

BUREAU OF THE TREASURY

ADVISORY NO. 2020-08-002

REVISED PROCEDURAL GUIDELINES ON ONLINE FIDELITY BONDING APPLICATION

In pursuit of continued delivery of services by the Bureau of the Treasury (BTr) – Regional and Provincial/District Offices and at the same time ensure the safety of its employees and the transacting public as well, amidst the COVID-19 Pandemic, the following **revised guidelines** on online fidelity bonding procedures shall be strictly implemented effective **August 5, 2020**:

1. All applications for fidelity bonding shall be submitted to the BTr through electronic mail (e-mail) or such other online means as the BTr Provincial Office (PO) or District Office (DO) may allow.

Applicant/s with no internet access/connectivity, especially Barangay officials are advised to coordinate with their respective City or Municipal LGUs through the Office of the City or Municipal Treasurer to assist them in the processing of fidelity bonding application through email.

2. Over-the-Counter (OTC) processing of fidelity bonding application is **suspended until further notice** to protect the BTr Regional Office (RO), PO/DO personnel and the transacting public from possible exposure to COVID-19 and to help government efforts to contain the spread of the virus.

However, for exceptional and urgent health, social amelioration, public safety and security considerations, BTr will provide a kiosk or implement a drop box system whereby applicant/s may file their respective application. Drop boxes and record book shall be provided in the PO/DO. Applicants/designated liaison officers shall log-in the documents with their contact details in the record book before leaving their documents. The Acknowledgment Receipt (AR) of the submitted documents thru drop boxes and the respective issuance of ATAP shall still be done by the BTr thru e-mail.

3. For fidelity bonding applications submitted through e-mail, applicant/s shall observe the following **effective August 5, 2020**:
 - a. Submit duly accomplished required forms listed below to the official e-mail address of the BTr PO/DO in your area through e-mail:

For New Applicant

1. General Form 57 (A)
2. General Form 58 (A)
3. Latest Sworn Statement of Assets, Liabilities and Net Worth (SALN)
4. List of Accountable Public Officers duly certified by the agency officer in charge of Administrative and/or Finance/Department/Service/Division/Unit

For Applicant for Renewal

1. General Form 57 (A)
2. List of Bonded Public Officers duly certified by the agency officer in charge of Administrative and/or Finance/Department/Service/Division/Unit
3. Latest Sworn Statement of Assets, Liabilities and Net Worth (SALN)

For Applicants for Increase in Accountability

1. General Form 57 (A)
2. Copy of previously approved Confirmation Letter

For Bond Cancellation Application

1. General Form 57 (A)
2. Copy of previously approved Confirmation Letter

Additional Documents for LGUs

1. Oath of Office of Barangay/SK Chairperson
2. Resolution of Barangay/SK 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.

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

- d.** Send the scanned copies of ATAP and bank validated deposit slip or List of Due and Demandable Accounts Payable-Authority to Debit Advice (LDDAP-ADA) to the BTr PO/DO for issuance through email of the electronic copy of approved Confirmation Letter (CL).
 - e.** Print the electronic copy of the CL from BTr PO/DO as proof of bond coverage.
 - f.** The original copy of the CL shall be released only upon request of the agency or the Commission on Audit (COA) for verification purposes of the authenticity of its electronic copy.
 - g.** The CL shall be subject to cancellation depending on the evaluation of authenticity by the PO/DO of the submitted documents prescribed under Treasury Circular No. 02-2009 dated August 6, 2009.
4. For fidelity bonding application/s received through e-mail, applicants are no longer required to submit the complete original copies of documentary requirements. The documentary requirements and its counterparts may be executed and delivered by electronic signature (including portable document format). The applicant shall keep and maintain the original record of such documents. The BTr reserves the right to verify and validate the authenticity of all documents submitted thru email and may require the submission of the original documents.
5. If applicant/s are required to submit the complete original copies of documents for verification and authentication, POs/DOs shall send a notification to the applicant through e-mail of their scheduled date and time for submission in order to avoid overcrowding and to maintain stringent social distancing measures in the workplaces. Drop boxes and record book shall be used for this purpose. The Acknowledgment Receipt (AR) of the submitted documents thru drop boxes and the respective issuance of ATAP shall still be done thru e-mail.

Please be guided accordingly. Thank you.

4 August 2020