




Republic of the Philippines  
**IFUGAO STATE UNIVERSITY**

Nayon, Lamut, Ifugao  
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**MEMORANDUM No. 59- 2010**

TO : **ALL EMPLOYEES**  
This University

FROM :   
**SERAFIN L. NGOHAYON, Ph.D.**  
President  
This University

SUBJECT : **JUDICIOUS USE OF CANON LASER PRINTER IN PRINTING**

DATE : September 6, 2010

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1. It was observed that one of the major expenses of the university in supplies is the cost of ink used for various printers.
2. In order to minimize cost of ink, the university has forged a Memorandum of Agreement (MOA) with PIBM Tinta Enterprise Inc. for the provision of canon laser printer. The PIBM will provide printers for the university on lease on condition that that a minimum of one toner per printer in forty-five (45) days shall be purchased. This reduces the cost of ink and guarantees substantial savings for the university.
3. For the university to maximize the use of these printers, employees are hereby instructed to use the printers as much as possible. Printing documents using colored inks should be avoided especially for documents/communications within the university only.
4. The approving officers, procurement officers, and Internal Control Unit are hereby instructed to avoid approving, procurement, and payment of colored inks and printers without sufficient justifications.
5. Verified abuse on the use of colored printers/inks will compel the management to recall previously issued colored printers.
6. For your information and compliance.



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## OFFICE OF THE PRESIDENT

January 31, 2011

**DR. CAMILO PIMENTEL**  
VP Administrative and Finance  
This University

**Dear Dr. Pimentel:**


Related to our strategy of acquiring our printers through lease with PIBM Tinta Enterprises, kindly do the following:

1. Review/ analyze the utilization of all printers already distributed to recipient offices and determine whether they are fully utilized, that is, their allowable quota of toners is really consumed as programmed. This will ensure that the university is gaining from this agreement in the light of our effort to be more austere in our spending;
2. Offices which have printers that are under-utilized (not consuming their quota toners, thus, the university is paying more than what they need/ consume) should coalesce/ join with other offices so they will be able to consume their quota;
3. Leased printers in offices that failed to consume their quota regularly shall be pulled out to be given to offices which can consume the quota volume of printing jobs. Printers already given under Memorandum Receipt to offices which were given the leased printers from PIBM Tinta Enterprises shall be recalled and MRs revoked;
4. Ensure the strict compliance of Memorandum Order No. 59 s. 2010 dated September 6, 2010 on the judicious use of canon laser printers; and
5. Regular monitoring shall be done to ensure that the strategy works for the interest of the university.

Thank you.

Very truly yours,

  
**SERAFIN L. NCOHAYON, PhD**  
University President

rec'd:   
01/31/2011