



Funding the Republic

REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG PANANALAPI
KAWANIHAN NG INGATANG YAMAN
(BUREAU OF THE TREASURY)
Intramuros, Manila 1002

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TREASURY OFFICE ORDER No. 11 - 2021
26 April 2021

TO : ALL BTr REGIONAL DIRECTORS, CHIEF OPERATIONS OFFICER IN THE DISTRICT AND PROVINCIAL OFFICES AND ALL CONCERNED

SUBJECT : GUIDELINES TO FACILITATE COMPLIANCE WITH TREASURY CIRCULAR NO. 02-2019 DATED 25 APRIL 2019, PRESCRIBING THE REVISED REGULATIONS GOVERNING THE FIDELITY BONDING OF ACCOUNTABLE PUBLIC OFFICERS

A. PURPOSE

1. To effectively implement the provisions of Treasury Circular No. 02-2019, prescribing the Revised Omnibus Regulations Governing Fidelity Bonding of Accountable Public Officers (Sections 313 – 335, Chapter 15, Revised Administrative Code of 1917).

B. GENERAL GUIDELINES

1. An accountable officer who has accountability for money, property and accountable forms shall be bonded only once to cover all accountabilities except in cases where such accountable official handles other accountabilities from another office (e.g., designation of a BARMM Parliament Member as Head of the Ministry of Environment) or is designated as Special Collecting and/or Special Disbursing Officer of public funds from other source of funds (e.g., KALAHI-CIDSS, PAMANA, and other special projects) shall be bonded separately based on the amount of such accountability.
2. The Chief Treasury Operations Officer II (CTOO II) or his/her representative shall assess and determine the amount of bond coverage in accordance with the total money accountability and/or property accountability set by the Head of Agency for the Bond Applicant. The rate of premium shall be based on the prescribed Fidelity Bond Premium and shall be paid for one year (12 months) or two years (24 months) or three years (36 months).
3. In case of the Local Government Unit (LGU) – Barangay level, the Barangay annual budget/sources of income and annual inventory of fixed assets shall be taken into consideration when computing the total accountability of the Punong Barangay, Sangguniang Kabataan (SK) Chairman and SK Treasurer. Ten percent (10%) of the approved annual budget of the barangay shall be set aside for the SK and the remaining ninety percent (90%) shall be the accountability of the Punong Barangay divided by twelve (12) since the Internal Revenue Allotment (IRA) is released on a monthly basis and the bond amount is based on the average monthly exposure to risk of the accountable officer.



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4. Bond Applicants may opt to pay the Fidelity Bond premium through electronic payment system (e.g., LBP Link.Biz Portal) or over-the-counter payment (OTC) (e.g., cash, check or LDDAP-ADA) to the nearest Authorized Government Depository Banks (AGDBs). All payments for bond premium shall be for the account of the Treasurer of the Philippines (TOP).
5. The CTOO II and other BTr personnel shall not, for any reason, receive payment of bond premium. Violation thereof shall subject the erring officer or employee to appropriate sanctions for Grave Misconduct defined and penalized under the Revised Uniform Rules in Administrative Cases in the Civil Service in relation to Rule XIV of the Omnibus Rules on Implementing Book V of E.O. 292, s. 1987.
6. The District Offices (DO)/Provincial Offices (PO) shall generate and maintain a monthly Registry of Bonded Accountable Officers (in electronic and hard copy) with the corresponding effective date of bond coverage. This shall be used for monitoring of bonds coverage subject to renewal.
7. The National Government Agencies (NGAs)/Government Owned or Controlled Corporations (GOCCs)/Local Government Units (LGUs)/State Universities and Colleges (SUCs) shall be notified, through the Fidelity Bond Module of the National Government Collections and Disbursement (NGCDS), of maturing bond coverage of their accountable officers one (1) month prior to the cancellation.

C. SPECIFIC GUIDELINES

1. Processing of Fidelity Bond application

1.1 In-person (face-to-face) application – The CTOO II of DO/PO or his/her representative shall:

1.1.1. Receive application for fidelity bonding, increase/decrease of accountability and cancellation of bonds. Fidelity Bond Application Form (FBAF) (Attachment 1) shall be duly accomplished, notarized, and accompanied by:

1.1.1.1. List of Bonded Accountable Officer/s (Attachment 2) certified by the agency officer in charge of Administrative and/or Finance Department, Service, Division or unit;

1.1.1.2. If the accountable officer has pending administrative or criminal case, copies of pertinent pleadings, orders and resolutions filed or issued by the disputing parties, prosecutor or investigatory offices and judicial bodies and all legal documents and orders relative to the said case together with an affidavit/Undertaking as provided for under Sections 7.1.1.2 a to d of TC No.02-2019;

1.1.1.3. For Barangay and SK Officers

1.1.1.3.1 Oath of Office by Barangay/SK Chairperson;



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- 1.1.1.3.2 Duly notarized Resolution for Appointment of Barangay/SK Treasurer;
 - 1.1.1.3.3 Approved Annual Budget and Barangay Appropriation Ordinance (Annual Barangay Youth Investment Program (ABYIP) in lieu of Ordinance);
 - 1.1.1.3.4 Annual Inventory and/or Annual Post-Closing Trial Balance duly received by Commission on Audit (COA); and,
 - 1.1.1.3.5 Certificate of Incumbency secured from DILG for LGU applicants who are not included in the List of LGU Incumbent Officials with BTr DO/PO.
- 1.1.2 Evaluate the bond application in accordance with Sections 7.1.2, 7.1.3, 7.1.6, 7.1.7 and 7.1.8 of TC No. 02-2019:
- 1.1.2.1 If the submitted documents are lacking in requirements or insufficient in information, the FBAF and its supporting documents shall be returned to the bond applicant for necessary corrections/or compliance. The bond applicant maybe required to submit additional documents deemed necessary to support the application. This may include but not limited to certification/s from other government or private agencies or courts of law.
 - 1.1.2.2 If FBAF is not accomplished online thru the National Government Collection and Disbursement System (NGCDS) Fidelity Bond Module, the CTOO II or his/her representative shall provide assistance to the applicant/s in encoding the required information in the system through the available kiosk/s deployed in the DO/PO and in generating the FBAF and return the same to the applicant for signature of the required officials, and notarization. Upon submission of the signed and notarized FBAF with complete supporting documents, issue Authority to Accept Payment (ATAP) to the bond applicant for OTC payment of bond premium for the account of TOP with an AGDB.
- 1.1.3 Issue two (2) copies of approved Confirmation Letter (CL) upon receipt of proof of payment of bond premium. CL shall indicate the electronically generated risk number and effectivity date for each approved fidelity bond. The risk number shall correspond to the district/provincial area code, calendar year, sequential number of approved bonds and suffix (N) for new applicants and (R) for renewal. For fidelity bond renewal, a new risk number shall be issued and the old risk number shall be cancelled.

Example :

For District Offices - BTr Organizational DO/PO Location Code (UACS) - 2021-001N(1) or - 2021-001R(2)

ISO 9001:2015 Quality Management System
Certificate No. SCP000233Q





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Where:

- 2021 - current year
- 001N(1) - 1st application in the year - new with 1 year coverage
- 001R(2) - 1st application in the year - renewal with 2 year coverage

1.1.3.1 One (1) copy of approved CL shall be transmitted by the accountable/liaison officer of the NGA/GOCC/LGU/SUC to their respective COA Resident Auditors.

1.2 Online application – The CTOO II of DO/PO or his/her representatives shall:

1.2.1 Receive application for fidelity bonding, increase/decrease of accountability and cancellation of bonds.

For Manual for Online Processing of Application see Attachment 3.

1.2.2 Review/Check and approve/disapprove online application in accordance with Sections 7.1.2, 7.1.3, 7.1.6, 7.1.7 and 7.1.8 of TC No.02-2019;

1.2.3 Follow 1.1.3 of In-person (face-to-face) application for CL issuance.

1.3 Process for Accountable Officers Handling Public Funds from Different Sources/Agencies – The CTOO II of DO/PO or his/her representative shall:

1.3.1 Follow 1.1 for in-person or face-to-face application and 1.2 for online application.

1.3.2 Issue separate risk number/s for applicant for each source of funds for the following:

1.3.2.1 Barangay Treasurer who is designated as Special Collecting Officer (SCO)/Special Disbursing Officer (SDO) of Kapit-bisig Laban sa Kahirapan – Comprehensive and Integrated Delivery of Social Services (Kalahi-CIDSS) and other special projects;

1.3.2.2 NGA/GOCC accountable officer who is designated as Barangay/SK Treasurer; and,

1.3.2.3 NGA/GOCC accountable officer who is designated as SCO of Two (2) different agencies (e.g., the applicant is officially the SCO of DFA in a foreign post and OWWA, per request to handle their collection since the latter has no post in the same country).

2. If in the evaluation of the CTOO II the applicant is an *unsafe risk* in accordance with Sec. 320 of the Public Bonding Law (PBL), follow the procedure under Section 7.1.6 of TC No. 02-2019.



