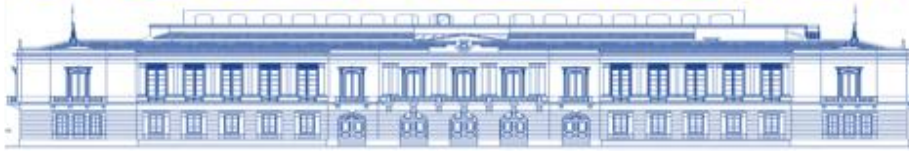




REPUBLIC OF THE PHILIPPINES

FIDELITY BOND MANAGEMENT SYSTEM

BUREAU OF THE TREASURY



National Government Collection & Modified Disbursement System (NGCDS) Fidelity Bond Management System (User Manual Guide)

1.0 Revision History

Date	Version	Description	Author
March 17, 2021	1	Initial Version	IPC
March 25, 2021	2	Added screenshots to various sections	IPC

2.0 Signoffs

Name	Organization/ Position	Date	Signature

Table of Contents

1.0 Introduction	5
1.1 Getting Started	5
2.0 Account Setup.....	6
2.1 Account Types and Roles	6
2.1.1 BTr System Admin/MISS Admin	6
2.1.2 P/DO Accounts	7
2.1.3 NGA/GOCC/LGU Accounts	8
2.2 Account Creation.....	9
3.0 Applying for a New Fidelity Bond	10
3.1 Steps for application (For agency users):.....	10
3.2 Steps for approval (For agency approvers):.....	13
3.3 Steps for approval and payment (For P/DO Users):	16
3.4 Steps for confirmation (For P/DO Approvers):	19
3.5 Steps for Creation of the Confirmation Letter (For P/DO Users):	19
4.0 Applying of a Renewal Fidelity Bond.....	21
4.1 Steps for application (For agency users):.....	21
4.2 Steps for approval (For agency approvers):.....	21
4.3 Steps for approval and payment (For P/DO Users):	21
4.4 Steps for confirmation (For P/DO Approvers):	22
4.5 Steps for Create Confirmation Letter (For P/DO Users):	22
5.0 Applying of a Cancel Fidelity Bond.....	22
5.1 Steps for application (For agency users):.....	22
5.2 Steps for approval (For agency approvers):.....	23
5.3 Steps for approval of cancel bond (For P/DO Users):.....	23
5.4 Steps for confirmation (For P/DO Approvers):	23
5.5 Steps for Create Confirmation Letter (For P/DO Users):	23
6.0 Print Reports	23
6.1 Steps for Generate Print Report (For P/DO Users):.....	24

1.0 Introduction

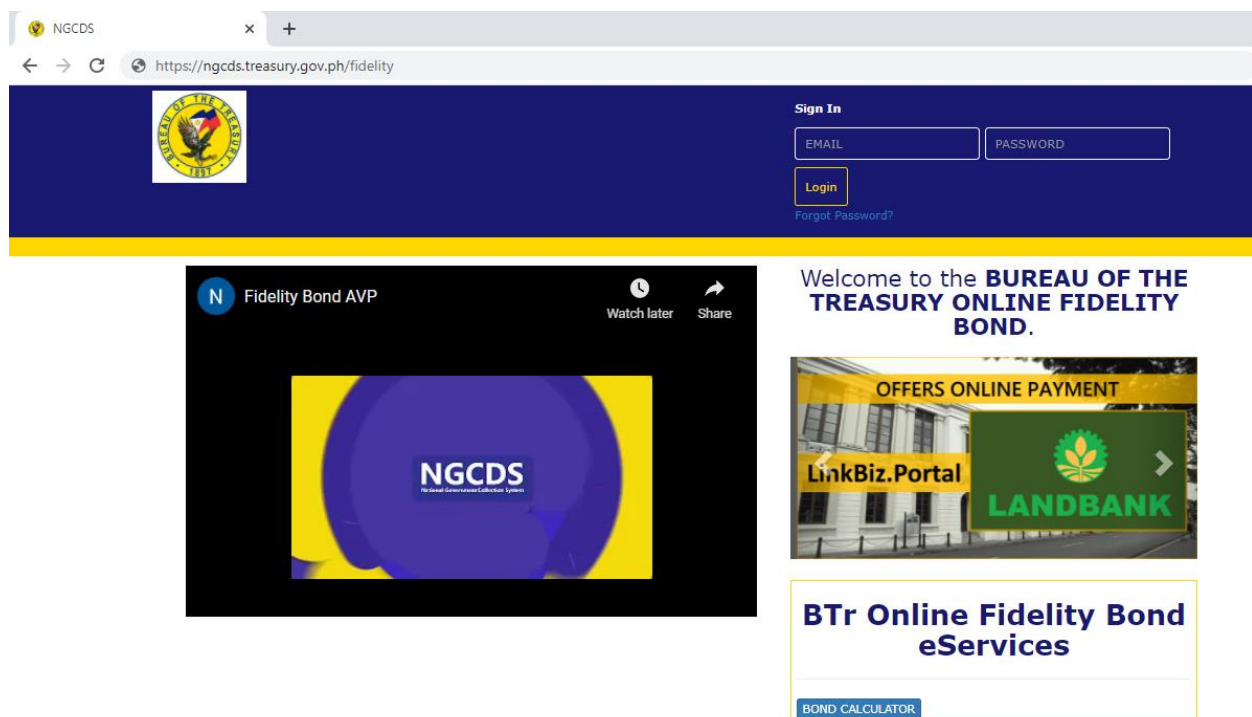
The Fidelity Bond Module ensures safety and provides insurance protection for employees of the Philippine government. It is designed to allow employees application for Fidelity Bonds through the website (<https://ngcds.treasury.gov.ph/fidelity>), in which each application must first be authorized and proceeded by the agency approver.

1.1 Getting Started

Open your web browser's address bar and type the Fidelity Bonds website (<https://ngcds.treasury.gov.ph/fidelity>) then press enter.

