



2021-33604

Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO  
DIVISION OF MALAYBALAY CITY

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DEPED MALAYBALAY CITY DIVISION  
RELEASED 2:12 pm  
DATE: MAY 21 TIME: 2:12  
BY: [Signature]

**DIVISION MEMORANDUM**

No. 272, 2021.

TO: Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Public Elementary and Secondary School Heads  
All Others Concerned  
This Division

FROM: **VICTORIA V. GAZO, PhD, CESO V**  
Schools Division Superintendent

DATE: May 18, 2021

SUBJECT: **DISSEMINATION OF TREASURY CIRCULAR NO. 02-2019 dated April 25, 2019 re: REVISED OMNIBUS REGULATIONS GOVERNING THE FIDELITY BONDING OF ACCOUNTABLE PUBLIC OFFICERS**

1. Attached herewith are the Treasury Circular No. 02-2019 and the National Government Collection and Modified Disbursement System (NGCDS) Fidelity Bond Management System (User Manual Guide).
2. Relative to this, all accountable officers shall file for online fidelity bond application through <https://ngc.ds.treasury.gov.ph/fidelity>, with username [depedaccountingmalaybalay@yahoo.com.ph](mailto:depedaccountingmalaybalay@yahoo.com.ph).
3. User password shall be given to the accountable officers upon request. Request and other queries shall be addressed to Janice M. Bautista or Cherry Faye T. Peligrino of the Accounting Unit.
4. This memorandum shall take effect immediately.

**TO BE POSTED IN THE DIVISION WEBSITE**

Copy Furnished: Records Section  
Accounting Unit



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City  
Telefax No.: 088-314-0094; Telephone No.: 088-813-1246  
Email Address: [malaybalay.city@deped.gov.ph](mailto:malaybalay.city@deped.gov.ph)



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**TREASURY CIRCULAR NO. 02 – 2019**

April 25, 2019

**TO:**

ALL HEADS OF DEPARTMENTS, BUREAUS AND OFFICES OF NATIONAL GOVERNMENT AGENCIES AND LOCAL GOVERNMENT UNITS, GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS, STATE UNIVERSITIES AND COLLEGES, STATE AUDITORS, AND ALL OTHERS CONCERNED

**SUBJECT:**

REVISED OMNIBUS REGULATIONS GOVERNING THE FIDELITY BONDING OF ACCOUNTABLE PUBLIC OFFICERS (SECTIONS 313 – 335 CHAPTER 15, REVISED ADMINISTRATIVE CODE OF 1917)

**1.0 BASIS**

This Treasury Circular is issued pursuant to Sections 313-335, Chapter 15, otherwise known as Public Bonding Law, under the Revised Administrative Code of 1917, Executive Order No. 449 s. 1997 (Realigning the Organization of the Bureau of the Treasury) in relation to Government Auditing Code of the Philippines (P.D. 1445), Chapter IX Book V of the Administrative Code of 1987 (E.O. 292), and the Local Government Code of 1991 (RA 7160), SK Reform Act of 2015 (R.A. 10742), Anti-Red Tape Law (R.A. 9485), Ease of Doing Business Act of 2018 (RA 11032).

**2.0 PURPOSE**

1. This Treasury Circular revises Treasury Circular No. 02-2009 pertaining to regulations promulgated for the effective bonding of accountable public officers pursuant to the provisions of the Public Bonding Law and to address other issues on fidelity bonding application/cancellation;
2. To streamline documentary requirements and re-engineer fidelity bonding procedures in compliance to Anti-Red Tape Law (R.A. 9485) and in relation to the Civil Service Commission (CSC) Memorandum Circular No. 14, s. 2016; and,
3. To delegate the approval of application/cancellation of Fidelity Bond and Confirmation Letter to the BTr District/Provincial Offices to comply with the Ease of Doing Business Act of 2018 (RA 11032).

**3.0 DEFINITION OF TERMS**

The following terms, whenever used in this Circular, shall have the following meaning:



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- a) Authorized Government Depository Bank (AGDB)** – shall refer to banking institution where National Government Agencies (NGAs), Local Government Units (LGUs), Government-Owned or Controlled Corporations (GOCCs), and State Universities and Colleges (SUCs) are allowed by law to deposit Government Funds and maintain depository accounts, or by way of exception, a bank allowed by the Department of Finance (DOF) and the Monetary Board to hold government deposits subject to prescribed rules and regulations as outlined in Department of Finance Circular No. 01-2017 dated 11 May 2017, or its amendments or supplements.
- b) Authority to Accept Payment (ATAP)** – shall refer to the form (Form 1: Annex A) issued by the Bureau of the Treasury to the fidelity bond applicant for presentation to the AGDB authorizing the receipt of payment of bond premium.
- c) Bureau of the Treasury (BTr)** – shall refer to the agency under the Department of Finance, authorized under E.O. 449 s. 1997 in relation to the Public Bonding Law, PD No. 1445 and E.O. 292, s. 1987 to issue fidelity bond to all accountable public officers.
- d) Chief Treasury Operations Officer II (CTOO II)** – shall refer to the unit head of a BTr District/Provincial Office, including those designated as Officer-in-Charge.
- e) Commission on Audit (COA)** – shall refer to the constitutional agency which implements the Government Auditing Code of the Philippines (P.D. No. 1445).
- f) Confirmation Letter (CL)** – shall refer to the document (Form 2: Annex B) issued by the BTr DO/PO to the Head of Agency, stating the name of bonded accountable officer, amount of bond, risk number, station, and, the period of effectivity/cancellation of bond.
- g) District Office (DO)** – shall refer to a division/unit of the BTr Regional Office in the National Capital Region.
- h) Fidelity Bond** – shall refer to a bond secured by an accountable officer from the BTr in compliance with the Public Bonding Law and applicable requirements to assure the Government of the Republic of the Philippines of the faithful performance of all the duties and responsibilities imposed by law upon such accountable officer, and the faithful accounting of all public funds and property coming into his/her possession, custody or control.
- i) Government Agency (GA) or Agency** – shall refer to any of the various units of the Government of the Republic of the Philippines including departments, bureaus, offices, agencies and instrumentalities, GOCCs, LGUs whether pertaining to the autonomous regions, the provincial, city, municipal, or



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- barangay subdivisions or other forms of local governments, and SUCs or a distinct unit therein.
- j) Government Owned or Controlled Corporations (GOCC)** – shall refer to an entity organized as a stock or nonstock corporation, vested with functions relating to public needs whether governmental or proprietary in nature, and owned by the Government of the Republic of the Philippines directly or through its instrumentalities either wholly or, where applicable as in the case of stock corporations, to the extent of at least a majority of its outstanding capital stock, including Government Instrumentalities with Corporate Powers (GICP)/Government Corporate Entities (GCE).
- k) Head of Agency** – shall refer to the head of a Government Agency. For purposes of this Circular, the Head of Agency of a National Government Agency includes the unit head of a regional/provincial/division/district operating unit/office of such National Government Agency. For LGUs, the Local Chief Executive, such as the Regional Governor, Provincial Governor, City or Municipal Mayor, and, Punong Barangay, shall be deemed the Head of Agency.
- l) List of Due and Demandable Accounts Payable – Advice to Debit Account (LDDAP-ADA)** – shall refer to an accountable form integrating the ADA, which serves as instruction to Modified Disbursement System-Government Servicing Banks to debit specified amount, with the LDDAP which reflects the names of creditors/payees to be paid by the GA/Operating Units and the corresponding amount of their unpaid claims duly certified and approved.
- m) Local Government Units (LGU)** – shall refer to the political subdivisions established by or in accordance with the Constitution whether pertaining to the autonomous regions, the provincial, city, municipal, or barangay subdivisions or other forms of local governments.
- n) National Government Collection and Disbursement System (NGCDS)** – shall refer to the electronic front-end system owned and operated by the BTr for the processing of online application for Fidelity Bonding by accountable officers of Government Agencies.
- o) Public Bonding Law (PBL)** – shall refer to Sections 313 – 338, Chapter 15, Revised Administrative Code of 1917, or its amendments or supplements.
- p) Provincial Office (PO)** – shall refer to a division/unit of the BTr Regional Office except the National Capital Region.
- q) Public Funds** – shall refer to funds or public monies under the possession, custody or control of an accountable officer by virtue of his/her official position/designation, which include public monies of every sort and other



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financial resources, such as cash, instruments representing or convertible to money, receivable and the like, pertaining to the Government Agency.