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- 2.1 Unsafe risks refer to the character, association or habits of a bonded officer that are likely to cause harm, damage, or loss in the funds/property of the government, such as involvement in illegal drug activities, gambling, attending to public dance hall or cabarets, prostitution, illicit love relations, incurring excessive personal debts (not for investment), habitual drunkenness, frequenting horse races and night and day clubs, etc. In addition, any procedural lapses involving money and property accountability like malversation, plunder, or other unlawful taking of public funds or property, falsification of public documents, graft and corruption, terrorism, crimes involving moral turpitude, and high crimes are also considered unsafe risks;
- 2.2 The CTOO II or his/her authorized representative shall assess/evaluate the bond application to determine if the applicant is a safe and conservative risk based on the set guidelines/parameters.
3. If the applicant has pending case/s, the CTOO II or his/her representative may, prior to affirming a disapproved application or approval of any CL forward the application of accountable officer with pending case/s and all documents supporting thereto to the BTr Legal Service for further evaluation and advice. The Legal Service shall provide its evaluation/advice within ten (10) days upon receipt of complete documents from the Regional/Provincial Office.
4. If the bond application is contested, the CTOO II through the RD shall forward the contested application to Legal Service for evaluation. Any contest not made within the prescribed period shall no longer be entertained by the DO/PO concerned.
5. Computation of Bond Premium
 - 5.1 The rate of premium of the fidelity bond is equal to One and One Half Percent (1.5%) of the amount of bond but shall not be less than One Hundred Fifty Pesos (₱150.00) nor shall it exceed One Hundred Sixty-Five Thousand Pesos (₱165,000.00).

The amount of bond shall be based on the following accountabilities provided, the total maximum amount of bond of each accountable officer shall not exceed Eleven Million Pesos (₱11.0M):

- 5.1.1. Cash. This refers to money in its physical form, either on hand or in bank and shall be limited to nationally accepted currencies and legal tender (paper bills and coins), money orders, marketable securities, advice to debit account (ADA) and checks with face value. It may also include overdraft facility or line of credit.
 - 5.1.1.1 National Collecting Officer (NCO). The accountability shall be based on the highest amount collected in a given day in the preceding year, which is the possible amount of accountability of the NCO exposed to risk.
 - 5.1.1.2 Disbursing Officer (DO). The accountability shall be based on the highest amount held in custody and disbursed in the preceding



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year, which is the possible amount of accountability of the DO exposed to risk in a given day.

5.1.1.3 Special Disbursing Officer (SDO). The accountability shall be based on the amount of cash advance released for a given project or activity, which is the possible amount of accountability of the SDO exposed to risk.

5.1.1.4 Barangay Treasurer designated as SCO/SDO of Kalahi-CIDSS. The accountability shall be based on the check/s issued in tranche/s with the highest amount for the implementation of the project as certified by the Department of Social Welfare and Development (DSWD).

5.1.1.5 The CTOO II of DO/PO may request additional documents to ascertain the correct amount of accountabilities declared by the applicant. Such documents shall include but not limited to:

5.1.1.5.1 Monthly Report of Collections & Deposits (MRCD) to determine the highest amount collected in a given day;

5.1.1.5.2 Monthly Report of Check/LDDAP-ADA Disbursements to determine the highest amount in custody and disbursed in a given day;

5.1.1.5.3 Status Report on Government Programs/Projects/Activities (PPAs) per COA Circular 2013-004 to determine the possible amount of accountability exposed to risk; and,

5.1.1.5.4 Certification from the DSWD as to the amount of checks to be issued in tranche/s.

5.1.2 Government Securities. These are debt instruments or investment products issued or offered by the government in the form of Treasury bills, bonds and notes, including stock certificates.

5.1.2.1 The accountability of the Investment Officer or any officer tasked to perform investment activities shall be based on the amount of outstanding investment in Government Securities of the preceding year.

5.1.3 Plant, Property and Equipment. These are non-current assets which is expected to be used more than one accounting cycle/reporting period: machinery, equipment, vehicles, furniture and fixtures (excluding land and building) which shall be taken up at Net Book Value. Equipment or vehicles that are covered with other insurance shall also be included in the basis for the computation of accountability. These may also include gold and silver bullions.

5.1.3.1 For Plant, Property and Equipment and Inventories, the total accountability of the accountable officer is the net book value of



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such accountabilities as of assumption of position for new applicant/s or the current net book value for renewal applicant/s.

5.1.4 Inventories. These are goods/supplies and materials classified as current assets, expendable/semi-expendable and are held for consumption, distribution and/or for sale as well as taken up at acquisition cost; and,

5.1.5 Accountable forms. These are documents that acknowledge the receipt of money or issued for value that uses a sequential number or is a pre-numbered form such as Official Receipts, Invoices, and Purchase Orders including internal revenue stamp, postage and other standard stamp stock as well as checks without face value. The form shall be recorded/taken up at purchase/production cost.

The Agency has the option to designate and bond another accountable officer for the amount in excess of the maximum accountability.

For the sample computation see Attachment 4.

6. Effectivity of Bond

6.1 Over-the-Counter payment

6.1.1 For new application, the effectivity of bond shall commence on the date of payment of bond premium.

6.1.2 For renewal, if premium is paid **one (1) month** in advance, the effectivity date shall commence on the date of cancellation of previous year's bond; or if premium is paid after the lapsing or automatic cancellation of previous year's bond, the effectivity date of the bond renewed shall be on the date of payment of bond premium.

6.2 Online/Electronic payment

6.2.1 The effectivity of the bond shall commence on the date the CL was approved or after evaluation of the submitted documents as to correctness and completeness.

7. Increase in Accountability

7.1 The BTr DO/PO shall be advised by the NGA/GOCC/LGU/SUC for any increase in the amount of accountability. The bond applicant shall follow procedure 7.1.1 of TC No. 02-2019 indicating the new amount of accountability in the Fidelity Bond Application Form. The BTR DO/PO shall issue new CL indicating the cancelled previous bond and new risk number commencing on the date of payment of the new bond premium.

7.2 The bond premium shall be computed based on the new amount of bond less the portion of unexpired premium on the previous bond. In cases where the amount of bond is the same, the premium corresponding to the difference between date

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of cancellation of the previous bond and effective date of the new bond shall be paid.

For the sample computation see Attachment 5.

- 7.3 Any increase due to additional designation/assignment that fall under the same bracket/range of accountability as the previous bond, the same process as increase in accountability shall be followed.
8. Renewal of Bond Prior to Lapsing or Automatic Cancellation. Bond coverage renewed before the 11th month (for 1 year coverage), 23rd month (for 2 years coverage) or 35th month (for 3 years coverage), shall follow the same process as in application for increase in accountability.
9. Transfer of Work Station of an Accountable Officer. When a bonded officer or employee of a National Government Agency (NGA) changes its work station (e.g. DepEd's frequent reshuffling of School Heads/Principals), the concerned accountable officer can carry the current bond coverage to the present work station provided that there is no change in the responsibilities to be discharged as an accountable officer and in the amount of accountability from the previous work station.
- In case there is an increase in the amount of accountability, the accountable officer shall apply for a new bond coverage and the DO/PO CTOO II or his/her representative shall cancel the current bond coverage and compute the unexpired portion of the previously paid bond premium. The unexpired portion shall be applied to the bond premium corresponding to the increased amount of accountability of the concerned accountable official.
10. Decrease in Accountability. There is no refund of premium paid for the decrease in premium resulting to decrease in accountability and amount of bond.
11. Reportorial Requirement. The CTOO II within two (2) working days after the end of the month, shall prepare and submit a report of the total premium collected for the month to the Regional Accountant concerned, who shall consolidate and submit the same to the Bureau Accounting Division (BAD), National Cash Accounting Division (NCAD), Receipts, Investments and Disbursement Division (RIDD), and the Commission on Audit (COA) within five (5) working days after the end of each reference month.
12. Payment of Claims Against Fidelity Fund
- 12.1 The CTOO II in the DO/PO shall receive the agency's application for claims against the Fidelity Fund together with COA findings and recommendation, and check the completeness of supporting documents enumerated under Section 8.5.1 of TC No. 02-2019;
- 12.2 The CTOO II shall evaluate the claim and endorse the same with recommendation to the RD;
- 12.3 The RD shall review the recommendation; and,

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- 12.3.1 Endorse the claim to the Treasurer of the Philippines (TOP), through the Deputy Treasurer of the Philippines (DTOP) having supervision of Regional Offices (ROs), if in the judgment of the CTOO II the claim is valid and sufficient in form; or,
- 12.3.2 Disapprove and return the claim stating the basis for disapproval.
- 13. Help desk shall be provided to answer queries and/or other concerns of the accountable public officers regarding the implementation of TC 02-2019.
 - 13.1 The ROs shall be responsible in answering queries and/or concerns from DOs/POs under their respective areas of jurisdictions; and,
 - 13.2 The National Capital Region (NCR)/Regional Coordinator, shall be responsible in addressing queries and/or concerns from the ROs, subject to consultation with the DTOP supervising RO operations.

This Order shall take effect immediately.

