



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



21 June 2022

DIVISION MEMORANDUM
DM No. 012, s. 2022

IMPORTANT REMINDERS ON FIDELITY BOND ONLINE APPLICATION

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

1. In connection with the Division Memorandum No. 287, s.2021, Re: Online Fidelity Bonding System (OFBS) Cascading and Orientation for Department of Education – Division of Quezon, this Office hereby reiterates the following reminders to school heads for a more efficient online fidelity bond application:
 - a. In your online application thru Bureau of the Treasury Online Fidelity Bond website, Item 21 (Title of Position or Designation), if your position is not available among the choices, click "Others", then input your position. The Bureau of the Treasury strictly reminds NOT to select "Accountable Form Custodian."
 - b. School Heads are also reminded to double check the name encoded in the online application. Make sure that the encoded name properly appears in the online application. Refrain from putting NA in the Name Extension box and just leave it blank if it is not applicable. Only those school heads who have name extensions are to encode in the box.
2. For further queries about online fidelity bond application you may directly contact the Bureau of Treasury - Quezon at (042) 7102195 / 09518779498.
3. 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 Superintenden

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