



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2026- 070

TO : All Newly Hired School Head
All Re-shuffled School Heads
Administrative Officer II
School Bookkeepers

DATE : January 26, 2026

SUBJECT : **MANDATORY UPDATING OF FIDELITY BONDS WITH THE BUREAU OF THE TREASURY (BTr)**

1. RATIONALE

In accordance with the Public Bonding Law and Treasury Circular No. 02-2019, all public officers whose duties require the custody of government funds and property must be properly bonded. This is especially critical for **Newly Hired** and **Re-shuffled School Heads** to ensure the uninterrupted release of School MOOE and other financial allocations.

2. FILING REQUIREMENTS

All concerned School Heads are hereby directed to submit **three (3) authenticated sets** of the following documents to the Division Cash/Finance Section:

- **General Form No. 57-A** (Revised 2019): Duly accomplished and notarized.
- **General Form No. 58-A**: List of Bondable Public Officers.
- **Annex I: Indorsement Letter for the Incoming School Head**
- **Authority to Transfer Accountability for School Funds**


3. SPECIFIC INSTRUCTIONS FOR RE-SHUFFLED HEADS: Please be advised that bonding is **station-specific**. Even if a School Head holds a current bond from a previous assignment, a new application must be filed to reflect the new station code and accountability limit.



4. DEADLINE OF SUBMISSION: To prevent delays in the processing of salaries and school maintenance funds, all documents must be submitted on or before **January 30, 2026**. Failure to secure a renewed Fidelity Bond will result in the temporary suspension of the School Head's authority to sign checks documents.

5. DISSEMINATION: Immediate and wide dissemination of this Advisory is desired.

For and in the absence of the Schools Division
Superintendent:


SOLLIE B. OLIVER, JD, MATE
SGOD Chief
Officer-In-Charge

DepEd Schools Division of Digos City
RECORDS SECTION

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