ROSALIA V. DE LEON
Treasurer of the Philippines



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Attachment 1
Fidelity Bond Application Form
(Revision No. XXX Date XXXXX)

RISK NUMBER
(to be accomplished by BTr Officer)

REQUEST FOR APPLICATION FOR BONDING AND/OR CANCELLATION OF
FIDELITY BOND OF ACCOUNTABLE PUBLIC OFFICER

INSTRUCTIONS: 1. ACCOMPLISH THIS FORM CORRECTLY 3. MARK APPROPRIATE BOXES ☐ WITH CHECK "✓"
2. PRINT ENTRIES LEGIBLY IN CAPITAL LETTERS

TYPE OF APPLICATION:	<input type="checkbox"/> NEW <input type="checkbox"/> RENEWAL <input type="checkbox"/> CANCELLATION, please proceed to Item Nos. 24-32	OLD RISK NUMBER: For Renewal												
1. NAME Surname Given Name Name Ext. (e.g., Jr.) Middle Name														
2. ADDRESS														
3. DATE OF BIRTH (mm/dd/yyyy)	4. PLACE OF BIRTH													
5. SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	7. CIVIL STATUS <input type="checkbox"/> SINGLE <input type="checkbox"/> WIDOWED <input type="checkbox"/> MARRIED <input type="checkbox"/> SEPARATED	8. CONTACT NUMBER												
6. TIN	9. EMAIL ADDRESS													
10. MONTHLY INCOME (Salaries, allowances, business income and the like)		11. ESTIMATED MONTHLY EXPENSES												
12. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, give details: _____														
13. a. Have you ever been found guilty of any administrative offense? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, give details: _____		b. Have you ever been found guilty of criminal case before any court? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, give details: _____ Case No/s. _____ Date Filed: _____ Status of Case/s: _____												
14. CHARACTER REFERENCE (Individual must not be related up to the fourth degree by consanguinity or affinity to applicant)														
<table border="1"><thead><tr><th>NAME</th><th>ADDRESS</th><th>CONTACT NUMBER</th></tr></thead><tbody><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr></tbody></table>			NAME	ADDRESS	CONTACT NUMBER									
NAME	ADDRESS	CONTACT NUMBER												
15. I declare that the answer to the foregoing questions are true to the best of my knowledge and belief. I fully understand that any misrepresentation made in this application and supporting documents shall cause the filing of administrative/criminal case(s) against me. Government Issued ID : _____ ID/License/Passport Number : _____ Date/Place of Issue : _____ <div style="text-align: right;">Signature over Printed Name /Date Accomplished _____</div>														
16. SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued Government ID as indicated above. Doc. No. : _____ Page No. : _____ Book No. : _____ Series of : _____ <div style="text-align: right;">Signature of Officer/Person Administering Oath _____</div>														

17. AMOUNT OF ACCOUNTABILITY <table style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 35%;"></td> <td style="text-align: center; border-bottom: 1px solid black;">AMOUNT OF ACCOUNTABILITY</td> </tr> <tr> <td colspan="2">(a) Public Funds</td> </tr> <tr> <td>(1) As Collecting Officer</td> <td>P _____</td> </tr> <tr> <td>(2) As Disbursing Officer</td> <td>_____</td> </tr> <tr> <td>(3) As Signing Officer</td> <td>_____</td> </tr> <tr> <td>(4) Investment Officer (GS Investments)</td> <td>_____</td> </tr> <tr> <td colspan="2">(b) Public Property</td> </tr> <tr> <td>(1) Inventories (per GAAM)</td> <td>P _____</td> </tr> <tr> <td>(2) Property, Plant & Equipment (Net Book Value)</td> <td>_____</td> </tr> <tr> <td colspan="2">(c) Forms and other valuables</td> </tr> <tr> <td>(1) Internal Revenue Stamps</td> <td>P _____</td> </tr> <tr> <td>(2) Postage and other Stamped Stock</td> <td>_____</td> </tr> <tr> <td>(3) Official Receipt</td> <td>_____</td> </tr> <tr> <td>(4) Others Forms and valuables</td> <td>_____</td> </tr> <tr> <td>TOTAL AMOUNT</td> <td>P _____</td> </tr> </table>		AMOUNT OF ACCOUNTABILITY	(a) Public Funds		(1) As Collecting Officer	P _____	(2) As Disbursing Officer	_____	(3) As Signing Officer	_____	(4) Investment Officer (GS Investments)	_____	(b) Public Property		(1) Inventories (per GAAM)	P _____	(2) Property, Plant & Equipment (Net Book Value)	_____	(c) Forms and other valuables		(1) Internal Revenue Stamps	P _____	(2) Postage and other Stamped Stock	_____	(3) Official Receipt	_____	(4) Others Forms and valuables	_____	TOTAL AMOUNT	P _____	18. NAME OF OFFICE OR AGENCY 19. ADDRESS OF OFFICE OR AGENCY <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-between; font-size: small;"> _____ Municipality/City _____ Province </div> 20. STATION/DIVISION (Place of assignment) 21. TITLE OF POSITION OR DESIGNATION 22. DATE OF DESIGNATION OR ASSUMPTION OF ACCOUNTABILITY <div style="display: flex; justify-content: space-around; margin-top: 10px;"> _____ Year _____ Month _____ Day </div> 23. BOND PERIOD COVERAGE <div style="margin-top: 10px;"> <input type="checkbox"/> One (1) year <input type="checkbox"/> Two (2) years <input type="checkbox"/> Three (3) years </div>
	AMOUNT OF ACCOUNTABILITY																														
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(2) As Disbursing Officer	_____																														
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(4) Others Forms and valuables	_____																														
TOTAL AMOUNT	P _____																														
THIS BLOCK TO BE FILLED ONLY IN CASE OF BOND CANCELLATION																															
24. OFFICE OR AGENCY AND STATION <hr/>																															
25. NAME OF OFFICERS TO BE RELIEVED <div style="display: flex; justify-content: space-between; font-size: small; margin-top: 10px;"> _____ Surname _____ Given Name _____ Middle Name </div>	26. PRESENT POSITION OR DESIGNATION <hr/>																														
27. AMOUNT OF BOND <hr/>	28. RISK NUMBER AND EFFECTIVITY DATE <hr/>																														
29. DATE OF RELIEF <div style="display: flex; justify-content: space-around; font-size: small; margin-top: 10px;"> _____ Year _____ Month _____ Day </div>	30. CAUSE OF RELIEF <hr/>																														
31. THIS IS TO CERTIFY THAT, as Head of Agency of _____, I verified the truthfulness of the answers to the questions contained on the face of this form and found them correct insofar as can be ascertained and that the applicant is a safe and conservative risk. Hence, the undersigned is recommending approval and authorizing the <div style="margin-left: 40px;"> <input type="checkbox"/> Application for Bonding <div style="margin-left: 20px;"> <input type="checkbox"/> New <input type="checkbox"/> Renewal </div> <input type="checkbox"/> Cancellation of Bond </div> of the above accountable public officer.																															
_____ Signature over Printed Name of Head of the Agency/Date Accomplished																															
THIS BLOCK TO BE FILLED BY BTr ONLY																															
32. AMOUNT OF BOND RECOMMENDED <hr/>	33. AMOUNT OF BOND PREMIUM PAYABLE <hr/>																														
This is to certify that I have carefully evaluated the request for _____ of Fidelity Bond of the above-mentioned accountable public officer. <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <input type="checkbox"/> APPLICATION <input type="checkbox"/> RENEWAL <input type="checkbox"/> CANCELLATION </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 60%;"> _____ Name & Signature of BTr Officer </div> <div style="width: 35%;"> _____ DATE </div> </div>																															

(AGENCY LETTERHEAD)

LIST OF BONDED ACCOUNTABLE PUBLIC OFFICER/S

NAME OF PUBLIC OFFICER	TYPE OF APPLICATION (Check "✓" the appropriate column)		DESIGNATION (e.g. Disbursing/ Collecting/Signing Officer)	PREVIOUS YEAR'S DATA			AMOUNT			PREFERRED BOND COVERAGE (1, 2, or 3 YEARS)	REMARKS (WITH/WITHOUT PENDING ADMINISTRATIVE AND CRIMINAL CASE)
	NEW	RENEWAL		EFFECTIVITY DATE		RISK NO.	ACCOUNTABILITY	BOND	PREMIUM		
				From	To						
		(For Renewal)									

Prepared by:

Certified and Approved by:

Signature over printed name

Name & Designation of Authorized Official



**National Government Collection
& Modified Disbursement
System (NGCDS)
Fidelity Bond Management
System
(User Manual Guide)**

1.0 Revision History

Date	Version	Description	Author
March 17, 2021	1	Initial Version	IPC
March 25, 2021	2	Added screenshots to various sections	IPC

