



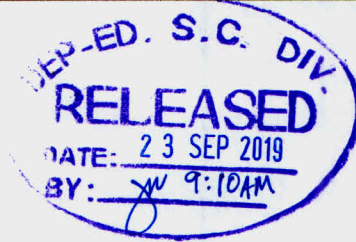
SCHOOLS DIVISION OFFICE OF SURIGAO CITY

Roxas Sreet, C.V. Diez Memorial Central Elementary School Compound, Barangay Washington, Surigao City, Surigao Del Norte Province
Telefax: (086) 826-3075; Telephone Numbers: (086) 826-8931 and (086) 826-1268

September 23, 2019

DIVISION MEMORANDUM

No. 285 s. 2019



**INVENTORY OF THE FIDELITY BOND OF
SELECT HUMAN RESOURCE OF THIS SCHOOLS DIVISION OFFICE (SDO)**

TO : Chief, Schools Governance and Operations Division (SGOD)
Chief, Curriculum Implementation Division (CID)
This SDO

1. Treasury Circular No. 02-2009 states that:

Item 4.1 of General provisions – Public Officers Covered – every officer, agent, and employee of the Government of the Philippines or of the companies or corporations of which the majority of the stock is held by the National Government (NG), regardless of the status of their appointment shall, whenever the nature of the duties performed by such officer, agent or employee permits or properties for which he is accountable, be deemed a bondable officer and shall be bonded or bondable and his fidelity insured (Section 314 & 314, PBL).

2. Fidelity Fund

- Consists of bond premium collected by the Bureau of the Treasury (BTr) from the accountable public officers having custody of public funds and/or properties.
- Shall be constituted and maintained as permanent reimbursable fund.

3. Sanctions for Failure to Post Fidelity Bond

Accountable official or employee will be subject to administrative and criminal liabilities:

- Administrative Liability – Failure to comply with requirements of PD 1445 (Government Auditing Code of the Philippines, Sections 101 & 127) is a neglect of duty and will be penalized in accordance with the Civil Service Law.
- Criminal Liability (Anticipation of Duties of a Public Office) – Suspension from office or employment until he shall have complied with the formalities of the law & fine from 200 to 500 pesos (Art. 236, Revised Penal Code).



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4. With the foregoing legal mandates, select human resource of this SDO subject to fidelity bond will have to submit an Inventory Report (IR) on the said matter.

4.1 PROCEDURES

OFFICE	PERFORMED BY	PROCEDURES	SPECIFIC POLICY
School / Section / Division	School – as assigned by the School Head District – Administrative Assistant SDO – Administrative Assistant of the Chiefs and SDS	1. Provides soft copy of the Inventory Report (IR) to the human resource subject to fidelity bond;	» See Annex A for the pro forma of the IR. » The IR maybe printed in a scratch paper.
School / District / Section / Division	All human resource with fidelity bond	2. Receives soft copy of the IR and fill out the required details; 3. Submits the filled out IR to the duly assigned consolidator;	» No column must be left unfilled. » The duly assigned consolidator for School Level is the District Office Administrative Assistant.
District / Section / Division	District – Administrative Assistant SDO – Administrative Assistants of the Chiefs and SDS	4. Receives and consolidates the details of the IR; 5. Submits the consolidated IR in soft and hard copies to the Personnel Section human resource;	<i>School level -</i> » Submit to the District Administrative Assistant. <i>District and SDO levels -</i> » Submit to the Personnel Section human resource in the person of Ms. Trisha Jade A. Billedo.



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region XIII
Caraga Administrative Region



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OFFICE	PERFORMED BY	PROCEDURES	SPECIFIC POLICY
Personnel Section	Administrative Assistant II	6. Receives and consolidates the IRs from various districts and offices.	» The consolidated report must be the basis for further legal administrative actions from the SDO.

5. In addition, kindly provide photocopy of Authority to Accept Payment, Oncoll Payment Slip, and General Form No. 57 (A).
6. Deadline of submission is on or before Friday, September 27, 2019.
7. For your information and strict compliance.
8. Wide and immediate dissemination of this memorandum is highly desired.

F. Almaden

FLORENCE E. ALMADEN, CESE
Assistant Schools Division Superintendent
Officer-in-Charge, Office of the Schools Division Superintendent

Enclosure : 1 (as stated)
Reference/s : Republic Act 7836
Allotment : 3 and 4

To be indicated in the perpetual index:

Human Resource Management

Human Capital Management

Employee Database

Fidelity Bond

FEA/fcc
09/23/19

We serve with Goodness, Openness, and Dignity

F. Almaden
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"Annex A"

**INVENTORY OF THE FIDELITY BOND OF
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NAME	AMOUNT OF MAXIMUM ACCOUNTABILITY (in Philippine Peso)	BOND RECOMMENDED (in Philippine Peso)	START OF VALIDITY DATE	END OF VALIDITY DATE
1. Princess Farrah C. Windsor	0.00	0.00	01/01/19	01/01/20

Prepared by:	Reviewed by:	Noted by:
School - as assigned by the School Head	School Head	PSDS
District - Administrative Assistant	PSDS	CID Chief
SDO - Administrative Assistants of the Chiefs and SDS	CID Chief	SDS