

(Bureau or Office)

(City or Province)

Risk Number
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**REQUEST FOR BONDING AND/OR CANCELLATION OF BOND OF ACCOUNTABLE OFFICIALS AND EMPLOYEES OF THE REPUBLIC OF THE PHILIPPINES**

<p>1. NAME OF PERSON TO BE BONDED/WHOSE BOND IS TO BE CANCELLED</p> <p style="text-align: center;">Surname                      Given                      Middle</p>	<p>2. DESIGNATION OR TITLE OF POSITION</p>																																		
<p>3. DATE OF INCOMING OFFICER ASSUMES ACCOUNTABILITY</p> <p style="text-align: center;">Year                      Month                      Day</p>	<p>When extent or character of an Officer's control over funds or property cannot be inferred from the title or designation given, a full and complete statement of duties should be given above. (Use additional sheet if necessary)</p>																																		
<p>4. STATION</p> <p style="text-align: center;">Municipality                      Province/City</p>																																			
<p>5. AMOUNT OF MAXIMUM ACCOUNTABILITY/CUSTODY</p> <p style="text-align: center;">₱</p>																																			
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;"></th> <th style="text-align: center;">Amount</th> </tr> </thead> <tbody> <tr> <td>a) Public Funds</td> <td></td> </tr> <tr> <td>    (1) As Collecting Officer</td> <td style="text-align: center;">₱ _____</td> </tr> <tr> <td>    (2) As Disbursing Officer</td> <td style="text-align: center;">₱ _____</td> </tr> <tr> <td>b) Public Property</td> <td></td> </tr> <tr> <td>    (1) Supplies and Materials</td> <td style="text-align: center;">₱ _____</td> </tr> <tr> <td>    (2) Equipment</td> <td style="text-align: center;">₱ _____</td> </tr> <tr> <td>    (3) Others</td> <td style="text-align: center;">₱ _____</td> </tr> <tr> <td>c) Forms and Other Valuables</td> <td></td> </tr> <tr> <td>    (1) Internal Rev. Stamps</td> <td style="text-align: center;">₱ _____</td> </tr> <tr> <td>    (2) Internal Rev. Doc. Stamps</td> <td style="text-align: center;">₱ _____</td> </tr> <tr> <td>    (3) Customs Doc. Stamps</td> <td style="text-align: center;">₱ _____</td> </tr> <tr> <td>    (4) Postage and Other Stamped Stock</td> <td style="text-align: center;">₱ _____</td> </tr> <tr> <td>    (5) Science Stamps</td> <td style="text-align: center;">₱ _____</td> </tr> <tr> <td>    (6) Cash Tickets</td> <td style="text-align: center;">₱ _____</td> </tr> <tr> <td>    (7) Others</td> <td style="text-align: center;">₱ _____</td> </tr> <tr> <td style="text-align: right;">Total Amount:</td> <td style="text-align: center;">₱ _____</td> </tr> </tbody> </table>		Amount	a) Public Funds		(1) As Collecting Officer	₱ _____	(2) As Disbursing Officer	₱ _____	b) Public Property		(1) Supplies and Materials	₱ _____	(2) Equipment	₱ _____	(3) Others	₱ _____	c) Forms and Other Valuables		(1) Internal Rev. Stamps	₱ _____	(2) Internal Rev. Doc. Stamps	₱ _____	(3) Customs Doc. Stamps	₱ _____	(4) Postage and Other Stamped Stock	₱ _____	(5) Science Stamps	₱ _____	(6) Cash Tickets	₱ _____	(7) Others	₱ _____	Total Amount:	₱ _____	<p>6. SALARY ATTACHED TO THE POSITION</p> <p style="text-align: center;">₱</p> <p>(In case of temporary appointment or designation, salary of permanent and temporary incumbent should be stated)</p>
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<p>7. BOND RECOMENDED</p> <p style="text-align: center;">₱</p>																																			
<p>8. BOND FIXED BY LAW OR BY THE CHAIRMAN COMMISSION ON AUDIT</p> <p style="text-align: center;">₱</p>																																			
<p><b>PERSONAL RECORD OF PERSON TO BE BONDED</b> (Use additional or separate sheet if necessary)</p>																																			
<p>9. (A) PREVIOUS EXPERIENCE</p>	<p>(B) CRIMINAL OR ADMINISTRATIVE RECORD</p>																																		
<p>(THIS BLOCKED TO BE FILLED ONLY IN CASE OF BOND CANCELLATION)</p>																																			
<p>10. NAME OF OFFICER TO BE RELIEVED</p> <p style="text-align: center;">Surname                      Given                      Middle</p>	<p>11. PRESENT TITLE OR DESIGNATION</p>																																		
<p>12. AMOUNT OF BOND AND RISK NUMBER INFORCE</p>	<p>13. SALARY OF PERSON TO BE RELIEVED</p>																																		
<p>14. DATE OF RELIEF</p> <p style="text-align: center;">Year                      Month                      Day</p>	<p>15. CAUSE OF RELIEF</p>																																		
<p>16. REMARKS</p>																																			

Head of Agency or Office  
City Mayor  
Provincial Treasurer



\_\_\_\_\_

(Designation)

**REQUEST  
for  
BONDING AND/OR CANCELLATION OF BOND OF  
ACCOUNTABLE OFFICIALS AND EMPLOYEES OF THE  
REPUBLIC OF THE PHILIPPINES**

\_\_\_\_\_  
(NAME)

\_\_\_\_\_  
(DESIGNATION)

\_\_\_\_\_  
(BUREAU, PROVINCE OR CITY)

\_\_\_\_\_  
(DATE TO BE EFFECTIVE)

\_\_\_\_\_  
(Brief to be filled in by the Treasurer of the Philippines)

**FIRST INDORSEMENT**

\_\_\_\_\_, 20\_\_\_\_

Respectfully forwarded, through the Bureau, Provincial or City Auditor,

\_\_\_\_\_  
To the Treasurer of the Philippines, Manila, recommending approval of the  
bond proposed in item 7 of the within request.  
\_\_\_\_\_

Head of Agency or Office  
City Mayor  
Provincial Treasurer

}

\_\_\_\_\_  
(*designation*)

**SECOND INDORSEMENT**

\_\_\_\_\_, 20\_\_\_\_

Respectfully Forwarded to the Treasurer of the Philippines, Manila

Bond for the within mentioned position is approved and fixed in the  
amount of P \_\_\_\_\_

Cancellation of the bond of M \_\_\_\_\_  
\_\_\_\_\_ in the amount of P \_\_\_\_\_  
under Risk No. \_\_\_\_\_ is hereby noted.

By Authority of the  
**CHAIRMAN, COMMISSION ON AUDIT**

\_\_\_\_\_  
(Bureau, City, Provincial, Agency,  
Corporate Auditor)