2.0 Signoffs

Name	Organization/ Position	Date	Signature

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1.0 Introduction

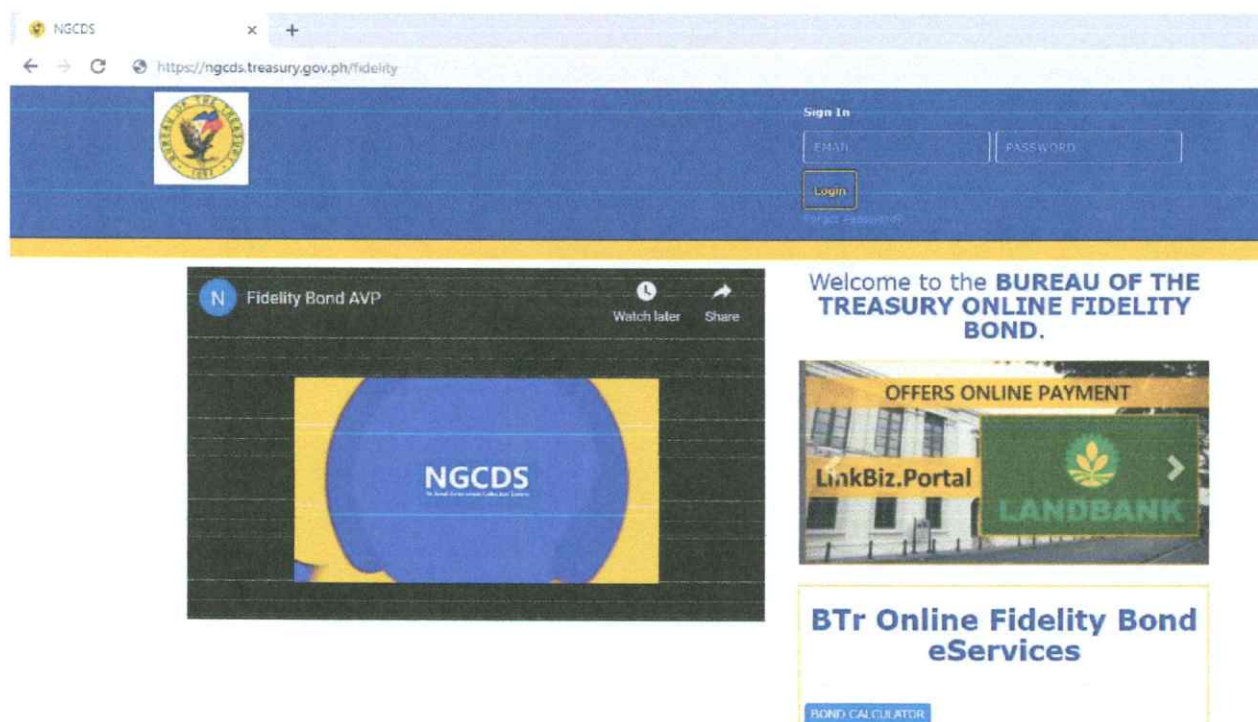
The Fidelity Bond Module ensures safety and provides insurance protection for employees of the Philippine government. It is designed to allow employees application for Fidelity Bonds through the website (<https://ngcds.treasury.gov.ph/fidelity>), in which each application must first be authorized and proceeded by the agency approver.

1.1 Getting Started

Open your web browser's address bar and type the Fidelity Bonds website (<https://ngcds.treasury.gov.ph/fidelity>) then press enter.

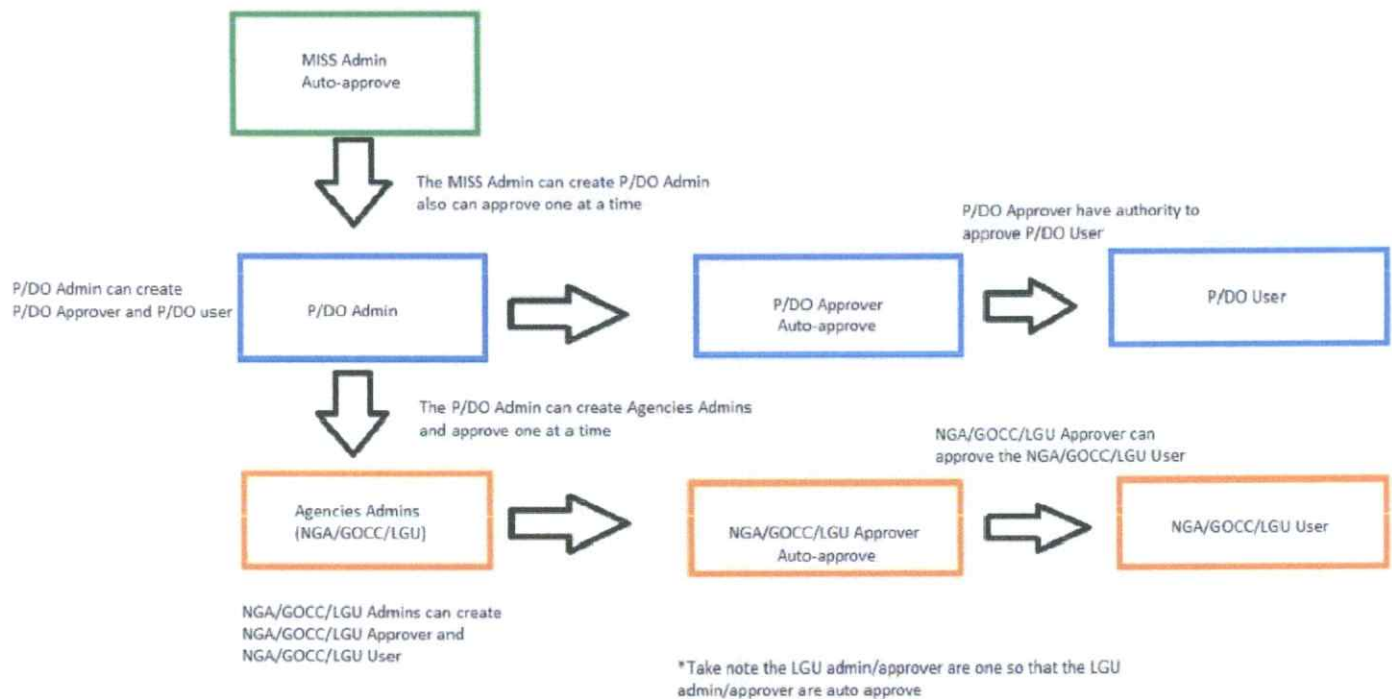
The main homepage will open and request for user login credentials. For new users, ask the appointed agency approver for account creation and/or credentials, this process will be explained in section 2.0 Account Setup.

Input the correct credentials and click the Login button, this will lead to the Fidelity System.



2.0 Account Setup

The Fidelity Bond Module consists of multiple user levels for each organization and its branches; the admin, the approver, and the user. Each level has its role and function to the website and each agency.



2.1 Account Types and Roles

2.1.1 BTr System Admin/MISS Admin

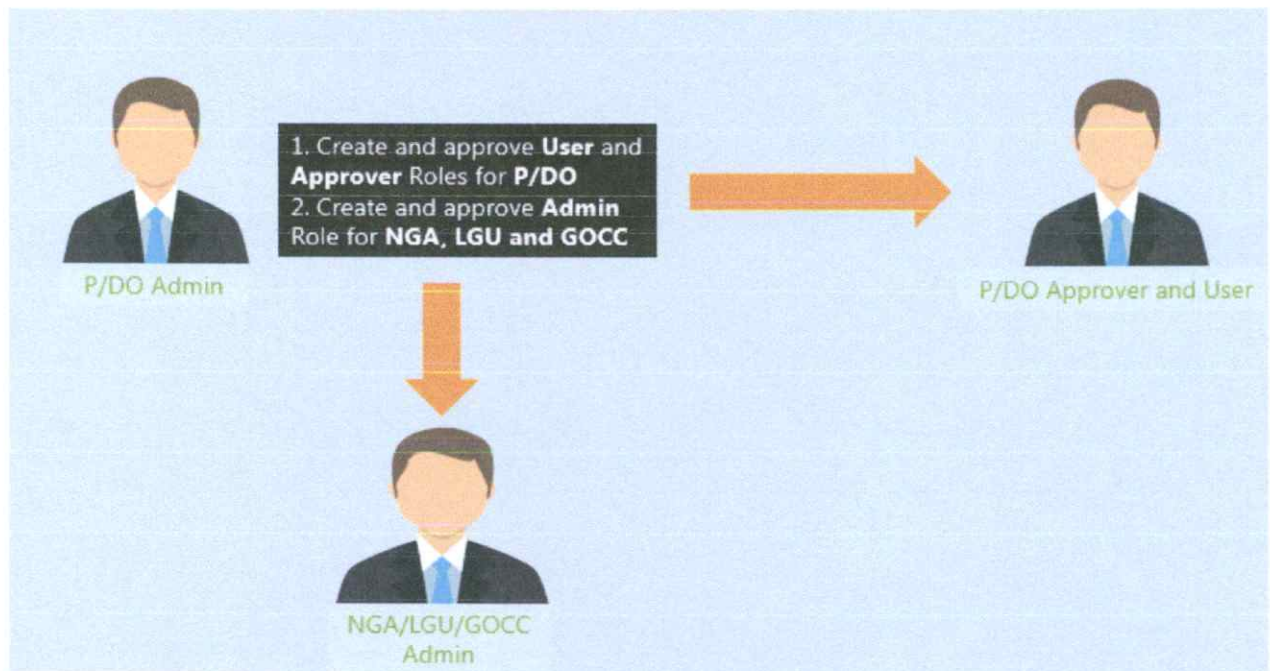
The BTr System Admin is the highest level of authority in the system that manages the account creation and approvals of PDO accounts as well as oversees the entirety of the system itself.

This role has the ability to:

- View the list of active admins.
- Activate and deactivate P/DO admins and accounts.
- See the approval list of the newly created P/DO admins.
- Approve and reject newly created users.

2.1.2 P/DO Accounts

1. P/DO Admin



Creates and approves user and approver roles for P/DO, as well as admin roles for NGA, LGU and GOCC.

This role has the ability to:

- View the list of active agency's admins, P/DO approvers and P/DO users.
- Add new P/DO approvers and users.
- Add and approve new admins to each agency (NGA/GOCC/LGU).
- Deactivate all users in the activated accounts list.

2. P/DO Approver

Approves user roles, confirms bond applications, and sends confirmation letters.

This role has the ability to:

- See the approval list of created P/DO users.
- Activate bond applications.
- Approve or reject created P/DO users.

3. P/DO User

Submit the bond applications for approval to the P/DO approver.

Manually creates the ATAP for bond applications, also tags them as paid. Creates and sends the confirmation letter of activated bond applications.

