

PROCEDURES FOR THE DISTRIBUTION OF BOOKS

PURCHASE AND PAYMENT OF BOOKS AT DBTC MANDALUYONG.

- Step 1. Fill up order form.
- Step 2. Present order form to Accounting Department for verification.
- Step 3. Pay amount indicated in the order form to the cashier.
- Step 4. After payment proceed to releasing of books area. (Open Canteen)

PUCHASE AND PAYMENT THRU ONLINE OF BOOKS

- Step 1. Fill up order form.
- Step 2. Pay thru the banks.
- Step 3. Go to Accounting Department and present order form and deposit slip/bank transaction slip for verification and issuance of Official Receipt.
- Step 4. Proceed to releasing of books area. (Open Canteen)

NOTE: For those with advance enrolment and advance payment please proceed to accounting department for verification. After verification proceed to releasing of books area. (Open Canteen)