



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
DIVISION OF BOHOL

Office of the Schools Division
Superintendent

June 11, 2021

DIVISION MEMORANDUM
No. **385** s. 2021

ONLINE FIDELITY BONDING SYSTEM

TO: Assistant Schools Division Superintendent
Chiefs, CID/SGOD
Education Program Supervisors
Public Schools District Supervisors/Acting PSDS
Secondary and Elementary Principals/ School Heads
District Senior Bookkeepers and Disbursing Officers
All Other Concerned

- 1) In support with the implementation of the Online Fidelity Bonding System (OFBS) of the Bureau of the Treasury, Region VII as part of its efforts to provide a more convenient service to the transacting public while minimizing face to face transactions particularly amidst the COVID-19 pandemic, the School Division Office hereby disseminates and implement the online application of the Fidelity Bond for the School Division Office with the Non Implementing Units and the Implementing Units
- 2) The OFBS requires three (3) roles as the Agency Administrator, Agency Approver and Agency User with the following functions.
Agency Admin- creates the approver and users for the agency and oversee the activities of bond applications and its accounts.
Agency Approver- approves the users created by the admin and approves the fidelity bond applications and processes online payment transactions if applicable.
Agency User- the Accountable Public officers who apply for the fidelity bond.
- 3) The Non- Implementing Unit is under the umbrella of the Division of Bohol. We will require One (1) User nominated from its District from the Non-Implementing Schools. The Agency Admin and the Agency Approver is coming from the Schools Division Office. Mr. Fermin Albutra, (Administrative Officer V) and Mrs. Gabina Ladaran, CPA (Accountant III) are designated as Agency Admin and Agency Approver respectively.
- 4) For Non IUS, every District will submit a signed copy of the nominated Agency User using the User Enrollment Form v1, attached as **Annex A**



The PSDS will be assigned as the Head of Agency of the District for the Non-Implementing Schools and will facilitate the submission of the said enrollment form. The User Enrollment Form must be submitted on or before June 18, 2021.

- 5) For the meantime, to expedite the processing of the current applications, the Division Office designates Identified Senior Bookkeepers as Agency User, but the said District still need to submit the nominated Agency User for the Agency Admin to add as Agency User.
- 6) Each Implementing Units has its own Agency Administrator, Agency Approver and Agency User as nominated by each Agency Head, the School Principal. The School Principal is responsible for the designation of the three role and the implementation of the OFBS.
- 7) In order to be oriented on the processes, a copy of the Virtual Orientation and review materials will be shared to your PSDS group chat and Senior Bookkeepers Group Chat. All Senior Bookkeepers, Disbursing Officers and Accountable Officers are advised to review even if he/she has already attended the first orientation conducted by the Bureau of the Treasury.
- 8) All district is required to fill in the Google Sheet indicated below;
https://docs.google.com/spreadsheets/d/17OWwKT0AAQiq9XarrtI_dwnXASXIIWQT/edit#gid=321803428 for the registration of the nominated Agency User on or before June 18, 2021
- 9) For immediate dissemination, guidance and compliance of all concerned.


BIANITO A. DAGATAN EdD CESO V
Schools Division Superintendent 





USER ENROLMENT FORM v1

* all fields are required

* Do not directly edit here. **Download this sheet first**, fill-up necessary fields, and submit to your BTR field office

USER INFORMATION	
<i>Email Address</i>	xsoliven@dep.ed.gov.ph
<i>First Name</i>	Ian Hero
<i>Middle Name</i>	Santos
<i>Last Name</i>	Soliven
<i>Position Title</i>	ADAS III

e.g. : xsoliven@gmail.com
e.g. : Ian
e.g. : Santos
e.g. : Soliven
e.g. : Computer Programmer II

ACCESS RIGHTS	
<i>Usergroup</i>	LGU/NGA/GOCC/GFI
<i>System Role</i>	Encoder
	# LGU/NGA/GOCC/GFI: NGA

ORGANIZATION	
<i>Department</i>	Department of Education
<i>Agency (Whole Name) (Acronym)</i>	Office of the Secretary DepEd
<i>Operating Unit</i>	Division of Bohol

e.g. : Department of Transportation
e.g. : Land Transportation Office (LTO)
e.g. : Manila Office

LOCATION	
<i>Region</i>	R7
<i>Province/District</i>	Bohol
<i>City/Municipality</i>	Taabilaran

e.g. : NCR
e.g. : District 1
e.g. : Manila

Signatories	
<i>Signature of the User</i>	(affix signature here)
<i>Fullname of User</i>	Ian Hero Santos Soliven
<i>Position of User</i>	ADAS III
<i>Date Filed (mm/dd/yyyy)</i>	June 14, 2021
<i>Signature of Head of Agency</i>	(affix signature here)
<i>Fullname of Head of Agency</i>	Edgar Galvante
<i>Designation of Head of Agency</i>	PSDS

this part is for the BTR system admin	
<i>generated username</i>	issoliven_r7_bohol_nga_en
<i>date created (mm/dd/yyyy)</i>	
<i>Signature of User Admin</i>	
<i>Fullname of User Admin</i>	
<i>Designated BTR office</i>	R7 - Bohol

- if you are applying as BTR admin, please submit the accomplished form to issoliven@treasury.gov.ph
 - if you are applying as NGA/LGU/GOCC/GFI user, please submit the accomplished form to your designated BTR field office.



ONLINE FIDELITY BONDING

USER ENROLMENT FORM v1

* all fields are required

* Do not directly edit here. Download this sheet first, fill-up necessary fields, and submit to your BTr field office

USER INFORMATION

Email Address		e.g. issoliven@gmail.com
First Name		e.g. Ian
Middle Name		e.g. Santos
Last Name		e.g. Soliven
Position Title		e.g. Computer Programmer II

ACCESS RIGHTS

Usergroup	LGU/NGA/GOCC/GFI	If LGU/NGA/GOCC/GFI: NGA
System Role		

ORGANIZATION

Department		e.g. Department of Transportation
Agency (Whole Name) (Acronym)		e.g. Land Transportation Office (LTO)
Operating Unit		e.g. Manila Office

LOCATION

Region	R7	e.g. NCR
Province/District		e.g. District 1
City/Municipality		e.g. Manila

Signatories

Signature of the User	
Fullname of User	
Position of User	
Date Filed (mm/dd/yyyy)	
Signature of Head of Agency	
Fullname of Head of Agency	
Designation of Head of Agency	

this part is to be filled up by the BTr admin

generated username	
date created (mm/dd/yyyy)	
Signature of User Admin	
Fullname of User Admin	
Designated BTr office	R7 -

- if you are applying as BTr admin, please submit the accomplished form to issoliven@treasury.gov.ph
 - if you are applying as NGA/LGU/GOCC/GFI user, please submit the accomplished form to your designated BTr field office.