This role has the ability to:

- Generate print report in different format like

MASTERLIST of Maturing Bonds

MASTERLIST of Bonded Accountable Officers and Employees - Cancelled

MASTERLIST of Bonded Accountable Officers and Employees - By Type of Accountability (Cash, Property, Others)

MASTERLIST of Bonded Accountable Officers and Employees - By Agency Type

MASTERLIST of Bonded Accountable Officers and Employees - By Organization Code

Report of Deposited Collections of Fidelity Bond Premia

Report of Deposited Collections of Fidelity Bond Premia – By Agency

2.1.3 NGA/GOCC/LGU Accounts

1. Admin

Creates users for the appointed agency (NGA/GOCC/LGU). Oversees the activities of bond applications and its accounts.

This role has the ability to:

- View the list of active agency approvers and users.
- Add new agency admins and approvers.
- Activate Deactivate all users in the agency.

2. Approver

Approves users created by Admin, approval of bond applications, and processes online payment transactions.

This role has the ability to:

- See the approval list of the agency.
- Approve the agency users.
- Approve Bond applications.
- Process online payment transactions

3. User

Applies/files for Fidelity Bond online application. The client of the system.

2.2 Account Creation

To begin the process of creating accounts and roles for each agency, please do the following steps:

P/DO Admin

1. Open the Fidelity Bonds website (<https://ngcdfs.treasury.gov.ph/fidelity>)
2. Log in with the BTr System Admin credentials and the NGCDS Fidelity system will open.
3. Click the 'User Management' Tab and choose 'Manage Users'.
*This panel shows the list of active Admin Users, the BTr System admin has the ability to activate and deactivate user accounts.
4. Click 'Add User' and input all the information needed.
5. Once all the information has been reviewed, proceed with 'Create P/DO Admin'.
6. The P/DO Admin will receive an email notification containing a temporary password that can be changed on the next login.

*Password must meet password complexity policy

P/DO Approver and User

1. Open the Fidelity Bonds website (<https://ngcdfs.treasury.gov.ph/fidelity>)
2. Log in with the P/DO Admin credentials and the NGCDS Fidelity system will open.
3. Click the 'User Management' Tab and choose 'Manage Users'.
4. Click 'Add User' and input all the information needed, including the type of user.
5. Once all the information has been reviewed, proceed with 'Create P/DO Approver/User'.
6. The created account will receive an email notification containing a temporary password that can be changed on the next login.

Agency Admin

1. Open the Fidelity Bonds website (<https://ngcdfs.treasury.gov.ph/fidelity>)
2. Log in with the P/DO Admin credentials and the NGCDS Fidelity system will open.
3. Click the 'User Management' Tab and choose 'Manage Users'.
4. Click 'Add User' and input all the information needed, including the type of user.
5. Once all the information has been reviewed, proceed with 'Create *Agency* Admin'.
6. The created account will receive an email notification containing a temporary password that can be changed on the next login.

Agency Approver

1. Open the Fidelity Bonds website (<https://ngcdfs.treasury.gov.ph/fidelity>)
2. Log in with the Agency Admin credentials and the NGCDS Fidelity system will open.
7. Click the 'User Management' Tab and choose 'Manage Users'.
8. Click 'Add User' and input all the information needed, including the type of user.
9. Once all the information has been reviewed, proceed with 'Create *Agency* Approver'.

- The created account will receive an email notification containing a temporary password that can be changed on the next login.

Agency User

- Open the Fidelity Bonds website (<https://ngcds.treasury.gov.ph/fidelity>)
- Log in with the Agency Admin credentials and the NGCDS Fidelity system will open.
- Click the 'User Management' Tab and choose 'Manage Users'.
- Click 'Add User' and input all the information needed, including the type of user.
- Once all the information has been reviewed, proceed with 'Create *Agency* User'.
- The agency approver will review the application and approve.
- The created account will receive an email notification containing a temporary password that can be changed on the next login.

3.0 Applying for a New Fidelity Bond

The application for a New Fidelity Bond requires an agency user account (NGA, GOCC, LGU).

3.1 Steps for application (For agency users):

- Log in to the system with the correct credentials.
- In the Navigation panel click Manage Fidelity Bond and then click 'New Bond' button.
- Input the required Personal Information and then click on the 'Continue' button to proceed to the next screen. The system will prompt for any missing or invalid entries.

The screenshot shows the 'NEW APPLICATION' form in the NGCDS system. The form is divided into several sections for data entry:

- 1. NAME OF OFFICIAL:** Includes fields for Given Name (TEST PLASE), Name Extension, Middle Name (TEST MIDNAME), and Surname (TEST SURNAME).
- 2. ADDRESS:** Includes fields for Street/Blg./Unit (11), Barangay (240), District/Province (Rizal), and City/Municipality (San Jose del Monte).
- 3. DATE OF BIRTH:** A date picker showing 12/24/1979.
- 4. PLACE OF BIRTH:** A dropdown menu showing AQDA.
- 5. GENDER:** A dropdown menu showing MALE.
- 6. TIN:** A text field showing 123456789.
- 7. CIVIL STATUS:** A dropdown menu showing MARRIED.
- 8. CONTACT NUMBER:** A text field showing 0912345678.
- 9. EMAIL ADDRESS:** A text field showing 1234@ph.com.
- 10. MONTHLY INCOME:** A text field showing 12,000.00.
- 11. ESTIMATED MONTHLY EXPENSES:** A text field showing 12,000.00.
- 12. Have you ever been separated from the service in any of the following modes?** (resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (job/shift) in the public or private sector?). Includes a dropdown for 'If yes, give details here...'.
- 13a. Have you ever been found guilty of any administrative offense?** Includes a dropdown for 'If yes, give details here...'.
- 13b. Have you ever been found guilty of criminal case before any court?** Includes a dropdown for 'If yes, give details here...'.
- Case History:** A section for listing previous cases.
- Date Filed:** A text field for the date the bond was filed.
- Status of Case/s:** A section for tracking the status of the case.

The form includes a 'CONTINUE' button at the bottom right.

- Input the Character Reference and ID information and then click on the 'Continue' button to proceed to the next screen. The system will prompt for any missing or invalid entries.

NGDCS

ngcds.onthespot.com/fidelity/bond-create-page-2

BUREAU OF THE TREASURY

Fidelity Bond Online Application

Home Manage Fidelity Bond GET ITEMS 1-13 ITEM 14-15

NEW APPLICATION ITEMS 14-15

14. Character Reference (Individual must not be older up to the fourth degree by consanguinity or affinity to applicant)

NAME ADDRESS CONTACT NUMBER

TEST CHAR REF 1129 9081234567

ENTER NAME ENTER ADDRESS ENTER CONTACT NUMBER

ENTER NAME ENTER ADDRESS ENTER CONTACT NUMBER

15. I declare that the answer to the foregoing questions are true to the best of my knowledge and belief. I fully understand that any misrepresentation made in this application and supporting documents shall cause the filing of administrative/criminal case(s) against me.

GOVERNMENT ISSUED ID CARD DRIVERS LICENSE DATE ACCOMPLISHED 08/25/2021

ID CARD NUMBER 123456

DATE ISSUED Enter date issued

PLACE ISSUED ENTER PLACE ISSUED

GO BACK CONTINUE

- Input the Bond Coverage and Amount of Accountability details and then click on the 'Continue' button to proceed to the next screen. The system computes the total premium based on the selected Bond Period Coverage and will prompt for any missing or invalid entries.

NGDCS

ngcds.onthespot.com/fidelity/bond-create-page-3

BOND COVERAGE

	ACCOUNTABILITY (\$)	BOND (\$)	PREMIUM (\$)
ASSIGNING OFFICER	0.00		
INVESTMENT OFFICER (S) INVESTMENTS	0.00		
SUBTOTAL A. PUBLIC FUNDS	0.00	0.00	0.00
B. PUBLIC PROPERTY			
1. INVESTOR'S (PER SHARE)	1,000.00	1,000.00	10.00
2. PROPERTY PLANT & EQUIPMENT (NET BOOK VALUE)	0.00	0.00	0.00
C. FORMS AND OTHER VALUABLES			
1. INTERNAL REVIEW STAFFS	500.00		
2. POSTAGE & OTHER STAMPED CHECK	0.00		
3. OFFICIAL RECEIPT	0.00		
4. OTHER FORMS & VALUABLES	0.00		
SUBTOTAL C. FORMS & OTHER VALUABLES	500.00	500.00	5.00
TOTAL ACCOUNTABILITIES			
	TOTAL ACCOUNTABILITY (\$)	TOTAL BOND AMOUNT (\$)	TOTAL PREMIUM (\$)
	1,500.00	1,500.00	15.00

GO BACK CONTINUE

- The system will display the Agency and Placement of Assignment details together with the Accountability Summary. Enter the Date Assumption and then click on the 'Finish' button to submit the bond for agency approval.

