



30 January 2023

**MEMORANDUM NO. 165**

Series of 2023

**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 February 1, 2023 until December 31, 2023 or unless sooner revoked or terminated by higher authorities.

As Head, you are directed to:

1. Spearhead production through print and digital copies of learning materials developed for on-campus and distance learning programs of VSU;
2. Coordinate with the Head of Instructional Materials Development the review of learning materials submitted for publication by faculty members;
3. Package, print, and facilitate publication of the learning materials published by VSU;
4. Manage the distribution and sale of learning materials published by MMDC in coordination with other offices;
5. Takes charge of the maintenance and act as custodian of 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

cc:	OVPAA	Cash
	OVPAF	Registrar
	OVPPRGAS	ODF/Budget
	OVPREI	COA
	OVPSAS	ODHRM/RSPPRO
	OUS	OHIA
	Deans	Accounting
	Directors	File
	Records	