

BUREAU OF THE TREASURY

ADVISORY NO. 2020-05-001

REVISED PROCEDURAL GUIDELINES ON PROCESSING OF FIDELITY BONDING APPLICATION

Applicant/s are hereby advised to observe the following procedures in the electronic application and processing **(through email)** of Fidelity Bonding effective **May 18, 2020**:

1. Submit duly accomplished required forms listed below to the official e-mail address of the BTr Provincial Office/District Office **(BTr PO/DO)** in your area through e-mail:

For New Applicant

1. General Form 57 (A)
2. General Form 58 (A)

For Applicant for Renewal

1. General Form 57 (A)
2. List of Accountable Public Officers duly certified by the agency officer in charge of Administrative and/or Finance Department/Service/Division/Unit

For Applicants for Increase in Accountability

1. General Form 57 (A)
2. Copy of previously approved Confirmation Letter
3. Special Order increasing the amount of accountability

Additional Documents for LGUs

1. Oath of Office of Barangay Chairperson
2. Resolution of Barangay Treasurer
3. Annual Budget
4. Inventory of Property and Equipment

For bond applicant/s with pending administrative and/or criminal case, scanned copies of pertinent pleadings, orders and resolutions filed or issued by the disputing parties, prosecutor or investigatory offices and judicial bodies shall be required together with the abovementioned documentary requirements.

2. Print the electronic copy of Authority to Accept Payment **(ATAP)** sent by the concerned BTr PO/DO.
3. Present the ATAP to the nearest Authorized Government Servicing/Depository Bank (AGSB/AGDB) in your area for payment of corresponding amount of bond premium.

4. Send the scanned copies of ATAP and bank validated deposit slip to the BTr PO/DO for issuance through email of the Confirmation Letter **(CL)**.
5. Print the electronic copy of the CL from BTr PO/DO as proof of bond coverage of the applicant/s.

The original copy of the CL shall be released only upon submission by the applicant/s of the complete original copies of documentary requirements. The CL shall be subject to cancellation depending on the evaluation of authenticity by the POs/DOs of the submitted documents prescribed under Treasury Circular No. 02-2009 dated August 6, 2009.

6. In order to avoid overcrowding of applicant/s and maintain Strict Social Distancing Measures (SSDM), the BTr PO/DO shall send a notification to applicant/s through e-mail of their scheduled date and time to submit the complete original copies of documentary requirements to the concerned BTr PO/DO. Only the designated liaison officer/s of NGAs/GOCCs/LGUs shall be accommodated to transact through over-the counter (OTC).

Applicant/s may request for an appointment/schedule to the BTr PO/DO in their area.

7. Fidelity bond application/s acknowledged by the BTR PO/DO through email from **March 19, 2020 to May 15, 2020** shall be given priority in the issuance of the electronic copy of ATAP and in the scheduling of submission of complete original copies of documentary requirements.
8. Effectivity date of Fidelity Bond for e-mail application/s acknowledged by the BTr PO/DO from **March 19, 2020 to May 15, 2020** shall be retroactive on the date when the application/s was/were acknowledged while effectivity date of bond application/s received starting on **May 18, 2020** shall be upon payment of the bond premium.

Please be guided accordingly. Thank you.