The screenshot shows the 'Fidelity Bond Online Application' form. The left sidebar contains navigation links: 'Manage Fidelity Bond', 'Profile', and 'Logout'. The main content area is titled 'AGENCY AND PLACE OF ASSIGNMENT' and includes a 'SUMMARY ACCOUNTABILITY' section with the following details:

SUMMARY ACCOUNTABILITY	
BOND COVERAGE	ONE (1) YEAR
TOTAL ACCOUNTABILITY	0.00
TOTAL BOND	0.00
TOTAL PREMIUM	0.00

Below the summary, the form is divided into two columns for agency and assignment details:

- 18. NAME OF OFFICE OR AGENCY:** Includes fields for DEPARTMENT (DepEd), AGENCY (NCCT National Council for Children's Television), OPERATING UNIT (National Council for Children's Television), and UACS CODE (070000000000).
- 19. ADDRESS OF OFFICE OR AGENCY:** Includes LGU PROVINCE and LGU CITY/MUNICIPALITY.
- 20. PLACE OF ASSIGNMENT:** Includes STATION/DIVISION.
- 21. TITLE OF POSITION OR DESIGNATION:** Includes POSITION (Accountable Forms Custodian), SECOND POSITION (None), and THIRD POSITION (None).
- 22. DATE OF DESIGNATION OR ASS:** Includes DATE ASSUMPTION (with a calendar picker for March 2021).

Buttons for 'GO BACK' and 'FINISH' are located at the bottom right of the form.

- The system will return to the Manage Fidelity Bond Applications window and display the newly created bond with a status of "FOR AGENCY APPROVAL".

The screenshot shows the 'Manage Bond Applications' window. It includes a 'FILE APPLICATION' section with 'Print List' and 'NEW BOND' buttons. Below this is a table of bond applications with the following columns: APPN, NAME OF OFFICIAL, DATE ACCOMP, TYPE, BOND, PREMIUM, VALIDITY PERIOD, STATUS, and ACTION.

APPN	NAME OF OFFICIAL	DATE ACCOMP	TYPE	BOND	PREMIUM	VALIDITY PERIOD	STATUS	ACTION
AC-0231-20210322-719	JASONUY UY	01/03/2020	CANCELLATION	26,050.00	233.25	03/22/2021 to 03/22/2023	BTR REVIEWED FOR CANCELLATION	CANCEL BOND
AN-0231-20210319-532	JASONUY UY	01/03/2020	NEW	17,300.00	549.00	03/19/2021 to 03/19/2023	CANCELLED	CANCEL BOND
AR-0231-20210319-696	JASONUY UY	01/03/2020	RENEW	26,050.00	233.25	03/19/2021 to 03/19/2023	CANCELLED	CANCEL BOND
AN-0231-20210305-462	JOHNJOSEPH SANTOS	01/01/2020	NEW	9,600.00	318.00	03/05/2021 to 03/05/2023	BTR REVIEWED PAID	CANCEL BOND
AN-0231-20210325-748	AS X	03/25/2021	NEW	600.00	9.00		FOR AGENCY APPROVAL	APPROVE
AN-0231-20210321-700	AA	03/21/2021	NEW	0.00	0.00		DRAFT	APPROVE

3.2 Steps for approval (For agency approvers):

1. Log in to the system with the correct credentials.
 2. In the navigation panel click Fidelity Bond Approval and then click on the 'APPROVE' button of the bond you wish to transact.
- *Shows the list of Fidelity Bonds for approval.

NGDCS

ngcds.onthespot.com/fidelity/bond-approval

BT FIDELITY **BUREAU OF THE TREASURY** **Fidelity Bond Online Application**

MANAGE BOND APPROVAL FIDELITY BOND MANAGEMENT

Approve Bond Applications

Show 10 entries

Application No.	Date Accomp.	Name of Official	Type	Bond	Premium	Status
AN-0231-20210925-748	09/25/2021	V. AS S	NEW	600.00	9.00	FOR AGENCY APPROVAL

Showing 1 to 1 of 1 entries

Previous 1 Next

3. Review the Personal Information and then click on the 'NEXT PAGE' button if the approval process should continue. Click on the 'SUSPEND APPLICATION' button if approval process should be suspended.

NGDCS

ngcds.onthespot.com/fidelity/bond-create-page-1?id=371871&iidap=340792&ido=702528&t=1&ref=AN-0231-20210925-748&v=2

BT FIDELITY **BUREAU OF THE TREASURY** **Fidelity Bond Online Application**

NEW APPLICATION ITEMS 1-12

SUSPEND APPLICATION **NEXT PAGE**

Personal Information

1. NAME OF OFFICIAL

Given Name AS

Name Extension

Middle Name S

Surname X

2. ADDRESS

Street/Bldg/Unit X

Barangay Q

District/Province Abra

City/Municipality Banguev Abra

10. MONTHLY INCOME

10,000.00

Salaries, allowances, business income and the like

11. ESTIMATED MONTHLY EXPENSES

2,000.00

12. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector? If yes, give details here...

IF YES, GIVE DETAILS HERE...

13a. Have you ever been found guilty of any administrative offense? If yes, give details here...

IF YES, GIVE DETAILS HERE...

13b. Have you ever been found guilty of criminal case before any

- Review the Character Reference and ID information and then click on the 'NEXT PAGE' button if the approval process should continue. Click on the 'SUSPEND APPLICATION' button if approval process should be suspended.

The screenshot shows the 'Fidelity Bond Online Application' page for the Bureau of the Treasury. The page is titled 'NEW APPLICATION' and includes a navigation menu on the left with options like 'Fidelity Bond', 'Fidelity Bond Approval', 'User Management', 'Profile', and 'Logout'. The main content area is divided into two sections: '14. Character Reference' and '15. I declare that the answer to the foregoing questions are true to the best of my knowledge and belief...'. The '14. Character Reference' section contains three rows of input fields for 'NAME', 'ADDRESS', and 'CONTACT NUMBER'. The '15. I declare...' section contains input fields for 'GOVERNMENT ISSUED ID CARD', 'ID CARD NUMBER', 'DATE ISSUED', 'PLACE ISSUED', and 'DATE ACCOMPLISHED'. At the top right, there are buttons for 'SUSPEND APPLICATION' and 'NEXT PAGE'.

- Review the Bond Coverage and Amount of Accountability details and then click on the 'NEXT PAGE' button if the approval process should continue. Click on the 'SUSPEND APPLICATION' button if approval process should be suspended.

The screenshot shows the 'Fidelity Bond Online Application' page for the Bureau of the Treasury, specifically the 'BOND COMPLETION' section. The page is titled 'BOND PERIOD COVERAGE' and 'AMOUNT OF ACCOUNTABILITY'. The 'BOND PERIOD COVERAGE' section includes a dropdown menu for 'BOND PERIOD COVERAGE' set to 'ONE (1) YEAR'. The 'AMOUNT OF ACCOUNTABILITY' section includes a table with columns for 'A. PUBLIC FUNDS', 'ACCOUNTABILITY (P)', 'BOND (P)', and 'PREMIUM (P)'. The table lists four categories: '1. AS COLLECTING OFFICER', '2. AS DISBURSING OFFICER', '3. AS SIGNING OFFICER', and '4. INVESTMENT OFFICER (GS INVESTMENTS)'. The 'SUB-TOTAL: A. PUBLIC FUNDS' row shows a total accountability of 999.99, a bond of 0.00, and a premium of 0.00. At the top right, there are buttons for 'SUSPEND APPLICATION' and 'NEXT PAGE'.

- Review the Agency and Placement of Assignment details together with the Accountability Summary and then click on the 'NEXT PAGE' button if the approval process should continue. Click on the 'SUSPEND APPLICATION' button if approval process should be suspended.

BT FIDELITY BUREAU OF THE TREASURY
Fidelity Bond Online Application

Home / Manage Fidelity Bond / GFS7 ITEMS 1-15 / GFS7 ITEMS 14-15 / BOND COMPUTATION / PLACE OF ASSIGNMENT

AGENCY AND PLACE OF ASSIGNMENT NEW APPLICATION **REJECT APPLICATION** **APPROVE APPLICATION**

SUMMARY ACCOUNTABILITY

BOND COVERAGE	ONE (1) YEAR
TOTAL ACCOUNTABILITY	2,111.10
TOTAL BOND	800.00
TOTAL PREMIUM	9.00

18. NAME OF OFFICE OR AGENCY

DEPARTMENT	DepEd
AGENCY	NCCT National Council for Children's Television
OPERATING UNIT	National Council for Children's Television
UACS CODE	070030000000

19. ADDRESS OF OFFICE OR AGENCY

LCU PROVINCE	0201 Isabela
LCU CITY/MUNICIPALITY	020103 Aurora Isabela

20. PLACE OF ASSIGNMENT

STATION/DIVISION	Enter station/division...
------------------	---------------------------

21. TITLE OF POSITION OR DESIGNATION

POSITION	Accountable Forms Custodian
SECOND POSITION	None

22. DATE OF DESIGNATION OR ASSUMPTION OF ACCOUNTABILITY

DATE ASSUMPTION	05/25/2022
-----------------	------------

- Click 'Approve button' on the last page and then click the 'Approve' button in the popup window.

APPLICATION FOR BONDING - NEW

THIS IS TO CERTIFY THAT, as Head of Agency of **DEPED NATIONAL COUNCIL FOR CHILDREN'S TELEVISION NATIONAL COUNCIL FOR CHILDREN'S TELEVISION**, I verified the truthfulness of the answers to the questions contained on the face of this form and found them correct insofar as can be ascertained. Hence, the undersigned is recommending approval and authorizing the request for APPLICATION FOR BONDING - NEW of this accountable officer

APPROVE

8. *Optional The Agency Approver can pay online the fidelity bond via linkbiz portal
9. The application will be sent to the P/DO User for processing.