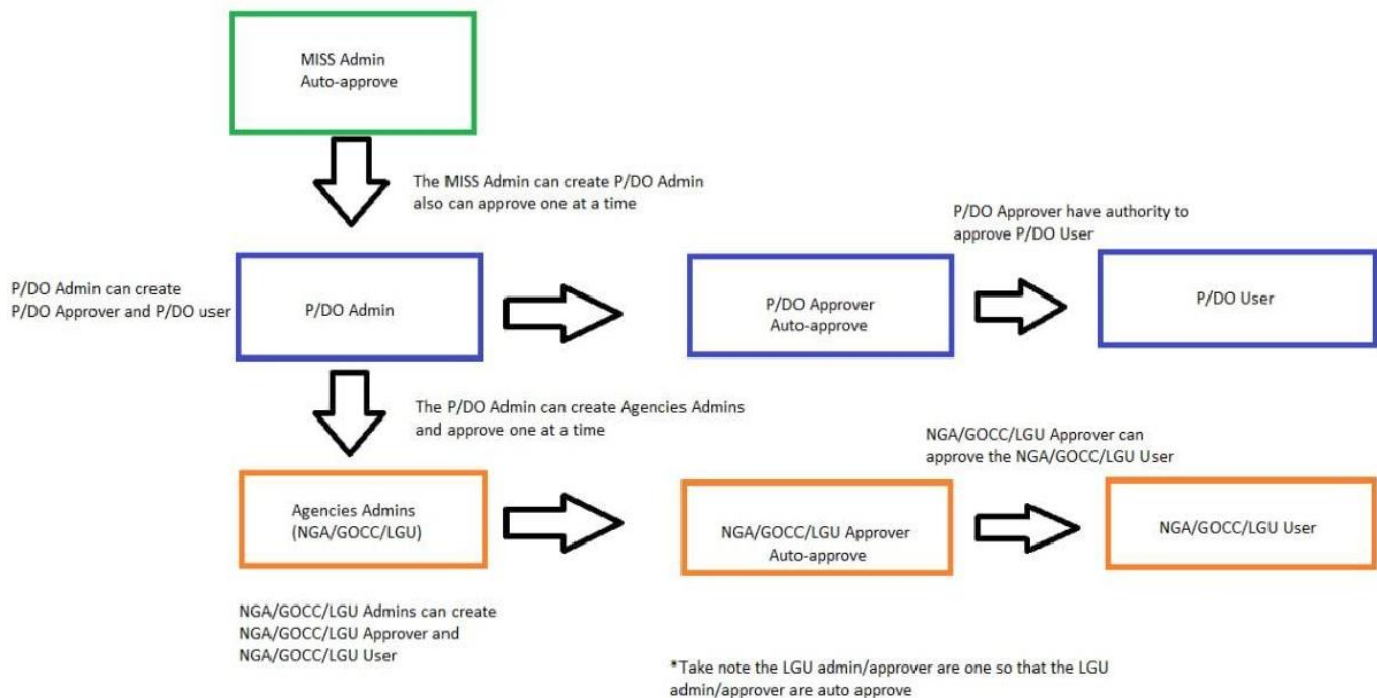
The main homepage will open and request for user login credentials. For new users, ask the appointed agency approver for account creation and/or credentials, this process will be explained in section 2.0 Account Setup.

Input the correct credentials and click the Login button, this will lead to the Fidelity System.



2.0 Account Setup

The Fidelity Bond Module consists of multiple user levels for each organization and its branches; the admin, the approver, and the user. Each level has its role and function to the website and each agency.



2.1 Account Types and Roles

2.1.1 BTr System Admin/MISS Admin

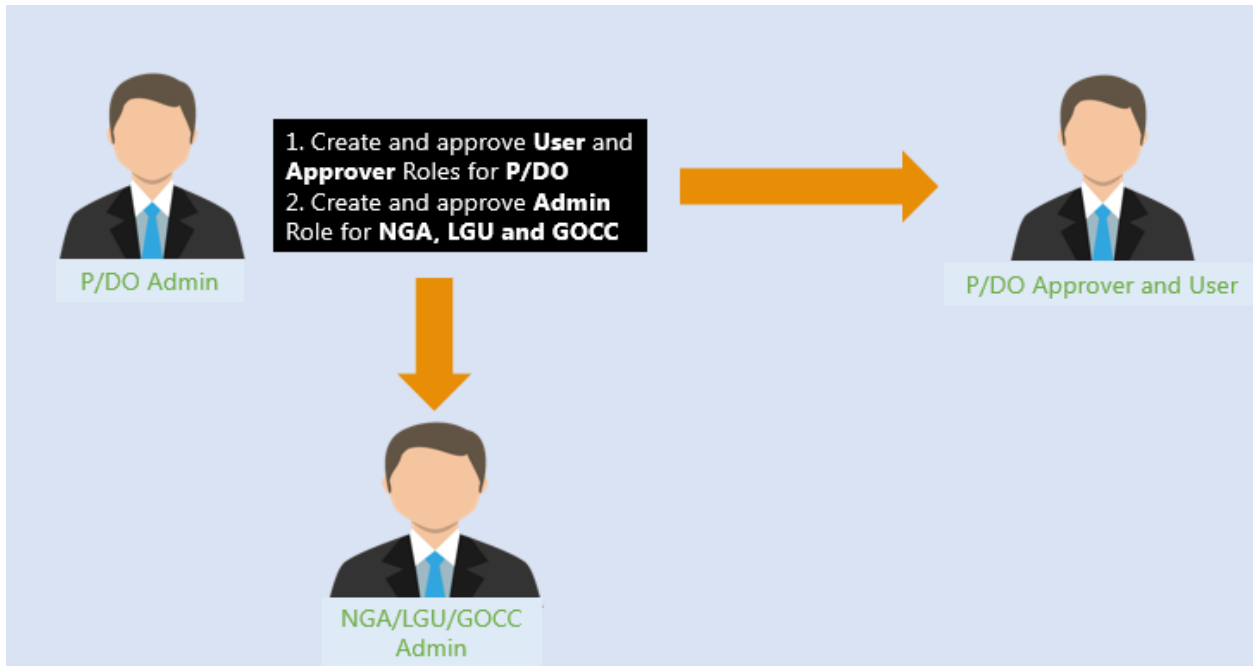
The BTr System Admin is the highest level of authority in the system that manages the account creation and approvals of PDO accounts as well as oversees the entirety of the system itself.

