

REPUBLIC OF THE PHILIPPINES
(Republic of the Philippines)
DEPARTMENT OF EDUCATION AND CULTURE
(MINISTRY OF EDUCATION AND CULTURE)
Manila

March 16, 1979

MEMORANDUM
No. 77, s. 1979

RE-FILING OF APPLICATION FOR BONDING BY ALL
ACCOUNTABLE OFFICIALS AND EMPLOYEES

To: Bureau Directors
Cultural Agency Directors
Regional Directors
Chiefs of Services and Heads of Units
Coordinator, State Colleges and Universities
Schools Superintendents

1. Inclosed is Treasury Memorandum Circular No. 1-79 dated February 20, 1979, requesting the re-filing of bonds by all accountable officials and employees in view of the destruction of the records, the Fidelity Bond Division, Bureau of Treasury by a fire that raged the Intendencia Building, last February 13, 1979. The guidelines to be followed in the re-filing of the bonds are provided in the aforesaid Treasury Memorandum Circular.
2. All applications for bonding should be coursed through this Office for record purposes.
3. This Office desires immediate dissemination of and compliance with this Memorandum and its inclosure,

(SGD.) JUAN L. MANUEL
Minister of Education and Culture

Incl.:

As stated

Reference:

U o n o

Allotment: 1-2-3-- (D.O. 1-76)

To be indicated in the Perpetual Index
under the following subjects:

BONDS /
EMPLOYEES /

OFFICIALS /
RULES & REGULATIONS /

(Inclosure to MEC Memorandum No 77, s 1979)

REPUBLIKA NG PILIPINAS
MINISTRI NG PANANALAPI
KAWANGYAHAN NG INGATANG-YAMAN
(BUREAU OF THE TREASURY)
INTRAMUROS, MANILA 2901

February 20, 1979

TREASURY MEMORANDUM CIRCULAR NO 1-73

TO ALL HEADS OF MINISTRIES, BUREAUS AND OFFICES, REGIONAL OFFICES, STATE UNIVERSITIES, COLLEGES, NATIONAL AND PROVINCIAL EMERGENCY HOSPITALS, INCLUDING GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS, PROVINCIAL AND CITY TREASURERS AND ALL OTHER GOVERNMENT INSTRUMENTALITIES/AGENCIES CONCERNED

SUBJECT FILING OF REQUEST FOR BONDING AND/OR CANCELLATION OF BONDS AND APPLICATION FOR BONDS OF ALL ACCOUNTABLE OFFICIALS/EMPLOYEES IN THE GOVERNMENT (GENERAL FORMS NOS 57(A) and 58(A), REVISED MARCH 24, 1976), RESPECTIVELY, FOR THE PURPOSE OF SETTING UP A NEW AND UP-DATED REGISTER OF ALL BONDABLE OFFICIALS/EMPLOYEES AND AGENTS OF THE GOVERNMENT THE DUTIES OF WHICH PERMIT OR REQUIRE THE CUSTODY OF PUBLIC FUNDS AND/OR PUBLIC PROPERTY FOR WHICH THEY ARE ACCOUNTABLE

In view of the total destruction of the records in the Fidelity Bond Division of this Bureau due to the fire that razed the Intendencia Building, last February 10, 1979, all Heads of Ministries, Bureaus and Offices, Regional Offices, State Universities, Colleges, National Schools, National and Provincial Emergency Hospitals, including government-owned and/or controlled corporations, Provincial and City Treasurers and Heads of all other government offices, Instrumentalities and Agencies concerned are requested to submit immediately to the Bureau of the Treasury, Fidelity Bond Division, Tuagon Building, Intramuros, Manila, thru their agency/corporate auditors, duly accomplished Request for Bonding and Application for Bond for every accountable officer/employee in their jurisdiction, as provided for under Section 324 of the Administrative Code

For the purpose of uniformity and to facilitate processing, the following guidelines are hereby provided:

a) General Forms Nos 57(A) and 58(A), Revised March 24, 1976 which can be procured only from the Government Printing Office, (formerly Bureau of Printing) Post Area, Manila, shall be used,

b) Inasmuch as the forms are self-explanatory, no item should be left unanswered,

d) Two (2) recent passport size pictures of the applicant-bondee should be pasted on the space provided on General Form No 58(A) and the latest statement of assets and liabilities of the proposed bondee should likewise be attached to the form,

e) The request for bonding should be duly endorsed by the head of the agency concerned or his authorized representative as the requesting official and by the Chairman, Commission on Audit or his duly authorized representative,

f) The application for bond should be duly subscribed and sworn to before any officer authorized by law to administer oath,

g) In the "REMARK" portion of General Form No 57(A), it should be stated whether or not the bondee is presently bonded and insured in the Fidelity Fund and, in the affirmative, the Risk Number and the amount of bond should be indicated

Deadline for the submission of the Request and application for Bond as prescribed under this Circular, shall be on June 30, 1979, after which the document shall be processed in accordance with the existing rules and regulations and assigned new Risk Number

The cooperation of all concerned is hereby enjoined

(Sgd) GREGORIO S. MENDOZA
Treasurer of the Philippines

A true copy

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