



MEMORANDUM ITC-09-0710-02

10 July 2009

For: **Atty. ADEL A. TAMANO**
University President

Thru: 2. **Atty. RAFAELITO M. GARAYBLAS**
Executive Vice President

1. **Mrs. ANGELITA G. SOLIS**
Vice President for Finance & Planning

Subject: Request for centralized printing services for scholars and PLM Offices

1. The University has taken a milestone direction towards providing relevant services supportive of the scholarship needs of our scholars and their instructors. Among these is the beefing up of the Internet Station at the University Library.
2. At present, the Internet Station caters to the Internet needs of the faculty and scholars for free. Additionally, there are few units for composing articles and other academic pursuits aimed at substantially reducing, if not totally eliminating, the costs incurred by our scholars in renting at commercial cafés outside the campus.
3. To further stretch the scholarly benefits an extra mile and complete the range of benefits for our city scholars, it is proposed that a printing service be established, as attached, as another way of sustaining academic excellence.
4. It is believed that this arrangement will prove to be beneficial to the scholars and other important internal stakeholders of the University.
5. For your approval.
6. Thank you.

GARRY ERWIN N. DE GRACIA



Concept Proposal for a **CENTRALIZED PRINTING SERVICE**

Introduction

A. Scholarship services

The Pamantasan ng Lungsod ng Maynila is the premier scholars' university of the capital city of the Republic. As such, PLM's primary mandate is to educate the youth belonging to the financially-strapped spectrum of the society. It goes without saying that the scholars fend off for themselves on meager resources that are not even enough to sustain their family's daily needs and nourishments.

Providing free access to education is a surefire way to ensuring a bright future for our youth under the poverty line. Indeed, free education is the hallmark of a great social equalizer. However, free tuition fee is admittedly not enough to clear the obstacles and hurdles towards successfully struggling for an academic degree. There are a myriad of other expenses which, when aggregated, become too burdensome to the common poor scholars and their families. Among these are the costs incurred for accessing information through Internet, editing those information to fit the required format, and printing the same in fulfillment or satisfaction of the academic requirements needed to pass a subject and advance through the course of study.

While the enjoyment of free Internet access and the free use of computers for composing articles have been provided by the University Management under President Adel A. Tamano, which are milestone policy-directions, there is a need to further address the other needs of our scholars. Printing of documents as an adjunct service needs to be established.

B. Official services

In the past, the various units of PLM have been requesting for colored inkjet printers without full justification as to the use thereof. This is caused by the mismatching or misalignment between the needs of the office and the specifications submitted for procurement, probably due to the lack of guidance from the ITC or the sheer evasion of the need to consult ITC. Be that as it may, the use of colored inkjet printers had been proven to be economically contemptible, and equates to the amplification of the total cost of ownership (TCO) which is financially untenable.

As a matter of policy, the new leadership of ITC frowns upon the use of **colored inkjet** printers for a variety of reasons. One classic reason is that the cost of the replacement ink cartridge is already comparable to the cost of a printer unit plus the original ink cartridge -- so much that it becomes more rational to rather acquire an entirely *new unit with ink cartridges* than to buy a supply of *ink cartridges alone* -- both options are of almost similar cost. On the other hand, **laser** printers produce better output and are extremely more economical in terms of the TCO and the cost per page. Offices and colleges, however, appear to have an inclination towards colored inkjet printers due probably to unspecified benefits that those printers may bring, albeit unofficial or personal in nature.

Henceforth, it is proposed that printing of colored documents for official purposes shall be centralized to the ITC to proscribe the indiscriminate acquisition of colored inkjet printers by many offices of the University, as well as the unnecessary purchasing of supply for expensive but less-efficient ink cartridges which are in fact rapidly consumed. This will translate to savings and productivity, and more importantly, efficiency on the utilization of supplies, and longer production life and duty cycle of said supplies.



Requirements Scoping

To fully implement this concept, the following are needed:

- **Capital Expense (one-time):**
 - 2 B&W laserjet printers
 - 1 colored laserjet printer (A3 size max)
 - Electrical lines
 - Secure room for centralized printing
- **Operational Expenses (recurring):**
 - Toners (steady supply)
 - Papers (8.5 x 11)
 - Electrical consumption
 - Hiring of Utility Worker to man the service*

*Currently, the ITC only has 3 personnel: 1 Director, 1 staff and 1 utility. Recruitment of appropriate personnel shall be in the pipeline to support the various needs of the University.

Management and Financial Policy

The ITC shall manage the services and implement a policy that shall be beneficial for the scholars while ensuring sustainability on the part of the University. To encourage economy and prudence, and to prevent obstinate or profligate consumption, the ITC shall ensure that the services shall be characterized by responsible use and shall not be exposed to the danger of abuse. This may necessarily require scholars to pay, at very reasonable and affordable prices, in order that indiscriminate printing will be avoided.

To this end, the ITC shall periodically scout and survey the commercial computer cafés around or within the proximity of the campus for the price schedule of related services (B&W prints, colored prints, etc.). A discounted rate, based on the relative price for each service, shall be imposed on individuals requiring the personal use of the printing services.

Conversely, the needs of offices for the printing of official documents in full color shall be accommodated free of charge. The requesting office shall provide the papers on which the file shall be printed. A separate protocol or mechanics shall be formulated to similarly address the economy and efficiency issues attached to this service.

Tactical Proposal

The following are respectfully recommended for approval:

1. Purchase of printers as indicated above [(2 x P18,000) + (1 x P180,000)]
2. Provisionally, the current ITC personnel shall be consigned to provide manpower resources to establish the concept, pending the hiring of casual utility, or equivalent, to man the service.
3. Approval in principle of a room to be subsequently consigned for the purpose.
4. Provisioning of environmental needs (electric line, adequate ventilation, etc.) by PDSPPO.
5. Inclusion of recurring supplies (ink toners) to the periodic purchasing plan.

Concept Augmentation and Updating

This concept version, through a more detailed policy direction, may be updated as the need arises, especially if the new inputs are essential in fast-tracking or aligning the needs with the service capability and outputs, and other indispensable imperatives.