

MEMORANDUM CIRCULAR NO. 04
Series of 2014



TO : **ALL CONCERNED**

SUBJECT : **COLLECTION AND DISBURSEMENT**

DATE : July 17, 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.

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BY CRD ON JUL 28 2014

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 one (1) day after the submission of advice of checks issued to the Land bank of the Philippines (LBP), POEA depository bank.

3. ENCASHMENT OF CHECK/S

3.1 As a matter of policy and per COA rules and regulations, the Cash Division shall not allow encashment of checks to employees and non-employees.

4. LOST OFFICIAL RECEIPTS/ELECTRONIC RECEIPTS (ORs/ERs)

In order to avoid tampering and or re-cycling of issued Official Receipts (ORs)/Electronic Receipt (e-Receipts) to recruiting agencies and other POEA clients, NO reproduction copies or certification for lost ORs/ERs shall be made but re-payment shall be imposed.

For guidance.


HANS LEO J. CACDAC
Administrator