



PHILIPPINE PORTS AUTHORITY

**CITIZEN'S CHARTER
2025 (8th Edition)**

1. 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		
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.	Philline G. Lim Cashier
2. Receives check, signs acknowledgment portion of voucher and log book. * In any case face to face transaction cannot be implemented, claimant may request for the	2. Releases check request Claimant sign the acknowledgment portion of voucher and abstract. * Finance to deposit the check to the claimant's	None	2 mins.	Philline G. Lim Cashier

check to be deposited to his/her payroll bank account.	payroll bank account.			
TOTAL:		None	9 mins.	