



1. FIDELITY BONDING

To bond all accountable public officers pursuant to the provisions of the Public Bonding Law.

1.1 Online Application (Online Fidelity Bonding System)

Office or Division:	District Offices and Provincial Offices		
Classification:	Simple		
Type of Transaction:	G2G – Government to Government		
Who may avail:	Accountable Public Officer (NGAs, GOCCs and LGUs)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Fidelity Bond Application Form (FBAF) – 2 hard copies (original or electronic copy, signed, and subscribed and sworn to before any officer authorized to administer oath or notarized)		System generated form	
2. Passport Size ID Picture - 2 hard copies or electronic copy		Provided by Client	
3. List of Bonded Accountable Public Officer/s – 2 original copies (hard copies or electronic copy)		System generated form	
Additional Requirements for Barangays and Sangguniang Kabataan (SK) Officials			
1. Approved Annual Budget and Barangay Appropriation Ordinance (Annual Barangay Youth Investment Program (ABYIP) in lieu of Ordinance) – 1 photocopy or electronic copy		Provided by Client	
2. Annual Inventory of Plant, Property and Equipment and/or Annual Post-Closing Trial Balance with stamp received by COA – 1 photocopy or electronic copy		Provided by Client	
3. Current monthly Inventory of Supply and Materials at the time of application – 1 photocopy or electronic copy		Provided by Client	



<p>4. LGU applicants who are not included in the list of LGU incumbent officials with BTr DO/PO shall secure any of the following:</p> <ul style="list-style-type: none"> a. Certificate of Incumbency from the Department of the Interior and Local Government (DILG) in their respective Regions (1 photocopy or electronic copy) b. Oath of Office by Barangay/SK Chairperson (1 photocopy or electronic copy) c. Duly notarized Resolution for Appointment of Barangay/SK Treasurer (1 photocopy or electronic copy) 	<p>Provided by Client</p>
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A. FOR CLIENTS PAYING OVER-THE-COUNTER VIA LDDAP-ADA, OnColl PAYMENT SLIP/CASH OR CHECK DEPOSIT THRU AUTHORIZED GOVERNMENT DEPOSITORY BANKS (AGDBs)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit online application/s ¹ in the OFBS.	None	None		<i>Agency User/ Public Official</i>
2. Approve/ reject the online application/s in the OFBS.	None	None		<i>Agency Approver/ Head of Agency</i>
3. Submit the documentary requirements.	3.1 Evaluate the completeness of submitted requirements.	None	5 Minutes (single); 7 Hours (batch) ²	<i>PO/DO User- Provincial/ District Office</i>
	3.2 Prepare Authority to Accept Payment (ATAP) indicating the amount of Fidelity Bond Premium to be paid and transmit the same to PO/DO Approver for review and approval.	None	3 Minutes (single); 3 Hours (batch)	<i>PO/DO User³- Provincial/ District Office</i>



	3.3 Review, approve and return ATAP to PO/DO User.	None	3 Minutes (single); 5 Hours & 54 Minutes (batch)	<i>PO/DO Approver⁴- Provincial/ District Office</i>
	3.4 Receive, record and issue approved ATAP to the client/applicant.	None	2 Minutes (single); 3 Minutes (batch)	<i>PO/DO User – Provincial/ District Office</i>
4. Proceed to the nearest AGDB where the TOP has a deposit account for payment of the bond premium and receive bank-validated deposit slip/ LDDAP-ADA/ OnColl Payment Slip and ATAP from AGDB. ⁵	None	Fidelity Bond Premium ⁶		Client/Applicant
5. Submit bank-validated deposit slip/ LDDAP-ADA/ OnColl Payment Slip and ATAP.	5.1 Receive bank-validated deposit slip/ LDDAP-ADA/ OnColl Payment Slip and ATAP from applicant as proof of payment of fidelity bond, tag as paid the application, and prepare Confirmation Letter (CL), ensuring that the effectivity period indicates that the issue date of bond shall not be earlier than the date of payment/deposit indicated in the	None	3 Minutes (single); 1 Hour & 32 Minutes (batch)	<i>PO/DO User- Provincial/ District Office</i>