This role has the ability to:

- View the list of active admins.
- Activate and deactivate P/DO admins and accounts.
- See the approval list of the newly created P/DO admins.
- Approve and reject newly created users.

2.1.2 P/DO Accounts

1. P/DO Admin



Creates and approves user and approver roles for P/DO, as well as admin roles for NGA, LGU and GOCC.

This role has the ability to:

- View the list of active agency's admins, P/DO approvers and P/DO users.
- Add new P/DO approvers and users.
- Add and approve new admins to each agency (NGA/GOCC/LGU).
- Deactivate all users in the activated accounts list.

2. P/DO Approver

Approves user roles, confirms bond applications, and sends confirmation letters.

This role has the ability to:

- See the approval list of created P/DO users.
- Activate bond applications.
- Approve or reject created P/DO users.

3. P/DO User

Submit the bond applications for approval to the P/DO approver.

Manually creates the ATAP for bond applications, also tags them as paid. Creates and sends the confirmation letter of activated bond applications.

This role has the ability to:

- Generate print report in different format like

MASTERLIST of Maturing Bonds

MASTERLIST of Bonded Accountable Officers and Employees - Cancelled

MASTERLIST of Bonded Accountable Officers and Employees - By Type of Accountability (Cash, Property, Others)

MASTERLIST of Bonded Accountable Officers and Employees - By Agency Type

MASTERLIST of Bonded Accountable Officers and Employees - By Organization Code

Report of Deposited Collections of Fidelity Bond Premia

Report of Deposited Collections of Fidelity Bond Premia – By Agency

2.1.3 NGA/GOCC/LGU Accounts

1. Admin

Creates users for the appointed agency (NGA/GOCC/LGU). Oversees the activities of bond applications and its accounts.

This role has the ability to:

- View the list of active agency approvers and users.
- Add new agency admins and approvers.
- Activate Deactivate all users in the agency.

2. Approver

Approves users created by Admin, approval of bond applications, and processes online payment transactions.

This role has the ability to:

- See the approval list of the agency.
- Approve the agency users.
- Approve Bond applications.
- Process online payment transactions

3. User

Applies/files for Fidelity Bond online application. The client of the system.

2.2 Account Creation

To begin the process of creating accounts and roles for each agency, please do the following steps:

P/DO Admin

1. Open the Fidelity Bonds website (<https://ngcds.treasury.gov.ph/fidelity>)
2. Log in with the BTr System Admin credentials and the NGCDS Fidelity system will open.
3. Click the 'User Management' Tab and choose 'Manage Users'.
*This panel shows the list of active Admin Users, the BTr System admin has the ability to activate and deactivate user accounts.
4. Click 'Add User' and input all the information needed.
5. Once all the information has been reviewed, proceed with 'Create P/DO Admin'.
6. The P/DO Admin will receive an email notification containing a temporary password that can be changed on the next login.

*Password must meet password complexity policy

P/DO Approver and User

1. Open the Fidelity Bonds website (<https://ngcds.treasury.gov.ph/fidelity>)
2. Log in with the P/DO Admin credentials and the NGCDS Fidelity system will open.
3. Click the 'User Management' Tab and choose 'Manage Users'.
4. Click 'Add User' and input all the information needed, including the type of user.
5. Once all the information has been reviewed, proceed with 'Create P/DO Approver/User'.
6. The created account will receive an email notification containing a temporary password that can be changed on the next login.

Agency Admin

1. Open the Fidelity Bonds website (<https://ngcds.treasury.gov.ph/fidelity>)
2. Log in with the P/DO Admin credentials and the NGCDS Fidelity system will open.
3. Click the 'User Management' Tab and choose 'Manage Users'.
4. Click 'Add User' and input all the information needed, including the type of user.
5. Once all the information has been reviewed, proceed with 'Create *Agency* Admin'.
6. The created account will receive an email notification containing a temporary password that can be changed on the next login.

Agency Approver

1. Open the Fidelity Bonds website (<https://ngcds.treasury.gov.ph/fidelity>)
2. Log in with the Agency Admin credentials and the NGCDS Fidelity system will open.
7. Click the 'User Management' Tab and choose 'Manage Users'.
8. Click 'Add User' and input all the information needed, including the type of user.
9. Once all the information has been reviewed, proceed with 'Create *Agency* Approver'.

- The created account will receive an email notification containing a temporary password that can be changed on the next login.

Agency User

- Open the Fidelity Bonds website (<https://ngcds.treasury.gov.ph/fidelity>)
- Log in with the Agency Admin credentials and the NGCDS Fidelity system will open.
- Click the 'User Management' Tab and choose 'Manage Users'.
- Click 'Add User' and input all the information needed, including the type of user.
- Once all the information has been reviewed, proceed with 'Create *Agency* User'.
- The agency approver will review the application and approve.
- The created account will receive an email notification containing a temporary password that can be changed on the next login.

3.0 Applying for a New Fidelity Bond

The application for a New Fidelity Bond requires an agency user account (NGA, GOCC, LGU).

3.1 Steps for application (For agency users):

- Log in to the system with the correct credentials.
- In the Navigation panel click Manage Fidelity Bond and then click 'New Bond' button.
- Input the required Personal Information and then click on the 'Continue' button to proceed to the next screen. The system will prompt for any missing or invalid entries.

