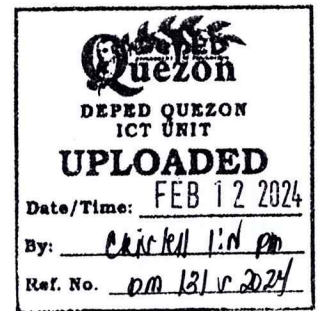




Republic of the Philippines
Department of Education
REGION IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



08 February 2024

DIVISION MEMORANDUM
DM No. 131, s. 2024

REITERATION ON THE IMPORTANT REMINDERS AND ANNOUNCING THE NEWLY ASSIGNED AGENCY APPROVER / SIGNATORY ON FIDELITY BOND APPLICATION

To: Assistant Schools Division Superintendents
Chiefs - CID/SGOD
Section Heads
Public Elementary and Secondary School Heads
All Others Concerned

1. In connection with the Division Memorandum No. 512 s. 2022 Re: Important Reminders on Fidelity Bond Online Application, this Office hereby reiterates the following reminders to school heads for a more efficient online fidelity bond application as well as the submission of hard copies to Schools Division Office for signature of the agency approver.
 - a. School heads are urged to verify the encoded name in the online application twice before proceeding to the next portion. If Name Extension is not applicable, do not enter NA; **instead, leave it blank**. Only those school heads who need to provide information in the box are those with name extensions.
 - b. Through the Bureau of the Treasury Online Fidelity Bond website, if your position is not included in the dropdown menu for Item No. 21 (Title of Position or Designation) select "**OTHERS**" and enter your position. The Bureau of the Treasury sternly advises **against** choosing "Accountable Form Custodian."
 - c. With regards to the filling out the Agency Approver portion on the online fidelity bond application, please be informed that the new Agency Approver and signatory in the GF-57 and List of Bonded Accountable forms of the Bureau of the Treasury and will sign the official correspondence in the said manner as:

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

admbjam02/08/24

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321

DepEdTayoQuezon

www.depedquezon.com.ph

quezon@deped.gov.ph



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

2. In order to track the submission of printed copies of the approved GF-57 and List of Bonded Accountable Forms to the Schools Division Office, all documents shall be submitted to the Records Section thru Document Tracking System v.4 and immediately be forwarded to the Administrative Section and School Division Superintendent's Office for appropriate action.
3. To inquire further about the online application of fidelity bond, you can reach the Bureau of the Treasury - Quezon directly at (042) 710-2195 or 09518779498.
4. Immediate dissemination of this Memorandum is earnestly desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

admbjam02/08/24

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321