	<p>ATAP and the expiry date shall be one year, two years or three years after the issue date.</p> <p>5.2 Review and approve the application in the system.</p> <p>5.3 Register the name and risk number of the Bondee/s in the Registry of Bonded Public Officers, print CL and transmit to PO/DO Approver.</p> <p>Assignment of risk number with corresponding suffix "N" for new application or "R" for renewal of application is system generated.</p> <p>5.4 Sign the CL and return to PO/DO User.</p>	<p>None</p> <p>None</p> <p>None</p>	<p>4 Minutes (single); 1 Hour & 32 Minutes (batch)</p> <p>4 minutes (single); 1 Hour & 25 minutes (batch)</p> <p>2 Minutes (single); 1 Hour & 24 Minutes (batch)</p>	<p><i>PO/DO Approver – Provincial/District Office</i></p> <p><i>PO/DO User- Provincial/District Office</i></p> <p><i>PO/DO Approver – Provincial/District Office</i></p>
6. Submit copy of requirements and receive Confirmation Letter.	6.1 Release the approved CL and get a copy of submitted requirements.	None	2 Minutes (single); 10 Minutes (batch)	<i>PO/DO User- Provincial/District Office</i>
TOTAL :		Fidelity Bond Premium	28 Minutes (single); 2 Days & 6 Hours (batch)	

¹ The Agency must submit OFBS Enrollment Form to BTr Provincial/District Office for the enrollment of their accounts, including the Agency Administrator, Agency Approver and Agency User.



² Single processing involves one (1) to five (5) bonded officials in one application.

Batch processing involves six (6) or more bonded officials in one application.

³ PO/DO User – Treasury Operations Officer or duly authorized personnel (District/Provincial Office)

⁴ PO/DO Approver – Chief Treasury Operations Officer II/ Officer-in-Charge/ In-Charge-of-Office (District/Provincial Office)

⁵ List of AGDBs:

a. Land Bank of the Philippines (LBP)

b. Development Bank of the Philippines (DBP)

c. Philippine Veterans Bank (PVB)

Overseas Filipino Bank (OFB)

⁶ Fidelity Bond Premium is automatically computed in OFBS based on the amount and type of accountability provided in Treasury Circular (TC) No. 02-2019 dated 25 April 2019, TC No. 01-2022 dated 30 May 2022, TC No. 04-2021 dated 29 November 2021, and Treasury Office Order No. 11-2021 dated 26 April 2021.

B. FOR CLIENTS PAYING VIA ONLINE/ELECTRONIC PAYMENT

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit online application/s. ¹	None	None		Agency User/Public Official
2. Approve/reject online application/s.	None	None		Agency Approver/Head of Agency
3. Proceed to online payment option in the OFBS to pay the Fidelity Bond Premium. Client will be automatically redirected to online payment portal options.	None	Fidelity Bond Premium ²		Client/Applicant
4. Submit documentary requirements and proof of payment of Fidelity Bond Premium.	4.1 Evaluate the completeness of submitted requirements.	None	5 Minutes (single); 7 Hours (batch) ³	PO/DO User- Provincial/ District Office
	4.2 Tag as paid the application and prepare the Confirmation Letter (CL),	None	3 Minutes (single); 1 Hour & 32 Minutes (batch)	PO/DO User ⁴ - Provincial/ District Office



	ensuring that the effectivity period indicates that the issue date of bond shall not be earlier than the date of payment/deposit indicated in the ATAP and the expiry date shall be one year, two years or three years after the issue date.			
	4.3 Review and approve the application in the system and create CL.	None	4 Minutes (single); 1 Hour & 32 Minutes (batch)	<i>PO/DO Approver⁵- Provincial/ District Office</i>
	4.4 Register the name and risk number of the Bondee/s in the Registry of Bonded Public Officers, print CL and transmit to PO/DO Approver.	None	4 Minutes (single); 1 Hour & 25 Minutes (batch)	<i>PO/DO User – Provincial/ District Office</i>
	4.5 Sign the CL and return to PO/DO User.	None	2 Minutes (single); 1 Hour & 24 Minutes (batch)	<i>PO/DO Approver – Provincial/ District Office</i>
5. Submit copy of requirements and receive Confirmation Letter.	5.1 Release the approved CL and get a copy of submitted requirements.	None	2 Minutes (single); 10 Minutes (batch)	<i>PO/DO User – Provincial/ District Office</i>
TOTAL :		Fidelity Bond Premium	20 Minutes (single); 1 Day, 5 Hours & 3 Minutes (batch)	

¹ The Agency must submit OFBS Enrollment Form to BTr Provincial/District Office for the enrollment of their accounts, including the Agency Administrator, Agency Approver and Agency User.

