



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS  
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS  
DECS Complex, Marikina Avenue  
Pasig City, Philippines



*Sama-Sama  
sa DECS*

*Tanggapan ng Kalihim  
Office of the Secretary*

July 28, 2000

DECS MEMORANDUM  
No. 325, s. 2000

**COURSE ON ORGANIZATION AND MAINTENANCE OF AUDIO-VISUAL MATERIALS**

To: Bureau Directors  
Regional Directors  
Schools Division/City Superintendents

1. The U.P. Institute of Library Science, (UPILS), with the cooperation of the Society of Filipino Archivists Inc. (SFA) and the Society of Film and Video Archivists, Inc. (SOFIA) are sponsoring the Course on Organization and Maintenance of Audio-Visual Materials from August 30 to September 1 at the Palm Plaza Hotel, Pedro Gil cor. M. Adriatico Sts., Malate, Manila.
2. The Course aims to familiarize the participants with the different audio-visual formats and process of creating audio-visual recordings and to discuss requirements of access, promotion, ethical issues, and copyright. A-V materials covered are motion picture, video cassette, audio cassette and compact discs.
3. The objectives of the Course are to:
  - a. familiarize the participants with the different a-v formats and processes of creating a-v recordings;
  - b. introduce audiovisual archiving concepts and functions;
  - c. orient the participants with the principles of organizing audiovisual collections and their applications in various institutions;
  - d. provide some practices in cataloging and knowledge of recommended standards;
  - e. teach proper handling practices of a-v materials, storage environments, and routine equipment maintenance; and
  - f. discuss requirements of access, promotion, ethical issues, and copyright.
4. Participants to this Course are librarians, archivists and other information specialists in-charge of keeping audio-visual collections in academic institutions, media establishments, cultural organizations, government offices, and other companies. This Course is in line with the Continuing Professional Education Program of the Professional Regulation Commission.
5. A registration fee of P3,000.00 will be charged each participant to cover lunch, snacks, costs of kits, handouts and other training needs. A discounted rate of P2,700.00 will be charged if paid on or before August 21, 2000.
6. The Course is a live-out activity and the trainers are members of the Society of Film and Video Archivists (SOFIA). Participants are required to submit a short report on their a-v collections; including collections size and formats, brief description of current practices in managing a-v collections, problems and expectations from this course. This short report should

be given three (3) days prior to the start of the Course. Participants are also required to bring samples from their collections.

7. Participants from government offices are allowed to attend on official time only. Those coming from private institutions shall make financial arrangements with their respective offices/schools.

8. For further inquiries, contact the Institute of Library Science, University of the Philippines, 3<sup>rd</sup> Floor, Gonzalez Hall, Diliman, Quezon City or telefax no. 920-53-67; 920-53-01 locals 6751, 6685 or call up Mrs. Yolanda C. Granda at 920-90-60.

9. Immediate dissemination of this Memorandum is desired.

*Andrew B. Gonzalez*  
ANDREW B. GONZALEZ, FSC  
Secretary

Reference:  
None

Allotment: 1--(D.O. 50-97)

To be indicated in the Perpetual Index  
under the following subjects:

SEMINARS  
 SOCIETY or ASSOCIATIONS