- r) Public Property** – shall refer to any personal property pertaining to the Government Agency in the possession, custody or control of an accountable officer by virtue of his/her position/designation.
- s) Public Officer** – shall refer to any person who, by direct provision of the law, popular election or appointment by competent authority, shall take part in the performance of public functions in the Government of the Republic of the Philippines or shall perform in said Government or in any of its branches public duties as an employee, agent or subordinate official of any rank or class (Art. 203, Revised Penal Code).
- t) Regional Director (RD)** - refers to the unit head of the BTr Regional Office including those acting as Officers-in-Charge.
- u) State Universities or Colleges (SUC)** – shall refer to a chartered public educational institution under the supervision of Commission on Higher Education (CHED).
- v) Treasurer of the Philippines (TOP)** – refers to head of the BTr and the officer authorized to issue the implementing rules and regulations on the Public Bonding Law.

#### 4.0 GENERAL PROVISIONS

##### 4.1 Coverage -

**4.1.1** Every officer, agent, and employee of the Government of the Republic Philippines, its agencies and instrumentalities, GOCCs, and SUCs, regardless of the status of their appointment, whenever the nature of the duties performed by such officer, agent or employee permits or requires the possession, custody or control of public funds or properties for which he/she is accountable, be deemed a bondable officer and shall be bonded or bondable and his/her fidelity insured.

**4.1.2** Every officer, agent, and employee of an LGU whose duties permit or require possession, custody or control of local government funds and properties, including but not limited to regional/provincial governors, city/municipal mayors, provincial/city/municipal/barangay/sangguniang kabataan treasurers, punong barangays, and sangguniang kabataan chairperson, including those employed as job order, contractual and casual employees, shall be accountable and responsible for said public funds and properties for the safekeeping thereof and shall be or his/her fidelity insured/bonded.



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- 4.1.3** Accountable officers discharging their duties in a foreign country.
- 4.1.4** Accountable officers who are secondarily accountable to a person who is primarily accountable to public funds and properties of his/her Government Agency.
- 4.1.5** Public officers designated as authorized signatories, counter or alternate signatories in government bank accounts of his/her Government Agency, issuance of checks or Authority to Debit Account (ADA), approval of disbursement vouchers, and, those in custody of accountable forms.
- 4.1.6** Head of any Government Agency who is immediately and primarily responsible for all government funds and property pertaining to his/her Agency.
- 4.2 Accountability for Public Property** - Every officer, agent and employee of a Government Agency, who is accountable for public property shall be liable for its money value in case of improper or unauthorized use or misapplication thereof, by himself/herself or any person for whose acts he/she may be responsible. He/she shall likewise be liable for all losses, damages or deterioration due to negligence in the keeping or use of the property, whether or not it be, at the time of such loss, damage or deterioration, in his/her actual custody.
- 4.3 Accountability for Public Funds** - Every officer, agent and employee accountable for public funds shall be liable for all losses resulting from the unlawful deposit, use, or application thereof, and for all losses attributable to negligence in the keeping of such funds.
- 4.4 Accountability for Money, Property and Accountable Forms** - An accountable officer who has accountability for money, property and accountable forms shall be bonded only once to cover all accountabilities in accordance with the Schedule of Premium Rates.
- 4.5 Accountability of Accountable Officers Acting on Orders of Superiors** - No accountable officer shall be relieved from accountability by reason of his/her having acted under the direction of a superior officer in paying out, applying or disposing of public funds or property which he is accountable, unless prior to that act, he notified the superior officer in writing of the illegality of the payment, application or disposition. The officer directing any illegal payment, application or disposition of public funds or property shall be primarily liable for the loss, damage or deterioration while the accountable officer, who fails to serve the required notice, shall be secondarily liable.



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- 4.6 Extent of Liability and Condition of Bond** - An accountable officer whose fidelity is insured in the Fidelity Fund shall, from the moment he/she assumes the duties of the office, is considered bonded to the government for the faithful performance of all duties imposed upon him/her by law, and for the faithful accounting of all public funds and properties coming into his/her possession, custody or control by appropriation, collection, transfer or otherwise, as well as for the lawful payment, disbursement and expenditure or transfer of all such public funds or properties in his/her custody, possession or under his/her control as accountable or responsible officer (Sec. 318, PBL). The Fidelity Fund shall be available for the purpose of replacing defalcations, shortages, unrelieved losses in the accounts of bonded accountable officers, for the payment of fees and costs incident to civil proceedings brought against them to recover sums paid on their account from said Fund (Sec. 326, PBL).
- 4.7 Effectivity of Bond** - The fidelity bond of an accountable officer whose application for bond has not been contested shall be valid and effective upon payment of bond premium for over-the-counter payments and approval of CL for online payments. The accountable officer shall submit to the BTr DO/PO a copy of the AGDB validated deposit slip/LDDAP-ADA and ATAP as proof of payment of bond premium. For advance payments, the effectivity shall be upon the maturity of existing fidelity bond.
- 4.8 Effect of Approved Bond** - An approved fidelity bond shall be non-transferable and personal to the accountable officer and shall remain valid and effective for one (1) year, two (2) years or three (3) years from the date of over-the-counter payment or approval of CL for online payments. The fidelity bond shall be subject to renewal, before or 30 days prior to the expiration of the present bond coverage while the accountable officer is holding such position for which he/she was bonded. Failure to renew shall consider such bond as automatically cancelled and shall have no legal effect.
- 4.9 Registry of Bonded Accountable Officers** - The BTr DO/PO shall maintain a Registry of Bonded Accountable Officers.
- 4.10 Effect of Cancellation** - The cancellation of the bond for any cause allowed under this Circular before expiration date, has the effect of limiting the liability of the Fidelity Fund to the transactions within the period covered up to the time of its cancellation. The bond premium paid for the accountable officer whose bond is cancelled shall not be transferrable and not refundable.
- 4.11 Effect of Separation from Office or Removal from Accountability** - When the bondable officer is separated from the service by reason of resignation or retirement, or relieved of accountability by reason of his/her removal or transfer to another position or government agency, the Head of Agency concerned shall immediately request the BTr DO/PO CTOO II for the cancellation of the fidelity



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bond. The cancellation of the bond shall take effect on the date of separation, relief or transfer.

## **5.0 AMOUNT OF BOND AND DETERMINATION OF PREMIUM**

**5.1 Amount of Bond** - The amount of bond shall be based on the total accountability (cash, property and accountable forms) of the accountable officer as determined by the Head of Agency. Provided, the individual maximum amount of bond of each accountable officer shall not exceed Eleven Million Pesos (P11M). However, the Head of Agency may assign to other accountable officers the excess accountability for which a separate Fidelity Bond shall be secured.

**5.1.1** A Barangay Treasurer shall be bonded in an amount of accountability to be determined by the Sangguniang Barangay. Provided, that the maximum amount of bond shall not exceed P10,000.00 as authorized by R.A. 7160 or at an amount which may or hereinafter be prescribed by any other law, premium for which shall be paid by the Barangay (Section 395(d), R.A. 7160).