The screenshot shows the 'NEW APPLICATION' form in the NGCDS system. The form is divided into several sections for data entry:

- Personal Information:** Includes fields for Name (Given, Extension, Middle, Surname), Address (Street/Bldg/Unit, Barangay, District/Province, City/Municipality), Date of Birth, and Place of Birth.
- Demographics:** Fields for Gender, Civil Status, and Email Address.
- Financials:** Fields for Monthly Income and Estimated Monthly Expenses.
- Legal/History:** Sections for administrative and criminal offenses, with dropdown menus for 'Have you ever been found guilty of...' and text areas for details.
- Case Information:** Fields for Case No/s, Date Filed, and Status of Case/s.

The form includes a 'SAVE AS DRAFT' button at the top right and a 'CONTINUE' button at the bottom right. The browser address bar shows the URL: ngcds.onthe8spot.com/fidelity/bond-create-page-1.

- Input the Character Reference and ID information and then click on the 'Continue' button to proceed to the next screen. The system will prompt for any missing or invalid entries.

NGDCS

ngcds.onthe8spot.com/fidelity/bond-create-page-2

BUREAU OF THE TREASURY

Fidelity Bond Online Application

Home / Manage Fidelity Bond / GP57/ITEMS 1-13 / ITEMS 14-15

NEW APPLICATION ITEMS 14-15 SAVE AS DRAFT

14. Character Reference (Individual must not be related up to the fourth degree by consanguinity or affinity to applicant)

NAME	ADDRESS	CONTACT NUMBER
TEST CHAR REF	1129	9091234567
ENTER NAME...	ENTER ADDRESS...	ENTER CONTACT NUMBER...
ENTER NAME...	ENTER ADDRESS...	ENTER CONTACT NUMBER...

15. I declare that the answer to the foregoing questions are true to the best of my knowledge and belief. I fully understand that any misrepresentation made in this application and supporting documents shall cause the filing of administrative/criminal case(s) against me.

GOVERNMENT ISSUED ID CARD

DRIVERS LICENSE DATE ACCOMPLISHED 03/23/2021

ID CARD NUMBER 123345

DATE ISSUED Enter date issued...

PLACE ISSUED ENTER PLACE ISSUED...

GO BACK CONTINUE

- Input the Bond Coverage and Amount of Accountability details and then click on the 'Continue' button to proceed to the next screen. The system computes the total premium based on the selected Bond Period Coverage and will prompt for any missing or invalid entries.

NGDCS

ngcds.onthe8spot.com/fidelity/bond-create-page-3

3. AS SIGNING OFFICER

4. INVESTMENT OFFICER (QS INVESTMENTS)

SUB-TOTAL A. PUBLIC FUNDS:

ACCOUNTABILITY (P)	BOND (P)	PREMIUM (P)
5,000.00	0.00	0.00

B. PUBLIC PROPERTY

	ACCOUNTABILITY (P)	BOND (P)	PREMIUM (P)
1. INVENTORIES (PER GAH)	2,900.00	1,200.00	18.00
2. PROPERTY, PLANT & EQUIPMENT (NET BOOK VALUE)	0.00	0.00	0.00

C. FORMS AND OTHER VALUABLES B. FORMS AND OTHER VALUABLES

	ACCOUNTABILITY (P)	BOND (P)	PREMIUM (P)
1. INTERNAL REVENUE STAMPS	900.00		
2. POSTAGE & OTHER STAMPED STOCK	0.00		
3. OFFICIAL RECEIPT	0.00		
4. OTHER FORMS & VALUABLES	0.00		
SUB-TOTAL: C. FORMS AND OTHER VALUABLES:	900.00	100.00	1.50

TOTAL ACCOUNTABILITIES

TOTAL ACCOUNTABILITY (P)	TOTAL BOND AMOUNT (P)	TOTAL PREMIUM (P)
8,400.00	1,300.00	39.00

GO BACK CONTINUE

6. The system will display the Agency and Placement of Assignment details together with the Accountability Summary. Enter the Date Assumption and then click on the 'Finish' button to submit the bond for agency approval.

NGDCS

ngcds.onthe8spot.com/fidelity/bond-create-page-4

BTrFIDELITY BUREAU OF THE TREASURY

Fidelity Bond Online Application

Home / Manage Fidelity Bond / GF57 ITEMS 1-13 / GF57 ITEMS 14-15 / BOND COMPUTATION / PLACE OF ASSIGNMENT

AGENCY AND PLACE OF ASSIGNMENT NEW APPLICATION

SUMMARY ACCOUNTABILITY

BOND COVERAGE	ONE (1) YEAR
TOTAL ACCOUNTABILITY	0.00
TOTAL BOND	0.00
TOTAL PREMIUM	0.00

18. NAME OF OFFICE OR AGENCY

DEPARTMENT: DepEd

AGENCY: NCCT National Council for Children's Television

OPERATING UNIT: National Council for Children's Television

UACS CODE: 070030000000

19. ADDRESS OF OFFICE OR AGENCY

LGU PROVINCE: [Dropdown]

LGU CITY/MUNICIPALITY: [Dropdown]

20. PLACE OF ASSIGNMENT

STATION/DIVISION: [Dropdown]

21. TITLE OF POSITION OR DESIGNATION

POSITION: Accountable Forms Custodian

SECOND POSITION: None

THIRD POSITION: None

22. DATE OF DESIGNATION OR ASS: 25 March 2021

DATE ASSUMPTION: [Enter date assumption...]

GO BACK FINISH

7. The system will return to the Manage Fidelity Bond Applications window and display the newly created bond with a status of "FOR AGENCY APPROVAL".

