



JUL 20 2010

DepEd ORDER  
No. **92**, s. 2010

**IMPLEMENTING GUIDELINES ON THE UTILIZATION  
OF DEPED UPGRADED PRINTING SERVICES**

To: Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Directors of Services, Centers and Heads of Units  
Regional Directors  
Schools Division/City Superintendents  
Chiefs of Divisions  
All Others Concerned

1. This Department through the Technical Service-Materials Production and Publication Division (TS-MPPD) shall implement the following guidelines on the utilization of its upgraded printing services:

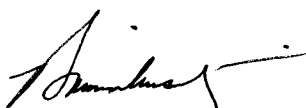
- a. The printing of various instructional materials, hand-outs, newsletters, brochures, leaflets, reports, forms, among others, shall be done in-house, for the DepEd Printing Unit has been equipped with new models of printing machines;
- b. All requests shall be done in writing on a **first-come, first-served basis** except for urgent jobs;
- c. Request for printing job shall be done two (2) months earlier for proper job scheduling;
- d. No payments shall be collected for all requests;
- e. All consumables/supplies needed for printing/reproduction must be provided by the requesting offices;
- f. All requesting parties/offices shall submit **camera ready materials** for printing; and
- g. Requests for printing must be coursed through the Director, Technical Service.

2. The target beneficiaries for the printing services are the bureaus, services, centers and units of the DepEd Central Office and all DepEd regional offices.

3. These guidelines are in pursuant to Item No. 9 of DepEd Order No. 25, s. 2010 entitled *Budget Strategy for Basic Education for FYs 2010-2015 (Strengthening the Planning, Implementation and Coordination of DepEd Programs, Projects and Activities)*.

4. For more information, please contact Mrs. Bernadette L. Narvasa, Chief, Educational Audio-Visual Division (EAVD) and Officer-in-Charge-Chief, Materials Production and Publication Division-Technical Service (MPPD-TS) at telephone no.: (02) 635-3765 or thru cellphone no.: 0919-420-4826.

5. Immediate dissemination of and compliance with this Order is directed.

  
**BR. ARMIN A. LUISTRO FSC**  
Secretary



Reference:

DepEd Order: (No. 25, s. 2010)

To be indicated in the Perpetual Index  
under the following subjects:

BUREAUS & OFFICES  
POLICY  
RULES & REGULATIONS  
SERVICES

D-SMA, DO DepEd Upgraded Printing Services  
June 9, 2010/July 7, 2010