

*S. J. Castro*

TO : SERVICE DEPARTMENT  
FROM : SERVICE ACCOUNTING DEPARTMENT  
SUBJECT : GUIDELINES FOR SERVICE JOB REPORT LIQUIDATION  
DATE : APRIL 21, 2025  
REF. NO. : FIN-000-25-4-142  
CC : DC/SVC DEPARTMENT

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Greetings!

To support the Finance Department's goal of achieving 100% examination of Service Job Reports, the Service Accounting Section is implementing the following guidelines, effective May 1, 2025. We request your department's strict compliance.

**Service Job Report Timeline:**

A 7-day allowance is provided from the generation and scheduling of the Service Job Report for the release and liquidation of TPWR, Warranty, Claims, Referral, and Processing Fees for installation from ASP's.

**Specific Guidelines and Policies:**

- ✓ **Liquidation of TPWR:**
  - ASP's within NCR are required to return parts within 15 days.
  - ASP's outside Metro Manila are required to return parts within 30 days.
- ✓ **Billing Submission:**
  - For services rendered from the 1st to the 15th of the current month, the corresponding Statement of Account (SOA) must be submitted by the end of the same month.
  - For services rendered from the 16th to the 31st of the month, the corresponding SOA must be submitted no later than the 15th day of the following month.
- ✓ **Evaluation and Status Updates:** All Service Job Reports must proceed to Evaluation within 7 days from the stipulated time-frames outlined above. Furthermore, for cases with a confirmed schedule, calendar, or other similar statuses, kindly cancel it after 3 days from the promised attendance date. This will allow us to accurately close all generated service job reports for the current month.

Your department's strict adherence to these guidelines is crucial for the Service Accounting Section to achieve the 100% examination goal for all Service Job Reports.

Thank you for your cooperation in this important matter.

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