² Single processing involves one (1) to five (5) bonded officials in one application.
Batch processing involves six (6) or more bonded officials in one application.



³ Fidelity Bond Premium is automatically computed in OFBS based on the amount and type of accountability provided in Treasury Circular (TC) No. 02-2019 dated 25 April 2019, TC No. 01-2022 dated 30 May 2022, TC No. 04-2021 dated 29 November 2021, and Treasury Office Order No. 11-2021 dated 26 April 2021.

⁴ PO/DO User – Treasury Operations Officer or duly authorized personnel (District/Provincial Office)

⁵ PO/DO Approver – Chief Treasury Operations Officer I/II/Officer-in-Charge/In-Charge-of-Office (District/Provincial Office)

1.2 Manual Application (Submission through Email or Drop Box in lieu of Over-the-Counter Transactions)

Office or Division:	District Offices and Provincial Offices	
Classification:	Simple	
Type of Transaction:	G2G – Government to Government	
Who may avail:	Accountable Public Officer (NGAs, GOCCs and LGUs)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Fidelity Bond Application Form (FBAF) – 2 hard copies (original or electronic copy, signed, and subscribed and sworn to before any officer authorized to administer oath or notarized)		Bureau of the Treasury Website for Fidelity Bond Application Form (FBAF)
2. Passport Size ID Picture - 2 hard copies or electronic copy		Provided by Client
3. List of Bonded Accountable Public Officer/s – 2 original copies (hard copy or electronic copy)		Bureau of the Treasury Website
Additional Requirements for Barangays and Sangguniang Kabataan (SK) Officials		
1. Approved Annual Budget and Barangay Appropriation Ordinance (Annual Barangay Youth Investment Program (ABYIP) in lieu of Ordinance) – 1 photocopy or electronic copy		Provided by Client
2. Annual Inventory of Plant, Property and Equipment and/or Annual Post-Closing Trial Balance with stamp received by COA – 1 photocopy or electronic copy		Provided by Client
3. Current monthly Inventory of Supply and Materials at the time of application – 1 photocopy or electronic copy		Provided by Client



<p>4. LGU applicants who are not included in the list of LGU incumbent officials with BTr DO/PO shall secure any of the following:</p> <ul style="list-style-type: none"> a. Certificate of Incumbency from the Department of the Interior and Local Government (DILG) in their respective Regions (1 photocopy or electronic copy) b. Oath of Office by Barangay/SK Chairperson (1 photocopy or electronic copy) c. Duly notarized Resolution for Appointment of Barangay/SK Treasurer (1 photocopy or electronic copy) 	Provided by Client
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the documentary requirements.	1.1 Evaluate the completeness of submitted requirements.	None	5 Minutes (single); 7 Hours (batch) ²	<i>Treasury Operations Officer (TROO) or duly authorized personnel - Provincial/ District Office</i>
	1.2 Compute the amount of Fidelity Bond Premium using the bond premium calculator. ¹	None	2 Minutes (single); 3 Hours (batch)	<i>TROO/ duly authorized personnel - Provincial/ District Office</i>
	1.3 Prepare Authority to Accept Payment (ATAP) and transmit the same to CTOO for review and approval.	None	3 Minutes (single & batch)	<i>TROO/ duly authorized personnel - Provincial/ District Office</i>
	1.4 Review, approve and return ATAP to TROO/duly authorized personnel.	None	3 Minutes (single); 5 Hours & 54 Minutes (batch)	<i>Chief Treasury Operations Officer (CTOO) I/II/OIC/ ICO – Provincial/ District Office</i>
	1.5 Receive, record and issue	None	2 Minutes (single);	<i>TROO/ duly authorized</i>



