Republika ng Pilipinas
PAMBANSANG PANGASIWAAN NG PATUBIG
(National Irrigation Administration)
Lungsod ng Quezon

MC # 004 , s. 1988

MEMORANDUM CIRCULAR

T O : THE REGIONAL MANAGERS/PROJECT MANAGERS/ OPERATIONS MANAGERS/PROVINCIAL IRRIGATION ENGINEERS/IRRIGATION SUPERINTENDENTS, REGIONAL/PROJECT ADMINISTRATIVE OFFICERS, ACCOUNTANTS, AUDITORS, CASHIERS AND ALL OTHERS CONCERNED.

SUBJECT : Treasury Memorandum Circular No. 6-87 re: New Procedures Governing the Insurance of Government Officials and Employees with the Fidelity Insurance Fund.

Quoted and reproduced in full for the guidance and information of all concerned is the Treasury Memorandum Circular No. 19, s. 1987 to wit:

"REPUBLIKA NG PILIPINAS
MINISTRI NG PANANALAPI
KAWANIHAN NG INGATANG-YAMAN
(Bureau of the Treasury)
Intramuros, Manila 2801

TREASURY MEMORANDUM CIRCULAR NO. 6-87

T O : All Heads of Constitutional Offices, Departments, Bureaus and Offices, Universities, Colleges, Schools, Government Owned and/or Controlled Corporations, Government Hospitals, Regional Offices, Provincial, City and Municipal Government Units, and their respective Auditors, and all concerned

SUBJECT : New Procedures Governing the Insurance of Government Officials and Employees with the Fidelity Insurance Fund.

Under the authority of Section 315 of the Revised Administrative Code, and following the thrust of the present Administration to decentralize operations to effect greater efficiency in the rendition of service, the insurance of Government officials and employees with the Fidelity Insurance Fund has been regionalized. Accordingly, the following procedures are hereby promulgated to supplement Treasury Memorandum Circular No. 1-71, implementing the provisions of the Public Bonding Law.

1. Requests and Applications for Bonding and/ or Cancellation (General Form Nos. 57-A and 58-A) of accountable officers and employees from government agencies/entities/instrumentalities situated in the provinces, cities/

and/or municipalities, except in Metro Manila, shall be filed with the Treasury Fiscal Officer III/I (formerly the Treasury Provincial Fiscal Examiner) assigned in the province. In the case of offices located in the National Capital Region (Metropolitan Manila), the Requests and Applications for bonding and/or Cancellation shall be filed directly with the Fidelity Bond Division of the Bureau of the Treasury at the ground floor of the Finance Building, Manila, for appropriate action, instead of with the Treasury District Fiscal Officer(formerly the Treasury Provincial Fiscal Examiners) of the National Capital Region.

2. Requests and Applications for Bonding and/or Cancellation filed with the Treasury Fiscal Officer III/I shall be processed in that Office and if there are no defects found in the requests/applications, the same shall be forwarded to the Treasury Regional Director for approval Notice of such approval, together with approved/cancelled bond shall be transmitted to the agency concerned by the Treasury Fiscal Officer III/I. Defective requests/applications for bonding shall be returned to the proper agency for correction.

3. At the beginning of each semester, the Treasury Fiscal Officer III/I Fidelity Bond Division shall send bills to the agencies under their respective jurisdictions, covering premiums due on the bonds of accountable officials and employees in these agencies. These bills, together with the accompanying list of bonded officials and employees, should be reviewed and examined by the responsible officials and the Auditor of the agency, and if found in order, payment thereof should be made by check in the name of the Bureau of the Treasury and transmitted to the Treasury Fiscal Officer III/I/Fidelity Bond Division as the case may be. If there are discrepancies noted in the bill, the original of the list as corrected should be returned to the Treasury Fiscal Officer III/I/Fidelity Bond Divisions, together with the covering payment check.

4. Claims against the Fidelity Insurance Fund shall be forwarded direct to the Chairman. Commission on Audit, together with all the supporting documents required, and if he recommends payment in full or in part, and such recommendation is approved by the Secretary of Finance, the claim shall be paid by the Bureau of the Treasury.

This memorandum circular shall take effect beginning january 1, 1988, and all circulars/memoranda or portion thereof previously issued by this Office which are in conflict with this memorandum circular are hereby modified or revoked accordingly.

(SGD.)ROSALINA S. CAJUCOM
Officer-in-Charge

APPROVED:

(SGD.) VICENTE R. JAYME
Secretary of Finance-Designate

November 18, 1987"

Henceforth, all requests and applications for bonding and/or cancellation of bond of accountable officials and employees of NIA regional and project offices shall be endorsed by their respective Regional/Project/Operations Managers,

Accountable officers already bonded in the main office of the Bureau of the Treasury need not be renewed. Only new requests and applications for bonding shall be filed with the Treasury Provincial Office.

Copies of the approved new requests and applications for bonding and/or cancellation of bonds of regional and project offices shall be furnished the Managers of the Treasury Department and Personnel and Records Management Department, Central Office for their information and records purposes.

Compliance herein is enjoined.

(SGD.) FEDERICO N. ALDAY, JR.
Administrator

signed by FNA 1-15-88