**5.1.2** A Barangay Treasurer who is designated as Special Collecting and/or Special Disbursing Officer of public funds from other sources (e.g. KALAHI-CIDSS and other special projects) shall be bonded separately based on the amount of such accountability.

**5.2 Authority to Fix Schedule of Premium** - The TOP with the approval of the Secretary of Finance shall fix and, from time to time, review the uniform rate of the bond premium chargeable for insurance under the Public Bonding Law and this Circular.

**5.3 Rate of Premium** - 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 (P150.00). The Revised Schedule of Premium Rates (Annex C) shall form an integral part of this Circular until amended or revised.

## **6.0 DUTIES AND RESPONSIBILITIES OF THE HEADS OF AGENCIES/OFFICES OR PERSONS PRIMARILY ACCOUNTABLE**

**6.1 Primary Liability** - The head of any government agency at all levels, whether national, corporate or local is primarily responsible and accountable for all government funds and property pertaining to his/her agency.

**6.2 Duty to Notify** - The head of any government agency at all levels shall, upon appointment or lawful accession by any accountable officer to a bondable position or office pertaining to their respective jurisdiction, or separation therefrom of any such accountable officer, notify in writing the TOP through the



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BTr DO/PO having jurisdiction over the agency/office/GOCC/LGU/SUC within five (5) days from such appointment, lawful accession or separation and to submit the required application for bond or cancellation thereof, as applicable.

**6.3 Preferential Attention** - The immediate performance of the above duty shall receive preferential attention of such head of departments, bureaus and offices of the NG including GOCCs, SUCs, heads of LGUs, provincial and local treasurers and other officials concerned.

**6.4 Effect of Failure to Notify** - Failure on the part of the Head of Agency to make the required notification to the TOP through the concerned DO/PO shall render him/her primarily liable to any such loss or damage to public funds or properties their respective agency, province, city or municipality, barangay, as the case may be, may incur on account of such failure.

## **7.0 PROCEDURE FOR APPLICATION, RENEWAL AND CANCELLATION OF BOND**

### **7.1 Procedure for Application and Renewal**

**7.1.1** The applicant shall accomplish and submit online the Fidelity Bond Application Form (Form 3: Annex D) in the NGCDS Fidelity Bond Module Two (2) copies shall be printed, subscribed and sworn to before any officer authorized to administer oath, attaching therewith two (2) passport size identification pictures taken within the last three (3) months prior to the date of application for submission to BTr PO/DO. The Fidelity Bond Application Form shall be accompanied by the following:

**7.1.1.1** List of Bonded Accountable Officer/s, to be generated from NGCDS Fidelity Bond Module, certified by the agency officer in charge of Administrative and/or Finance Department, Service, Division or unit (Form 4: Annex E).

**7.1.1.2** If an administrative or criminal case is still pending, 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 setting forth the following that:

- a)** an Administrative or Criminal Case is still pending at the time the application for fidelity bond is made;
- b)** the case does or does not involve the misappropriation and/or malversation of public funds and/or misuse of

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public properties and other charges relative to public funds, properties and accountable forms;

- c) the applicant shall furnish the DO/PO of the final decision or any appeal taken therefrom that may have occurred after the application of the bond and during the time that the bond is effective; and,
- d) the applicant understands that his/her application is subject to thorough evaluation and legal review by BTr – Legal Service, for a maximum period of fifteen (15) days upon submission of complete documents, before a Confirmation Letter may be approved and issued by the CTOO II.

**7.1.1.3** For LGU applicants who are not included in the List of LGU Incumbent Officials with BTr DO/PO, a Certificate of Incumbency shall be secured from DILG Office in their respective Regions.

**7.1.2** The Fidelity Bond Application Form, together with required supporting documents, shall be filed with the BTr DO/PO having jurisdiction over the agency. The BTr DO/PO CTOO II or his/her representative shall verify, ascertain, and, determine the following if the:

**7.1.2.1** Fidelity Bond Application Form have been properly accomplished and in order;

**7.1.2.2** required supporting documents are complete and in order;

**7.1.2.3** name of the applicant appears on the list of bondable public officers submitted by the agency; and,

**7.1.2.4** Head of the Agency certifies that the applicant is a safe and conservative risk in accordance with Sec. 320 of the PBL.

**7.1.3** In case of non-compliance with Sec. 7.1.2 (Items. 7.1.2.1-7.1.2.4), the CTOO II shall return to the applicant the Fidelity Bond Application Form and its supporting documents for necessary correction/s and/or compliance. The CTOO II or his/her representative may require additional documents to support the application of an accountable officer that the CTOO II or his/her representative may deem necessary



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for its verification and evaluation. This may include but not limited to certification/s from other government or private agencies, offices or courts of law. In case the applicant is determined to be an unsafe risk, the CTOO II or his/her representative shall follow the procedures under Sec. 7.1.6.

The CTOO II or his/her representative shall issue the ATAP when Fidelity Bond Application Form and supporting documents are found complete and in order.

**7.1.4** If the applicant opts to pay the Fidelity Bond premium through electronic payment system (e.g. LBP Linkbiz), he/she shall submit the required documents under Sec. 7.1.1 (Items 7.1.1.1-7.1.1.3) together with the printed proof of payment for issuance of CL.

**7.1.5** If the applicant opts to pay Fidelity Bond premium through cash, check or LDDAP-ADA, he/she shall proceed to the nearest AGDBs for payment. Check payment for bond premium shall be for the account of the TOP. The CTOO II or his/her representative shall not, for any reason, receive payment of the bond premium. Violation hereof shall subject the CTOO II or his/her representative to appropriate sanctions as for grave misconduct defined and penalized under the Revised Uniform Rules in Administrative Cases in the Civil Service in relation to Rule XIV, Omnibus Rule of Implementing Book V of E.O. 292, s. 1987.

**7.1.5.1** The applicant shall submit and present to the concerned CTOO II or his/her representative a copy of the validated deposit slip and ATAP as proof of payment of the bond premium.

**7.1.5.2** The CTOO II shall approve all bond application upon proof of compliance under Sec. 7.1. CL shall be immediately released only upon proof of compliance under Sec. 7.1.6. Disapproval of bond application shall follow the procedures under Sec. 7.1.7 and contested bond application under Sec. 7.1.8.

**7.1.6 Unsafe Risk** - The concerned CTOO II or his/her representative shall evaluate the bond application to determine if the applicant is a safe and conservative risk in accordance with Sec. 320 of the PBL based on the certification of the Head of the Agency. When the CTOO II or his/her representative have the basis to prove that the applicant is an unsafe risk owing to character, association, or habits, the following procedures shall be followed:



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**7.1.6.1** The CTOO II or his/her representative shall submit the bond application to the RD with his/her recommendation for disapproval stating the basis thereof. When the recommendation of the CTOO II or his/her representative is affirmed by the RD, or the RD has reasons and basis to disapprove a favorable recommendation made by the CTOO II or his/her representative, the latter shall communicate the disapproval in writing to the Head of Agency of the applicant stating therein the factual and legal basis for such disapproval:

**7.1.6.2** The disapproval/decision of the RD maybe appealed by the concerned Head of Agency by filing a letter of appeal with the TOP within fifteen (15) days from the receipt of such disapproval/decision. The letter of appeal shall state clearly and distinctively the grounds and arguments of the appeal. A copy of the assailed written action/decision and disapproved bond application and its supporting documents shall be attached to the letter of appeal. The letter of appeal shall likewise be accompanied by a postal money order or MDS check in the amount of One Thousand Pesos (P1,000.00) as appeal fee payable to the TOP;

**7.1.6.3** Within five (5) days from receipt of the letter of appeal and appeal fee, the TOP shall require the CTOO II or his/her representative through the RD to elevate the entire records relating the disapproved bond application. The TOP shall have fifteen (15) days from receipt of the records from the DO/PO to resolve the appeal; and,

**7.1.6.4** The decision of the TOP shall be final and executory and not appealable.

**7.1.7 Applicant with Pending Case/s** – The CTOO II or his/her representative may, prior to affirming a disapproved application or approval of any CL may forward and recommend an application of accountable officer with pending case/s and all the documents supporting thereto to the BTr Legal Service for further evaluation and advise.

