

**Republic of the Philippines
HOUSE OF REPRESENTATIVES
Quezon City**

**FIFTEENTH CONGRESS
First Regular Session**

HOUSE BILL NO. 4534

Introduced by Rep. Winston "Winnie" Castelo

**AN ACT
STRENGTHENING THE STRUCTURE OF THE NATIONAL
PRINTING OFFICE, DEFINING ITS POWERS, FUNCTIONS AND
RESPONSIBILITIES FOR MORE EFFICIENT DELIVERY OF
PRINTING SERVICES AND APPROPRIATING FUNDS THEREFOR**

**Be it enacted by the Senate and the House of Representatives of
the Philippines in Congress assembled:**

**SECTION 1. Title. The Act shall be known as the National
Printing Office Act of 2011.**

**SEC. 2 Declaration of Policy. The State shall promote
economy, efficiency, and effectiveness in the delivery of public
services and shall encourage an effective government printing
and public system.**

**SEC. 3. Definition of Terms: As used in this Act, the
following terms shall be defined, as follows:**

**a) Agency – shall refer to the National Printing Office (NPO)
as provided for in this Act.**

**b) Government Standard Accountable Forms – refer to the
prescribed forms with money value being printed by the
NPO uniformly designed for general use by the national,
provincial, city and municipal governments including
government corporations, such as: Official Receipts, Real
Property Tax Receipts, Cash Tickets, among others.**

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EXPLANATORY NOTE

Philippine Commission Act No. 296 established in 1901 the Bureau of Public Printing. However, actual operation started only on November 7, 1902 under the name, Bureau of Printing. Its function was incorporated in the Revised Administrative Code under Sections 1644 to 1648.

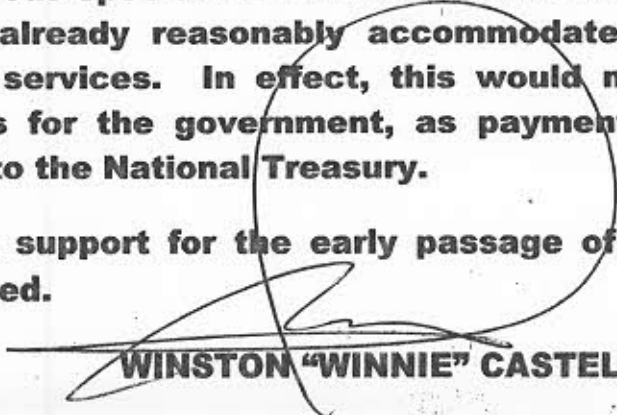
The Bureau of Printing was placed directly under the Office of the President up to 1959. It was transferred to the defunct Department of General Services and renamed the Government Printing Office. Then it was transferred again to the Office of the Press Secretary and renamed National Printing Office by virtue of Executive Order No. 290 and 285 series of 1959 and 1987, respectively.

The National Printing Office has exclusive jurisdiction over the printing service requirements of Government Agencies and Instrumentalities. However, since it cannot reasonably accommodate the ever increasing and changing demand of the government agencies due to its predominantly antiquated printing facilities. The NPO is constrained, much to its regret, to endorse the accredited printer for the printing of various specialized government forms.

This bill aims to strengthen the National Printing Office to make it more viable and efficient in the delivery of printing services. Through this bill, the NPO will be able to acquire modern facilities, which will improve in NPO operations that will enable the Agency to deliver efficient printing services to the requisitioning public.

The newly invigorated National Printing Office will then be able to cope with the demand of the various government agencies. It will no longer be endorsing the various specialized forms to its accredited security printers as it could already reasonably accommodate the increased demand in printing services. In effect, this would mean additional income and savings for the government, as payment for printing services goes directly to the National Treasury.

In view of the foregoing, support for the early passage of this measure is most earnestly prayed.


