

December 7, 1995

MEMORANDUM NO. 142  
Series of 1995

T O: Dr. Remegio P. Mollaneda

SUBJECT: Designation as OIC Coordinator of the Instructional Media  
Development Center (IMDC)

You are hereby designated OIC Coordinator of the Instructional Media  
Development Center vice Dr. Rogelio A. Jaime.


As IMDC OIC Coordinator, you 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. Coordinates 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  
improvement of the Center.
10. Perform other functions assigned by the ATEP Coordinator.

Mr. Rotacio S. Gravoso, the Assistant Coordinator shall continue to  
assist the IMDC OIC Coordinator in the operation and implementation of the  
activities and programs of the Center.

Your designation shall take effect immediately and shall remain in force unless revoked by competent authority.

Please be guided accordingly.

  
SAMUEL S. GO  
President

cc: Dr. V. A. Quiton  
Dr. M. K. Palomar  
**Dr. P.P. Milan**  
Dr. A. C. Y. Sandoval  
Prof. N. F. Canada  
Records