NGDCS

ngcds.onthe8spot.com/fidelity/bond-manage

Fidelity Bond Online Application

Home / Manage Applications

Manage Bond Applications

FILE APPLICATION: [Print List] [NEW BOND]

Show 10 entries

Search: [Search]

APPN	NAME OF OFFICIAL	DATE ACCOMP	TYPE	BOND	PREMIUM	VALIDITY PERIOD	STATUS	ACTION
AC-0231-20210322-719	JASONUY UY	01/03/2020	CANCELLATION	26,050.00	233.25	03/22/2021 to 03/22/2023	BTR REVIEWED FOR CANCELLATION	[GF-57] [CANCEL BOND]
AN-0231-20210319-532	JASONUY UY	01/03/2020	NEW	17,300.00	549.00	03/19/2021 to 03/19/2023	CANCELLED	[GF-57]
AR-0231-20210319-636	JASONUY UY	01/03/2020	RENEW	26,050.00	233.25	03/19/2021 to 03/19/2023	CANCELLED	[GF-57]
AN-0231-20210305-462	JOHNJOSEPH SANTOS	01/01/2020	NEW	9,600.00	318.00	03/05/2021 to 03/05/2023	BTR REVIEWED PAID	[GF-57] [CANCEL BOND]
AN-0231-20210325-748	AS X	03/25/2021	NEW	600.00	9.00		FOR AGENCY APPROVAL	[Pencil] [Trash]
AN-0231-20210321-700	AA	03/21/2021	NEW	0.00	0.00		DRAFT	[Pencil] [Trash]

3.2 Steps for approval (For agency approvers):

1. Log in to the system with the correct credentials.
2. In the navigation panel click Fidelity Bond Approval and then click on the 'APPROVE' button of the bond you wish to transact.
*Shows the list of Fidelity Bonds for approval.

NGDCS

ngcds.onthe8spot.com/fidelity/bond-approval

BTrFIDELITY BUREAU OF THE TREASURY

Fidelity Bond Online Application

acer santos

MAIN NAVIGATION

NAVIGATION

- Fidelity Bond
- Fidelity Bond Approval
- User Management
- Profile
- Logout

MANAGE BOND APPROVAL FIDELITY BOND MANAGEMENT

Home > Individual Application

Approve Bond Applications

Show 10 entries Search:

Application No.	Date Accompl.	Name of Official	Type	Bond	Premium	Status
AN-0231-20210325-748	03/25/2021	X, AS S	NEW	600.00	9.00	FOR AGENCY APPROVAL APPROVE

Showing 1 to 1 of 1 entries

Previous 1 Next

3. Review the Personal Information and then click on the 'NEXT PAGE' button if the approval process should continue. Click on the 'SUSPEND APPLICATION' button if approval process should be suspended.

NGDCS

ngcds.onthe8spot.com/fidelity/bond-create-page-1?id=371871&idap=340792&ido=70252&t=1&ref=AN-0231-20210325-748&v=2

BTrFIDELITY BUREAU OF THE TREASURY

Fidelity Bond Online Application

acer santos

MAIN NAVIGATION

NAVIGATION

- Fidelity Bond
- Fidelity Bond Approval
- User Management
- Profile
- Logout

Home / Manage Fidelity Bond /

NEW APPLICATION ITEMS 1-13

[SUSPEND APPLICATION](#) [NEXT PAGE](#)

Personal Information

1. NAME OF OFFICIAL

Given Name: AS

Name Extension:

Middle Name: S

Surname: X

2. ADDRESS

Street/Bldg/Unit: X

Barangay: Q

District/Province: Abra

City/Municipality: Bangued Abra

10. MONTHLY INCOME

10,000.00

Salaries, allowances, business income and the like

11. ESTIMATED MONTHLY EXPENSES

2,000.00

12. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?

If yes, give details here...

IF YES, GIVE DETAILS HERE...

13a. Have you ever been found guilty of any administrative offense?

If yes, give details here...

IF YES, GIVE DETAILS HERE...

13b. Have you ever been found guilty of criminal case before any

- Review the Character Reference and ID information and then click on the 'NEXT PAGE' button if the approval process should continue. Click on the 'SUSPEND APPLICATION' button if approval process should be suspended.

The screenshot shows the 'Fidelity Bond Online Application' page for 'acer santos'. The page is titled 'NEW APPLICATION' and includes a breadcrumb trail: Home / Manage Fidelity Bond / GF57 ITEMS 1-13 / ITEMS 14-15. The 'ITEMS 14-15' section is active, showing '14. Character Reference' and '15. I declare that the answer to the foregoing questions are true to the best of my knowledge and belief. I fully understand that any misrepresentation made in this application and supporting documents shall cause the filing of administrative/criminal case(s) against me.'

14. Character Reference (individual must not be related up to the fourth degree by consanguinity or affinity to applicant)

NAME	ADDRESS	CONTACT NUMBER
W	W	5
ENTER NAME...	ENTER ADDRESS...	ENTER CONTACT NUMBER...
ENTER NAME...	ENTER ADDRESS...	ENTER CONTACT NUMBER...

15. I declare that the answer to the foregoing questions are true to the best of my knowledge and belief. I fully understand that any misrepresentation made in this application and supporting documents shall cause the filing of administrative/criminal case(s) against me.

GOVERNMENT ISSUED ID CARD SSS UMID **DATE ACCOMPLISHED** 03/25/2021

ID CARD NUMBER 5

DATE ISSUED Enter date issued...

PLACE ISSUED ENTER PLACE ISSUED...

Buttons: **SUSPEND APPLICATION** (orange), **NEXT PAGE** (blue)

- Review the Bond Coverage and Amount of Accountability details and then click on the 'NEXT PAGE' button if the approval process should continue. Click on the 'SUSPEND APPLICATION' button if approval process should be suspended.

The screenshot shows the 'Fidelity Bond Online Application' page for 'acer santos'. The page is titled 'BOND PERIOD COVERAGE' and includes a breadcrumb trail: Home / Manage Fidelity Bond / GF57 ITEMS 1-13 / GF57 ITEMS 14-15 / BOND COMPUTATION. The 'BOND COMPUTATION' section is active, showing 'BOND PERIOD COVERAGE' and 'AMOUNT OF ACCOUNTABILITY'.

