



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION  
SCHOOLS DIVISION OF SARANGANI

25 Mar 2025

**DIVISION MEMORANDUM**

No. **048**, s. 2025

STRICT COMPLIANCE WITH FIDELITY BOND RENEWAL

To: Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
SDO Section and Unit Heads and Staff  
Public Elementary and Secondary School Heads

1. Pursuant to Treasury Circular No. 1-2022 dated May 30, 2022, titled "Supplemental Guidelines on the Revised Omnibus Regulations Governing the Fidelity Bonding of Accountable Public Officers (Sections 313-335, Chapter 15, Revised Administrative Code of 1917)," all DepEd Sarangani personnel are hereby informed of the following requirements:

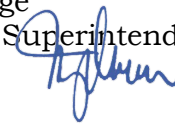
- a. **Mandatory Renewal:** Bonded officials, including school heads and principals, must renew their fidelity bonds at least **60 days before expiration.**
- b. **MOOE Checks:** School heads and Principals are strictly prohibited from issuing MOOE checks without the renewal of their fidelity bonds upon the date of expiration.
- c. **Account Access:** Ensure the correct user credentials are used to log in to the fidelity bond application.
- d. **Password Management:** Use correct passwords to avoid account lockouts. For password reset requests, submit a scanned letter addressed to the Bureau of the Treasury.
- e. **Premium Rates:** Follow the updated schedule of premium rates and complete forms specifying the minimum cash accountability as the disbursing officer.
- f. **Position Titles:**
  - o **Teacher I, II, or III:** Indicate the position in the first field (e.g., Teacher I, II, III) and specify **"Teacher-in-Charge"** in the second field.
  - o **Head Teachers and School Principals:** Provide the position in the first field only.
- g. **Additional Advisory from the Bureau of the Treasury (BTR):** Daily system maintenance is scheduled **from 7:00 p.m. to 7:30 p.m.** To avoid disruptions, all users are advised to refrain from logging in or performing transactions 10 minutes prior to and during the maintenance period.



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2. Strict compliance with this directive is required to prevent delays or penalties as outlined in the regulations.
3. For inquiries or clarifications, kindly contact Ms. Leonila E. Tabaranza at 0908-2959-928.
4. Thank you for your cooperation.

  
**ATTY. NELYN B. FRINAL, CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent  


Encl.: N o n e

Reference: As stated

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

**PROGRAMS**

LET/OSDS-CU/DM – strict compliance with fidelity bond renewal  
0311/March 25, 2025

**REVISED SCHEDULE OF PREMIUM RATES****I CASH ACCOUNTABILITY**

MINIMUM CASH ACCOUNTABILITY	MAXIMUM CASH ACCOUNTABILITY	AMOUNT OF BOND	BOND PREMIUM
5,001.00	9,000.00	75% of their Total Cash Accountability	Bond Premium shall not be less than P150
9,001.00	12,000.00	9,000.00	150.00
12,001.00	15,000.00	11,250.00	168.75
15,001.00	18,000.00	13,500.00	202.50
18,001.00	21,000.00	16,750.00	251.25
21,001.00	25,000.00	18,900.00	283.50
25,001.00	30,000.00	22,500.00	337.50
30,001.00	35,000.00	26,250.00	393.75
35,001.00	40,000.00	30,000.00	450.00
40,001.00	50,000.00	37,500.00	562.50
50,001.00	60,000.00	45,000.00	675.00
60,001.00	80,000.00	60,000.00	900.00
80,001.00	100,000.00	75,000.00	1,125.00
100,001.00	250,000.00	100,000.00	1,500.00
250,001.00	500,000.00	225,000.00	3,375.00
500,001.00	750,000.00	350,250.00	5,253.75
750,001.00	1,000,000.00	500,000.00	7,500.00
1,000,001.00	2,500,000.00	750,000.00	11,250.00
2,500,001.00	5,000,000.00	1,500,000.00	22,500.00
5,000,001.00	25,000,000.00	3,500,000.00	52,500.00
25,000,001.00	75,000,000.00	4,000,000.00	60,000.00
75,000,001.00	100,000,000.00	5,000,000.00	75,000.00
100,000,001.00	500,000,000.00	8,000,000.00	120,000.00
500,000,001.00	1,000,000,000.00	11,000,000.00	165,000.00

**II PROPERTY ACCOUNTABILITY**

- |   |                          |                            |                  |
|---|--------------------------|----------------------------|------------------|
| 1. Property, Plant & Equipment (Net Book Value) | 30% of their Total Value | } Value rounded off to the | x 1.5% = Premium |
| 2. Inventories (per GAAM)                       | 50% of their Total Value |                            | x 1.5% = Premium |

**III FOR ACCOUNTABLE FORMS**

- |   |  |                  |
|---|--|------------------|
| a) Internal Revenue Stamp<br>b) Postage and other Standard Stamped Stock<br>c) Official Receipt<br>d) Other Accountable Forms and Valuables | } 10% of their Total Value<br>Value Rounded Off to the nearest hundred | x 1.5% = Premium |
|   |  |                  |