

WORK INSTRUCTION			
Asset Management Support Services - BILLING			
Code : DAP-AMSO-WI-03	Revision No. : 1	Effectivity: 8 November 2017	Page: 1 of 2

1.0 PURPOSE. This document serves as guide for the proper billing of internal and external clients of DAP Conference Center Tagaytay facilities.

2.0 SCOPE

2.1 This work instruction covers DAPCC's Billing Process.

3.0 DEFINITION OF TERMS

3.1 **Reservation Sheet (RS)** – type of contracting instrument used to document the agreement/commitments between the Academy and individual or private entity for the use of the facilities of the Academy

3.2 **Notice of Reservation Changes** – form used for any changes in the Reservation Sheet that will be the basis for the final billing.

4.0 DETAILS

Item No.	Activity	Responsibility	Interface
4.1	Client Reservations Review a. Receives approved Reservation Sheet from FMSO Reservation Officer. b. Checks the Notice of Reservation Changes for any changes in the reservation.	Billing Clerk	Reservation Sheet Notice of Reservation Changes
4.2	Review/check documents for billing a. Prepares Statement of Account to summarize all transactions of the client; b. Attaches the following documents (as applicable) to support the Statement of Account: ▫ Meal Ticket/s	Billing Clerk	Meal Ticket/s; Business Center Daily Ticket; Telephone Service Request Form; Reservation Sheet; Notice of

THIS DOCUMENTED INFORMATION WHEN PRINTED is an UNCONTROLLED COPY. ENSURE that the printed copy being used is the current version by checking the effectivity date of the CONTROLLED COPY in the DAP FILE SERVER/ WEBSITE.



WORK INSTRUCTION			
Asset Management Support Services - BILLING			
Code : DAP-AMSO-WI-03	Revision No. : 1	Effectivity: 8 November 2017	Page: 2 of 2

	<ul style="list-style-type: none"> ▫ Business Center Daily Ticket ▫ Telephone Service Request form ▫ Reservation Sheet ▫ Notice of Reservation Changes <p>c. Reviews and signs the Statement of Account</p>	Accountant	Reservation Changes
4.3	<p>Bill Preparation and Issuance</p> <ul style="list-style-type: none"> a. Prepares billing Statement for external clients; b. Prepares Statement of Expenses for Internal clients. c. Endorses Billing Statement to Front Office; d. Endorses original (white) bill to client coordinator for acknowledgement 	<p>Billing Clerk</p> <p>Front Office Staff</p>	Billing Statement