October 22, 2024

DIVISION MEMORANDUM
OSDS _124_ , s.   2024

FIDELITY BOND REQUIREMENT FOR ADMINISTRATIVE OFFICER II/PROPERTY CUSTODIAN IN THE SCHOOLS

To: Assistant Schools Division Superintendent
        Chiefs of CID and SGOD
        Cluster Heads and Schools Heads
        Administrative Officer II/Property Custodian
        All Other Concerned Personnel
        This Division

1.   Presidential Decree No. 1445 otherwise known as The State Audit Code of the Philippines Chapter 5. (Accountability and Responsibility for Government Funds and Property) Section 101 states:

(1) *Every officer of any government agency whose duties permit or require the possession or custody of government funds and property shall be accountable therefore and for the safekeeping thereof in conformity with the law.*
(2) *Every accountable officer shall be properly bonded in accordance with law.*

2.   In conformity with P.D. No. 1445, all Administrative Officer II and other nonteaching personnel who are assigned to take charge of the custody of school properties in the schools are required to secure Fidelity Bond from the Bureau of Treasury effective January 2025.

3.   School Heads shall ensure inclusion in the Annual Implementation Plan (AIP) and Work and Financial Plan (WFP) for FY 2025 and every year after the budgetary requirement for securing Fidelity Bond of the Administrative Officer II/Property Custodians.

4.   Wide dissemination of this Memorandum is directed.

GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

Enclosure: None
References: DepEd Order No. 013, s. 2024
To be indicated in the *Perpetual Index* under the following subjects:

ACCOUNTABILITY   PROPERTY   SCHOOLS