WINSTON "WINNIE" CASTELO

- c) **Government Standard Non-Accountable Forms** - refer to prescribed forms being printed by the NPO of general use by the national, provincial, city and municipal governments including government corporations, such as: General Forms, Accounting Forms, Municipal Forms, Provincial Forms, among others.
- d) **Specialized Accountable Forms** - refer to forms with money value specifically designed for use of a particular government or instrumentality such as: Parking Tickets, Delivery Receipts, Business Permits/Licenses, among others.
- e) **Specialized Non-Accountable Forms** - refer to forms without money value specifically designed for use of a particular agency or instrumentality such as: Laboratory Forms, Hospital Forms, Citation Forms, among others.
- f) **Customized/Personalized Forms** - refer to government standard accountable and non-accountable forms bearing the logo, name of treasurer and security features prescribed by requisitioning Agency Department of Finance, provided that, such forms shall be passed upon by the NPO for control purposes of its serial numbers, as the case may be.
- g) **Printed Matters** - refer to forms other than those mentioned above.

ARTICLE II FUNCTIONS AND POLICE POWERS

SEC. 4 Functions: The agency shall have the following functions and responsibilities:

- a) Printing, binding and distribution of all standard and accountable forms of the national, provincial, city and municipal governments including government-owned and controlled corporations;
- b) Printing of official ballots and other printed matters related to the conduct of national and local elections; and

- c) Printing of public documents such as the Official Gazette, General Appropriations Act, Philippine Reports and development information materials of the Philippine Information Agency;

The agency may also accept other government printing jobs, including government publications, aside from those enumerated above.

SEC. 5 Powers. For general control, security and uniformity, the agency shall have the following authority:

- a) To require all national and local governments including government-owned and controlled corporations to course all requests for printing to the Agency;
- b) To recommend cancellation of business of fly-by-night printers as well as recommend sanctions against government officials and employees engaged in getting the services of private printers without the Agency's permission.
- c) To require all national and local governments including government-owned and controlled corporations to submit their Annual Printing Program to the Agency at least forty five days before end of fiscal year for which failure to do so will mean appropriate sanction to head of Agencies as recommended by NPO;
- d) To enforce compliance with the prescribed uniform design for government standard accountable and non-accountable forms;
- e) To recommend disallowance of payment of transactions resulting to printing services done without passing through the Agency.
- f) To establish monitoring mechanism to check the compliance of all National and Local Governments including Government-owned and controlled Corporations with regard to the printing of government standard accountable and non-accountable forms as established in this Act;
- g) To issue the necessary guidelines in pursuance to the contents of this Act; and

- h) To perform such other acts which are necessary to carry out its mandated functions and responsibilities.

SEC. 6. *Supervision.* For purposes of policy coordination and supervision, the Agency shall remain attached to the Office of the Press Secretary.

SEC. 7. *Participation of Other Government Agencies in Control and Monitoring of Printing.* The Agency can call upon other government agencies and instrumentalities whose roles are necessary in the effective implementation of the provisions of this Act.

SEC. 8. *Establishment of Uniform Design for Government Standard Accountable and Non-Accountable Forms.* The Department of Finance shall be responsible for the revision of a uniform design for government standard and accountable and non-accountable forms for general use of the National, Provincial, City and Municipal Governments, including Government Corporations. The Commission on Audit shall be responsible for the revision of accounting forms used in government operations.

SEC. 9. *Used of Customized/Personalized and Specialized Forms.* The use of customized or personalized forms other than the uniform design prescribed by the DOF shall not be allowed by the Agency. However, specialized forms used for a particular government entity's specific, unique and exclusive purpose shall maybe allowed provided such has passed through the Agency.

SEC. 10. *Automatic Disallowance of Payment for Printing Services Done by Private Printers.* The Commission on Audit through its unit auditors shall cause the automatic disallowance of payment for printing services contracted to private printers who are not duly accredited by the Agency and whose transaction did not pass through the Agency.

ARTICLE III APPROPRIATIONS

SEC. 11. *Funding.* The Agency shall continue to be funded yearly under the General Appropriations Act.

