

D. NATIONAL PRINTING OFFICE

STRATEGIC OBJECTIVES

- MANDATE : Pursuant to Executive Order (E.O.) No. 285 dated July 25, 1987 and as amended by E.O. No. 378, the National Printing Office (NPO) is mandated to continue to provide printing services to government agencies and instrumentalities such as standard and accountable forms, public documents (O.G., GAA, development information materials) and printing of Official Ballots.
- VISION : For the NPO to be the printing arm of the government manned by a dynamic group of people committed towards the satisfaction of the printing needs of the National and Local Government, as well as Government Owned and Controlled Corporations (GOCCs) with established regional sales office all over the country.
- MISSION : 1. To modernize and develop ways to improve the quality of printing through modernization of printing facilities, upgrading printing equipment, work design and manpower capabilities towards clientele satisfaction
2. To formulate pricing that is commensurate to the high standard of quality and service that we provide
3. To support the information dissemination programs of government agencies by providing their printing requirements
4. To deliver annually a substantial return of investment through sound financial management and effective cost control program
5. To efficiently safeguard the security and sanctity of the Bureau's mandated functions
- KEY RESULT AREAS : Anti-corruption/transparent, accountable and participatory governance
- SECTOR OUTCOME : Public information dissemination
- ORGANIZATIONAL OUTCOME : 1. Responsive and self-sustaining printing operations achieved

**SECTION 1 : EXPENDITURE PROGRAM
(in pesos)**

No./ Code	GASS / STO / OPERATIONS / PROJECTS	2014 Actual	2015 Current	2016 Proposed
000001000000000	General Administration and Support	31,828,000	25,763,000	3,291,000
	PS	30,299,000	25,763,000	3,291,000
	MOOE	1,529,000		
000003000000000	Operations	68,668,000	108,066,000	15,778,000
	PS	60,721,000	108,066,000	15,778,000
	MOOE	7,947,000		
TOTAL AGENCY BUDGET		100,496,000	133,829,000	19,069,000
	PS	91,020,000	133,829,000	19,069,000
	MOOE	9,476,000		

STAFFING SUMMARY

	2014	2015	2016
TOTAL STAFFING			
Total Number of Authorized Positions	489	489	489
Total Number of Filled Positions	426	413	413

PROPOSED 2016

OPERATIONS BY MFO	PROPOSED 2016			
	PS	MOOE	CO	TOTAL
MFO 1: NATIONAL PRINTING SERVICES	15,778,000			15,778,000

**SECTION 2 : EXPENDITURE PROGRAM BY CENTRAL / REGIONAL ALLOCATION, 2016
(in pesos)**

REGION	PS	MOOE	CO	TOTAL
Regional Allocation (net of Central Office):	19,069,000			19,069,000
National Capital Region (NCR)	19,069,000			19,069,000
TOTAL AGENCY BUDGET	19,069,000			19,069,000

SECTION 3 : SPECIAL PROVISION(S)

1. Revolving Fund for the National Printing Office. The revolving fund constituted from income derived from the production and other printing activities of the National Printing Office (NPO) shall be used to cover its operating requirements consistent with Section 3 of E.O. No. 378, s. 2004. Disbursements shall be made in accordance with budgeting, accounting and auditing rules and regulations.

Disbursements or expenditures by the NPO in violation of the above requirements shall be void and shall subject the erring officials and employees to disciplinary actions in accordance with Section 43, Chapter 5 and Section 80, Chapter 7, Book VI of E.O. No. 292, and to appropriate criminal action under existing penal laws.

The NPO shall submit to the DBM, the House Committee on Appropriations and the Senate Committee on Finance, quarterly reports on income and expenditure. The Director of NPO and the Agency's web administrator or his/her equivalent shall be responsible for ensuring that said quarterly reports are likewise posted on the NPO website.

2. Appropriations for the National Printing Office. The amount of Nineteen Million Sixty Nine Thousand Pesos (P19,069,000) appropriated herein for Personnel Services shall be used exclusively for deficiencies in the payment of regular pay, allowances and benefits of NPO personnel and shall not be realigned. Release of funds shall be based on the reports submitted by the NPO on the status of its revolving fund.
3. Appropriations for Programs and Specific Activities. The amounts appropriated herein for the programs of the agency shall be used specifically for the following activities in the indicated amounts and conditions:

SECTION 4 : PERFORMANCE INFORMATION

KEY STRATEGIES :

Print, bind and distribute all government standard and accountable forms, Official Gazette, Official Ballots and public documents, development information materials and other government printing jobs with high standard of quality and service.

