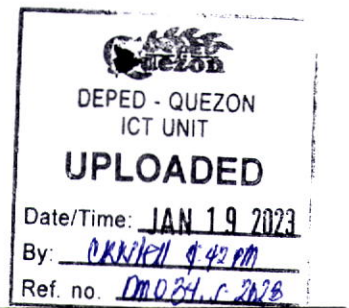




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE




19 January 2023

**DIVISION MEMORANDUM**  
DM No. 034, s. 2023

**FIDELITY BOND APPLICATION AND RENEWAL**

**To :** Assistant Schools Division Superintendent  
SGOD and CID Chiefs  
Section Heads  
Secondary and Elementary School Heads  
All Others Concerned

1. In compliance with **Treasury Circular No. 02- 2009**, which states that an officer or personnel who is permitted or required the possession, custody or control of government funds or properties for which he is accountable shall be bonded or bondable and his fidelity insured, this Office hereby reminds all School Heads and other accountable personnel to apply for Fidelity Bond.
2. Likewise, it is also reiterated that the fidelity bond is subjected to renewal yearly before the expiration of the present bond coverage while the accountable officer is holding that position for which he/she is bonded. It is also provided that failure to renew shall consider such bond as automatically cancelled and shall have no legal effect.
3. All School Heads are also reminded that based on the **COA Circular 97-002** under the General Guidelines on Granting and Utilization of Cash Advances, copy of approved application for bond or the **Confirmation Letter** coming from the Bureau of Treasury should be attached as a requirement for Cash Advance Request.
4. Immediate and widest dissemination of this Memorandum is desired.

  
**ELIAS A. ALICAYA JR., EdD**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

Admppn1/19/2023

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