



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City

DepED DEPARTMENT OF EDUCATION	
Schools Division of Tabuk City	
RELEASED	
By: <u>jm</u>	Date: <u>01/06/26</u> Time: <u>4:16</u>

January 06, 2026

Division Memorandum
No. 04, s. 2026

TO: All School Heads
All Administrative Officer II
All ADAS II and III
All others concerned

**REQUEST FOR APPLICATION FOR BONDING AND/ OR CANCELLATION OF
FIDELITY BOND OF ACCOUNTABLE OFFICER**

1. This is to inform school heads or accountable officers that the Application of Bond is made through **Online Fidelity Bonding System** (OFBS) where in it is developed by BTr as part of its effort to provide a more convenient service to the transacting public and minimizing face-to-face transactions.
2. Section 101 of PD No. 1445 states that: Every officer of any government agency whose duties permit or require the possession or custody of government funds or property shall be accountable therefor and for the safekeeping thereof in conformity with the law. Every Accountable officer shall be properly bonded in accordance with law.
3. In line of this, ADAS III **Charity B. Binoloc**, will do the online application and AO II or ADAS will submit the following documents to the accounting office as reference or data needed:
 - A. Filled up BTR Form attached to this memorandum
 - B. Photocopy of Government Issued ID
 - C. Designation Order of School Head
 - D. 1 Pc Passport size ID Photo
4. Immediate dissemination of this memorandum is desired.


BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent
Office of the Schools Division Superintendent



FIDELITY BOND OF ACCOUNTABLE PUBLIC OFFICER

APPLICATION NO. _____

INSTRUCTIONS: 1. ACCOMPLISH THIS FORM CORRECTLY 3. MARK APPROPRIATE BOXES ☐ WITH CHECK 2. PRINT ENTRIES LEGIBLY IN CAPITAL LETTERS			
TYPE OF APPLICATION:	☐ NEW ☐ RENEWAL ☐ CANCELLATION, <i>please proceed to Item Nos. 24-32</i>	OLD RISK NUMBER: <i>For Renewal</i>	
1. NAME Surname Given Name Name Ext. (e.g., Jr.) Middle Name			PASSPORT PHOTO
2. ADDRESS 			
3. DATE OF BIRTH (mm/dd/yyyy)	4. PLACE OF BIRTH 		
5. SEX ☐ MALE ☐ FEMALE	7. CIVIL STATUS ☐ SINGLE ☐ WIDOWED ☐ MARRIED ☐ SEPARATED		
6. TIN 	8. CONTACT NUMBER 9. EMAIL ADDRESS 		
10. MONTHLY INCOME (<i>Salaries, allowances, business income and the like</i>) 		11. ESTIMATED MONTHLY EXPENSES 	
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? ☐ YES ☐ NO If yes, give details: _____			
13. a. Have you ever been charged guilty of any administrative offense and or criminal offense? ☐ YES ☐ NO If yes, give details: _____		b. Have you ever been found guilty of any administrative and/or criminal case before any administrative body, tribunal or court? ☐ YES ☐ NO If yes, give details: _____ Case No/s. _____ Date Filed: _____ Status of Case/s: _____	
14. CHARACTER REFERENCE (<i>Individual must not be related up to the fourth degree by consanguinity or affinity to applicant</i>)			
NAME	ADDRESS	CONTACT NUMBER	