



DIVISION OF MISAMIS ORIENTAL

January 14, 2019

DIVISION MEMORANDUM

No. 018 s. 2019

**TO: ALL SCHOOL HEADS
 ALL SCHOOL PROPERTY CUSTODIANS**

**FROM: *[Signature]*
 RANDOLPH B. TORTOLA
 Schools Division Superintendent**

**Subject: FIDELITY BONDING OF SCHOOL HEADS AND PROPERTY
 CUSTODIANS FY 2019**

1. In compliance to the Treasury Circular No. 02-2009 dated August 6, 2009 re: Revised Omnibus Regulations Governing the Fidelity Bonding of Accountable Public Officers Pursuant to the Public Bonding Law (Section 313-335 Chapter 15, Revised Administrative Code of 1917), you are hereby directed to request for bonding to cover **property accountability** in accordance with the Schedule of Premium Rates.
2. The applicant shall accomplish the following forms:
 - a) General Form No. 57A (Request Form)
 - b) General Form No. 58A (Application Form)
 - c) Latest Sworn Statement of Assets, Liabilities and Net Worth (SALN)
 - d) List of Bondable Public Officers certified Administrative Officer
 - e) Appointment/ Designation
 - f) Other supporting documents required during the verification by the Chief Treasury Operations Officer II from the Bureau of Treasury
3. The Revised Schedule of Premium Rate for Property Accountability

Equipment (based on your RPCPPE and all Semi Expendable Properties RPCI)	30% of their Total Value x 1.5% = Premium
Supplies and Materials (based on Supplies Inventory from RPCI)	50% of their Total Value x 1.5% = Premium

4. For strict compliance.

/egpc





FIDELITY BONDING PROCESS

CLIENT/ACCOUNTABLE PUBLIC OFFICER

BTR DISTRICT/PROVINCIAL OFFICE

Step 1

Prepares & submits the following:

1. Application for Bond (GF 13A)
2. Request for Bonding (GF 13B)
3. Other documents on the checklist

Step 3

Receives Letter of Denial

Step 7

Presents ATAP to LOB/DBP/PVB for payment of Bond premium

Step 8

Presents proofs of payment of Bond Premium to TOO

1. Validated deposit slip/ EOMDP 506
2. Validated ATAP

TOO - Treasury Operations Officer
 CTOO II - Chief Treasury Operations Officer II (District/Provincial Office)
 RD - Regional Director
 Note:
 - Allocated time excludes transmission of documents from Provincial Office to Regional Office.
 - Processing time differs for Batch transactions.

Step 14

Receives Confirmation Letter

Step 2

TOO receives, reviews/checks completeness of documents (5 mins)

- A. Informing Client of insufficiency of documents and provides checklist of requirements
- B. TOO prepares and issues Letter of Denial, duly signed by the IC

NO
 A. Are requirements complete?
 B. Is Risk Safe?

Step 4

TOO computes the amount of bond premium, prepares ATAP and transmits the same to CTOO II for review and approval (10 mins)

Step 5

CTOO II reviews, approves and returns ATAP to TOO (3 mins)

Step 6

TOO records the approved ATAP in the logbook and issues the same to Client (2mins)

Step 9

- TOO assigns risk number & registers the name of the Bondee/s in the Registry of Bonded Public Officers
 - Prepares Confirmation Letter (8 mins)

Step 10

CTOO II reviews, initials & transmits Confirmation Letter to RD (5 mins)*

Step 11

RD approves and signs Confirmation Letter Returns CL to CTOO II (3 mins)*

Step 12

CTOO II returns Confirmation Letter to TOO (2 mins)

Step 13

TOO releases Confirmation Letter to Client (2 mins)

Confirmation Letter

Confirmation Letter