	approved ATAP to the client/ applicant.		3 Minutes (batch)	<i>personnel</i> - Provincial/ District Office
2. Proceed to the nearest Authorized Government Depository Bank (AGDB) ³ where the TOP has a deposit account for payment of the bond premium and receive bank-validated deposit slip/ LDDAP-ADA/ OnColl Payment Slip and ATAP from AGDB.		Fidelity Bond Premium		
	2.1 Assign the risk number using the area code of the province (per Library of Area Code) with corresponding suffix "N" for new application or "R" for renewal of application.	None	1 Minute (single); 1 Hour (batch)	<i>TROO/ duly authorized personnel</i> - Provincial/ District Office
	2.2 Set period of effectivity (issue and expiry dates) of bond which issue date shall not be earlier than the date of payment/deposit indicated in the ATAP and which expiry date shall be one year, two years or three	None	1 Minute (single); 1 Hour (batch)	<i>TROO/ duly authorized personnel</i> - Provincial/ District Office



	years after the issue date.			
3. Submit bank-validated deposit slip/ LDDAP-ADA/ OnColl Payment Slip and ATAP.	3.1 Receive bank-validated deposit slip/ LDDAP-ADA/ OnColl Payment Slip and ATAP from applicant as proof of payment of fidelity bond.	None	1 Minute (single & batch)	<i>TROO/ duly authorized personnel - Provincial/ District Office</i>
	3.2 Register the name and risk number of the Bondee/s in the Registry of Bonded Public Officers, prepare Confirmation Letter (CL) and transmit to CTOO I/II approval.	None	5 Minutes (single); 3 Hours (batch)	<i>TROO/ duly authorized personnel - Provincial/ District Office</i>
	3.3 Review, approve and sign the CL and return to TROO/duly authorized personnel.	None	5 Minutes (single); 2 Hours and 49 Minutes (batch)	<i>CTOO I/II/OIC/ ICO – Provincial/ District Office</i>
4. Receive CL.	4.1 Release the approved CL to client and get a copy of submitted requirements.	None	2 Minutes (single); 10 Minutes (batch)	<i>TROO/ duly authorized personnel - Provincial/ District Office</i>
TOTAL :		Fidelity Bond Premium	30 Minutes (single); 3 Days (batch)	

¹ Fidelity Bond Premium is computed based on the amount and type of accountability provided in Treasury Circular (TC) No. 02-2019 dated 25 April 2019, TC No. 01-2022 dated 30 May 2022, TC No. 04-2021 dated 29 November 2021, and Treasury Office Order No. 11-2021 dated 26 April 2021.

² Single processing involves one (1) to five (5) bonded officials in one application.
Batch processing involves six (6) or more bonded officials in one application.

³ List of AGDBs:

- a. Land Bank of the Philippines (LBP)
- b. Development Bank of the Philippines (DBP)
- c. Philippine Veterans Bank (PVB)
- d. Overseas Filipino Bank (OFB)



1.3 Online Application for Cancellation of Fidelity Bond

To provide guidelines for the cancellation of fidelity bond of accountable public officers by reason of retirement, separation from the service, promotion, transfer, suspension from office or for any other cause rendering them not bondable to their present position.

Office or Division:		District Offices and Provincial Offices		
Classification:		Simple		
Type of Transaction:		G2G – Government to Government		
Who may avail:		NGAs, LGUs, GOCCs		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Fidelity Bond Application Form (FBAF) – 2 hard copies (original or electronic copy, signed, and subscribed and sworn to before any official authorized to administer oath or notarized)			System generated form	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit online application/s ¹ for bond cancellation in the OFBS.	None	None		<i>Agency User/ Public Official</i>
2. Approve/ reject the online application/s for bond cancellation in the OFBS.	None	None		<i>Agency Approver/ Head of Agency</i>
3. Submit the documentary requirements.	3.1 Evaluate the completeness of submitted requirements.	None	5 Minutes (single); 7 Hours (batch) ²	<i>PO/DO User³ - Provincial/ District Office</i>
	3.2 Prepare Confirmation Letter (CL) for bond cancellation and transmit to PO/DO Approver for review and approval.	None	3 Minutes (single); 40 Minutes (batch)	<i>PO/DO User - Provincial/ District Office</i>
	3.3 Review and approve the CL for bond cancellation	None	4 Minutes (single); 50 Minutes (batch)	<i>PO/DO Approver⁴ - Provincial/ District Office</i>