**7.1.8 Contested Application** – The application for Fidelity Bond by an accountable officer, may be contested by any person with interest to the said application within thirty (30) days after the approval and issuance of CL for any of the following reasons:



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**7.1.8.1** Accountable officer does not lawfully hold the said position/lawfully designated as such;

**7.1.8.2** Existence of a pending case not declared by the applicant or the failure of the applicant or any officer to properly declare a pending case involving public funds, property and accountable forms; and,

**7.1.8.3** Any valid and legal reasons which shall render the accountable officer an unsafe risk and of questionable integrity to hold public funds, properties or accountable forms, which shall be supported by proper documents.

The person contesting the application should inform the DO/PO concerned through a formal letter addressed to the CTOO II citing the reasons and attaching all supporting documents. The CTOO II shall forward the contested application to LS for evaluation through the RD. The LS shall make recommendation to the TOP through the DTOP which has jurisdiction over Regional operations.

Any contests not made after the prescribed period may not be entertained by the DO/PO concerned.

**7.2 Increase in Accountability** – Any increase in the amount of accountability, resulting to an increase in the amount of bond shall be subject to increase in premium.

**7.2.1** The applicant shall follow procedure 7.1.1 indicating the new amount of accountability in the Fidelity Bond Application Form;

**7.2.2** The amount of bond premium shall be computed based on the increased amount of bond. The bond shall take effect upon approval of the CL of the new bond application; and,

**7.2.3** The CTOO II concerned shall cancel the previously assigned risk number.

**7.3 Cancellation –**

**7.3.1** The Head of Agency or authorized representative shall immediately submit a written request for bond cancellation to the concerned BTr DO/PO CTOO II involving accountable officers who are no longer accountable by reason of retirement, separation from the service,



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promotion, transfer, suspension from office or for any other cause rendering them not bondable to their present position. The Head of Agency or authorized representative requesting for cancellation of the bond shall accomplish and submit online the Fidelity Bond Application Form in the NGCDS Fidelity Bond Module. Two (2) copies shall be printed, subscribed and sworn to before any officer authorized to administer oath, for submission to BTr POs/DOs.

7.3.2 The CTOO II shall approve the request for bond cancellation and issue the corresponding CL.

## **8.0 ADJUDICATION AND PAYMENT OF CLAIM AGAINST THE FIDELITY FUND**

- 8.1 Application for Relief from Accountability** - When loss of public funds or property occurs while they are in transit or the loss is caused by fire, theft, or other casualty or force majeure, the accountable officer therefore having possession, custody or control thereof shall immediately notify the COA or the agency auditor concerned, and within thirty (30) days or such longer period as the COA may in the particular case allow, shall present this application for relief with the available supporting evidence.
- 8.2 Effect of Relief from Accountability by COA** - The relief from accountability of the accountable public officer granted by the COA shall relieve the agency from responsibility for the loss, damage to public funds or property.
- 8.3 Fidelity Fund; When Liable** – when no relief of accountability is granted by COA, the agency concerned may file claim for reimbursement from the Fidelity Fund to the extent of the approved bond covered or amount of loss whichever is lower.
- 8.4 Claims** – Any and all claims against the Fidelity Fund shall be filed as a money claim with COA, with copy to BTr together with the evidence relating thereto. Claims approved by the COA shall constitute a legal claim against the Fidelity Fund.
- 8.5 Requirements for Payment of Adjudicated Claim** – The agency shall file a claim for payment from the Fidelity Fund with the BTr, attaching therewith the favorable findings of COA. The BTr shall process the claim in accordance with existing budgeting, accounting & auditing rules and regulations.



*Funding the Republic*

REPUBLIKA NG PILIPINAS  
KAGAWARAN NG PANANALAPI  
**KAWANIHAN NG INGATANG-YAMAN**  
(BUREAU OF THE TREASURY)  
Intramuros, Manila

**8.5.1** In case of defalcation, shortages and unrelieved losses on the account of bonded public officer, the claim shall be supported by the following documents: and,

**8.5.1.1** Agency and COA findings and recommendation on the defalcation, shortages and unrelieved accountability; and,

**8.5.1.2** Other document/s which may be required by the BTr.

**8.5.2** In case of proven shortages and defalcation, the accountable officer responsible thereto should be removed or relieved of his/her duties without prejudice to civil, criminal or administrative cases to be charged; and,

**8.5.3** Only approved claims shall be paid from the Fidelity Fund.

**9.0 PENAL CLAUSE**

Unjustified failure of an accountable public officer to comply with the requirements to apply the Fidelity Bond pursuant to this circular and the PBL shall subject the responsible official/employee to applicable criminal, and/or administrative liability under the Revised Penal Code and PD No. 1445.

**10.0 REPEALING CLAUSE**

All circulars, orders and/or memoranda inconsistent herewith are hereby repealed and/or modified accordingly.

**11.0 EFFECTIVITY**

This Circular shall take effect immediately.

**ROSALIA V. DE LEON**  
Treasurer of the Philippines

019018

Republic of the Philippines  
 Department of Finance  
 BUREAU OF TREASURY - A5514  
 Office of the District/Chief Treasury Operations Officer II  
 DISTRICT I  
 \_\_\_\_\_  
 Address

To: THE MANAGER ATAP NO. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**AUTHORITY TO ACCEPT PAYMENT**

<b>FOR DEPOSIT TO SAVINGS ACCOUNT OF THE TREASURER OF THE PHILIPPINES</b>			
PAYING AGENCY			AREA CODE
PAYING AGENCY CODE			DATE PREPARED
ADDRESS			BILL NO. (YR-MONTH-NUMBER)
<b>COMPUTATION OF FIDELITY BOND PREMIUM DUE</b>			
FUND CODE	TRANSACTION CODE	AMOUNT OF BOND (at 1.5% per annum / P 150.00)	AMOUNT
152	663	P	P
<b>TOTAL AMOUNT PAYABLE</b>			<b>P</b>
PREPARED BY:		APPROVED BY:	
<b>FRANCIS KEVIN D. GARCIA</b> <u>Treasury Operations Officer II</u> Signature over Printed Name and Position		<b>LOURDES S. TATING</b> <u>Officer-In-Charge, District I</u> Signature over Printed Name and Position	
<b>FOR BANK'S USE ONLY</b>			
<b>DETAILS OF PAYMENT</b>			
<b>PARTICULARS</b>	<b>DRAWEE BANK/NUMBER</b>		
CASH			P
CHECK			
TOTAL PAYMENT RECEIVED			P
<b>BANK MACHINE VALIDATION OF AMOUNT AND DATE</b>			

Republic of the Philippines  
 Department of Finance  
**BUREAU OF THE TREASURY**  
National Capital Region  
 Regional Office

Transmittal No. \_\_\_\_\_

Date \_\_\_\_\_

**CONFIRMATION LETTER**

AGENCY CODE: \_\_\_\_\_

 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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 DISTRICT I of this Bureau.

