

TO: : ALL SERVICE CENTER
 FROM : FINANCE- SERVICE ACCOUNTING
 SUBJECT : DAILY SUBMISSION OF ALL GENERATED DAILY TRANSACTIONS
 DATE : NOVEMBER 26, 2025
 REF. NO. : FIN-000-25-A-333
 CC : DC/ FILE / SERVICE CENTER / SERVICE

Effective immediately, all service centers are required to submit scanned copies of all generated daily transactions at the end of each business day. This directive is implemented to ensure accurate documentation, timely reporting, and proper coordination across all departments.

Required Daily Submissions either scan copy or list.

	SCAN	LIST
Service Job Report		✓
Service Invoice	✓	✓
Deposit Slip	✓	
Daily Collection Report & Accounts Receivable	✓	✓
Parts Transfer Receipt		✓
Receiving Report		✓
Stock Requisition		✓

Submission Guidelines:

- All documents must be complete, clear, legible, no erasure and tampering.
- Files should be submitted before the close of business each day.
- Any delays or concerns must be reported immediately to your supervisor or the designated approving authority.
- Additionally, all submitted documents must be properly matched and verified before submission.

Strict compliance is required to maintain operational accuracy and accountability.

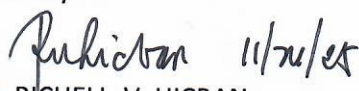
Your cooperation and adherence to this requirement are essential and appreciated.

Thank you for your cooperation in this important matter.

Prepared by:

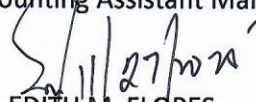

 SHEENA M. MONSERATE
 Service Accounting Assistant

Noted by:


 MS. RICHELL V. HICBAN
 Service Accounting Supervisor

Approved by:


 MR. THADDEUS GEORGE C. ROMAN
 Accounting Assistant Manager


 MS. EDITH M. FLORES
 Assistant Vice President