



22 June 2020

MEMORANDUM NO. 212
Series of 2020

T O: Mr. Jed Asaph D. Cortes

R E: Designation as Head, Printing Press and Multimedia Development Center (MMDC)

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head of the Printing Press and Multimedia Development Center (MMDC) effective July 1, 2020 until December 31, 2020 or unless sooner revoked or terminated by higher authorities.

As Head, you are directed to:

1. Initiate planning and implementation of the learning materials development program for on-campus and distance learning programs of VSU;
2. Coordinate the review of learning materials submitted for publication by faculty members;
3. Package, print, and publish the learning materials published by VSU;
4. Promote the use of learning materials by other schools; and
5. Manage the distribution and sale of learning materials published by MMDC.

Moreover, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

Please be guided accordingly.


EDGARDO E. TULIN
President

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 OVPREI OVPSAS
 OVPPRGAS OUS
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 ODF/Budget
 ODAHRD/PRPEO
 Accounting
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