



Republic of the Philippines
DEPARTMENT OF ENERGY
(Kagawaran ng Enerhiya)

10 November 2023

ADVISORY: NEW PROCESS OF COLLECTION OF FEES AND CHARGES IN LINE WITH THE IMPLEMENTATION OF THE COLLECTION MONITORING SYSTEM VERSION 2.1

To All Clients and Stakeholders:

Please be informed that starting November 20, 2023, there will be changes in the process of collection of fees and charges. Below are the updates/changes in the existing process of collection:

EXISTING PROCESS (COMS Version 2.0)	NEW PROCESS (COMS Version 2.1)
If the client wants to pay the amount due, they need to request for Order of Payment first by replying "YES" to the email with "Billing Statement No. XXXXX" subject.	Replying "YES" is no longer required. Client/stakeholders will automatically receive a copy of the Order of Payment.
No prescribe time limit for payment.	Client/Stakeholders must pay the amount due within ten (10) calendar days. Failure to do so will automatically cancel the issued Order of Payment.

You may further refer to the next page of this advisory for an overview of the new process of collection. Should you have any questions, you may send us an email at coms@doe.gov.ph or call us at (+632) 8479-2900 local 349, or you may reach to your DOE focal persons.

Thank you and hoping for your understanding and cooperation.

Very truly yours,

comsmain 11/14/2023
AGUSTUS CESAR A. NAVARRRO
Director II, Financial Services *per 9/14/23*

New Process of Collection in COMS Version 2.1

