

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:

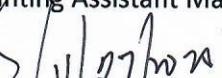

SHEENA M. MONSERATE
Service Accounting Assistant

Approved by:


MR. THADDEUS GEORGE C. ROMAN
Accounting Assistant Manager

Noted by:


MS. RICHELL V. HICBAN
Service Accounting Supervisor


MS. EDITH M. FLORES
Assistant Vice President