(District/Provincial Office)

Name and Position of Bonded Public Officers	Station	Risk No.	Approved Amount of BOND	Effective Date	
				Bonding	Cancellation

The coverage of approved bond is one year from date of issue to 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**  
 Treasurer of the Philippines

By:

cc: COA Resident Auditor

**LOURDES S. TATING**  
 Officer-In-Charge, District I

## 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	60,000.00
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 | x 1.5% = Premium |
| 2. Inventories (per GAAP)                       | 50% of their Total Value |                            | x 1.5% = Premium |

### III FOR ACCOUNTABLE FORMS

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



REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG PANANALAPI  
KAWANIHAN NG INGATANG-YAMAN  
(BUREAU OF THE TREASURY)

Form 3: Annex D  
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

<b>INSTRUCTIONS:</b>		1. ACCOMPLISH THIS FORM CORRECTLY		3. MARK APPROPRIATE BOXES <input type="checkbox"/> WITH CHECK <input checked="" type="checkbox"/>	
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				2X2 ID PHOTO	
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)					
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 _____  Signature over Printed Name /Date Accomplished _____					
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 _____  Signature of Officer/Person Administering Oath _____					

<b>17. AMOUNT OF ACCOUNTABILITY</b> <table style="width: 100%; margin-top: 10px;"> <tr> <th style="width: 70%;"></th> <th style="width: 30%; text-align: center;">AMOUNT OF ACCOUNTABILITY</th> </tr> <tr> <td colspan="2"><b>(a) Public Funds</b></td> </tr> <tr> <td>(1) As Collecting Officer</td> <td style="text-align: center;">P _____</td> </tr> <tr> <td>(2) As Disbursing Officer</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>(3) As Signing Officer</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>(4) Investment Officer (GS Investments)</td> <td style="text-align: center;">_____</td> </tr> <tr> <td colspan="2"><b>(b) Public Property</b></td> </tr> <tr> <td>(1) Inventories (per GAAM)</td> <td style="text-align: center;">P _____</td> </tr> <tr> <td>(2) Property, Plant &amp; Equipment (Net Book Value)</td> <td style="text-align: center;">_____</td> </tr> <tr> <td colspan="2"><b>(c) Forms and other valuables</b></td> </tr> <tr> <td>(1) Internal Revenue Stamps</td> <td style="text-align: center;">P _____</td> </tr> <tr> <td>(2) Postage and other Stamped Stock</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>(3) Official Receipt</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>(4) Others Forms and valuables</td> <td style="text-align: center;">_____</td> </tr> <tr> <td><b>TOTAL AMOUNT</b></td> <td style="text-align: center;">P _____</td> </tr> </table>		AMOUNT OF ACCOUNTABILITY	<b>(a) Public Funds</b>		(1) As Collecting Officer	P _____	(2) As Disbursing Officer	_____	(3) As Signing Officer	_____	(4) Investment Officer (GS Investments)	_____	<b>(b) Public Property</b>		(1) Inventories (per GAAM)	P _____	(2) Property, Plant & Equipment (Net Book Value)	_____	<b>(c) Forms and other valuables</b>		(1) Internal Revenue Stamps	P _____	(2) Postage and other Stamped Stock	_____	(3) Official Receipt	_____	(4) Others Forms and valuables	_____	<b>TOTAL AMOUNT</b>	P _____	<b>18. NAME OF OFFICE OR AGENCY</b> <hr/> <b>19. ADDRESS OF OFFICE OR AGENCY</b> <hr/> <div style="display: flex; justify-content: space-between; font-size: small;"> <span>Municipality/City</span> <span>Province</span> </div> <hr/> <b>20. STATION/DIVISION (Place of assignment)</b> <hr/> <b>21. TITLE OF POSITION OR DESIGNATION</b> <hr/> <b>22. DATE OF DESIGNATION OR ASSUMPTION OF ACCOUNTABILITY</b> <div style="display: flex; justify-content: space-around; font-size: small;"> <span>Year</span> <span>Month</span> <span>Day</span> </div> <hr/> <b>23. BOND PERIOD COVERAGE</b> <div style="margin-left: 20px;"> <input type="checkbox"/> One (1) year  <input type="checkbox"/> Two (2) years  <input type="checkbox"/> Three (3) years         </div>
	AMOUNT OF ACCOUNTABILITY																														
<b>(a) Public Funds</b>																															
(1) As Collecting Officer	P _____																														
(2) As Disbursing Officer	_____																														
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(3) Official Receipt	_____																														
(4) Others Forms and valuables	_____																														
<b>TOTAL AMOUNT</b>	P _____																														
<b>THIS BLOCK TO BE FILLED ONLY IN CASE OF BOND CANCELLATION</b>																															
<b>24. OFFICE OR AGENCY AND STATION</b> <hr/>																															
<b>25. NAME OF OFFICERS TO BE RELIEVED</b> <div style="display: flex; justify-content: space-between; font-size: small; margin-top: 10px;"> <span>Surname</span> <span>Given Name</span> <span>Middle Name</span> </div>	<b>26. PRESENT POSITION OR DESIGNATION</b> <hr/>																														
<b>27. AMOUNT OF BOND</b> <hr/>	<b>28. RISK NUMBER AND EFFECTIVITY DATE</b> <hr/>																														
<b>29. DATE OF RELIEF</b> <div style="display: flex; justify-content: space-around; font-size: small; margin-top: 10px;"> <span>Year</span> <span>Month</span> <span>Day</span> </div>	<b>30. CAUSE OF RELIEF</b> <hr/>																														
<p><b>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 request for</b></p> <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> </div> <div style="margin-left: 40px;"> <input type="checkbox"/> Cancellation of Bond             </div> <p style="margin-left: 40px;">of the above accountable public officer.</p> <div style="text-align: right; margin-top: 20px;">             _____              Signature over Printed Name of Head of the Agency/Date Accomplished           </div>																															
<b>THIS BLOCK TO BE FILLED BY BTR ONLY</b>																															
<b>32. AMOUNT OF BOND RECOMMENDED</b> <hr/>	<b>33. AMOUNT OF BOND PREMIUM PAYABLE</b> <hr/>																														
<p>This is to certify that I have carefully evaluated the request for Fidelity Bond of the above-mentioned accountable public officer.</p> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="width: 40%;">             _____              Name &amp; Signature of BTR Officer           </div> <div style="width: 40%;"> <div style="display: flex; justify-content: space-around; align-items: center; margin-bottom: 10px;"> <input type="checkbox"/> APPLICATION             <input type="checkbox"/> RENEWAL             <input type="checkbox"/> CANCELLATION           </div> <div style="text-align: right;">             _____              DATE           </div> </div> </div>																															

[illegible]

