

# [ Act No. 296, November 07, 1901 ]

## **AN ACT CREATING A BUREAU OF PUBLIC PRINTING.**

*By authority of the President of the United States, be it enacted by the United States Philippine Commission, that:*

SECTION 1. There is hereby created, under the Department of Public Instruction, a Bureau of Public Printing, which shall have charge of and execute the printing required by the Insular Government, and such other printing as it may by law or by the order of the Civil Governor be authorized to undertake, anything in prior acts of the Commission to the contrary notwithstanding.

SEC. 2. There shall be a Chief of the Bureau of Public Printing, who must be a practical printer and versed in the art of bookbinding, who shall receive an annual salary of three thousand five hundred dollars and who shall be known as the Public Printer.

The duties of the Public Printer shall be:

1. To take charge of all matter which is to be printed, engraved, lithographed, or bound; to keep an account thereof in the order in which it is received; to cause, the work to be promptly executed, and to assign any employee of any department of the Public Printing Office temporarily to another department, thereof, providing the interests of the public service will thereby be advanced.
2. To superintend all printing, engraving, lithographing, and binding done at the Philippine Public Printing Office; to see that the sheets or volumes are promptly delivered to the person who is authorized to receive them, and the receipt of the person authorized to receive them shall be a sufficient voucher for their delivery.
3. To make an annual report to the Civil Governor, through the Secretary of Public Instruction, and in it to specify the titles and the number of copies of each form, sheet, document, pamphlet, or volume printed, indicating in each case the authority under which the printing was done, and also to specify in said report the exact number of copies of books bound, giving the titles of the books and indicating in each case the authority under which the binding was done, and showing in detail at the same time the cost of the printing done under the orders of each of the several officers having authority to approve orders or requisitions for printing, and giving account of stock and supplies used and the amount on hand, and to make such other reports from time to time as the Secretary of Public Instruction shall require.
4. To employ workmen who are thoroughly skilled in their respective branches of industry as shown by trial of their skill under his direction, in accordance with the provisions of the Civil Service Act.
5. To deposit in the library of the Commission two copies of each document, pamphlet, or volume printed, which shall be properly bound, indexed, and preserved in this library; also to preserve in the office of the Public Printer one

copy of each form, sheet, document, pamphlet, or volume printed, numbered according to the numbers of the orders under which they are printed; also to forward to the Superintendent of Documents, Washington, District of Columbia, one copy of each publication of a public nature.

SEC. 3. The Public Printer shall give a bond in the amount of twenty-five thousand dollars conditioned faithfully to discharge all the duties of his office and to account for all moneys and other property coming into his hands as such Public Printer.

SEC. 4. There shall be a chief clerk of class four, in the Bureau of Public Printing, appointed by the Public Printer subject to the confirmation of the Civil Governor, who shall be a practical printer and versed in the art of bookbinding; one foreman of composing room, one foreman of bookbindery, one foreman of press room, and one chief electrician-machinist, of class five, all of whom must be practically and thoroughly acquainted with their respective trades; a chief proof reader, who must be a practical printer; an electrotyper, who must also be skilled in the process of stereotyping; a photo-engraver, and an estimate clerk, who must be a practical printer, of class six; an assistant foreman of composing room, an assistant foreman of bookbindery, an assistant foreman of press room, an electrotpe finisher, and a compositor in charge of making up and imposing, of class seven; a clerk in charge of stores and paper warehouse, a stenographer and typewriter, and one clerk, of class nine; two watchmen, Class D; two messengers, at an annual salary of one hundred and fifty dollars each; and such other laborers, skilled and unskilled, as may, from time to time, be recommended as necessary by the Public Printer and approved by the Secretary of Public Instruction.

SEC. 5. The Public Printer shall cause to be stereotyped or electrotyped all matter when the Secretary of Public Instruction shall certify that there is reason to believe that a large number of copies will be needed, or that there will be a demand for the printing of other copies after the first order shall have been exhausted.

SEC. 6. On or before the twenty-fifth day of December the Public Printer shall submit to the Secretary of Public Instruction an estimate of paper and supplies of all kinds which will be required for the Public Printing Office during the half year beginning with the first of July following, and on or before the twenty-fifth of June a similar estimate for the half rear beginning with the first of January following.

SEC. 7. All moneys received during any month from sales of copies of forms, sheets, documents, pamphlets, or volumes, and of all paper shavings and other waste and condemned material, shall, be deposited by the Public Printer in the Insular Treasury within the first five days of the succeeding month, together with a detailed statement of the moneys so received and deposited, and a detailed statement of the moneys so received and deposited shall be included in his annual report to the Civil Governor, and no sales shall be made on credit.

SEC. 8. All printing offices belonging to the Insular Government which are now in operation or may hereafter be put into operation shall by law be considered a part of the Philippine Public Printing Office, and shall be under the control of the Public Printer, who, with the approval of the Secretary of Public Instruction, may abolish any of these offices whenever, in his judgment, the economy of the public service would be hereby advanced.