



PHILIPPINE PORTS AUTHORITY

CITIZEN'S CHARTER
2023 (5th Edition)

58. Releasing of Check to PPA Employees

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 of 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:	G2G - Government to Government			
Who may avail:	Payees that have collectibles or claims from PPA			
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 client		
3. Valid Official Receipt		To be provided by client		
4. Valid authorization or Special Power of Attorney (SPA) if necessary		To be provided by 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 a 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 claimant has duly signed check for release. If no signed check is found, client is informed of the status.	None	7 mins.	Sr. Cashier/ Cashier/ Authorized Representative
2. Receives check, signs acknowledgment portion of voucher and log book. * In any case face to face transaction	2. Releases check request Claimant sign the acknowledgment portion of voucher and abstract.	None	2 mins.	Sr. Cashier/ Cashier/ Authorized Representative

cannot be implemented, claimant may request for the check to be deposited to his/her payroll bank account.	* Finance to deposit the check to the claimant's payroll bank account.			
TOTAL:		None	9 mins.	
Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B: -for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations				
* Adjustments made to adopt to the new normal				