**Confirmed and Approved by**

Name &amp; Designation of Authorized Official



REPUBLIC OF THE PHILIPPINES

FIDELITY BOND MANAGEMENT SYSTEM

BUREAU OF THE TREASURY



**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

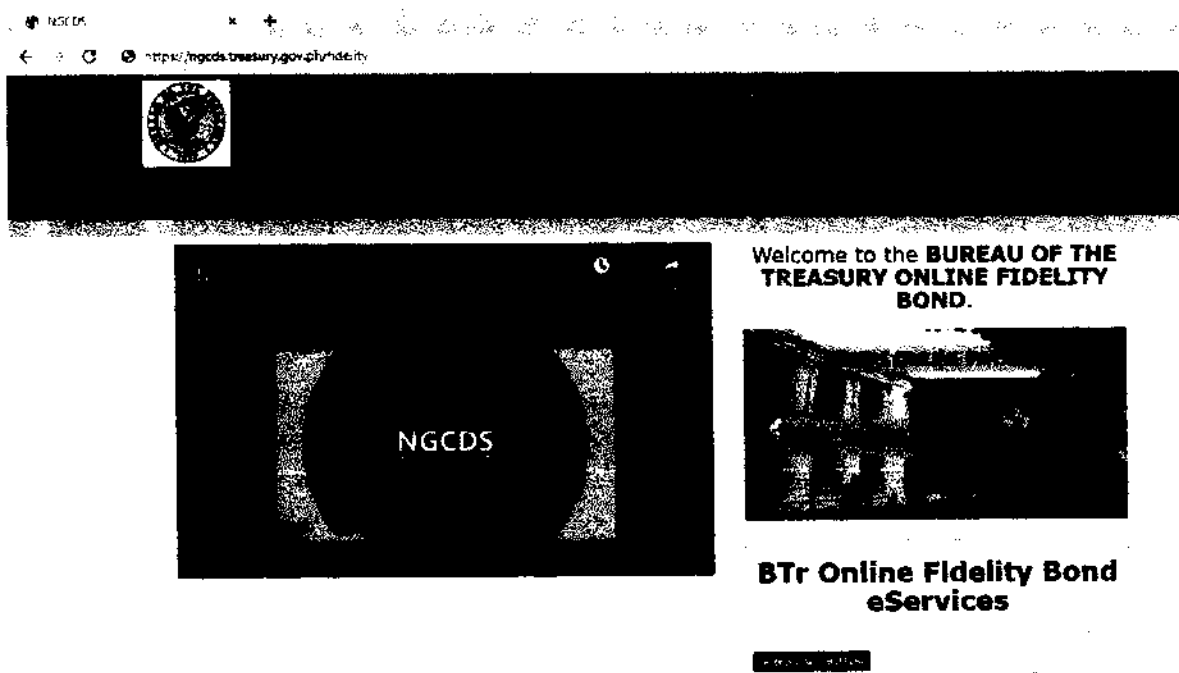
The Fidelity Bond Module ensures safety and provides insurance protection for employees of the Philippine government. It is designed to allow employees application for Fidelity Bonds through the website (<https://ngcds.treasury.gov.ph/fidelity>), in which each application must first be authorized and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

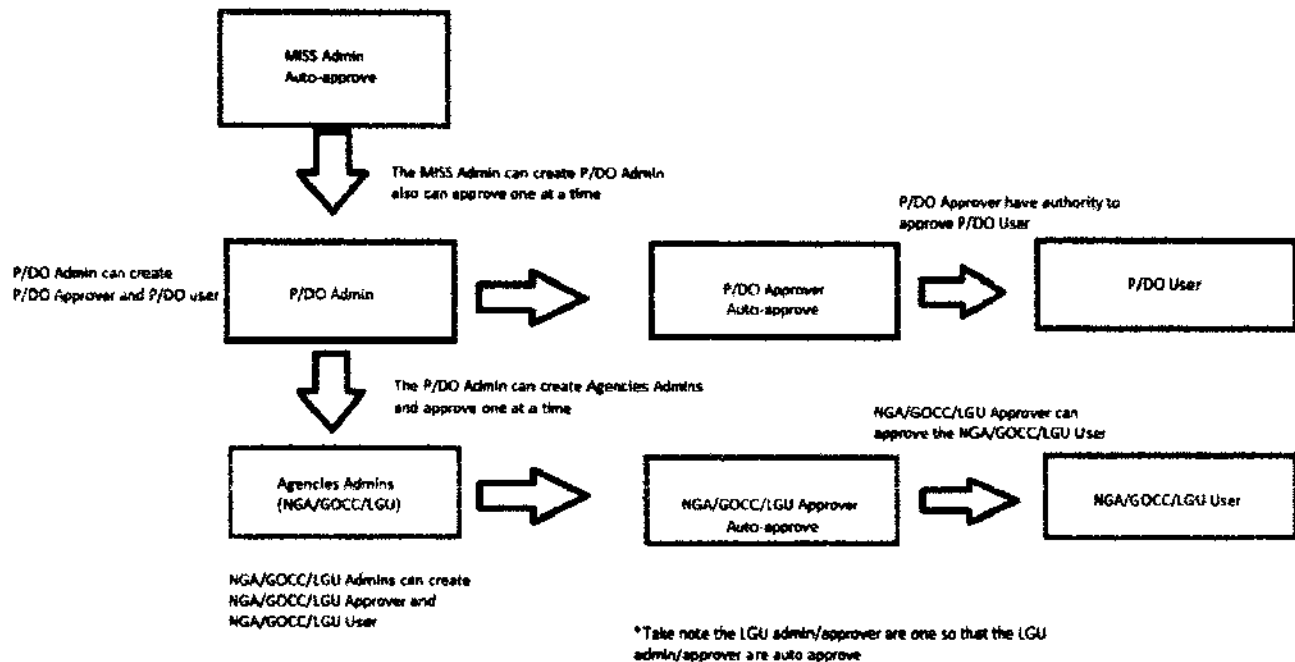
The main homepage will open and request for user login credentials. For new users, ask the appointed agency approver for account creation and/or credentials, this process will be explained in section 2.0 Account Setup.

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

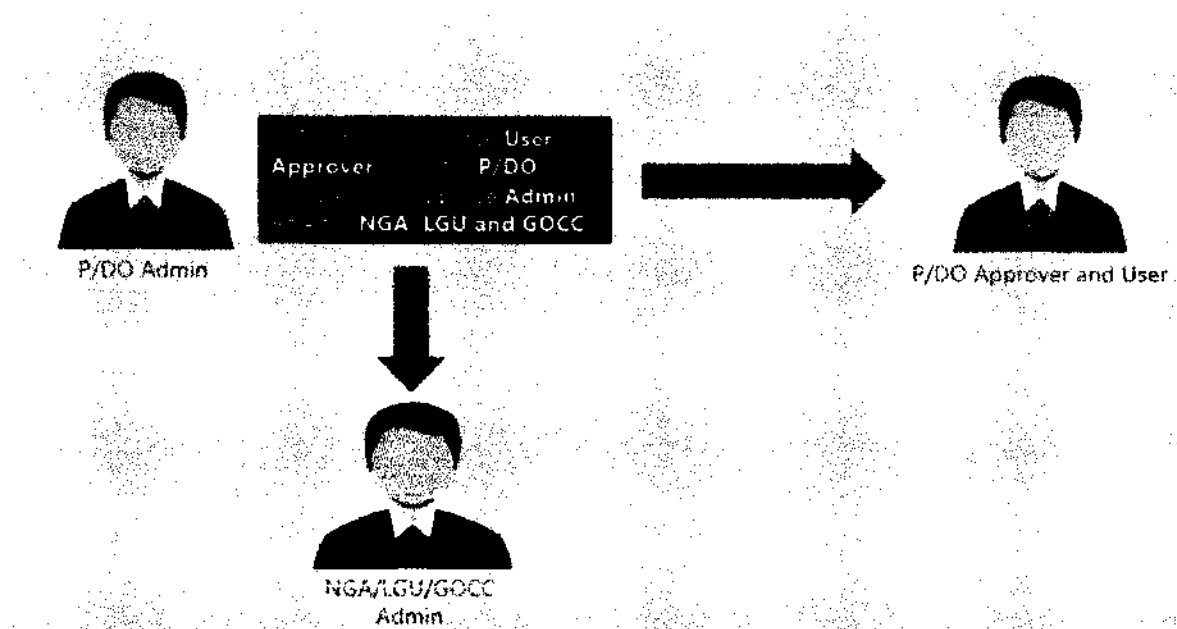
The BTr System Admin is the highest level of authority in the system that manages the account creation and approvals of PDO accounts as well as oversees the entirety of the system itself.

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'.

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

### Agency User

1. Open the Fidelity Bonds website (<https://ngcds.treasury.gov.ph/fidelity>)
2. Log in with the Agency 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\* User'.
6. The agency approver will review the application and approve.
7. 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):

1. Log in to the system with the correct credentials.
2. In the Navigation panel click Manage Fidelity Bond and then click 'New Bond' button.
3. 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.

