

COMPLETING THE TRANSFER OF THE PRINTING UNITS OF THE PHILIPPINE INFORMATION AGENCY TO THE NATIONAL PRINTING OFFICE PURSUANT TO EXECUTIVE ORDER NO. 285

DBM NATIONAL BUDGET MEMORANDUM NO. 76, March 22, 1996

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1.0 RATIONALE

1.1 Under a Joint Department of Budget and Management (DBM)-General Services Administration(GSA) Memorandum Circular dated 10 September 1987 on the “Implementation of Sec. 6 of Executive Order No. 285 Creating the National Printing Office,” an Ad-Hoc National Printing Office Task Force Committee was created to specifically undertake the following responsibilities:

- a. Supervise the inventory-taking of equipment, supplies records and other assets of the Government Printing Office (GPO) and Philippine Information Agency (PIA) printing units to be transferred to the National Printing Office(NPO);
- b. Supervise the reconciliation and closing of books of accounts of GPO and the setting-up of a new set of books for the NPO; and
- c. Propose new guidelines as may be necessary.

1.2 This Circular is being issued to complete the unfinished tasks of the Committee and accomplish the following objectives:

- a. Complete the transfer/turnover of the relevant printing units of the PIA to NPO, pursuant to Section 6 of Executive Order No. 285.
- b. Set the appropriate working relationship between PIA and NPO, as well as feasible operational arrangements on the use by both agencies of the subject printing equipment.
- c. Achieve timely accomplishment of printing assignments through proper work scheduling in NPO.

2.0 GUIDELINES

2.1 Pursuant to Section 6 Executive Order 285, PIA shall accomplish the following:

- a. Undertake an inventory of all equipment, supplies, materials, records and other assets/resources/properties of the PIA printing units, indicating their current condition and serviceability;
- b. Within sixty (60) days upon the issuance of this Circular, transfer at book value all relevant printing equipment, supplies, materials, records and other assets/resources and properties of PIA printing units to NPO;
- c. Prepare the necessary documents to effect the transfer and reconcile all entries in the agency’s book of accounts with that of NPO, subject to existing rules and regulations; and
- d. Initiate the preparation of a working arrangement on the scheduling and prioritization on the use of the

pooled printing units in NPO, and enter into Memorandum of Agreement with NPO for the purpose.

2.2 The NPO shall, on the other hand , accomplish the following:

- a. Assist in and cooperate with PIA in inventory taking and transfer of relevant PIA printing units to NPO;
- b. Together with PIA, devise a work program on the proper scheduling of printing jobs and the prioritization of the use of existing NPO printing equipment and those to be transferred from PIA to meet the service requirements of both these agencies, which shall be embodied in a Memorandum of Agreement with PIA;
- c. As an attached agency to PIA for purposes of policy and program coordination, NPO shall periodically report to the PIA Director the progress of its printing programs and projects, which shall be based on the general policies/framework as may be provided by PIA.
- d. Submit to DBM a report on the transfer of the printing equipment, duly attested by the agency's Resident Auditor, including a copy of the Memorandum of Agreement not later than three (3) months from the date of the date of the effectivity of this Circular.

3.0 EFFECTIVITY

This Memorandum shall take effect immediately.

Adopted: 22 March 1996

(SGD.) SALVADOR M. ENRIQUEZ, JR.

Secretary

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