



Republic of the Philippines  
**Department of Education**  
 REGION IX – ZAMBOANGA PENINSULA  
**SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY**

DepEd, Division of Zamboanga Sibugay	
<b>RECORD SECTION</b>	
NO: <b>885051</b>	TIME: <b>9:24 AM</b>
BY: _____	DATE: <b>03 MAR 2026</b>
<b>RELEASED</b>	

**Office of the Accounting Section**  
**Division Accountant**

**March 02, 2026**

**OFFICE MEMORANDUM**

No. 062 s. 2026

**INCREASE OF FIDELITY BOND COVERAGE OF SCHOOL HEADS FOR MOOE  
 DOWNLOADING AND OTHER FUNDS**

**To: Kalines Elementary School**  
**School head**  
**School Administrative Officer**  
**All Others Concerned**

1. This is to provide information in line with the Fidelity Bond of Kalines Elementary School's Disbursing Officer (School Head) to increase coverage to include not only the regular Maintenance and Other Operating Expense of the school and such other funds that is being released as cash advance.
2. This adjustment ensures the school remains compliant with government auditing and accounting regulations and requires that accountable officer Fidelity Bond should be tantamount to cash accountability issued to them.
3. School Head is required to increase coverage from 100,000 to be adjusted to 250,000. This measure ensures compliance with existing regulations and safeguards the integrity of Financial Management.
4. For information and strict compliance.

*Mary Beneth G. Lagroma*  
**MARY BENETH G. LAGROMA, CPA**  
 Accountant

Encl: None  
 Reference: None  
 To be indicated in the Perpetual index  
 under the following subjects  
 BTR Fidelity Bond



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Funding the Republic

Republic of the Philippines  
KAGAWARAN NG PANANALAPI  
**KAWANIHAN NG INGATANG-YAMAN**  
(BUREAU OF THE TREASURY)  
**Region IX - Zamboanga Peninsula**  
Regional Office



Transmittal No. 0983-2025-03-00556

03/28/2025

Date

**CONFIRMATION LETTER**

THE SCHOOLS DIVISION  
SUPERINTENDENT  
Department of Education (DepEd) , Office of  
the Secretary-07001 - 070010809003  
DEPED-KALINES ES ZAMBOANGA  
SIBUGAY

Sir / Madam:

This is to inform you that the request for bonding and/or cancellation of bonds of the following accountable officials and employees of your Office / Agency has been approved and duly entered in the Registry of Bonded Public Officers maintained by ZAMBOANGA SIBUGAY OFFICE of this Bureau.  
(District/Provincial Office)

Name and position of Bonded Public Officers	Station	Risk No.	Approved Amount of Accountability	Approved Amount of BOND	Effective Date	
					FROM	TO
GEOLAGA, ELIEZER D. (1) SPECIAL DISBURSING OFFICER (SDO) (2) SPECIAL DISBURSING OFFICER (SDO) (3) SPECIAL DISBURSING OFFICER (SDO) BOND COVERAGE: 1 YR(S)	KALINES ES	0983-2025-00743N	100,000.00	75,000.00	02/14/2025	02/13/2026

The bond shall be renewed on or before the anniversary date, otherwise bond is automatically cancelled.

Please notify this Office if there are changes in accountable officers or amount of accountability within the effective period of the bond.

Very truly yours,

SHARON P. ALMANZA, CESO II  
Treasurer of the Philippines

By:

  
WILFREDO R. MELICOR  
CTOO I/PROVINCIAL HEAD

cc: COA Resident Auditor