



## ONLINE APPLICATION/RENEWAL OF FIDELITY BOND

The application/renewal of fidelity bond is being processed online.

<b>Office or Division:</b>		Personnel Section-Administrative Division		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2G-Government to Government		
<b>Who may avail:</b>		All permanent employees of the City Treasurer's Office		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Personal Information Sheet		City Treasurer's Office		
2. Office Order		Self-provided		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit all the requirements to the Personnel Section, Administrative Division	1. Encode SDO personal information and upload the same to the Online Fidelity Bonding System for the release of Computerized Form 27A.		5 minutes	Personnel Officer
2. Sign and notarize Computerized Form 27A and attach 2x2 picture.	2. Send BTr scan copy of the accomplished and notarized Fidelity Bond Application Form (FBAF) and other requirements via BTr email.		5 minutes	Personnel Officer
	2.1. BTr will send copy of Authority to Accept Payment (ATAP)		1 day	Personnel Officer
	2.2 SDO will accomplish Landbank On-Collection Receipt and will post payment at the LBP over the counter.		1 day	Personnel Officer
	2.3 Upload copy of LBP On-Collection Receipt via BTR email		5 minutes	Personnel Officer
	2.4 BTr will issue Letter of Confirmation		1 day	BTR Officer
<b>Total</b>			<b>3 days &amp; 15 minutes</b>	