

Republika ng Pilipinas
(Republic of the Philippines)
MINISTRI NG EDUKASYON, KULTURA AT ISPORTS
(MINISTRY OF EDUCATION, CULTURE AND SPORTS)
Maynila

October 15, 1984

MECS O R D E R
No. 60, s. 1984

CONSOLIDATING AND INTEGRATING ALL AUDIO-VISUAL RESOURCES
IN THE MINISTRY OF EDUCATION, CULTURE AND SPORTS

To: Deputy Ministers
Assistant Secretaries
Bureau Directors
Regional Directors
Cultural Agency Directors
Chiefs of Services and Heads of Units
Schools Superintendents
Presidents, State Colleges and Universities
Vocational School Superintendents/Administrators

1. The Ministry of Education, Culture and Sports has, through the years, acquired adequate audio-visual resource capability to service educational development projects through the use of audio and video educational packages.

2. At present, however, the audio-visual facilities and equipment available, as well as the staff members who have been involved in educational media projects, are located in different divisions and offices of the Ministry. Such a setup not only weakens the potentials for optimum resource utilization but also increases the possibility of duplicating efforts in audio-visual work.

3. To ensure their maximum utilization, these audio-visual resources, both human and physical, shall be consolidated and integrated to form a single facility that shall be accessible to all MECS offices and programs for servicing the various audio-visual requirements of the Ministry.

4. To take charge of the management, maintenance and operation of the audio-visual facility, an Audio-Visual Management Group is hereby created under the Office of the Minister with Ms. Zenaida T. Domingo, PDIMO, as Manager, to be assisted by a technical staff with competence in the maintenance and application of A-V facilities and equipment.

5. The A-V Management Group shall have the following functions:

- a. Assistance to and close coordination with the various requesting units of MECS in the planning, development, evaluation and distribution of audio-visual materials.
- b. Assistance in the development of media information packages for public relations purposes.
- c. Assistance in information campaigns with the use of radio and video broadcast-quality materials.
- d. Conduct of training/orientation of MECS staff who may wish to learn the operations of an audio-visual facility.

6. The organizational setup of the audio-visual facility, which indicates work coordination with the different MECS audio-visual projects, is inclosed.

7. A space of 150 square meters on the 8th floor of the Palacio del Gobernador (MECS Central Office), Intramuros, Manila shall be allocated for the Office of the Audio-Visual Management Group, and all equipment, including the Japanese donation, the audio-visual recording studio and VTR editing equipment presently located at Marvin Plaza, and the Bureau of Elementary Education A-V equipment in the Palacio, shall be brought together and consolidated in this Office. The area shall be secured for the proper maintenance and safekeeping of the equipment.

8. Such sums as are necessary for the operation of the A-V Management Group shall be set aside out of funds to be determined by the Office of the Financial and Management Service.

9. Immediate dissemination of this MECS Order to all concerned is desired.

(SGD.) JAIME C. LAYA
Minister

Incl.:
As stated

Reference:
None

Allotment: 1-2-3-4--(D.O. 1-76)

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

FUNDS
COMMUNICATION ARTS

EQUIPMENT
OFFICIALS

(Inclosure to MECS Order No. 60, s. 1984)

ORGANIZATIONAL SETUP OF THE AUDIO-VISUAL FACILITY

