



# Department of Education



## Region V DIVISION OF CAMARINES SUR

Freedom Sports Complex, San Jose, Pili, Camarines Sur  
Tele/Fax 871-33-40

### DIVISION MEMORANDUM NO. 230 s. 2019

To : Assistant Schools Division Superintendents  
Public Schools District Supervisors  
Elementary Principals/School Heads  
Disbursing Officers/ Disbursing Officers Designate  
All Others Concerned

From : **CECILLE BERNADETTE P. RIVERA, CESO V**  
Schools Division Superintendent

Subject : **FIDELITY BOND APPLICATION/ RENEWAL**

Date : July 12, 2019

1. In view of the additional cash accountabilities of School Heads and Disbursing Officers due to downloading of School-Based Feeding Program (SBFP), Senior High School (SHS) and Continuing Fund, there is a need to increase the amount of fidelity bond of concerned accountable officers.
2. To facilitate the process of fidelity bonding, the Bureau of Treasury (BTR) has initiated to conduct a **Fidelity Bond caravan** at the **Rodriguez National High School Multi-Purpose Hall** on the following schedule:

Date	Time	District
July 25, 2019	8:00AM – 11:00AM	1st Cong. District
	11:00AM – 2:00PM	2nd Cong. District
	2:00PM – 5:00PM	3rd Cong. District
July 26, 2019	8:00AM – 11:00AM	4th Cong. District (Goa, Lagonoy South, Sagnay, San Jose, Tigaon, Tinambac North & Tinambac South)
	11:00AM – 2:00PM	4th Cong. District (Caramoan, Garchitorena, Lagonoy North, Parubcan, Siruma)
	2:00PM – 5:00PM	5th Cong. District

3. All accountable officers with lapsed fidelity bond and/or have increased amount of accountability particularly the School Principals/School Heads, designated OIC Finance Officers, Disbursing Officers/designated Disbursing Officers and School Property Custodians are directed to proceed to the aforesaid date and venue and bring the following documentary requirements:

<b>NEW APPLICANT</b>
All in 3 Copies (All photocopied docs. should be <b>AUTHENTICATED</b> )
* List of Accountable Public Officers for New Applicant
* Form 57A
* Form 58A
* Fund Accountability Form from Accounting Office of DO specifying the amount of accountability
* 2x2 picture (Latest)
* SALN (Latest)
* Appointment
* Designation Order (if designated other than the position stated in his/her appointment)

<b>RENEWAL and/ or INCREASE IN BOND</b>
All in 3 Copies (All photocopied docs. should be <b>AUTHENTICATED</b> )
* List of Bonded Public Officers for Renewal
* Form 57A
* SALN (Latest)
* Fund Accountability Form from Accounting Office of DO specifying the amount of accountability
* Previous Confirmation Letter

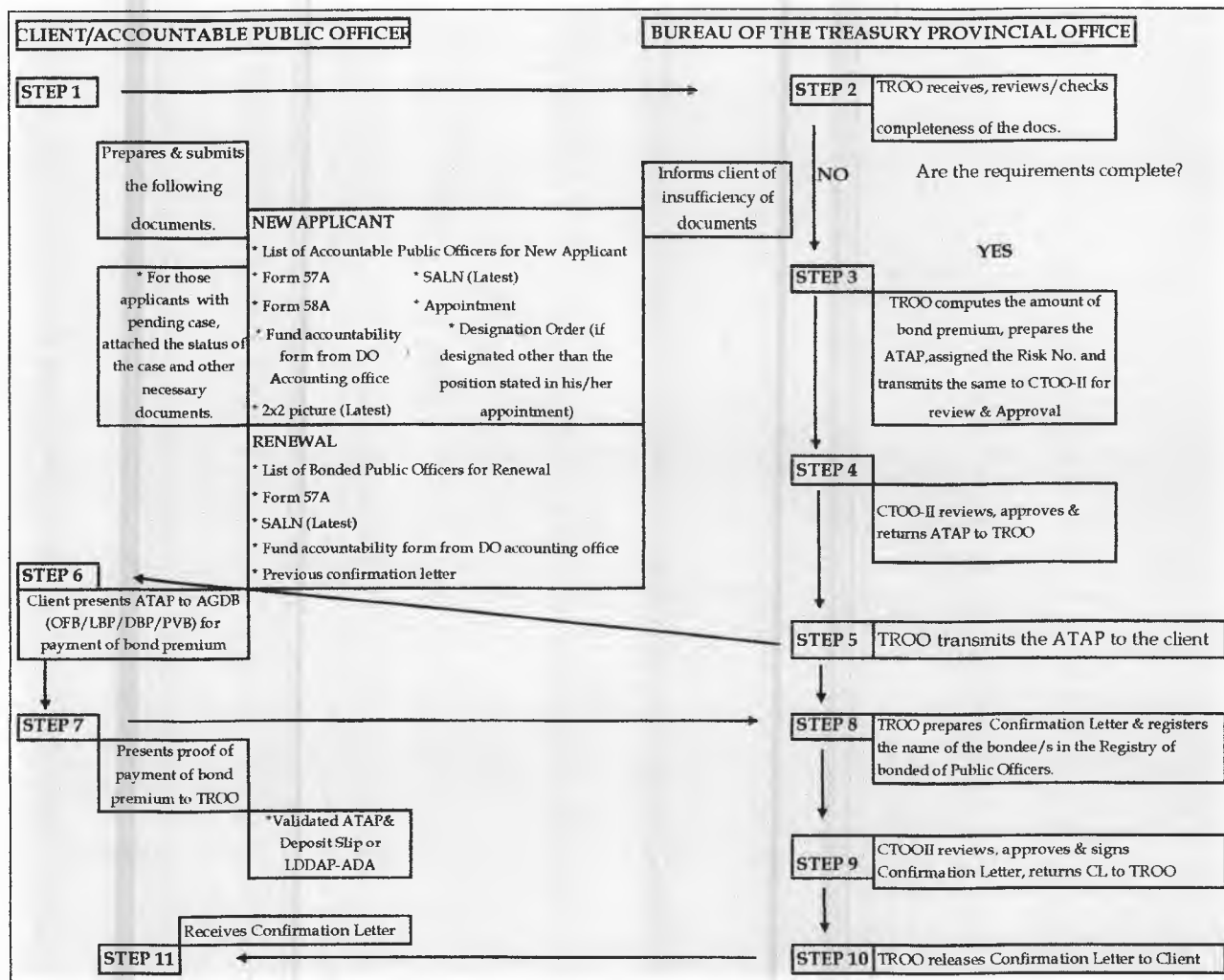


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4. For the guidance of all concerned, below is the process flow of fidelity bonding:



5. It is reiterated that documentary requirements should be **COMPLETE**, properly **ACCOMPLISHED**, and **SIGNED** by authorized signatories before transacting with the Bureau of Treasury (BTr) personnel during the caravan. In addition, photocopy documents should be **AUTHENTICATED** at the Division Records Office.

6. Immediate and widest dissemination of this memorandum is desired.