



26 July 2023

**ADVISORY: NEW PROCESS OF COLLECTION OF FEES AND CHARGES IN LINE WITH THE IMPLEMENTATION OF THE COLLECTION MONITORING SYSTEM VERSION 2.0 (COMSV2)**

To All Clients and Stakeholders:

Please be informed that starting August 07, 2023, there will be changes in the process of collection of fees and charges. Below is the comparison of the existing and new process of collection:

<b>EXISTING PROCESS</b>	<b>NEW PROCESS</b>
DOE Units or Focal Persons prepares Order of Payment in the COMS.	DOE Units or Focal Persons will now prepare a Billing Statement in the COMS.
A printed or scanned copy of the Order of payment was provided to the clients.	The Billing Statement will be sent to the client's email.
Email address of client is not required.	Email address of client is required.
Upon receipt of Order of Payment from DOE Units, clients can pay the amount due from them.	If the client wants to pay the amount due from them, they need to request for Order of Payment first by replying "YES" to the email with "Billing Statement No. XXXXX" subject.
If the client paid through bank transfer, the proof of payment (acknowledgement receipt, validated deposit slip, etc.) shall be provided to the DOE Units or Focal Persons.	If the client paid through bank transfer, they need to send their proof of payment by replying to the email with the "Order of Payment No. XXXXX" subject.
The copy of the Official Receipt is provided by the DOE Units or Focal Persons (in case of bank transfer mode of payment).	A scanned copy of the Official Receipt will be sent to the client's email (in case of bank transfer mode of payment).
Printed copy of the Order of Payment is required.	Printed copy of the Billing Statement and Order of Payment is not required.

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](mailto:coms@doe.gov.ph) or call us at (+632) 8479-2900 local 349 or 216, or you may reach to your DOE focal persons.

Thank you and hoping for your understanding and cooperation.

Very truly yours,

  
**AGUSTUS CESAR A. NAVARRRO**  
Director, Financial Services

## NEW PROCESS OF COLLECTION IN COMSV2

