



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
Tel Nos. (02) 8929-6626 to 29; (02) 8929-6633 to 35
(02) 8929-7041 to 43; (02) 89296252; (02) 8929-1669

MEMORANDUM

FOR/TO : All Regional Executive Directors
All Bureau Directors
All Heads of Attached Agencies

FROM : The Assistant Secretary for Administration and Legislative Affairs

SUBJECT : **COPY OF LETTER INVITATION FROM APO PRODUCTION UNIT, INC. TO DISCUSS THE PRINTING REQUIREMENTS OF THE DEPARTMENT**

DATE : 09 AUG 2022

This is to furnish you the copy of a letter received on 27 July 2022, from APO Production Unit, Inc. (APO) addressed to the Secretary, offering its printing services and requesting for an appointment to discuss the printing requirements of the Department, including specification, relevant timelines, from procurement, printing, allocation, delivery and other relevant matters.

In this regard and compliance to Section 29 of Republic Act (RA) 9970 (General Appropriations Act of 2010), procuring entities have the option to engage the services of private printers for their printing and publication expenditures, subject to public bidding in accordance with the IRR of RA 9184 and pertinent accounting and auditing rules and regulations. Provided, that the printing of accountable forms and sensitive high quality/volume printing requirements shall only be undertaken by Recognized Government Printers (RGP), namely: Bangko Sentral ng Pilipinas, National Printing Office and/or APO Production Unit, Inc.

Pursuant to Section 53.5 of aforementioned IRR, the procuring entity shall determine whether a printing expenditure is for an Accountable Form or for a Sensitive High Quality/Volume document and shall then engage the services of the appropriate RGP through an Agency-to-Agency Agreement.

By virtue of Resolution No. 05-2010, dated October 29, 2010, the Government Procurement Policy Board (GPPB) issued the implementing Guidelines on the Procurement of Printing Requirements, reaffirming APO as one of the RGP that is to undertake the printing of Accountable Forms for Government Agencies.

In preparation with your printing requirements, and for further queries with regards to the printing services, if any, you may refer to the contact details provided by APO Production Unit, Inc. per the letter attached herewith.

For your reference and information.


DR. JOAN A. LAGUNDA, MNSA



Republic of the Philippines
APO PRODUCTION UNIT, INC.
2/F PIA Building, Visayas Avenue, Brgy. VASRA, Quezon City,
Metro Manila, Philippines 1128

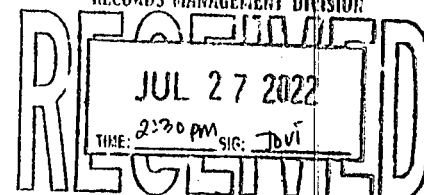
1851177

APO PRODUCTION UNIT, INC.

SEC. MA. ANTONIA YULO-LOYZAGA
DENR Secretary

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
DENR Bldg. Visayas Avenue, Brgy. Vasra,
Quezon City, Philippines 1128

DEPT. OF ENVIRONMENT AND NATURAL RESOURCES
RECORDS MANAGEMENT DIVISION



Thru: **ENGR. GUILLERMO V. ESTIPONA, JR.**
OIC Chief, General Services Division

Dear Sec. Yulo-Loyzaga,

APO Production Unit, Inc. ("APO"), a fully integrated printing facility, is pleased to offer its services to your good office, the **Department of Environment and Natural Resources**. We are operating under the control and supervision of the Presidential Communications Operations Office ("PCOO") as created by Executive Order No. 4 that APO is a Recognized Government Printer ("RGP") of the Philippines, presenting cost effective solutions to your printing needs.

In this regard, the Government Procurement Policy Board ("GPPB"), by virtue of Resolution No. 05-2010, dated October 29, 2010, issued the Implementing Guidelines on the Procurement of Printing Requirements, which reaffirmed APO as one of the Recognized Government Printer that is to undertake the printing of Accountable Forms for Government Agencies. APO is mandated to undertake the printing of all Accountable Forms and sensitive high quality/volume printing requirements of the Government.

By working with APO, procurement for printing services is simplified and effective as it is an Agency-to-Agency transaction. APO is presently printing the following big accounts:

- **DFA** Philippine Passport, Authentication Slip & Certificate, FA Form 89, and Apostiles.
- **BIR** Revenue Official Receipts, Community Tax Certificate, Documentary Stamps, and Cigarette Tax Stamps.
- **PSA** Civil Registry Forms (Certificates of Birth, Death, Marriage, Fetal Death, Application for Marriage License, Muslim Forms, etc.
- **LTO** Accountable Forms, Certificate of Registration, Certificate of Stock Reported, Stickers, etc.
- **PPA** Official Receipt, Terminal Fee tickets, RO-RO tickets, Pedestrian Tickets, etc.
- **DTI** ICC Holographic Tamper-Evident Stickers, etc.
- **PCSO** Bet Slips and Thermal Rolls, Small Town Official Retail Receipts.
- **HOR & DBM** General Appropriations Acts, Budgets, Manuals, etc.

- **Public Hospitals** Accountable Forms, Medical Cards, Hospital Forms, etc.
- **Treasurer's Offices** Accountable Forms, Cash Tickets, Manuals, Brochures, etc.
- **Local Government Units** Accountable Forms, Cash Tickets, Manuals, Brochures, etc.
- **City Government Offices** Accountable Forms, Cash Tickets, Manuals, Brochures, etc.
- **State Universities** Accountable Forms, Cash Tickets, Manuals, Brochures, etc.
- **Water Districts** Accountable Forms, Billing Invoices, Forms, etc.



Republic of the Philippines
APO PRODUCTION UNIT, INC.
2/F PIA Building, Visayas Avenue, Brgy. VASRA, Quezon City,
Metro Manila, Philippines 1128



In this regard, may we request an appointment with you at your convenient time to discuss your printing requirements, including specifications, relevant timelines, from procurement, printing, allocation, delivery, and other relevant matter.

To ensure your printing requirements are handled with the utmost care and confidentiality, please course your inquiries directly to our Sales and Marketing Account Executive, Ms. Ricel Vladimir Velonza at 0936-585-5363.

Thank you very much for giving us the opportunity to be of service to the **Department of Environment and Natural Resources**.

Very Truly Yours,

Dominic F. Tajon
Manager, Sales and Marketing Division