.

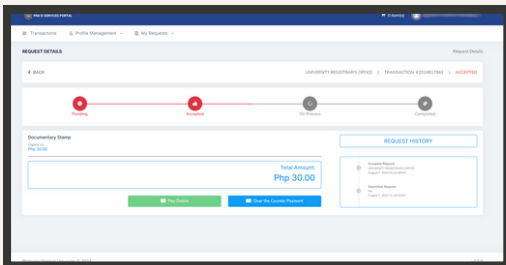


- Wait for the concerned office to review your request. You will receive an **email notification** with the **status** of your request.
- If accepted, log in to your account, navigate to the **"My Requests"** tab, and then select **"Accepted"** to view your accepted requests.



STEP 3

- Select the transaction you want to pay in the list.
 - You can click the **"View"** button to review the accepted transaction details before payment.

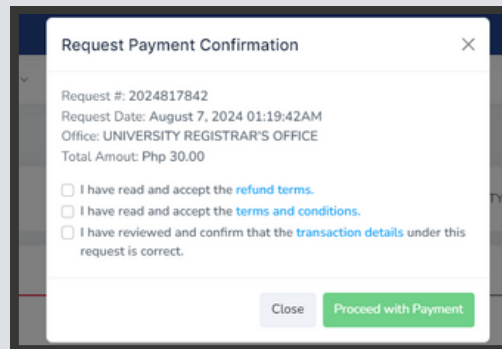


STEP 4

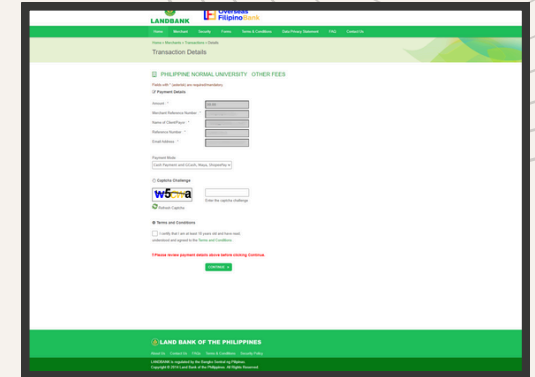
- To proceed with Online Payment, click the **"Pay Online"** button.
- If you prefer onsite payment, print the Order of Payment copy and go directly to the Cashier's Office by clicking the **"Onsite Payment"** button.

STEP 5 - ONLINE PAYMENT

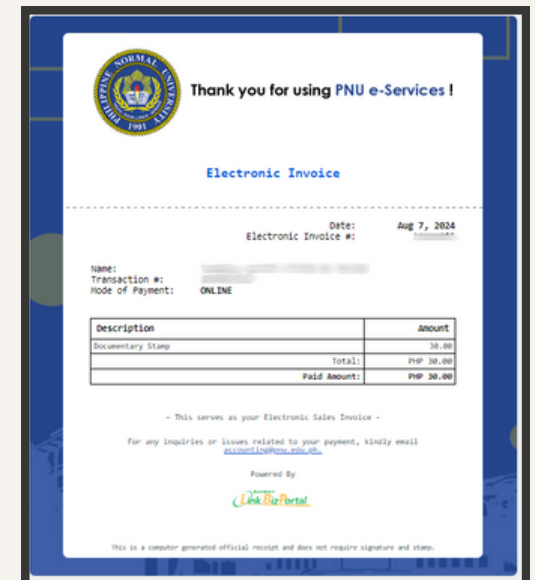
- Review the transaction details, check all the boxes, and click **"Proceed with Payment"** in the popup window.



- You will be redirected to Landbank's payment screen.
- Review the payment details, then select your preferred payment mode (e.g., GCASH).



- Continue with the payment process.
- Once your payment is successful, you will receive an email notification with your Electronic Invoice.
- **Note: Online payments might take 5 to 10 minutes to be reflected in the system.**



STEP 6

- After your payment is successful, you can track the status of your request by navigating to **My Requests** then select **All**.
- You can also view lists of specific statuses in the **My Requests** module..

By following these steps, you have successfully completed your transaction request and payment, whether onsite or online.

Thank you for using
PNU E-Services Portal.



PHILIPPINE NORMAL UNIVERSITY
The National Center for Teacher Education

For any inquiries or issues related to your payment, please email accounting@pnu.edu.ph.

For inquiries or issues related to your request status, please email or contact the concerned office.