



PHILIPPINE PORTS AUTHORITY

CITIZEN'S CHARTER
2022 (4th Edition)

PORT MANAGEMENT OFFICE
(External Services)

18. Releasing of Checks to Creditors, Suppliers, Contractors, and Other Claimants

This details the procedure on how checks are to be disbursed to Payees with outstanding collectibles or claims from the Philippine Ports Authority. Before processing check payments, the Payee should be enrolled as Vendor in the system through the Information and Communications Technology Department (ICTD).

Office/Division:	Port Management Offices / Head Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government			
Who may avail:	Port Stakeholders/ Private Individuals or Groups			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly filled out Vendor Registration Form (VRF)		Downloadable from the PPA website		
2. Valid Identification (ID) Card with picture and signature		To be provided by the client		
3. Valid Official Receipt		To be provided by the client		
4. Valid authorization or Special Power of Attorney (SPA) if necessary		To be provided by the client		
* Pursuant to PPA MC Nos. 18-2020 and 22-2020, all PPA employees, including outsourced personnel, service providers , port users , stakeholders , and the general public shall follow minimum health and safety protocols in all PPA offices and facilities.				
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Client presents Identification to Cashier window. * Claimant may email or call the cashier to verify if they have a check for pick-up.	1. Verifies if the claimant has duly signed a check for release. If no signed check is found, the client is informed of the status.	None	7 mins.	Sr. Cashier/ Cashier/ Authorized Representative
2. Receives check, signs acknowledgment portion of the voucher and logbook.	2.1 Releases check request Claimant sign the acknowledgment portion of	None	3 mins.	Sr. Cashier/ Cashier/ Authorized Representative

	voucher and abstract.			
TOTAL:		None	10 minutes	