



REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG PANANALAPI  
KAWANIHAN NG INGATANG-YAMAN  
(BUREAU OF THE TREASURY)

Attachment 1  
Fidelity Bond Application Form  
(Revision No. 02 Date: May 30, 2022)

RISK NUMBER

(to be accomplished by BTr Officer)

REQUEST FOR APPLICATION FOR BONDING AND/OR CANCELLATION OF  
FIDELITY BOND OF ACCOUNTABLE PUBLIC OFFICER

|   |   |  |                |
|---|---|--|----------------|
| INSTRUCTIONS: 1. ACCOMPLISH THIS FORM CORRECTLY<br>2. PRINT ENTRIES LEGIBLY IN CAPITAL LETTERS  |   | 3. MARK APPROPRIATE BOXES <input type="checkbox"/> WITH CHECK <input checked="" type="checkbox"/> "✓"  |                |
| TYPE OF APPLICATION:  | <input checked="" type="checkbox"/> NEW <input type="checkbox"/> RENEWAL <input type="checkbox"/> CANCELLATION, please proceed to Item Nos. 24-32                     | OLD RISK NUMBER:   | For Renewal    |
| 1. NAME<br>MERCADO CLARA PONCE<br><small>Surname Given Name Name Ext. (e.g., Jr.) Middle Name</small>   |   | PASSPORT SIZE ID PHOTO   |                |
| 2. ADDRESS<br>BRGY. GUADALUPE, CITY OF BAYBAY LEYTE, LEYTE  |   |  |                |
| 3. DATE OF BIRTH (mm/dd/yyyy)<br>08/16/1965   |   |  |                |
| 4. PLACE OF BIRTH<br>LILO-AN CEBU   |   |  |                |
| 5. SEX<br><input type="checkbox"/> MALE <input checked="" type="checkbox"/> FEMALE  | 7. CIVIL STATUS<br><input type="checkbox"/> SINGLE <input type="checkbox"/> WIDOWED<br><input checked="" type="checkbox"/> MARRIED <input type="checkbox"/> SEPARATED | 8. CONTACT NUMBER<br>9300199877  |                |
| 6. TIN<br>104769806   |   | 9. EMAIL ADDRESS<br>clara.mercado@vsu.edu.ph   |                |
| 10. MONTHLY INCOME (Salaries, allowances, business income and the like)<br>17,535.00  |   | 11. ESTIMATED MONTHLY EXPENSES<br>10,000.00  |                |
| 12. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?<br><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br>If yes, give details: _____ |   |  |                |
| 13. a. Have you ever been charged of any administrative and/or criminal offense?<br><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br>If yes, give details: _____<br>Case No/s: _____<br>Date Filed: _____<br>Status of Case/s: _____  |   | b. Have you ever been found guilty of any administrative and/or criminal case before any administrative body, tribunal or court?<br><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br>If yes, give details: _____<br>Case No/s: _____<br>Date Filed: _____<br>Status of Case/s: _____ |                |
| 14. CHARACTER REFERENCE (Individual must not be related up to the fourth degree by consanguinity or affinity to applicant)  |   |  |                |
| NAME  |   | ADDRESS  | CONTACT NUMBER |
| DR. ELWIN JAY V. YU   |   | VSU, BRGY. PANGASUGAN, BAYBAY  | 5650600        |
| QUEEN-EVER Y. ATUPAN  |   | VSU, BRGY. PANGASUGAN, BAYBAY  | 5650600        |
| LOUELLA C. AMPAC  |   | VSU, BRGY. PANGASUGAN, BAYBAY  | 5650600        |
| 15. I declare that the answer to the foregoing questions are true to the best of my knowledge and belief. I fully understand that any misrepresentation made in this application and supporting documents shall cause the filing of administrative/criminal case(s) against me.   |   |  |                |
| Government Issued ID : DRIVERS LICENSE<br>ID/License/Passport Number : HD399032492<br>Date/Place of Issue : 08/16/2019 BAYBAY CITY  |   | CLARA PONCE MERCADO / 08/15/2022<br>Signature over Printed Name /Date Accomplished   |                |
| 16. SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued Government ID as indicated above.   |   |  |                |
| Doc. No. _____<br>Page No. _____<br>Book No. _____<br>Series of _____   |   | Signature of Officer/Person Administering Oath   |                |