BOND PERIOD COVERAGE BOND COMPUTATION

BOND PERIOD COVERAGE ONE (1) YEAR

AMOUNT OF ACCOUNTABILITY BOND COMPUTATION

A. PUBLIC FUNDS	ACCOUNTABILITY (P)	BOND (P)	PREMIUM (P)
1. AS COLLECTING OFFICER	999.99		
2. AS DISBURSING OFFICER	0.00		
3. AS SIGNING OFFICER	0.00		
4. INVESTMENT OFFICER (GS INVESTMENTS)	0.00		
SUB-TOTAL: A. PUBLIC FUNDS:	999.99	0.00	0.00

Buttons: **SUSPEND APPLICATION** (orange), **NEXT PAGE** (blue)

- Review the Agency and Placement of Assignment details together with the Accountability Summary and then click on the 'NEXT PAGE' button if the approval process should continue. Click on the 'SUSPEND APPLICATION' button if approval process should be suspended.

The screenshot shows the 'Fidelity Bond Online Application' page. The left sidebar contains navigation links: Fidelity Bond, Fidelity Bond Approval, User Management, Profile, and Logout. The main content area is titled 'AGENCY AND PLACE OF ASSIGNMENT' and includes a 'NEW APPLICATION' button. Below this is a 'SUMMARY ACCOUNTABILITY' table:

SUMMARY ACCOUNTABILITY	
BOND COVERAGE	ONE (1) YEAR
TOTAL ACCOUNTABILITY	2,111.10
TOTAL BOND	600.00
TOTAL PREMIUM	9.00

Below the summary table are two columns of form fields:

- 18. NAME OF OFFICE OR AGENCY:**
 - DEPARTMENT: DepEd
 - AGENCY: NCCT National Council for Children's Television
 - OPERATING UNIT: National Council for Children's Television
 - UACS CODE: 070030000000
- 19. ADDRESS OF OFFICE OR AGENCY:**
 - LGU PROVINCE: 0231 Isabela
 - LGU CITY/MUNICIPALITY: 023103 Aurora Isabela
- 20. PLACE OF ASSIGNMENT:**
 - STATION/DIVISION: Enter station/division...
- 21. TITLE OF POSITION OR DESIGNATION:**
 - POSITION: Accountable Forms Custodian
 - SECOND POSITION: None
- 22. DATE OF DESIGNATION OR ASSUMPTION OF ACCOUNTABILITY:**
 - DATE ASSUMPTION: 03/25/2021

At the top right of the form area, there are two buttons: 'REJECT APPLICATION' and 'APPROVE APPLICATION'.

- Click 'Approve button' on the last page and then click the 'Approve' button in the popup window.

The screenshot shows the same 'Fidelity Bond Online Application' page as before, but with a confirmation popup window open. The popup is titled 'APPLICATION FOR BONDING - NEW' and contains the following text:

THIS IS TO CERTIFY THAT, as Head of Agency of **DEPED NATIONAL COUNCIL FOR CHILDREN'S TELEVISION NATIONAL COUNCIL FOR CHILDREN'S TELEVISION**, I verified the truthfulness of the answers to the questions contained on the face of this form and found them correct insofar as can be ascertained. Hence, the undersigned is recommending approval and authorizing the request for APPLICATION FOR BONDING - NEW of this accountable officer

At the bottom right of the popup is an 'APPROVE' button. The background page is dimmed, showing the same form fields and buttons as in the previous screenshot.

8. *Optional The Agency Approver can pay online the fidelity bond via linkbiz portal
9. The application will be sent to the P/DO User for processing.

3.3 Steps for approval and payment (For P/DO Users):

1. Log in to the system with the correct credentials.
2. In the navigation panel click 'Manage ATAP' and choose 'Create ATAP'
3. Fill up the form with the necessary information.

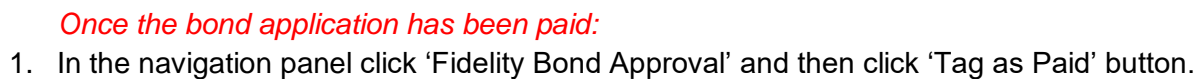
The screenshot displays the 'Fidelity Bond Online Application' web interface. On the left is a dark navigation sidebar with options: Fidelity Bond, Fidelity Bond Approval, Manage ATAP, Manage Confirmation, Print Confirmation, Print Reports, Profile, and Logout. The main content area is titled 'CREATE ATAP' and includes a 'SAVE' button. The form is divided into two main sections: 'ADDRESS FORM' and 'Bond Application'.

ADDRESS FORM

ATAP DATE	03/25/2021
TO	MyTest
BANK	Land Bank of the Philippines
BRANCH	LBP A BONIFACIO
BRANCH ADDRESS	
BILL NUMBER	B-0231-202103-4

Bond Application

REGION	Region II - Cagayan Valley
ORGANIZATION TYPE	NGA
AGENCY	National Council for Children's Television-07003
OPERATING UNIT	National Council for Children's Television
LOCATION	
AREA CODE	0231
BOND APPLICATION	<input checked="" type="checkbox"/> AS X
PREPARED BY	mendez,jolai ass
POSITION TITLE OF THE PREPARER	
APPROVED BY	
POSITION TITLE OF THE APPROVER	



- Review the Personal Information, Character Reference and ID information, Bond Coverage and Amount of Accountability details, Agency and Placement of Assignment details together with the Accountability Summary. Click on the 'TAG AS PAID' button for to mark the bond application as paid.

