



## **PLM Centralized Printing Service Guidelines/Policies**

(V.1, as of Launching, 08 October 2009)

### **I. BACKGROUND**

This program is primarily anchored on the service-oriented nature of the University. It was conceived with the objective of providing deserved benefits for the capital city's scholars by way of completing the full-range of benefits that a topnotch scholars' university must provide its scholars.

### **II. BENEFITS**

Complementing the free Internet access at the University Library, which is the brainchild of President Adel A. Tamano, this program puts premium on the scholarly research pursuits of its internal stakeholders. Primarily aimed at benefiting the scholars, the faculty members and administrative staff are likewise entitled to the enjoyment of the highly-subsidized prices. To avail of the discounted prices, the PLM SIM (also a discount card for all SMART-accredited establishments across the country) shall be presented.

Scholars need not endure anymore the difficulties of leaving the premises of PLM and hurdle the troubles of travelling under the heat of the sun or the mercy of the rain.

### **III. SERVICES**

#### **A. Scholarly Benefits**

The IT Center shall provide the following services, with rates better than any commercial establishments around Intramuros. Using not merely inkjets but laser printers, which is a better technology with better printout, the PLM's Centralized Printing Service has the best offers there is.

<b>Service</b>	<b>Competitive rates in Intra.</b>	<b>Best rates in Intramuros</b>	<b>PLM Printing Service rates</b>
B/W Laser: Pure text only	P2.00 (inkjet only)	P1.00 (inkjet only)	P1.00 (laser print)
B/W Laser: Text w/ grayscale image	P4.00 (inkjet only)	P2.00 (inkjet only)	P2.00 (laser print)
Color Laser: Whole-page image	P30.00 (inkjet only)	P20.00 (inkjet only)	P20.00 (laser print)
Color Laser: With Half-page image	P15.00 (inkjet only)	P10.00 (inkjet only)	P10.00 (laser print)
Color Laser: With 1/4-page image	P10.00 (inkjet only)	P5.00 (inkjet only)	P5.00 (laser print)
Color Laser: With 1/8-page image	P10.00 (inkjet only)	P3.00 (inkjet only)	P3.00 (laser print)

To ensure the competitiveness of the price offering in providing premium/unmatched rates, the IT Center shall periodically review the same by way of scouting the commercial rates and modifying the service rates as the ITC Director deems appropriate.

#### **B. Official Services**

The PLM Centralized Printing Service serves as the University's central printing service for colored documents of official nature, hence proscribing the acquisition of less-efficient and costly inkjet printers. Henceforth, all offices that as of yet do not have any color inkjet printer or subsequently could no longer acquire and maintain the same would centralize the printing of colored official documents through the PLM Centralized Printing Service.



#### **IV. AVAILMENT OF BENEFITS/SERVICES**

##### **A. For Scholars and Employees**

1. Upon presentation of the PLM SIM as discount card, scholars and employees shall fill-up an Order Slip form to indicate the desired services.
2. Submit the USB with the slip form to the person-in-charge (PIC).
3. If a specialty paper is required, ensure that correct instruction is relayed to the PIC and provide sheets with the USB and the serial/pre-numbered Order Slip form.
4. While printing, the PIC shall assess the corresponding fees through the serial/pre-numbered Order Slip form that the scholar shall pay at the Cash Office.
5. Upon securing the Official Receipt issued by the Cash Office, present the same to the PIC to record the OR serial number to the Order Slip form, and claim the printouts/hardcopies.

*Note: The service is on a "First-come, First-serve" basis.*

##### **B. For PLM Offices (Official Services)**

1. The administrative assistant, or equivalent, of the requesting office shall submit the filled-up slip form to the person-in-charge (PIC). Said slip form shall be duly noted by the head of that office to signify that the use of the service is official in nature.
2. If a specialty paper is required, ensure that correct instruction is relayed to the PIC and provide sheets with the USB and slip form.
3. If a volume print is necessary, especially for programmed activities like printing of certificates for Recognition Day and other similar activities, toners for such undertakings shall be scoped up in the budget of said activities to cover the high volume of toner consumption.
4. Print-outs for official items are for free. The heads of office, however, shall faithfully consider that the items requested for printing are not only official in nature but necessary as well. For personal use, please refer to Sec. IV.A for a highly-subsidized/discounted service charge.

#### **V. OPERATING HOURS**

While the IT Center may accommodate requests for printout even after office hours, the Cash Office, however, can only accommodate payments during the regular office hours. Hence, the operating hours for this service is from 8:00am to 5:30pm.

#### **VI. GUIDELINE AUGMENTATION OR UPDATING**

These guidelines may be augmented or updated by the ITC Director as the need arises, especially if the new inputs are essential in refining the same or aligning the needs with the service capability and outputs, and other indispensable imperatives.