

**[POEA MEMORANDUM CIRCULAR NO. 04, S. 2014,
July 17, 2014]**

COLLECTION AND DISBURSEMENT

*Adopted: 17 July 2014
Date Filed: 13 August 2014*

In the interest of the service, the following guidelines relative to collection and disbursement shall be observed.

1. COLLECTION PROCESS:

Mode of payment for all POEA transactions shall be as follows:

- 1.1 Cash payments will always be acceptable;
- 1.2 Check payments shall only be acceptable if issued in the form of Manager's Checks and Cashier's Checks
- 1.3 Company and or Personal Checks are not acceptable.

2. RELEASING OF CHECK/S

2.1 Checks shall be released to payee only with complete documents as follows:

- 2.1.1 Valid ID (Government Issued ID, Company ID and/or Passport)
- 2.1.2 Authorization to collect
- 2.1.3 Official receipt

2.2 Checks paid to claimants of Legal cases, such as those arising from Adjudication, RRB, LRO and or NLRC, shall be released directly to the claimants only through the Sheriff or Enforcement Officer assigned to the case.

Claimant shall present original and reproduction copies of two (2) valid IDs (Government Issued ID, Company ID/passport) upon claiming of check.

In case claimant is not available, his or her authorized representative shall present the following documents:

- a. Special Power of Attorney (SPA)
- b. For both claimant and representative: Original and reproduction copies of two (2) valid ID (Government Issued IDs/Passport, and/or Company ID)

2.3 Claimants of Modified Disbursement System (MDS) checks of the Treasurer of the Philippines are advised to claim their respective checks