



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division
Superintendent

26 JUNE 2023

DIVISION MEMORANDUM

No. 358 s. 2023

**SUBMISSION OF FIDELITY BOND BY SCHOOL HEADS IN ELEMENTARY,
SECONDARY AND SENIOR HIGH SCHOOLS**

To: **All Public Schools District Supervisors/Districts-in-Charge**
All Public School Heads/Principals/School-in-Charge
All Field Finance Personnel
All Others Concerned

1. In compliance with the COA Circular No. 2006-005 dated July 13, 2016 and Bureau of Treasury (BTr) Circular No. 02-2009 dated April 25, 2019, entitled Revised Omnibus Regulations Governing the Fidelity Bonding of Accountable Public Officers (Sections 313-335 Chapter 15, Revised Administrative Code of 1917) of the Bureau of Treasury and in conformity with the regulations set under Presidential Decree (P.D.) 1445 otherwise known as the Government Auditing Code of the Philippines, you are hereby directed to submit a copy of your **latest Fidelity Bond (Confirmation Letter)** to the Accounting Office thru:

- a. downloading the **Confirmation Letter** of the **School Head's Fidelity Bond** in PDF Format (duly approved by the Regional Director of the BTr) to this google drive folder link: <https://bit.ly/FidelityBondUpdated>
 - i. File name of PDF should be in this format: NAMEOFSCHOOL (ex: ALUBIJIDCS)
- b. filling in the required details of this google sheet: <https://bit.ly/FidelityBondDetails>
 - i. Encode in Capital Letters

2. Further, it is **mandatory** to **monitor and update** the above in **real-time**.

3. Attached to this memorandum is **Treasury Circular No. 02-2019 dated April 25, 2019 Annex C --Revised Schedule of Premium Rates**. The amount of bond shall be based on the total accountability (cash, property, and accountable forms) of the accountable public officer as determined by the Head of the Agency.

4. The deadline for the submission is **on or before June 30, 2023**.

5. For strict compliance.


EDILBERTO L. OPLENARIA, EdD, CESO V
Schools Division Superintendent

Encls.: As stated

To be indicated in the Perpetual Index
under the following subjects:

FINANCE
POLICY

RULES AND REGULATIONS
SCHOOLS

FIDELITY

FINANCE | riconsolacion



Address: Del Pilar - Velez St., Brgy. 29, Cagayan de Oro City 9000
Telephone Nos.: (088) 881-3094 | Text: 0917-8992245 (Globe)
Website: www.deped.misor.net
Email: misamis.oriental@deped.gov.ph



Enclosure. Treasury Circular No. 02-2019 dated April 25, 2019 Annex C --Revised Schedule of Premium Rates

Annex C

REVISED SCHEDULE OF PREMIUM RATES

I CASH ACCOUNTABILITY

MINIMUM CASH ACCOUNTABILITY	MAXIMUM CASH ACCOUNTABILITY	AMOUNT OF BOND	BOND PREMIUM
5,001.00	9,000.00	75% of their Total Cash Accountability	Bond Premium shall not be less than P150
9,001.00	12,000.00	9,000.00	150.00
12,001.00	15,000.00	11,250.00	168.75
15,001.00	18,000.00	13,500.00	202.50
18,001.00	21,000.00	16,750.00	251.25
21,001.00	25,000.00	18,900.00	283.50
25,001.00	30,000.00	22,500.00	337.50
30,001.00	35,000.00	26,250.00	393.75
35,001.00	40,000.00	30,000.00	450.00
40,001.00	50,000.00	37,500.00	562.50
50,001.00	60,000.00	45,000.00	675.00
60,001.00	80,000.00	60,000.00	900.00
80,001.00	100,000.00	75,000.00	1,125.00
100,001.00	250,000.00	100,000.00	1,500.00
250,001.00	500,000.00	225,000.00	3,375.00
500,001.00	750,000.00	350,250.00	5,253.75
750,001.00	1,000,000.00	500,000.00	7,500.00
1,000,001.00	2,500,000.00	750,000.00	11,250.00
2,500,001.00	5,000,000.00	1,500,000.00	22,500.00
5,000,001.00	25,000,000.00	3,500,000.00	52,500.00
25,000,001.00	75,000,000.00	4,000,000.00	80,000.00
75,000,001.00	100,000,000.00	5,000,000.00	75,000.00
100,000,001.00	500,000,000.00	8,000,000.00	120,000.00
500,000,001.00	1,000,000,000.00	11,000,000.00	165,000.00

II PROPERTY ACCOUNTABILITY

- 1. Property Plant & Equipment (Net Book Value) 30% of their Total Value Value Rounded Off to the nearest hundred x 1.5% = Premium
- 2. Inventories (per GAAM) 50% of their Total Value Value Rounded Off to the nearest hundred x 1.5% = Premium

III FOR ACCOUNTABLE FORMS

- a) Internal Revenue Stamp
- b) Postage and other Standard Stamped Stock 10% of their Total Value Value Rounded Off to the nearest hundred x 1.5% = Premium
- c) Official Receipt
- d) Other Accountable Forms and Valuables



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