



UNIVERSITY OF THE PHILIPPINES MANILA
The Health Sciences Center

18 July 2023

MEMORANDUM NO. CCDP-2023-149



TO : Deans, Directors, and Heads of Offices/Units
ATTENTION : Administrative Officers/Designates
SUBJECT : Fidelity Bond Application Process Flow

All fidelity bond applications of UP Manila accountable officers must be coursed through the Online Fidelity Bonding System (OFBS) of the Bureau of Treasury. Only the designated administrators and encoders of UP Manila have access to the OFBS portal.

To further streamline and expedite the processing of bond applications, accountable officers are required to follow the attached procedure. Bond applications with incomplete requirements shall not be encoded in the OFBS.

Queries and clarifications on the processing of bond applications may be sent to: upm-btradmins-list@up.edu.ph.

For your information, guidance, and compliance.


Carmencita D. Padilla, MD, MAHPS
Professor and Chancellor 



PROCEDURE FOR THE PROCESSING OF FIDELITY BOND APPLICATIONS

A. For Bond Applications (New and Renewal)

Activity	Responsible Individual/Office	Notes/Required Documents
1. Preparation of letter request for designation as accountable officer and for the issuance of certificate of no pending administrative case	Unit/Accountable Officer	
2. Submission of the complete requirements to the Accounting Office for the issuance of the Certificate of No Unliquidated Cash Advance	Unit/Accountable Officer	<ul style="list-style-type: none"> • Approved letter request • Certificate of No Pending Administrative Case
3. Endorsement of documents to the Human Resource and Development Office (HRDO) for the processing of the Administrative Order (AO) for the accountable officer.	Accounting Office	<ul style="list-style-type: none"> • Approved letter request • Certificate of No Pending Administrative Case • Certificate of No Unliquidated Cash Advance
4. Approved and signed AO to be returned to the unit or accountable officer	HRDO	<ul style="list-style-type: none"> • Signed AO
5. Submission of the accomplished Fidelity Bond Application Form (FBAF) found in the Bureau of Treasury (BTr) website and the supporting documents to the designated BTr encoders via email for processing in the Online Fidelity Bonding System (OFBS) portal. The unit/accountable officer must ensure accuracy of information provided in the FBAF.	Unit/Accountable Officer	<ul style="list-style-type: none"> • Approved letter request • Certificate of No Pending Administrative Case • Certificate of No Unliquidated Cash Advance • Signed AO • FBAF • Existing Bond Confirmation Letter (if for renewal)
6. Encoding of FBAF entries to the OFBS portal and generation of the accountable officer form	BTr Encoder	
7. Processing and transmittal of OFBS-generated FBAF, upon approval of agency approver, to unit/accountable officer	BTr Admin	
8. Notarization and affixing of signature and photo ID to the OFBS-generated FBAF	Unit/Accountable Officer	<ul style="list-style-type: none"> • OFBS-generated FBAF from the BTr Admin (hard copy)
9. Return of notarized OFBS-generated FBAF to the BTr Admin	Unit/Accountable Officer	<ul style="list-style-type: none"> • Notarized FBAF with photo ID and signature of accountable officer
10. Transmittal of FBAF to the BTr	BTr Admin	<ul style="list-style-type: none"> • Notarized FBAF and the list of accountable officer form

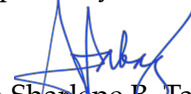
11. Transmittal of the Authority to Accept Payment (ATAP) form from the BTr to the unit/accountable officer	BTr Admin	<ul style="list-style-type: none"> • ATAP form with instructions
12. Appropriate processing of DV for payment of the bond premium of the accountable officer	Unit/Accountable Officer	<ul style="list-style-type: none"> • Scanned proof of payment must be submitted to the BTr Admin
13. Transmittal of proof of payment to the BTr	BTr Admin	<ul style="list-style-type: none"> • Scanned proof of payment
14. Transmittal of Confirmation Letter issued by BTr to the unit/accountable officer and the UPM Commission on Audit (COA) Resident Auditor	BTr Admin	<ul style="list-style-type: none"> • BTr-issued Confirmation Letter

B. For Increase in Cash Accountability

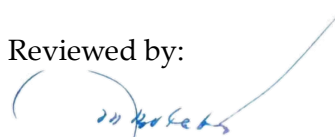
Activity	Responsible Individual/Office	Notes/Required Documents
1. Preparation of documents for the request to increase cash accountability	Unit/Accountable Officer	<ul style="list-style-type: none"> • Letter request • Existing Administrative Order (AO)
2. Transmittal of required documents to the Accounting Office	Unit/Accountable Officer	
3. Issuance of the Certificate of No Unliquidated Cash Advance and transmittal of documents to the Human Resource and Development Office (HRDO)	Accounting Office	<ul style="list-style-type: none"> • Approved letter request • Certificate of No Pending Administrative Case • Certificate of No Unliquidated Cash Advance
4. Preparation of designation of the accountable officer reflecting the approved increase of cash accountability and transmittal of approved and signed AO to the unit or accountable officer	HRDO	<ul style="list-style-type: none"> • Signed AO
5. Transmittal of request for increase of CA and supporting documents via email to the BTr Admin (upm-btradmins-list@up.edu.ph)	Unit/Accountable Officer	<ul style="list-style-type: none"> • Approved letter request • Certificate of No Pending Administrative Case • Certificate of No Unliquidated Cash Advance • Signed AO • Tentative date of payment of bond premium • Existing Confirmation Letter of the accountable officer • Draft FBAF
6. Transmittal of request to the BTr for computation of bond premium	BTr Admin	

7. Transmittal of computation of bond premium and payment reminders to the unit/accountable officer	BTr Admin	<ul style="list-style-type: none"> • Bond premium • Payment reminders
8. Appropriate preparation and processing of DV for payment of the bond premium of the accountable officer	Unit/Accountable Officer	<ul style="list-style-type: none"> • Bond computation document from BTr
9. On the day before the specified date of payment, the following activities must be done: - encoding and generating of FBAF from the OFBS portal - notarization and affixing of signature and photo ID of the accountable officer - transmittal of all documents relevant to the bond application to BTr	BTr Encoder, Unit/Accountable Officer, BTr Admin	<ul style="list-style-type: none"> • Draft FBAF
10. Transmittal of the Authority to Accept Payment (ATAP) form from the BTr to the unit/accountable officer as attachment to the documents for DV processing	BTr Admin	<ul style="list-style-type: none"> • ATAP form with instructions
13. Transmittal of proof of payment to the BTr	BTr Admin	Scanned proof of payment
14. Transmittal of Confirmation Letter issued by BTr to the unit/accountable officer and the UPM COA Resident Auditor	BTr Admin	BTr-issued Confirmation Letter

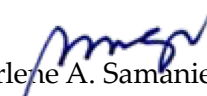
Prepared by:


Rea Sharlene B. Tabag
Cashier I, Cash Office


Reviewed by:


Elsie M. Bolambao, CPA
Chief, Cash Office

Favorably endorsed:


Arlene A. Samaniego, MD
Vice Chancellor for Administration & Finance

Approved:


Carmencita D. Padilla, MD, MAHPS
Chancellor