SEC. 12. *Fund for Modernization of Printing Facilities.* The Agency can utilize 50% of its annual net income for acquisition of modern printing facilities for the purpose of providing efficient and effective delivery of public service.

SEC. 13. *May avail of long term loan.* The Agency can enter into a contract of loan from any government lending institution in the amount necessary for complete modernization of its printing facilities for which 50% of its annual net income is earmarked for loan amortization and the other 50% is for remittance to the National Treasury.

SEC. 14. *Use of Revolving Fund.* The Agency shall continue to utilize the established Revolving Fund in the purchase of supplies and materials for its regular printing jobs for government standard and accountable forms. The Agency, however, can charge to the Revolving Fund all printing costs incurred in the printing of special jobs with specific timeframe and which are not readily available in its stock. Printing costs include: paper materials, supplies, labor for overtime services and other expenditures directly incurred during the printing of the special project.

SEC. 15. *Establishment of Regional Sales Offices.* The Agency shall establish regional distribution centers all over the country to expedite delivery of printing services to its clientele. The Department of Budget and Management shall ensure appropriations of funds for the Agency's regional distribution centers.

ARTICLE IV MISCELLANEOUS PROVISIONS

SEC. 16. *Submission of Annual Printing Program.* For the Agency to be able to ascertain the total annual printing requirements for the government, all government agencies and instrumentalities shall be required to submit their annual printing requirements forty-five (45) days before the end of each fiscal year to enable the Agency to cater expeditiously printing services up to the far-flung areas of the Land.

SEC. 17. *Annual Procurement Program.* The underlying purposes of this program shall be for effective control of procurement activities, economical procurement through bulk buying and expediency of the printing activities. The Annual Printing Program shall be the reference of the Agency in the preparation of its Annual Procurement program, which shall be implemented on a quarterly basis to coincide with quarterly releases of funds for the purpose.

SEC. 18. The operation of the NPO shall mainly evolve on the Annual Printing Program and Annual Procurement Program as absence of both programs shall inevitably open the gateway to a massive proliferation of unauthorized printing services in the government that may ultimately result, at one time or another, to huge amount of losses as the Agency is out of complete control on this.

SEC. 19. Subscriptions to the Official Gazette. Section 4 of the Commonwealth Act 638 is hereby modified to read as follows: Each department, bureau, office, and agency or instrumentality of the national government, as well as each provincial, city, municipal, and barangay governments, shall subscribe the Official Gazette and pay for the same out of their respective funds. The purpose of this provision is for efficient and effective information dissemination on all important legislative acts and resolutions of a public nature of the Congress of the Philippines; all executive and administrative orders and proclamations; decisions or abstracts of decisions of the Supreme Court and the other documents required so to be published by law.

ARTICLE V TRANSITORY PROVISION

SEC. 20. *Contracting the Services of Accredited Security Printers.* For the meantime that the Agency is yet to have sufficient modern printing equipment and on exceptional cases wherein the Agency cannot undertake the printing requirement of a particular government entity for its specific purpose, the services of accredited security printers shall be sought. The duly accredited security printers shall undertake press works of printing jobs after which all printed sheets shall be brought back to the NPO for manpower printing processes. The Agency shall furnish the accredited security printers with the paper materials needed in the production of government printing jobs, which bore security markings for purpose of general control and security from overprinting and after press works, proper accounting of such production material shall be undertaken.

ARTICLE VI
FINAL PROVISIONS

SEC. 21. *Separability Clause.* If, for any reason, any provision of this Act is declared unconstitutional or invalid, the other provisions not affected thereby shall continue to be in full force and effect.

SEC. 22. *Repealing Clause.* All laws, decrees, executive orders, instructions, memorandum of agreement, rules and regulations, and parts thereof, inconsistent with this Act, are hereby repealed or modified accordingly.

SEC. 23. *Effectivity.* The Act shall take effect fifteen (15) days after its complete publication in the Official Gazette or a newspaper of general circulation.