



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

June 30, 2022

DIVISION MEMORANDUM

No. 219 s. 2022

STREAMLINED PROCESS FOR ONLINE FIDELITY BONDING APPLICATION

To: Assistant Schools Division Superintendents
Heads of All SDO Functional Units
Heads of Public Elementary and Secondary Schools
All Others Concerned

1. Pursuant to RA 11032 or Ease of Doing Business and Efficient Government Service Delivery Act of 2018 which aims to streamline the current systems and procedures of government services, this Office announces the new process for online fidelity bonding application. The streamlined process also adheres to DO No.009 S. 2021 titled Institutionalization of Quality Management System in the Department of Education.
2. Attached to this Memorandum are the following:
 - 2.1 Enclosure No.1 – New Process for Online Fidelity Bonding Application
 - 2.2 Enclosure No.2 – Online Fidelity Bonding System Form
3. All concerns regarding online fidelity bonding application may be emailed to sdobulacan.fidelitybond@deped.gov.ph
4. This streamlined process shall be effective July 1, 2022.
5. Immediate and wide dissemination of this Memorandum is desired.


ZENIA G. MOSTOLES, EdD CESO V
Schools Division Superintendent

References:

RA 11032
DO 009 S.2021

/Accounting-RAR
June 30, 2022





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Enclosure No. 1

New Process for Online Fidelity Bonding Application

1. The attached Online Fidelity Bonding System Form will be filled out by the applicant and emailed to sdobulacan.fidelitybond@deped.gov.ph
2. The accounting personnel will print the emailed form and refer the application to the Legal Unit for verification of the status of the applicant.
3. Once cleared by the Legal Unit, the application will be encoded in the system by the accounting personnel for the approval of the Schools Division Superintendent.
4. Once approved by the SDS, the system-generated form will be emailed to the applicant.
5. The applicant will print the form, have the oath signed by the Barangay Captain, and submit the form in two (2) copies to the Accounting Unit through the Records Unit.
6. Transactions to the Bureau of Treasury for the payment of fidelity bond premium shall be done by the applicant. A confirmation letter issued by the Bureau of Treasury stating the effectivity date of the bond shall be emailed to this Office.





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Enclosure No. 2

ONLINE FIDELITY BONDING SYSTEM FORM

Given Name:	Middle Name:	Surname:	Name Extension:		
Position:					
Name of School:					
School Address:		District/Municipality:			
Date of Birth:		Place of Birth:			
Gender:	TIN:	Civil Status:			
Contact Number:		Email Address:			
Monthly Income (Salaries, allowances, business income and the like):		Estimated Monthly Expenses:			
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?			<table border="1"><tr><td>Yes</td><td>No</td></tr></table>	Yes	No
Yes	No				
If yes, give details here...					
Have you ever been found guilty of any administrative offense?			<table border="1"><tr><td>Yes</td><td>No</td></tr></table>	Yes	No
Yes	No				
If yes, give details here...					
Have you ever been found guilty of criminal case before any court?			<table border="1"><tr><td>Yes</td><td>No</td></tr></table>	Yes	No
Yes	No				
If yes, give details here...					
CHARACTER REFERENCES					
Name:	Address:	Contact Number:			
Name:	Address:	Contact Number:			
Name:	Address:	Contact Number:			
Government Issued ID:		ID Card Number:			
Date Issued:		Place Issued:			
Amount of Maximum Accountability:	Bond Recommended:	Amount of Bond Premium:			
Apply For Bond as a: (Ex. School Head, Canteen Manager, etc.)					

**If renewal, attach previous confirmation letter.*

