

## 6. Request for Application and Renewal of Bond

- To issue certification as proof of payment, remittance, or contribution to GSIS, PhilHealth or Pag-IBIG to active or retired DepEd personnel

<b>Office or Division:</b>	Accounting Section			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	Government to Government (G2G)			
<b>Who may avail:</b>	Authorized Disbursing Officers/ Cashier Personnel, School Heads and Schools Division Superintendent			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Fidelity Bond Application Form			Accounting Section	
2. 2 x 2 Picture (2 pieces)			Requesting Officer	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill out required information on the Fidelity Bond Application form.	1.1. Provide the Fidelity Bond Application Form	None	15 minutes	Fidelity Bond Coordinator-Accounting Personnel
2. Submit the duly filled in form to the Fidelity Bond Coordinator.	2.1. Receive and check if the form is filled up with the information needed.	None	45 minutes	Fidelity Bond Coordinator-Accounting Personnel
	2.2. Transfer the data from the form and encode in the Bureau of Treasury website.	None	4 hours	Fidelity Bond Coordinator-Accounting Personnel
	2.3. Notify the Schools Division Superintendent for the approval of the form online.	None	1 working day	Schools Division Superintendent
3. Print the Annex D and list of bonded public officers and attach the 2x2 pictures.	3.1. Signing of the printed form by the Fidelity Bond Coordinator-Accounting Personnel and Schools Division Superintendent	None	1 working day	Requesting Officer

4. Proceed to Notary Public for notarization of the approved Fidelity Bond Application Form.	4.1. Receive the scanned copy of the duly notarized and signed forms.	None	1 working day	Requesting officer
	4.2. Receive the duly notarized form and upload to BTr website.	None	3 hours	Fidelity Bond Coordinator-Accounting Personnel
5. Wait for the Authority to Accept Payment sent via e-mail from the Bureau of Treasury.	5.1. Bureau of Treasury will send the ATAP for bank payment.	None	1 working day	Bureau of Treasury
6. Proceed to Government Servicing Bank for payment of bond premiums.	6.1. Receive a copy of official receipt, ATAP and list of bonded officers for upload to BTr website.	None	1 working day	Requesting officer
7. Wait the receipt of the confirmation letter from the Bureau of Treasury	7.1. BTr will evaluate and validate the submitted official receipt, ATAP and list of bonded officers and send an email for the confirmation of the bond application.	None	1 working day	Bureau of Treasury
<b>TOTAL:</b>		<b>None</b>	<b>7 working days</b>	