3.3 Steps for approval and payment (For P/DO Users):

1. Log in to the system with the correct credentials.
2. In the navigation panel click 'Manage ATAP' and choose 'Create ATAP'
3. Fill up the form with the necessary information.

The screenshot displays the 'Fidelity Bond Online Application' web interface. On the left is a dark navigation sidebar with a menu including 'Fidelity Bond', 'Fidelity Bond Approval', 'Manage ATAP', 'Manage Contributions', 'Print Contributions', 'Print Reports', 'Profile', and 'Logout'. The main content area is titled 'CREATE ATAP' and is divided into two columns: 'ADDRESS' and 'Bond Application'.

ADDRESS

- ATAP DATE: 05/25/2021
- TO: toTest
- BANK: Land Bank of the Philippines
- BRANCH: LBP A.BONIFACIO
- BRANCH ADDRESS: [Empty field]
- BILL NUMBER: 0-0230-2021024

Bond Application

- REGION: Region IV - Calabarzon Valley
- ORGANIZATION TYPE: USA
- AGENCY: National Council for Children's Television-OTROZ
- OPERATING UNIT: National Council for Children's Television
- LOCATION: [Empty field]
- AREA CODE: 0211
- BOND APPLICATION: AS X
- PREPARED BY: mendoza_jade_000
- POSITION TITLE OF THE PREPARED: [Empty field]
- APPROVED BY: [Empty field]
- POSITION TITLE OF THE APPROVER: [Empty field]



1. In the navigation panel click 'Fidelity Bond Approval' and then click 'Tag as Paid' button.



2. Review the Personal Information, Character Reference and ID information, Bond Coverage and Amount of Accountability details, Agency and Placement of Assignment details together with the Accountability Summary. Click on the 'TAG AS PAID' button for to mark the bond application as paid.

To confirm the bond application:

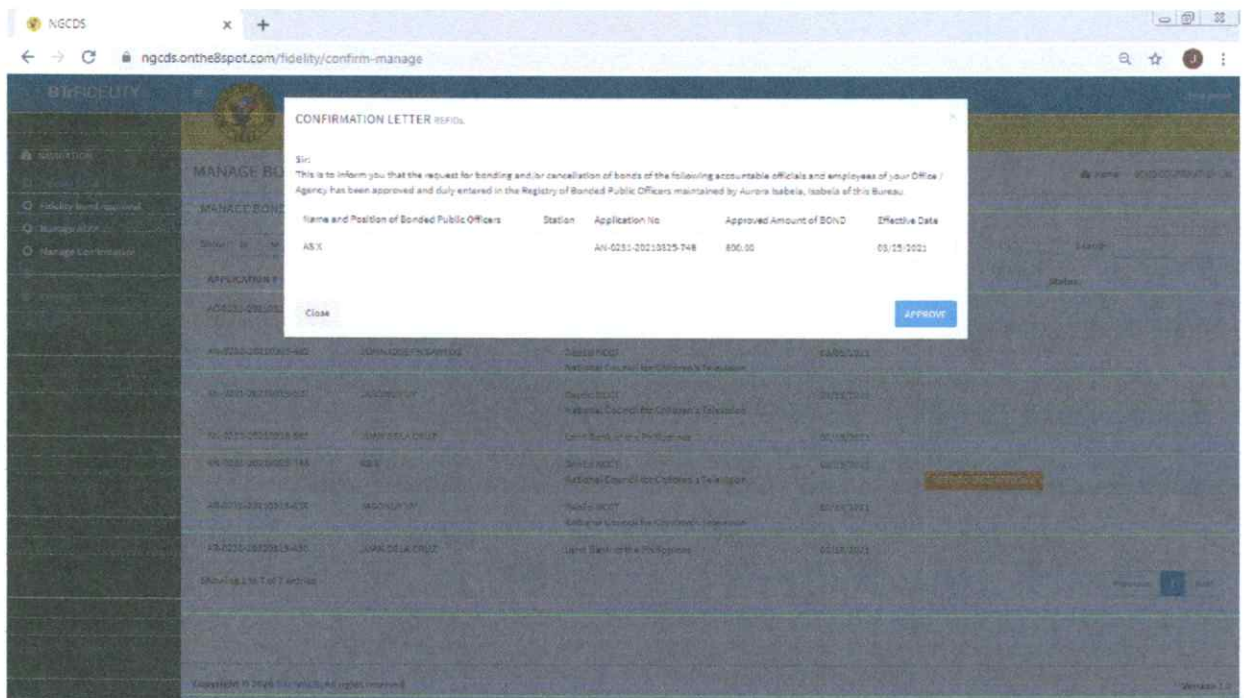
1. In the navigation panel, click 'Manage Confirmation' and then click 'PREPARE LETTER OF CONFIRMATION' button.
2. Click 'SUBMIT FOR P/DO APPROVAL' button.

3. The P/DO Approver will now review and process the application.

3.4 Steps for confirmation (For P/DO Approvers):

1. Log in to the system with the correct credentials.
2. In the navigation panel, click 'Manage Confirmation' and then click 'FOR P/DO CHIEF APPROVAL' (orange) button.
3. Click on the 'APPROVE' button in the popup window.

Once confirmed, the Fidelity Bond will now be activated and the user will be notified.



3.5 Steps for Creation of the Confirmation Letter (For P/DO Users):

1. Once the bond application has been activated, log in the system as P/DO User to create Confirmation Letter.
2. In the navigation panel click 'Print Confirmation' and then click 'CREATE CONFIRMATION LETTER' (blue) button.

- Input the correct details, organization type, agency, and operating unit to see the new activated bond application and then click on the 'Save' (orange) button.

NGDCS Fidelity Bond Online Application

CREATE CONFIRMATION LETTER

APPROVER DETAILS

PBO CHIEF: Joaquin Perez

PBO POSITION:

Bond Application

REGION: Region II - Cagayan Valley

POSITION:

CITY:

PROVINCE:

TREASURER OF THE PHILIPPINES: ROSALIA V. DE LEON

ORGANIZATION TYPE: NGA

AGENCY: National Council for Children's Television-07003

OPERATING UNIT: National Council for Children's Television

BOND APPLICATION: AS R

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- The CONFIRMATION LETTER is generated and is now ready for printing or downloading.

confirm-pdf

ngcds.onthe8spot.com/fidelity/confirm-pdf?p=1

confirm-pdf

1 / 1 80% +

Department of Finance
BUREAU OF THE TREASURY
Region II - Cagayan Valley
Regional Office

Transmittal No. 0231-2021-03-14181
Date 03/25/2021

CONFIRMATION LETTER

National Council for Children's Television-07003 - 07003000000

Sir:

This is to inform you that the request for bonding and/or cancellation of bonds of the following accountable officials and employees of your Office/ Agency has been approved and duly entered in the Registry of Bonded Public Officers maintained by the Regional Office of this Bureau.

Name and position of Bonded Public Officers	Station	Risk No.	Approved Amount of BOND	Effective Date	
				Bonding	Cancellation
X, AS R (1) Accountable Route Custodian Bond coverage: 1 yr(s)		0231-2021-104 N	600.00	03/25/2021	03/24/2022

The bond shall be renewed on or before the anniversary date, otherwise bond is automatically cancelled.
Please notify this Office if there are changes in accountable officers or amount of accountability within the effective period of the bond.

Very truly yours,

ROSALIA V. DE LEON
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By:

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4.0 Applying of a Renewal Fidelity Bond

The application for a Renewal Fidelity Bond requires an agency user account (NGA, GOCC, LGU).

4.1 Steps for application (For agency users):

1. Log in to the system with the correct credentials.
2. In the Navigation panel click Manage Fidelity Bond and click "Cancellation button" in status column
3. Choose in the Choices Increase of Accountability.... Or to be specific the reason for renewal choose Others (with credit) and indicate the reason.
4. The system will show the old details in the third page change some amount accountability and proceed to finish the renewal fidelity bond.
5. The Renewal Fidelity Bond will going to Agency Approver

4.2 Steps for approval (For agency approvers):

1. Log in to the system with the correct credentials.
2. In the navigation panel click 'Fidelity Bond Approval' link.
 *Shows the list of Fidelity Bonds for approval.
 *Shows the APPN, Name of Official, Date Accompl, Type, Bond, Premium, Validity Period, Status, and Action.
3. To view the Renewal Fidelity Bond Application Form, click the eye icon with label GF-57 (green) button under 'Status label'.
 *Views all information in the user's application form.
4. Click 'Approve button' on the last page, click the 'Approve Application' button.
5. *Optional The Agency Approver can pay online the fidelity bond via linkbiz portal
6. The application will be sent to the P/DO Approver/User for processing.

4.3 Steps for approval and payment (For P/DO Users):

1. Log in to the system with the correct credentials.
2. In the navigation tab, click 'Manage ATAP' and choose 'Create ATAP'
3. Fill up the form with the necessary information and click 'Save'.
4. To see the fidelity bond choose the right agency also the operating unit of the agency user who created the bond and after all click 'Save button' to finish creating ATAP.

Once the bond application has been paid:

1. In the navigation tab click 'Fidelity Bond Approval'
2. Click 'Tag as Paid', then the 'Next Page' button.
3. Review all the information of the bond application.
4. Choose 'Tag as Paid'.

5. The bond application is now tagged as paid.

To confirm the bond application:

1. In the navigation tab, click 'Manage Confirmation'.
2. Type the identity in the search box and look for the application.
3. Click 'Prepare Letter of Confirmation'.
4. Click 'Submit for P/DO Approval'.
5. The P/DO Approver will now review and process the application.

