



Republic of the Philippines
Office of the Press Secretary
National Printing Office

MEMORANDUM CIRCULAR NO. 1-91

TO : ALL HEADS OF DEPARTMENTS, AGENCIES, OFFICES AND INSTRUMENTALITIES OF THE GOVERNMENT, INCLUDING GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS.

SUBJECT : CASH PAYMENT POLICY

DATE : January 11, 1991

In order to effectively carry out the mandated functions of the National Printing Office under Executive Order 285, s. 1987, particularly:

- "a. Printing, binding and distribution of all standard and accountable forms of national, provincial, city and municipal governments, including government corporations;"

with timely use of financial resources, the NPO is adopting a Cash Payment Policy in the sale and distribution of government forms including special printing jobs. This scheme would facilitate a faster rate of inventory turnover and eliminate collection costs. Thus, printing needs of government agencies would be served more effectively.

Requisitioning agencies are therefor required to enclose with their requisitions the corresponding payment based on official price list or previously communicated quotations in the form of either cash, official check, postal money order or bank draft payable to the National Printing Office. The NPO will immediately issue the corresponding Official Receipt for payments received and delivery of the items requisitioned shall then be effected.

It is hereby informed that the National Printing Office has built up sufficient stock of forms in its inventory to effectively implement this cash payment scheme.

This policy takes effect in February 1991.

Lucita C. Sanchez
LUCITA C. SANCHEZ
Director-IV

Approved:

Tomas O. Gomez III
TOMAS O. GOMEZ III
Press Secretary

NATIONAL PRINTING OFFICE

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