**Personal Information**

1. NAME OF OFFICIAL: Last Name: TEST PLANE, First Name: TEST PLANE, Middle Name: TEST PLANE, Surname: TEST PLANE

2. ADDRESS: Street: 11, Barangay: 11, District: 11, City/Municipality: Cagayan de Oro

3. DATE OF BIRTH: 11-11-11, PLACE OF BIRTH: 11-11-11

4. CONTACT INFORMATION: E-MAIL ADDRESS: 11-11-11, PHONE: 11-11-11, CONTACT NUMBER: 11-11-11

5. SIGNATURE: 11-11-11

6. SECURITY NOTICE: 11-11-11

7. EMPLOYMENT INFORMATION: 11-11-11

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100. EMPLOYMENT INFORMATION: 11-11-11

4. 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.

8:11 PM

https://ngds.ontheborder.com/identity/cond-mgmt page 2

NEW APPLICATION

4. Character Reference (If you have no other contacts, please provide a character reference.)

NAME	ADDRESS	CONTACT INFORMATION
1. <input type="checkbox"/> TERRY L. WILSON	<input type="checkbox"/> 1100	<input type="checkbox"/> 301-234-5678
2. <input type="checkbox"/> J. L. WILSON	<input type="checkbox"/> 1100	<input type="checkbox"/> 301-234-5678
3. <input type="checkbox"/> J. L. WILSON	<input type="checkbox"/> 1100	<input type="checkbox"/> 301-234-5678

I declare that the answers to the foregoing questions are true to the best of my knowledge and belief. I understand that an untruthful statement in this application and supporting documents shall cause the filing of administrative criminal charges against me.

GOVERNMENT ISSUED ID CARD ☒ 24-435 LICENSE ☒ DATE AC COMPLETED ☒ 12/1/2018

ID CARD FORWARD ☐ 12/1/2018

DATE ISSUED ☐ 12/1/2018

PLACE ISSUED ☐ 12/1/2018

8:11 PM

5. 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.

1. PUBLIC PROPERTY			
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100. PRIVATE PROPERTY			

- 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.

**Fidelity Bond Online Application**

Home > Manage Fidelity Bond > FIDELITY BOND > NEW FIDELITY BOND > BOND INFORMATION > PLACE OF ASSIGNMENT

**AGENCY AND PLACE OF ASSIGNMENT**

**SUMMARY**

BOND COVERAGE: ☐ ONE YEAR

TOTAL ACCOUNTABILITY:

TOTAL BOND:

TOTAL PREMIUM:

18. NAME OF OFFICE OR AGENCY

DEPARTMENT:

ALLIANCE:

OPERATING UNIT:

NAICS CODE:

19. ADDRESS OF OFFICE OR AGENCY

LGA PROVINCE:

LGA CITY/MUNICIPALITY:

20. PLACE OF ASSIGNMENT

STATION/DIVISION:

21. DATE OF DESIGNATION OR ASS

DATE ASSUMPTION:

22. TITLE OF POSITION OR DESIGNATION

POSITION:

SECOND POSITION:

THIRD POSITION:

**FINISH**

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

**Manage Bond Applications**

Home > Manage Applications

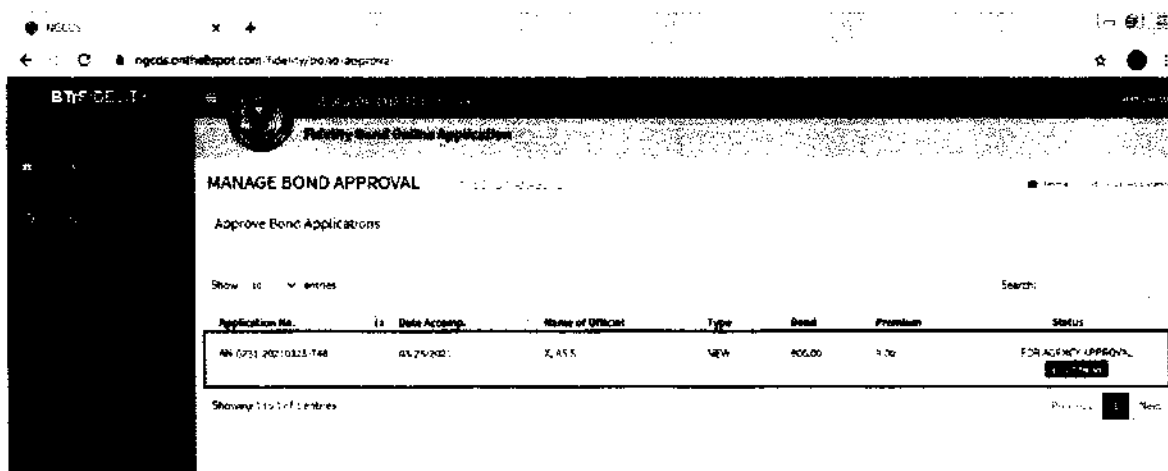
**FILE APPLICATION**

**SEARCH**

APPR	NAME OF OFFICIAL	DATE ACCOMP	TYPE	BOND	PREMIUM	SALUITY PERIOD	STATUS	ACTION
AC-0231-20210302-759	JASCHUT JN	01/01/2020	CANCELLATION	76,050.00	243.25	03/17/2021 to 03/17/2023	OTR REVIEWED FOR CANCELLATION	<b>REVIEW</b>
AC-0231-20210319-632	JASCHUT JN	01/01/2020	NEW	17,300.00	549.00	03/19/2021 to 03/19/2023	CANCELLED	<b>REVIEW</b>
AC-0231-20210319-636	JASCHUT JN	01/01/2020	RENEW	26,050.00	238.25	03/19/2021 to 03/19/2023	CANCELLED	<b>REVIEW</b>
AC-0231-20210308-642	JOHN JOSEPH SANTOS	01/01/2020	NEW	0,000.00	313.00	03/08/2021 to 03/08/2023	OTR REVIEWED	<b>REVIEW</b>
AC-0231-20210325-748	AS K	03/25/2021	NEW	400.00	9.00		FOR AGENCY APPROVAL	<b>REVIEW</b>
AC-0231-20210321-726	AA	03/21/2021	NEW	0.00	0.00		UNAPP	<b>REVIEW</b>

### 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.



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.

- 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 'NEW APPLICATION' page in the NGDCS-FIDELITY BOND MANAGEMENT SYSTEM. The page is titled '14. Character Reference' and includes a declaration statement. Below the declaration, there are fields for 'GOVERNMENT ISSUED ID CARD', 'ID CARD NUMBER', 'DATE ISSUED', and 'PLACE ISSUED'. A table lists character references with columns for NAME, ADDRESS, and CONTACT NUMBER.

**14. Character Reference**

I declare that the answer in 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** ☒ YES ☐ NO **DATE ACCOMPLISHED** 10/25/2011

**ID CARD NUMBER** 0000000000000000

**DATE ISSUED** Enter the date

**PLACE ISSUED** Enter the place

NAME	ADDRESS	CONTACT NUMBER
1. NAME	1. ADDRESS	1. CONTACT NUMBER
2. NAME	2. ADDRESS	2. CONTACT NUMBER
3. NAME	3. ADDRESS	3. CONTACT NUMBER

**SUSPEND APPLICATION** **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 'NEW APPLICATION' page in the NGDCS-FIDELITY BOND MANAGEMENT SYSTEM. The page is titled '15. Bond Coverage and Amount of Accountability' and includes a table for 'PUBLIC FUNDS' with columns for ACCOUNTABILITY, BOND, and PREMIUM. The page also includes fields for 'BOND PERIOD COVERAGE' and 'AMOUNT OF ACCOUNTABILITY'.

