



<b>Memorandum Circular</b>	<b>IMPLEMENTING GUIDELINES AND PROCEDURES ON BILLING AND COLLECTION</b>	Date: 18 April 2013
Number: MC-2013-003		Page: 1 of 2

**IMPLEMENTING GUIDELINES:** This Memorandum Circular of the DAP provides the guidelines and procedures on Billing and Collection, process flow shown in Annex I and detailed herein.

A) **Guidelines**

All DAP Offices may file the request for billing and collection.

B) **Procedures**

<b>Activity</b>	<b>Required Document</b>	<b>Person/Unit Responsible</b>
Submits the Billing Request Form to the Support Services Group	Billing Request Form duly filled-out and signed with copy of the duly signed and notarized Memorandum of Agreement or Contract of Services or Letter of Conformance (for initial billing)	Requesting Office
Assigns Processing Control Number (PCN) and forwards to Finance Accounting Services	Billing Request Form duly filled-out and signed with copy of the duly signed and notarized Memorandum of Agreement or Contract of Services or Letter of Conformance (for initial billing)	SSC Front Office
Prepares and issues Billing Statement	Billing Request Form duly filled-out and signed with copy of the duly signed and notarized Memorandum of Agreement or Contract of Services or Letter of Conformance (for initial billing)	Financial Accounting Services
Forwards Billing Statement to the SSC Front Office for log-out	Billing Statement	Financial Accounting Services
Forwards the Billing Statement to the Treasury Office	Billing Statement	SSC Front Office
Receives the Billing Statement	Billing Statement	Treasury Office

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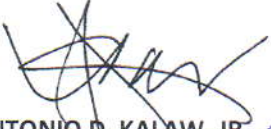
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<b>Activity</b>	<b>Required Document</b>	<b>Person/Unit Responsible</b>
Sends/Delivers the Billing Statement to the Client	Billing Statement	Treasury Office through the Bill Collector
Follows-up from the Client date of payment		Treasury Office through the Bill Collector
Collects from the Client	Official Receipt	Bill Collector
Updates the concerned DAP Office on the status of collection, if needed		Treasury Office

**EFFECTIVITY:**

This Memorandum Circular shall take effect immediately and shall remain in force unless otherwise superseded by other issuances. All previous issuances inconsistent with the provisions of this Memorandum Circular are hereby superseded.

  
**ANTONIO D. KALAW, JR.**  
*President*

## Annex I. General Process Flow for Billing and Collection