To confirm the bond application:

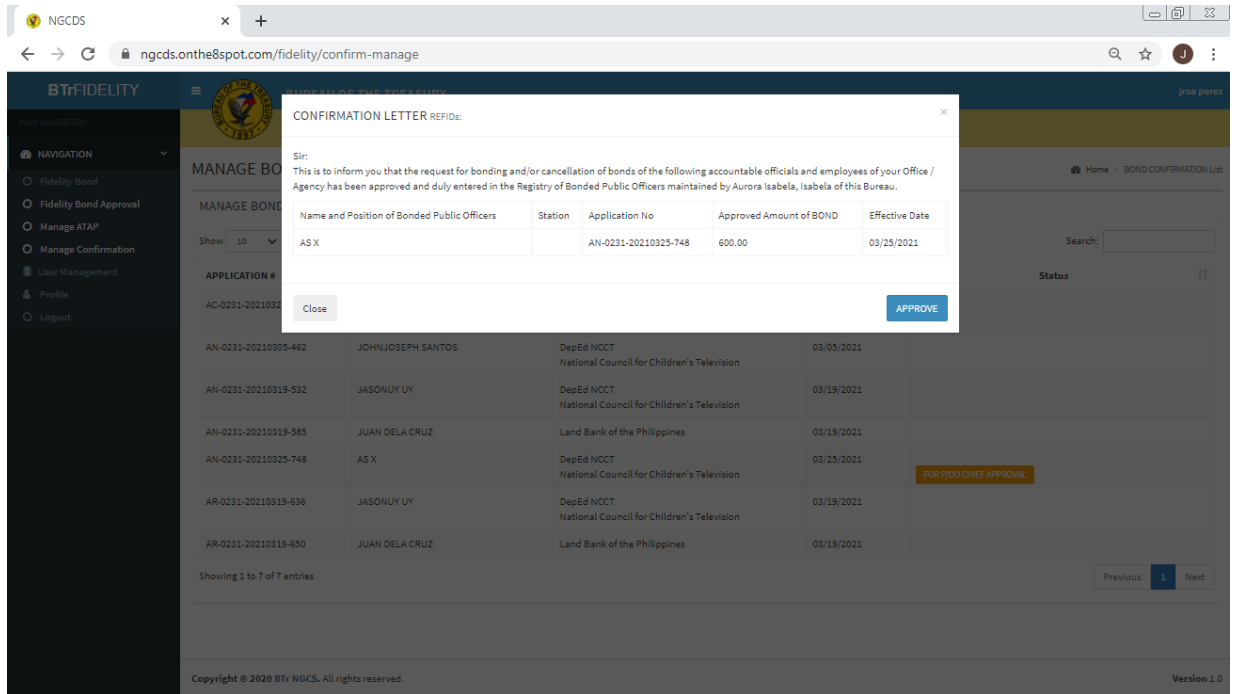
- In the navigation panel, click 'Manage Confirmation' and then click 'PREPARE LETTER OF CONFIRMATION' button.
- Click 'SUBMIT FOR P/DO APPROVAL' button.

- The P/DO Approver will now review and process the application.

3.4 Steps for confirmation (For P/DO Approvers):

- Log in to the system with the correct credentials.
- In the navigation panel, click 'Manage Confirmation' and then click 'FOR P/DO CHIEF APPROVAL' (orange) button.
- Click on the 'APPROVE' button in the popup window.

Once confirmed, the Fidelity Bond will now be activated and the user will be notified.



3.5 Steps for Creation of the Confirmation Letter (For P/DO Users):

- Once the bond application has been activated, log in the system as P/DO User to create Confirmation Letter.
- In the navigation panel click 'Print Confirmation' and then click 'CREATE CONFIRMATION LETTER' (blue) button.

- Input the correct details, organization type, agency, and operating unit to see the new activated bond application and then click on the 'Save' (orange) button.

NGDCS

ngcds.onthe8spot.com/fidelity/confirm-print-create?id=14199

BT FIDELITY **BUREAU OF THE TREASURY** joia mendez

Fidelity Bond Online Application

Home / Manage Printed Confirmation / Create Confirmation Letter

CREATE CONFIRMATION LETTER SAVE

APPROVER DETAILS

PDO CHIEF

PDO POSITION

Details

REGION

POSITION

CITY

PROVINCE

TREASURER OF THE PHILIPPINES

Bond Application

ORGANIZATION TYPE

AGENCY

OPERATING UNIT

BOND APPLICATION ☒ AS X

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- The CONFIRMATION LETTER is generated and is now ready for printing or downloading.

confirm-pdf

ngcds.onthe8spot.com/fidelity/confirm-pdf?p=1

confirm-pdf 1 / 1 80% + + +

Department of Finance
BUREAU OF THE TREASURY
Region II - Cagayan Valley
Regional Office

Transmittal No. 0231-2021-03-14181
Date 03/25/2021

CONFIRMATION LETTER

National Council for Children's Television-07003 - 070030000000

Sir:

This is to inform you that the request for bonding and/or cancellation of bonds of the following accountable officials and employees of your Office/ Agency has been approved and duly entered in the Registry of Bonded Public Officers maintained by the Regional Office of this Bureau.

(District/Provincial Office)

Name and position of Bonded Public Officers	Station	Risk No.	Approved Amount of BOND	Effective Date	
				Bonding	Cancellation
X, AS S (1) Accountable Forms Custodian (Bond coverage: 1 yr(s))	N	0231-2021-104	600.00	03/25/2021	03/24/2022

The bond shall be renewed on or before the anniversary date, otherwise bond is automatically cancelled.
Please notify this Office if there are changes in accountable officers or amount of accountability within the effective period of the bond.

Very truly yours,

ROSALIA V. DE LEON
Treasurer of the Philippines

By:

JROA L PEREZ cc: COA Resident Auditor

4.0 Applying of a Renewal Fidelity Bond

The application for a Renewal Fidelity Bond requires an agency user account (NGA, GOCC, LGU).