	and return to PO/DO User.			
	3.4 Register the bond cancellation in the Registry of Bonded Public Officers, create and print CL for signature of PO/DO Approver.	None	4 Minutes (single); 50 Minutes (batch)	PO/DO User - Provincial/ District Office
	3.5 Sign the CL and return to PO/DO User.	None	2 Minutes (single); 30 Minutes (batch)	PO/DO Approver - Provincial/ District Office
4. Receive the CL for bond cancellation.	4.1 Release the approved CL for bond cancellation to client.	None	2 Minutes (single); 10 Minutes (batch)	PO/DO User - Provincial/ District Office
TOTAL :		None	20 Minutes (single); 1 Day & 2 Hours (batch)	

¹ The Agency must have a valid fidelity bond applied and processed thru the OFBS.

² Single processing involves one (1) to five (5) bonded officials in one application.

Batch processing involves six (6) or more bonded officials in one application.

³ PO/DO User – Treasury Operations Officer or duly authorized personnel (Provincial/District Office)

⁴ PO/DO Approver – Chief Treasury Operations Officer I/II/Officer-in-Charge/In-Charge-of-Office (Provincial/District Office)



1.4 Manual Application for Cancellation of Fidelity Bond

To provide guidelines for the cancellation of fidelity bond of accountable public officers by reason of retirement, separation from the service, promotion, transfer, suspension from office or for any other cause rendering them not bondable to their present position.

Office or Division:		District Offices and Provincial Offices		
Classification:		Simple		
Type of Transaction:		G2G – Government to Government		
Who may avail:		NGAs, LGUs, GOCCs		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Fidelity Bond Application Form (FBAF) – 2 hard copies (original or electronic copy, signed and subscribed and sworn to before any official authorized to administer oath or notarized)			Bureau of the Treasury Website for Fidelity Bond Application Form (FBAF)	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the documentary requirements.	1.1 Evaluate the completeness of submitted requirements.	None	5 Minutes (single); 7 Hours (batch) ¹	<i>Treasury Operations Officer (TROO) or duly authorized personnel - Provincial/ District Office</i>
	1.2 Prepare Confirmation Letter (CL) for bond cancellation and transmit to CTOO for review and approval.	None	4 Minutes (single); 40 Minutes (batch)	<i>TROO/ duly authorized personnel - Provincial/ District Office</i>
	1.3 Review, approve and sign the CL for bond cancellation and return to TROO/duly authorized personnel.	None	5 Minutes (single); 50 Minutes (batch)	<i>Chief Treasury Operations Officer (CTOO) I/II/OIC/ ICO – Provincial/ District Office</i>
	1.5 Register the bond cancellation in the Registry of	None	4 Minutes (single); 40 Minutes (batch)	<i>TROO/ duly authorized personnel -</i>



	Bonded Public Officers.			Provincial/ District Office
2. Receive the CL for bond cancellation.	2.1 Release the approved CL for bond cancellation to client.	None	2 Minutes (single); 10 Minutes (batch)	<i>TROO/ duly authorized personnel - Provincial/ District Office</i>
TOTAL :		None	20 Minutes (single); 1 Day, 1 Hour & 20 Minutes (batch)	

¹ Single processing involves one (1) to five (5) bonded officials in one application.
Batch processing involves six (6) or more bonded officials in one application.



1.5 Request for Appeal to the Office of the Treasurer of the Philippines (OTOP) through the Public Bonding Appeals Committee (PBAC)

To provide guidelines on the appeals process relating to fidelity bond applications of accountable public officers.