4.4 Steps for confirmation (For P/DO Approvers):

1. Log in to the system with the correct credentials.
2. In the navigation tab, click 'Manage Confirmation'.
*views the following Application Number, Name of Official, Organization, Date and Status for each application
3. Click 'FOR P/DO CHIEF APPROVAL' (orange) button.
4. Choose 'Approve'.

Once confirmed, the Fidelity Bond will now be activated and the user will be notified.

4.5 Steps for Create Confirmation Letter (For P/DO Users):

1. Once the renewal bond application activated need to log in the system in P/DO User to create Confirmation Letter
2. In the navigation tab click 'Print Confirmation' link.
*Shows the list of created confirmation letter.
3. Click 'Create Confirmation Letter' (blue) button.
4. Input the correct details also select correct organization type, agency and operating unit to see the renewal activated bond applications
5. Click 'Save' (orange) button

5.0 Applying of a Cancel Fidelity Bond

The application for a Cancel Fidelity Bond requires an agency user account (NGA, GOCC, LGU).

5.1 Steps for application (For agency users):

1. Log in to the system with the correct credentials.
2. In the Navigation click Manage Fidelity Bond and click "Cancellation button" in status column
3. Choose in the Choices Retirement Or to be specific the reason for cancel choose Others (without credit) and indicate the reason.
4. The system will show the old details in the.
5. The Cancel Fidelity Bond will going to Agency Approver

5.2 Steps for approval (For agency approvers):

1. Log in to the system with the correct credentials.
2. In the navigation tab click 'Fidelity Bond Approval' link.
 *Shows the list of Fidelity Bonds for approval.
 *Shows the APPN, Name of Official, Date Accomplished, Type, Bond, Premium, Validity Period, Status, and Action.
3. Click 'Approve button' on the last page, click the 'Approve Application' button.
4. The application will be sent to the P/DO Approver/User for processing.

5.3 Steps for approval of cancel bond (For P/DO Users):

1. Log in to the system with the correct credentials.
2. In the navigation tab, click 'Manage Confirmation'.
3. Type the identity in the search box and look for the application.
4. Click 'Prepare Letter of Confirmation'.
5. Click 'Submit for P/DO Approval'.
6. The P/DO Approver will now review and process the application.

5.4 Steps for confirmation (For P/DO Approvers):

1. Log in to the system with the correct credentials.
2. In the navigation tab, click 'Manage Confirmation'.
 *views the following Application Number, Name of Official, Organization, Date and Status for each application
3. Click 'FOR P/DO CHIEF APPROVAL' (orange) button.
4. Choose 'Approve'.

Once confirmed, the Canceled Fidelity Bond will now be activated and the user will be notified.

5.5 Steps for Create Confirmation Letter (For P/DO Users):

1. Once the canceled bond application activated need to log in the system in P/DO User to create Confirmation Letter
2. In the navigation tab click 'Print Confirmation' link.
 *Shows the list of created confirmation letter.
3. Click 'Create Confirmation Letter' (blue) button.
4. Input the correct details also select correct organization type, agency and operating unit to see the canceled activated bond applications
5. Click 'Save' (orange) button

6.0 Print Reports

The system have print reports of whole bond application it can generate in different format by the P/DO user

6.1 Steps for Generate Print Report (For P/DO Users):

1. Log in to the system with the correct credentials.
2. In the navigation tab click 'Print Reports' link.
3. Input all the details needed choose the District/Provincial Office and also select date of Period and to.
4. It can generate the report in different format:

MASTERLIST of Maturing Bonds

MASTERLIST of Bonded Accountable Officers and Employees - Cancelled

MASTERLIST of Bonded Accountable Officers and Employees - By Type of Accountability (Cash, Property, Others)

MASTERLIST of Bonded Accountable Officers and Employees - By Agency Type

MASTERLIST of Bonded Accountable Officers and Employees - By Organization Code

Report of Deposited Collections of Fidelity Bond Premia

Report of Deposited Collections of Fidelity Bond Premia – By Agency

Sample Computation – Bond Premium

- For NGAs and GOCCs:

Example 1: Cash Accountability (Disbursing, Collecting and Signing Officer)

A Public Officer was designated as Special Disbursing Officer with authority to hold cash advance in the total amount of ₱750,000.00 to defray expenses from January to December 2021.

Amount of Accountability : ₱ 750,000.00

Amount of Bond : ₱ 350,250.00*

Bond Premium (₱ 350,250.00 x 1.5%) : ₱ 5,253.75

Example 2: Property Accountability (Property, Supplies Custodian)

In line with the Policy Guidelines on Procurement, Property and Inventory Management, a Public Officer was designated as property officer effective January 24, 2021. As such, she shall be in charge of the overall accounting, Safekeeping and maintenance of the properties of the company. With accountability as follows:

Supplies and Materials : ₱ 750,000.00

Equipment : ₱ 5,000,000.00

Amount of Bond

Supplies and Materials - (750,000.00 x 50%) = ₱ 375,000.00

Equipment - (5,000,000.00 x 30%) = 1,500,000.00

Total ₱ 1,875,000.00

Bond Premium (₱ 1,875,000.00 x 1.5%) = ₱ 28,125.00

Example 3 : Cash Accountability and Property Accountability

A Public Officer was designated as Collecting Officer and Property Custodian. With Accountability as follows:

Cash Accountability : ₱ 500,000,000.00

Supplies and Materials : 2,400,000.00
Equipment : 10,000,000.00

(If total accountability exceeds the maximum amount of bond, the Head of Agency may assign to other accountable officers the excess accountability for which a separate Fidelity Bond shall be secured. Otherwise, the said excess accountability will not be covered.)

Amount of Bond

Cash Accountability - ₱ 8,000,000.00*

Supplies and materials - (2,400,000.00 x 50%) = 1,200,000.00

Equipment - (6,000 000.00 x 30%) = 1,800,000.00

Total ₱ 11,000,000.00

Bond Premium (₱ 11,000,000.00 x 1.5%) = ₱ 165,000.00

- For LGUs

Barangay Chairman

Annual Budget : (₱ 32,827,320.00 x 90%)** = ₱ 29,544,588.00

Property/Inventory : 6,575,680.99

Amount of Bond

Cash Accountability - (₱ 29,544,588.00/12mos) = ₱ 2,462,049.00 ₱ 750,000.00*

Property/Inventory - (₱ 6,575,680.99 x 30%) rounded off to the nearest hundred = 1,972,700.00

Barangay Treasurer

Amount of Bond

₱ 10,000.00***

Total ₱ 2,732,700.00

Bond Premium (₱ 2,732,700.00 x 1.5%) = ₱ 40,990.50

Barangay Treasurer with KALAH! (with separate computation and Risk Number)

Amount of Bond

Cash Accountability – ₱ 15,000,000.00 ₱ 3,500,000.00*

Bond Premium (₱ 3,500,000.00 x 1.5%) = ₱ 52,500.00

SK Chairman and Treasurer

Annual Budget : (₱ 32,827,320.00 x 10%)** = ₱ 3,282,732.00

Amount of Bond

Cash Accountability (₱ 3,282,732.00/12mos) = ₱ 273,561.00 per table ₱ 225,000.00

Bond Premium (₱ 225,000.00 x 1.5%) x 2 persons** = ₱ 6,750.00

Note :

* The amount of Bond shall correspond to the bracket/ range wherein the cash accountability fall under the revised schedule.

** One twelfth of the Approved Annual Budget of the Barangay shall be the basis of the Cash Accountability, whereby 90% shall be for the Barangay Chairman and 10% shall be for the SK Chairman and SK Treasurer.

*** Per Local Government Code of 1991 the maximum accountability of Barangay Treasurer is P 10,000.00 (RA No. 7160).

The CTOO II shall assign and issue risk number for each approved fidelity bond. The risk number shall correspond to the district/provincial area code, calendar year, number of approved bonds and suffix (N) for new applicants and (R) for renewal. For fidelity bond renewal, a new risk number shall be issued and the old risk number shall be cancelled.

Example :

For District Offices – D1A-21-001N or D1A-21-002R

Where:

D1 - stands for District 1

A - for District 1 Group A

21 - Calendar Year

001N - 1st application in the year – new application

002R - 2nd application but renewal

For Provincial Offices – 15-21-001N or 15-21-002R

Where:

15 - stands for area code for Bataan

21 - Calendar Year

001N - 1st application in the year – new application

002R - 2nd application but renewal

Sample Computation - Increase in Accountability

Example :

An Accountable Public Officer applied for fidelity bond on July 1, 2020. On February 1, 2021 he applied for an increase in bond due to increased accountability.

	Accountability	Bond	Premium
Old	₱ 55,000.00	₱ 45,000.00	₱ 675.00
New	80,000.00	60,000.00	900.00

The new bond premium will be computed as follows:

Amount of expired portion:

July 1 – January 29, 2021 = 215 days

$(215/365 \times ₱ 675.00) = ₱ 397.60$

Amount of unexpired portion:

February 1, 2021 – June 30, 2021, 2020 = 150 days

$(150/365 \times ₱ 675.00) = ₱ 277.40$

Premium based on ₱ 60,000.00 bond ₱ 900.00

Less: unexpired portion 277.40

For increased accountability ₱ 622.60

New risk number shall be issued and old risk number shall be cancelled. The new effective period shall now be February 1, 2021 to January 31, 2021.