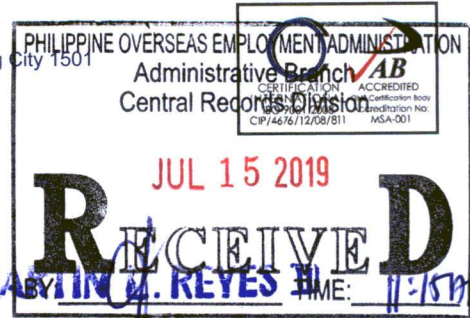




**Philippine  
Overseas  
Employment  
Administration**

Republic of the Philippines  
Department of Labor and Employment  
BFO Building, Ortigas Avenue cor. EDSA, Mandaluyong City 1501  
Website: www.poea.gov.ph E-mail: info@poea.gov.ph  
Hotlines: 722-1144, 722-1155



MEMORANDUM CIRCULAR NO. 06  
Series of 2019

To : ALL CONCERNED  
SUBJECT : COLLECTION AND DISBURSEMENT  
DATE : July 11, 2019

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 CHECKS**

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/Acknowledgement 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.

Claimant shall present original and reproduction copy of one (1) valid ID (Government issued ID, Company ID/Passport) upon claiming of check.

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

- a Special Power of Attorney
  - b. For both claimant and representative:  
Original and reproduction copy of one (1) valid ID (Government Issued ID, Company ID/Passport)
- 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.

**CONTROLLED AND DISSEMINATED**  
BY CRD ON 15 JUL 2019

### 3. ENCASHMENT OF CHECKS

- 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 Receipts (E-Receipts) to recruitment agencies and other POEA clients, NO reproduction copies or certification for lost ORs/ERs shall be made but re-payment shall be imposed.

For your guidance.



**BERNARD P. OLALIA**  
Administrator

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BY CRD ON 1.5 JUL 2019