Office or Division:	District Offices and Provincial Offices			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	NGAs, LGUs, GOCCs			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Letter of Appeal to the Office of the Treasurer of the Philippines – 2 hard copies or electronic copy			Provided by Client	
2. Proof of payment of the appeal fee – 1 photocopy or electronic copy			Provided by Client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pay appeal fee to be deposited/ credited to the account of the Treasurer of the Philippines (TOP).		PHP 1,000 Land Bank BTr Regular Fund 3402-2844-20		<i>Client</i>
2. Submit Letter of Appeal and proof of payment of appeal fee to the OTOP through the PBAC, copy furnished the concerned Regional Director (RD), within ten (10) days from receipt of the RD's disapproval of the Fidelity Bonding application.	2.1 Receive and ensure the completeness of the submitted requirements.	None	5 Minutes (single); 50 Minutes (batch) ¹	<i>Public Bonding Appeals Committee (PBAC) and Concerned Regional Director</i>
	2.2 Transmit all records pertaining to the appeal to the OTOP through the PBAC.	None	Within five (5) days from receipt of Letter of Appeal and proof of payment (single and batch)	<i>Regional Director – Regional Office</i>
	2.3 Receive complete documents	None	5 Minutes (single); 50 Minutes (batch)	<i>PBAC</i>



	<p>pertaining to the appeal.</p> <p>2.4 Resolve the appeal.</p>	None	Within fifteen (15) days from receipt of complete documents (single and batch)	<i>Treasurer of the Philippines (TOP)</i>
3. Receive TOP's decision on the request for appeal.	3.1 Issue the decision to the appellant on the request for appeal.	None	5 Minutes (single); 50 Minutes (batch)	<i>PBAC</i>
TOTAL :		PHP1,000.00	20 Days & 15 Minutes (single); 20 Days, 2 Hours & 30 Minutes (batch)	

¹ Single processing involves one (1) to five (5) bonded officials in one application.
Batch processing involves six (6) or more bonded officials in one application.



1.6 Request for Appeal on Contested Application of Fidelity Bond

To provide guidelines on the appeals process relating to contested Fidelity Bonding applications of accountable public officers by any party with interest to the Fidelity Bonding application.

Office or Division:	District Offices and Provincial Offices			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Party with Interest to the Fidelity Bonding Application			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Letter of Appeal to the Regional Director – 2 hard copies or electronic copy			Provided by Client	
2. Proof of payment of the appeal fee – 1 photocopy or electronic copy			Provided by Client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pay appeal fee to be deposited/ credited to the account of the Treasurer of the Philippines (TOP).		PHP 1,000.00 Land Bank BTr Regular Fund 3402-2844-20		<i>Party with Interest</i>
2. Submit Letter of Appeal and proof of payment of appeal fee to the Regional Director, within thirty (30) days from approval and issuance of the Confirmation Letter (CL).	2.1 Receive and ensure the completeness of the submitted requirements.	None	5 Minutes (single); 50 Minutes (batch) ¹	<i>Regional Director – Regional Office</i>
	2.2 Direct concerned CTOO II/ OIC/ICO to elevate entire records pertaining to the contested Fidelity Bonding application.	None	Within three (3) Days from receipt of Letter of Appeal and proof of payment (single and batch)	<i>Regional Director – Regional Office</i>
	2.3 Elevate entire records pertaining to the Fidelity Bonding	None	1 Day (single and batch)	<i>Chief Treasury Operations Officer I/II/OIC/ ICO –</i>



	application to the RD. 2.4 Resolve the appeal upon receipt of complete records from CTOO II/ OIC/ICO.	None	Within fifteen (15) Days from receipt of complete documents (single and batch)	Provincial/ District Office <i>Regional Director –</i> Regional Office
3. Receive RD's decision on the request for appeal on contested Fidelity Bonding application.	3.1 Issue the decision to the party with interest on the request for appeal.	None	5 Minutes (single); 50 Minutes (batch)	<i>Regional Director –</i> Regional Office
TOTAL :		PHP1,000.00	19 Days & 10 Minutes (single); 19 Days, 1 Hour & 40 Minutes (batch)	

¹ Single processing involves one (1) to five (5) bonded officials in one application.
Batch processing involves six (6) or more bonded officials in one application.