4.1 Steps for application (For agency users):

1. Log in to the system with the correct credentials.
2. In the Navigation panel click Manage Fidelity Bond and click "Cancellation button" in status column
3. Choose in the Choices Increase of Accountability.... Or to be specific the reason for renewal choose Others (with credit) and indicate the reason.
4. The system will show the old details in the third page change some amount accountability and proceed to finish the renewal fidelity bond.
5. The Renewal Fidelity Bond will going to Agency Approver

4.2 Steps for approval (For agency approvers):

1. Log in to the system with the correct credentials.
2. In the navigation panel click 'Fidelity Bond Approval' link.
*Shows the list of Fidelity Bonds for approval.
*Shows the APPN, Name of Official, Date Accompl, Type, Bond, Premium, Validity Period, Status, and Action.
3. To view the Renewal Fidelity Bond Application Form, click the eye icon with label GF-57 (green) button under 'Status label'.
*Views all information in the user's application form.
4. Click 'Approve button' on the last page, click the 'Approve Application' button.
5. *Optional The Agency Approver can pay online the fidelity bond via linkbiz portal
6. The application will be sent to the P/DO Approver/User for processing.

4.3 Steps for approval and payment (For P/DO Users):

1. Log in to the system with the correct credentials.
2. In the navigation tab, click 'Manage ATAP' and choose 'Create ATAP'
3. Fill up the form with the necessary information and click 'Save'.
4. To see the fidelity bond choose the right agency also the operating unit of the agency user who created the bond and after all click 'Save button' to finish creating ATAP.

Once the bond application has been paid:

1. In the navigation tab click 'Fidelity Bond Approval'
2. Click 'Tag as Paid', then the 'Next Page' button.
3. Review all the information of the bond application.
4. Choose 'Tag as Paid'.

5. The bond application is now tagged as paid.

To confirm the bond application:

1. In the navigation tab, click 'Manage Confirmation'.
2. Type the identity in the search box and look for the application.
3. Click 'Prepare Letter of Confirmation'.
4. Click 'Submit for P/DO Approval'.
5. The P/DO Approver will now review and process the application.

4.4 Steps for confirmation (For P/DO Approvers):

1. Log in to the system with the correct credentials.
2. In the navigation tab, click 'Manage Confirmation'.
*views the following Application Number, Name of Official, Organization, Date and Status for each application
3. Click 'FOR P/DO CHIEF APPROVAL' (orange) button.
4. Choose 'Approve'.

Once confirmed, the Fidelity Bond will now be activated and the user will be notified.

4.5 Steps for Create Confirmation Letter (For P/DO Users):

1. Once the renewal bond application activated need to log in the system in P/DO User to create Confirmation Letter
2. In the navigation tab click 'Print Confirmation' link.
*Shows the list of created confirmation letter.
3. Click 'Create Confirmation Letter' (blue) button.
4. Input the correct details also select correct organization type, agency and operating unit to see the renewal activated bond applications
5. Click 'Save' (orange) button

5.0 Applying of a Cancel Fidelity Bond

The application for a Cancel Fidelity Bond requires an agency user account (NGA, GOCC, LGU).

5.1 Steps for application (For agency users):

1. Log in to the system with the correct credentials.
2. In the Navigation click Manage Fidelity Bond and click "Cancellation button" in status column
3. Choose in the Choices Retirement Or to be specific the reason for cancel choose Others (without credit) and indicate the reason.
4. The system will show the old details in the.
5. The Cancel Fidelity Bond will going to Agency Approver

5.2 Steps for approval (For agency approvers):

1. Log in to the system with the correct credentials.
2. In the navigation tab click 'Fidelity Bond Approval' link.
 *Shows the list of Fidelity Bonds for approval.
 *Shows the APPN, Name of Official, Date Accomplished, Type, Bond, Premium, Validity Period, Status, and Action.
3. Click 'Approve button' on the last page, click the 'Approve Application' button.
4. The application will be sent to the P/DO Approver/User for processing.

5.3 Steps for approval of cancel bond (For P/DO Users):

1. Log in to the system with the correct credentials.
2. In the navigation tab, click 'Manage Confirmation'.
3. Type the identity in the search box and look for the application.
4. Click 'Prepare Letter of Confirmation'.
5. Click 'Submit for P/DO Approval'.
6. The P/DO Approver will now review and process the application.

5.4 Steps for confirmation (For P/DO Approvers):

1. Log in to the system with the correct credentials.
2. In the navigation tab, click 'Manage Confirmation'.
 *views the following Application Number, Name of Official, Organization, Date and Status for each application
3. Click 'FOR P/DO CHIEF APPROVAL' (orange) button.
4. Choose 'Approve'.

Once confirmed, the Canceled Fidelity Bond will now be activated and the user will be notified.

5.5 Steps for Create Confirmation Letter (For P/DO Users):

1. Once the canceled bond application activated need to log in the system in P/DO User to create Confirmation Letter
2. In the navigation tab click 'Print Confirmation' link.
 *Shows the list of created confirmation letter.
3. Click 'Create Confirmation Letter' (blue) button.
4. Input the correct details also select correct organization type, agency and operating unit to see the canceled activated bond applications
5. Click 'Save' (orange) button

6.0 Print Reports

The system have print reports of whole bond application it can generate in different format by the P/DO user

6.1 Steps for Generate Print Report (For P/DO Users):

1. Log in to the system with the correct credentials.
2. In the navigation tab click 'Print Reports' link.
3. Input all the details needed choose the District/Provincial Office and also select date of Period and to.
4. It can generate the report in different format:

MASTERLIST of Maturing Bonds

MASTERLIST of Bonded Accountable Officers and Employees - Cancelled

MASTERLIST of Bonded Accountable Officers and Employees - By Type of Accountability (Cash, Property, Others)

MASTERLIST of Bonded Accountable Officers and Employees - By Agency Type

MASTERLIST of Bonded Accountable Officers and Employees - By Organization Code

Report of Deposited Collections of Fidelity Bond Premia

Report of Deposited Collections of Fidelity Bond Premia – By Agency