



27 June 2022

MEMORANDUM NO. 568
Series of 2022

T O: **Engr. Martin Jan E. Mercurio** - **Chairperson, DGE**
 Mr. Ruel C. Lamberte - **Member, DABE**
 Engr. Beatriz Nicolle Oppus - **Member, DCE**
 Mr. Eugene Val C. Mangaoang - **Member, DCST**
 Engr. Wilmar P. Alfeche - **Member, DGE**
 Engr. Ronard G. Paña - **Member, DME**
 Mr. Raymond Jess Goliat - **Member, DMet**

R E: **College Media Committee of the College of Engineering and Technology**

By virtue of the authority vested in me by the VSU Board of Regents and as recommended by the Dean, College of Engineering, you are hereby designated to constitute the College Media Committee of the College of Engineering and Technology effective immediately until December 31, 2022 or unless sooner revoked or terminated by higher authorities.

The committee shall perform the following:

1. Conduct regular meetings and submit minutes of meetings to the Office of the College Dean.
2. Review committee's performance and prepare updated and/or annual plans and programs for implementation in the College and different departments.
3. Develop and maintain strategy for effective implementation of committee's plans and programs.
4. Provide and source out high-quality articles for publication in the College's Newsletter and Website.
5. Update regularly the web contents of the College website.
6. Coordinate and work closely with all committees to keep abreast of upcoming College's events, programs and activities, and leverage social media to communicate these activities.
7. Ensure that the information in the web page and Newsletter are accurate, relevant, up to date and comply with the College and University Web Policies and legal requirements.
8. Implement and evaluate the different media-related activities of the college in collaboration with the students, as appropriate.
9. Present and/or submit accomplishment semestral report to the College Management Council.
10. Perform other related functions as deemed necessary the College Dean.

Please be guided accordingly.


EDGARDO E. TULIN
President

cc: OVPAA
Web Team
CET
Records
File