

**[DBM NATIONAL BUDGET MEMORANDUM NO. 76,
March 22, 1996]**

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

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