

REPUBLIC OF THE PHILIPPINES

GENERAL FORM No. 57 (A)  
(Revised March 24, 1976)

(Bureau or Office)

Risk Number

(City or Province)

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

1. NAME OF PERSON TO BE BONDED/WHOSE BOND IS TO  
BE CANCELLED

Surname Given Middle

3. DATE INCOMING OFFICER ASSUMES ACCOUNTABILITY

Year Month Day

4. STATION

Municipality Province/City

5. AMOUNTS OF MAXIMUM ACCOUNTABILITY/CUSTODY

	AMOUNT
(a) Public Funds	
(1) As Collecting Officer	P. ....
(2) As Disbursing Officer	P. ....
(b) Public Property	
(1) Supplies & Materials	P. ....
(2) Equipment	P. ....
(3) Others	P. ....
(c) Forms and other valuables	
(1) Internal Rev. Stamps	P. ....
(2) Internal Rev. Doc. Stamps	P. ....
(3) Customs Doc. Stamps	P. ....
(4) Postage and other Stamped Stock	P. ....
(5) Science Stamps	P. ....
(6) Cash Tickets	P. ....
(7) Others	P. ....
Total Amount	P. ....

(When extent or character of an Officer's control over funds or property cannot be inferred from the title or designations given, a full and complete statement of duties should be given above.  
(Use additional sheet if necessary).

6. SALARY ATTACHED TO THE POSITION

(In case of temporary appointment or designation, salary or permanent and temporary incumbent should be stated).

7. BOND RECOMMENDED

8. BOND FILED BY LAW OR BY THE CHAIRMAN, COMMISSION ON AUDIT

PERSONAL RECORD OF PERSON TO BE BONDED  
(Use additional or separate sheets if necessary)

9. (A) PREVIOUS EXPERIENCE

(B) CRIMINAL OR ADMINISTRATIVE RECORD

(THIS BLOCK TO BE FILLED ONLY IN CASE OF BOND CANCELLATION)

10. NAME OF OFFICER TO BE RELIEVED

11. PRESENT TITLE OR DESIGNATION

Surname Given Middle

12. AMOUNT OF BOND AND RISK NUMBER IN FORCE

13. SALARY OF PERSON TO BE RELIEVED

14. DATE OF RELIEF

15. CAUSE OF RELIEF

Year Month Day

16. REMARKS

Head of Agency or Office  
City Mayor  
Provincial Treasurer

of .....



**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 Phil.)

**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.

Bureau Director  
City Treasurer  
Provincial Treasurer

} of .....

**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)