



DEPARTMENT OF EDUCATION
Region X – Northern Mindanao
DIVISION OF MALAYBALAY CITY
Corner Don Carlos-Guingona St., City of Malaybalay



317
DepEd-MALAYBALAY CITY DIVISION

July 30, 2014

RELEASED

DIVISION MEMORANDUM

No. 119, s. 2014

Date: 7/30/14 Time: 1:18 PM
By: [Signature]

To: Public Schools District Supervisors
Elementary and Secondary Public School Administrators (Non-Implementing Units)
All Personnel Concerned
This Division

SUBJECT: **PAYMENT OF FIDELITY BOND DURING THE TRANSITION PERIOD**

In order to facilitate the smooth transition from cash to check disbursement of Schools, the Accounting Section shall assist Accountable Officers in the application of fidelity bond.

In line with this, you are hereby advised to submit the following documents on or before August 4, 2014, Monday:

1. Duly accomplished General Form 57A (Request Form)
2. Duly accomplished General Form 58A (Application Form)
3. Statement of Assets, Liabilities and Net Worth (SALN) as of December 31, 2013
4. Certificate of No Pending Case

The Accounting Staff shall file the Request Forms and Application Forms together with the required supporting documents to the Bureau of the Treasury (BTr). If found to be complete and in order, payment for the fidelity bond shall be made directly to BTr charged against School MOOE.

For compliance.

[Signature]
JASMIN J. ADRIATICO
Officer In-Charge
EPS/Curriculum Division Chief-Designate