

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

OFFICE OF THE PRESIDENT

May 18, 1995

MEMORANDUM NO. 64
Series of 1995

T O: Dr. Rogelio A. Jaime
Mr. Rotacio S. Gravoso

8/6/8/95

SUBJECT: Designation as Coordinator and Asst. Coordinator of the
Instructional Media Development Center (IMDC)

Dr. Rogelio A. Jaime and Mr. Rotacio S. Gravoso are hereby
designated Coordinator and Assistant Coordinator, respectively, of
the Instructional Media Development Center.

The IMDC Coordinator shall have the following functions and
responsibilities:


1. Manage and supervise the day-to-day operation of the Center.
2. Conduct training on the effective selection, utilization
and evaluation of instructional media for the faculty.
3. Coordinate in the production of quality instructional materials.
4. Conduct training for the faculty and students in the operation
and care of equipment with the assistance of a qualified media
technician.
5. Make inventory of instructional materials, equipment and
facilities available to determine their usability.
6. Determine what instructional materials and equipment are needed
and recommend for their purchase.
7. Prepare schedules and approve requests for the use of
instructional media facilities.
8. Prepare catalogue and disseminate bulletins regarding available
instructional materials and equipment in the College.
9. Recommend measures/activities or innovations for the improve-
ment of the Center.
10. Perform other functions assigned by the ATEP Coordinator.

The Assistant Coordinator on the other hand shall assist the IMDC Coordinator in the operation and implementation of the activities and programs of the Center.

Your designations shall take effect immediately unless revoked by competent authority.

All memoranda, orders, etc. previously issued which were inconsistent herewith are hereby modified, repealed and revoked accordingly.

For information and guidance.


SAMUEL S. GO
President

cc: Dr. V. A. Quito
Dr. M. K. Palomar
Dr. P. P. Milan
Dr. A. C. Y. Sandoval
Dr. W. T. Alesna
Records

cf 6/8/95