ORGANIZATIONAL OUTCOMES (OOs) / PERFORMANCE INDICATORS (PIs)	Baseline	2016 Targets
Responsive and self-sustaining printing operations achieved		
Percentage in accuracy and quality in printing, binding, handling of finished products		At least 95% accuracy and quality printing, binding and handling of printing work orders
Percentage of duly accomplished printing jobs delivered on time		At least 95% of printing jobs delivered on time
Self-sustaining operations achieved		100% self sustaining operations

MFO / PIs	2016 Targets
MFO 1: NATIONAL PRINTING SERVICES	
Printing Services Completed	
Number of printing services completed	1,400
Percentage of printing services completed and the accuracy for every work order	95%
Percentage of printing services completed one day before set schedule	95%

Appropriations/Obligations

(In Thousand Pesos)

<u>Description</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
New General Appropriations	78,358	133,829	19,069
General Fund		133,829	19,069
R.A. No. 10633	78,358		
Automatic Appropriations	6,300		
Retirement and Life Insurance Premiums	6,300		
Budgetary Adjustment(s)	15,976		
Transfer(s) from:			
Miscellaneous Personnel Benefits Fund	6,933		
Pension and Gratuity Fund	9,043		
Total Available Appropriations	100,634	133,829	19,069
Unused Appropriations	(138)		
Unobligated Allotment	(138)		
TOTAL OBLIGATIONS	100,496	133,829	19,069

Proposed New Appropriations Language
 For general administration and support, and operations, as indicated hereunder.....P 19,069,000
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New Appropriations, by Programs/Activities/Projects

		<u>Current Operating Expenditures</u>			
		<u>Personnel Services</u>	<u>Maintenance and Other Operating Expenses</u>	<u>Capital Outlays</u>	<u>Total</u>
PROGRAMS					
00001000000000	General Administration and Support	3,291,000			3,291,000
103001000100000	General management and supervision	P 3,291,000			P 3,291,000
Sub-total, General Administration and Support		3,291,000			3,291,000
00003000000000	Operations	15,778,000			15,778,000
00003010000000	MFO 1: NATIONAL PRINTING SERVICES	15,778,000			15,778,000
00003010100000	Production, planning and control and maintenance of printing machines	2,288,000			2,288,000
103003010100001	Production,planning and control of printing and binding activities	1,140,000			1,140,000
103003010100002	Maintenance and repair of printing machines	1,148,000			1,148,000
00003010200000	Printing and binding services	13,490,000			13,490,000
103003010200001	Type setting, monotyping and photolithographic services	4,469,000			4,469,000
103003010200002	Press operation and cutting into standard forms and binding of printed materials	8,027,000			8,027,000
103003010200003	Storing, shipping and trucking of finished products	994,000			994,000
Sub-total, Operations		15,778,000			15,778,000
TOTAL NEW APPROPRIATIONS		P 19,069,000 =====			P 19,069,000 =====

Obligations, by Object of Expenditures

CYs 2014-2016
 (In Thousand Pesos)

	<u>2014</u>	<u>2015</u>	<u>2016</u>
Current Operating Expenditures			
Personnel Services			
Civilian Personnel			
Permanent Positions			
Basic Salary	53,545	105,127	7,937
Total Permanent Positions	53,545	105,127	7,937

Other Compensation Common to All			
Personnel Economic Relief Allowance	5,258	10,584	826
Representation Allowance	361	882	55
Transportation Allowance	359	882	55
Clothing and Uniform Allowance	2,185	2,205	
Productivity Incentive Allowance		882	
Year End Bonus	4,223	8,595	7,938
Cash Gift	1,081	2,205	2,065
Step Increment		259	20
Productivity Enhancement Incentive	2,120		
Performance Based Bonus	4,704		
Total Other Compensation Common to All	<u>20,291</u>	<u>26,494</u>	<u>10,959</u>
Other Compensation for Specific Groups			
Night Shift Differential Pay	88		
Other Personnel Benefits	649		
Total Other Compensation for Specific Groups	<u>737</u>		
Other Benefits			
Retirement and Life Insurance Premiums	6,300		
PAG-IBIG Contributions	263	530	42
PhilHealth Contributions	585	1,148	89
Employees Compensation Insurance Premiums	256	530	42
Terminal Leave	9,043		
Total Other Benefits	<u>16,447</u>	<u>2,208</u>	<u>173</u>
TOTAL PERSONNEL SERVICES	<u>91,020</u>	<u>133,829</u>	<u>19,069</u>
Maintenance and Other Operating Expenses			
Travelling Expenses	60		
Training and Scholarship Expenses	326		
Supplies and Materials Expenses	1,370		
Utility Expenses	5,052		
Communication Expenses	532		
Confidential, Intelligence and Extraordinary Expenses			
Extraordinary and Miscellaneous Expenses	55		
Professional Services	344		
General Services	897		
Repairs and Maintenance	684		
Taxes, Insurance Premiums and Other Fees	72		
Other Maintenance and Operating Expenses			
Advertising Expenses	77		
Subscription Expenses	7		
TOTAL MAINTENANCE AND OTHER OPERATING EXPENSES	<u>9,476</u>		
GRAND TOTAL	<u>100,496</u>	<u>133,829</u>	<u>19,069</u>