**15. Bond Coverage and Amount of Accountability**

**BOND PERIOD COVERAGE** ☒ ONE (1) YEAR ☐ TWO (2) YEARS

**AMOUNT OF ACCOUNTABILITY**

A. PUBLIC FUNDS	ACCOUNTABILITY (*)	BOND (*)	PREMIUM (*)
1. AS CHIEF OF POLICE	0.00	0.00	0.00
2. AS DEPUTY CHIEF OF POLICE	0.00	0.00	0.00
3. AS SQUAD CHIEF	0.00	0.00	0.00
4. AS INVESTMENT OFFICER	0.00	0.00	0.00
<b>SUBTOTAL A. PUBLIC FUNDS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**SUSPEND APPLICATION** **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.

**AGENCY AND PLACE OF ASSIGNMENT**

**SUMMARY**

Field	Value
BOND COVERAGE	12/31/2024
TOTAL ACCOUNTABILITY	2,000,000
TOTAL BOND	500,000
TOTAL PREMIUM	0.00

**18. NAME OF OFFICE OR AGENCY**

DEPARTMENT: Dept. of Education  
 AGENCY: National Council for Children's Television  
 OPERATING UNIT: National Council for Children's Television  
 AGENCY CODE: 0750000000

**19. ADDRESS OF OFFICE OR AGENCY**

LEU PROVINCE: 0001 Barbados  
 LEU CITY/MUNICIPALITY: 001001 Antigua Barbados

**20. PLACE OF ASSIGNMENT**

STATION/DIVISION: 0000000000

**21. TITLE OF POSITION OR DESIGNATION**

POSITION: Accountable Financial Controller  
 SECOND POSITION: None

**22. DATE OF DESIGNATION OR ASSUMPTION OF ACCOUNTABILITY**

DATE ASSUMPTION: 03/05/2021

- 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 DEPER NATIONAL COUNCIL FOR CHILDREN'S TELEVISION NATIONAL COUNCIL FOR CHILDREN'S TELEVISION, I certify the truthfulness of the answers to the questions contained on the back of this form and to the information provided. I can be sworn before, if necessary, the undersigned is not a bonding agent and a person or firm required for APPLICATION FOR BONDING - NEW of this accountable officer.

**Print**

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.

[illegible]

- 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:

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

Application No.	Date Received	Name of Official	Type	Bond	Premium	Status
AN-2021-00123456789	01/19/2021	M. A. S.	MAN	ATC 10	5.00	FOR BOND USE ONLY - PENDING
AN-2021-00123456789	01/19/2021	REO OF THE BUREAU OF THE TREASURY	MAN	ATC 10	5.00	FOR BOND USE ONLY - PENDING
AN-2021-00123456789	01/19/2021	REO OF THE BUREAU OF THE TREASURY	MAN	ATC 10	5.00	FOR BOND USE ONLY - PENDING
AN-2021-00123456789	01/19/2021	REO OF THE BUREAU OF THE TREASURY	MAN	ATC 10	5.00	FOR BOND USE ONLY - PENDING

*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.

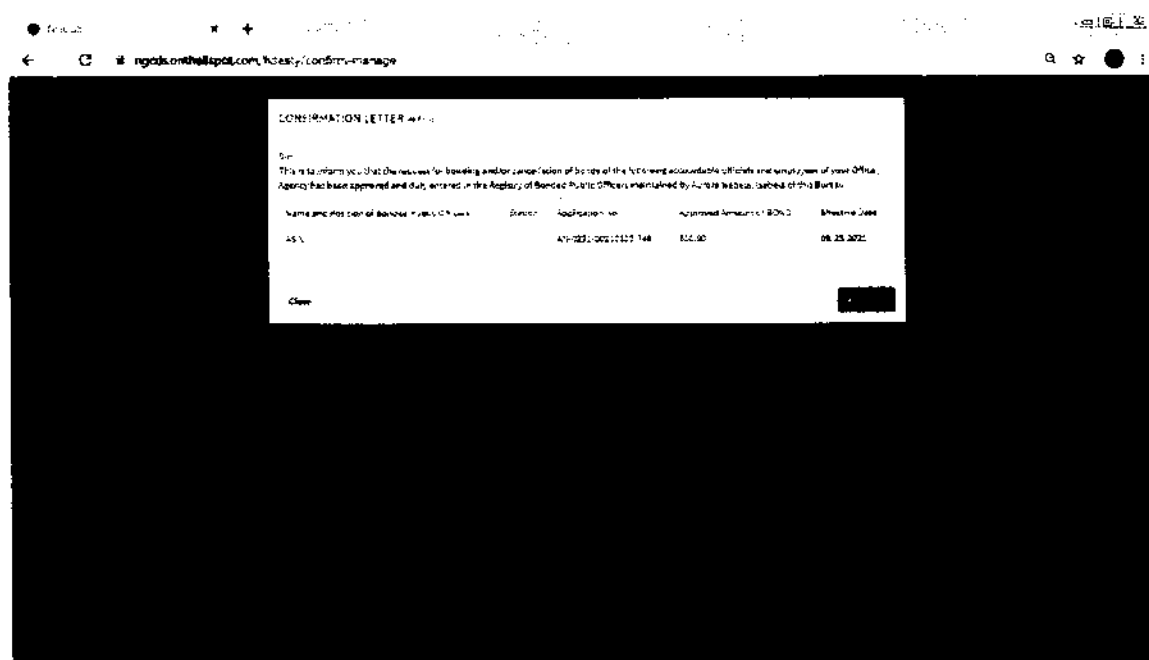
BUREAU OF TREASURY 18

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.

## NGDCS-FIDELITY BOND MANAGEMENT SYSTEM

- 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.

The screenshot shows the 'CREATE FIDELITY BOND APPLICATION' form in a web browser. The form is titled 'Fidelity Bond Management System' and has a 'CREATE FIDELITY BOND APPLICATION' button in the top right corner. Below the title, there is a section for 'APPROVER DETAILS' with fields for 'PGO NAME', 'PGO POSITION', and 'PGO CONTACT'. The main form area is divided into two columns: 'Details' and 'Bond Application'. The 'Details' column contains fields for 'REGION' (Region - Cagayan Valley), 'POSITION', 'CITY', 'PROVINCE', and 'TREASURER OF THE PHILIPPINES' (MARIA ANTONIO). The 'Bond Application' column contains fields for 'ORGANIZATION TYPE' (GO), 'AGENCY' (National Council for Children's Television), 'OPERATING UNIT' (National Council for Children's Television), and 'BOND APPLICATION' (1). At the bottom left, there is a copyright notice: 'Copyright © 2023 NGDCS. All rights reserved.' At the bottom right, there is a 'Save' button.

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

The screenshot shows a PDF document titled 'confirm.pdf' generated by the system. The document is a 'CONFIRMATION LETTER' from the 'BUREAU OF THE TREASURY, Region II - Cagayan Valley, Regional Office'. It is dated '03/04/2023' and has a 'Transmittal No. 0231-2021-03-14161'. The letter is addressed to 'Sir' and informs that the request for bonding and/or cancellation of bonds of the following accountable officers and employees of your Office Agency has been approved and duly entered in the Registry of Bonded Public Officers maintained by the Bureau of the Treasury. The letter includes a table with the following data:

Name and position of Bonded Public Officers	Station	PBA No.	Approved Amount of BCBSP	Effective Date
X, AS B (1) Accountable Person Controller (Bond amount: P 1,000,000.00)		0231-2021-104 M	800.00	03/04/2021 03/04/2022

The letter concludes with the signature of 'ROBALA V. DE LEON, Treasurer of the Philippines' and the signature of 'JACK L. PEREZ, CGA National Auditor'.

## 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