



UPDATED BANK PAYMENT DETAILS, SY 2023-2024
EFFECTIVE MARCH 16, 2023

Please be guided that effective March 16, 2023, we will no longer accept Bank Payment transactions through BPI (Bank of the Philippine Islands).

For your convenience, please follow the step-by-step procedures on how to pay over the counter or online in Metrobank and Security Bank.

A. ONLINE BANKING TRANSACTIONS

1. Metropolitan Bank & Trust Company (MBTC) Online Banking

- 1.1 Enroll MBTC Online banking account. Go to <https://www.metrobank.com.ph/mbonline>.
- 1.2 Check MBTC online for the procedure.
- 1.3 Log in to your MBTC account once account is activated.
- 1.4 Click "Pay Bills" and "Register A New Biller".
- 1.5 Click "School" in the Category field and click "Jubilee Christian Academy, Inc." in the Biller field.
- 1.6 Type your child's Student ID Number in the Subscriber Account Number Field and in the Reference Number Field. In the Phone Number field, kindly type your contact number.
- 1.7 Click "Continue" and "Pay Bills".
- 1.8 Click "Jubilee Christian Academy, Inc." as your new registered biller.
- 1.9 Choose the account to debit, type the amount to be paid and click "Payment Type".
- 1.10 Click "Continue" and Transaction Confirmation will appear.
- 1.11 Click "Confirm" and Transaction Acknowledgment Page will appear.
- 1.12 Screenshot your Transaction Acknowledgment page.
- 1.13 Click "Print" if you wish to print the Transaction Acknowledgment page.
- 1.14 To pay for another child, click "Pay Another Bill" and repeat steps 1.5 to 1.14.
- 1.15 Keep a screenshot of transaction acknowledgment page for verification purposes.



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- 1.16 To process payment from other banks to MBTC:
 - 1.16.1. Kindly consult your bank on the procedure.
 - 1.16.2. Transfer amount to pay from your account to Jubilee Christian Academy Inc. MBTC account number 259-7-25980786-3.
 - 1.16.3 Screenshot proof of payment and email to cashier@jca.edu.ph with complete name of your child.

2. Security Bank Corporation (SBC) Online Banking

- 2.1 Log in to your Security Bank Online account. <https://securitybankonline.securitybank.com/login>
- 2.2 Select “Payments & Transfers” at the Menu Bar.
- 2.3 Select “Pay Bills”.
- 2.4 You will then be directed to “Pay Bills” page.
- 2.5 Select on the “Make a payment to” option.
 - 2.5.1 Click “New Biller” if merchant is not yet added as part of your favorite.
 - 2.5.2 Select the “JUBILEE CHRISTIAN ACADEMY, INC.” from Biller. Tick “Add to My Favorites”
 - 2.5.3 Select “JUBILEE CHRISTIAN ACADEMY, INC.” from “Product”
 - 2.5.4 Type “STUDENT’S ID NUMBER” (no space/no dash “-”, i.e. 23203) on the Subscriber Number/ Card Number/ TIN.
 - 2.5.5 Type the amount.
 - 2.5.6 Select account number in “Pay Using”.
 - 2.5.7 Select scheduling of payment.
 - 2.5.7.a Immediate – if payment is immediate
 - 2.5.7.b Post-dated/Deferred – if payment is for another date
 - 2.5.7.c Recurring – if payment is to be scheduled daily/weekly/monthly
 - 2.5.8 Click “Submit”.
 - 2.5.9 Enter One-Time-Password (OTP) sent to your mobile number.
 - 2.5.10 Select “Confirm”
 - 2.5.11 To register another child, repeat 2.5.2 to 2.5.10.



3. Security Bank Mobile App



3.1 Download “Security Bank Mobile App”

3.2 Log in to your Security Bank Online account.

3.3 Click “Bills” in the menu

3.3.1 In the “From” drop-down list, choose your account (Savings/Checking)

3.3.2 In the “To” drop-down list, choose “Jubilee Christian Academy Inc”

3.3.3 In the “Account”, Type “STUDENT’S ID NUMBER” (no space/no dash “-“, i.e. 23203)

3.3.4 Type the Amount

3.3.5 Select Scheduling of payment – Immediate, Post-Dated, Recurring

3.3.6 Enter One-Time-Password (OTP) sent to your mobile number.

3.3.7 Select “Confirm”

3.4 To save Jubilee Christian Academy Inc’s in your favorites, Type in “Favorite Name”, then click “Add to Favorites”

3.5 Screenshot your Transaction Acknowledgment page for verification purposes.

3.6 Click “Make Another Payment” to pay for another child.

B. OVER THE COUNTER TRANSACTIONS

1. Metropolitan Bank & Trust Company (MBTC)

1.1 Go to any MBTC branch.

1.2 Fill in the following details on MBTC Payment Slip:

1.2.1 Company Name - Jubilee Christian Academy, Inc.

1.2.2 Subscriber Name - Student’s Name

1.2.3 Subscriber Number - Student’s ID Number

1.3.4 Amount - amount to be paid

1.3 Deposit payment over the counter.

1.4 Keep validated Payment Slip for verification purposes.



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2. Security Bank Corporation (SBC) Over-The-Counter (OTC)

- 2.1 Go to any Security Bank branch.
- 2.2. Go to SBC Kiosk
 - 2.2.1 Select “Pay Bills”
 - 2.2.2 Select “Cash Management”
 - 2.2.3 Press the right button until you find “Jubilee Christian Academy, Inc.”
 - 2.2.4 Select whether you will pay by Cash, Debit or Check
 - 2.2.5 Enter Student Number (no space, no dash, i.e. 23203); and also Enter the Amount, and Press “Confirm”
 - 2.2.6 A prompt will appear “Would you like to do another transaction?”, if Yes, repeat steps 2.2.1 to 2.2.5. If No, press No
 - 2.2.7 The screen will show Transaction Details, Press “Confirm” if correct.
 - 2.2.8 Transaction Slip will be printed and wait for the teller to call your number.
- 2.3 The teller may ask you to fill in the following details on SBC Payment Slip:
 - 2.3.1 Subscriber Name – Student’s Name.
 - 2.3.2 Subscriber Number – Student’s ID Number.
 - 2.3.3 Contact details
- 2.4 Keep validated receipt for verification purposes.

For any related concerns, you may reach us through the following:

Email : finance@jca.edu.ph.

Landline : (02) 8294-0843 (Local 200) Look for Mrs. Sharon Beriña

Viber: (0956) 409-1643