

20/12/61

Of. 1551

Senhor Diretor:

Tenho o prazer de acusar o recebimento do relatório trimestral dos Assessores do Ponto IV, junto ao Serviço de Recursos Áudio-Visuais dêsse Centro.

Cumpre-me esclarecer que êste Instituto não recebeu o material mimeografado para uso de Cursos de Treinamento para Professôres, mencionado em seu ofício.

Apresento a V. S<sup>a</sup>. os protestos de elevada consideração.

Anísio Spínola Teixeira  
Diretor do INEP

Ilm<sup>as</sup>. Sr.

Dr. Laerte Ramos de Carvalho

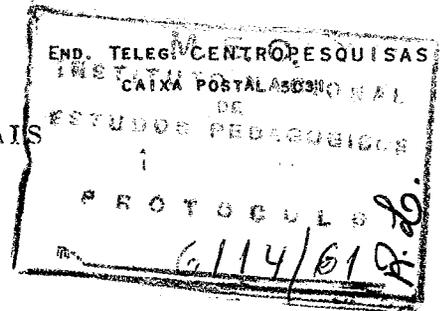
Diretor do CRPE

Cidade Universitária

Caixa Postal 5031

São Paulo - São Paulo

CENTRO REGIONAL DE PESQUISAS EDUCACIONAIS  
DE SÃO PAULO



São Paulo, 6 de dezembro de 1961.

Nº 2184/61.

Senhor Diretor

Tenho a honra de encaminhar a V. Ex<sup>a</sup> duas cópias do relatório trimestral dos Assessores do Ponto IV junto ao Serviço de Recursos Áudio-Visuais, referente ao período de 1º de junho a 1º de setembro de 1961, bem como o material mimeografado para uso de Cursos de Treinamento para Professôres.

Apresento a V. Ex<sup>a</sup> os protestos de minha alta estima e consideração.

*Laerte Ramos de Carvalho*

Laerte Ramos de Carvalho

Diretor

*A' O Dinah a quem se  
ler e me falou em 11/12/61*  
*[Signature]*

Ao Exmo. Sr. Prof.  
Dr. Anísio S. Teixeira  
DD. Diretor do INEP  
Rua da Imprensa, 16  
Rio de Janeiro - GB.

QUARTERLY PROGRESS REPORT

ENDING 1 SEPTEMBER,

1961

MICHIGAN STATE UNIVERSITY AUDIO-VISUAL GROUP IN BRAZIL

ICA CONTRACT NO. ICAC-1699

TABLE OF CONTENT

Introduction..... 1  
Accomplishments..... 2  
    Utilization and Training..... 2  
    Production..... 4  
    Distribution..... 7  
    Building and Facilities..... 8  
    Personnel..... 8  
Problems and Difficulties.....10  
Important Developments.....12  
Coordination of Efforts.....13

Appendix, Exhibit A - Internship Participants

Appendix, Exhibit B - The Staff of SRAV

Appendix, Exhibit C - Revised Staffing Pattern

\* \* \*

QUARTERLY PROGRESS REPORT  
ENDING 1 SEPTEMBER, 1961  
MICHIGAN STATE UNIVERSITY AUDIO-VISUAL GROUP IN BRAZIL  
ICA CONTRACT Nº. ICAC-1699

Introduction

The Michigan State University Group in Brazil, during the fourth quarter of operation, pressed for an intensified training and production program. The organizational plan presented in the third quarterly report was put into effect. In so doing individual staff members of SRAV were given more clearly defined work assignments.

The accomplishments listed in this report indicate an increased staff output. These achievements were due largely to (1) increased staff size of SRAV, (2) full-time work by two-thirds of the SRAV staff and (3) technical and professional advancement of the staff.

Shortly after the end of this reporting period SRAV received its four staff members who had been studying at the University of Indiana. The Point IV project advisors' early appraisal indicated that the four professors would greatly enhance the work of SRAV.

The objectives of the fourth quarter were:

*Objetivo*

1. To concentrate on SRAV staff training by working with individual and small groups who had specific job assignments.
2. To schedule and to conduct seminars, demonstrations, and courses on audio-visual methods and techniques.
3. To intensify the educational film translation program.
4. To write additional audio-visual text materials for use with classes and for circulation to interested teachers.
5. To produce prototype audio-visual materials for use in demonstrations and in teaching.
6. To select additional personnel for SRAV to complete the 1961 staffing pattern.
7. To begin to operate under the table of organization that was presented in the third quarterly report.

The body and the appendices of this report indicate the degree to which SRAV has succeeded in fulfilling the above objectives.

*Nº de pessoas trabalhando na SRAV : 17*

Accomplishments

Utilization and Training

Directors of elementary schools, secondary schools and special schools have shown increasing interest in having their teachers take audio-visual methods courses at SRAV of CRPE, São Paulo. The Brazilian staff has continued to conduct seminars on audio-visual utilization and to provide numerous demonstrations of SRAV's instructional materials and equipment. The scheduling of courses, seminars and demonstrations and the internship activities have neither interfered with the Point IV advisors internal training of the SRAV staff nor interrupted production schedules.

Courses. Three courses, 40 class hours each, were completed during June, July and August and four more courses were scheduled for September and October. Two of the courses were in audio-visual methods and techniques and the third course was on production of audio-visual materials. The groups involved and their accomplishments were:

1. Twenty professors were selected from Escola de Policia. The director of the school, Dr. José Cesar Pestana, also took the course. The interest derived from the course led to the appointment of a professor to become audio-visual coordinator of the school and to the development of plans for including an audio-visual center, 100 square meters of floor space, in the new police school building. The audio-visual coordinator is a part time internee at SRAV.

2. Two courses were requested by Serviço de Expansão Cultural do Departamento de Educação of the Secretary of Education of the State of São Paulo. The audio-visual methods course involved 17 secondary teachers and the course on production of audio-visual materials received 14 elementary teachers. Each participant in the production course produced a quantity of instructional materials for use in the respective schools. Such materials included flannel boards and story material, chalk board templates and chalk dusting patterns, posters, pocket charts, number, word and phrase cards, collection of flat pictures and maps, and teaching charts. Although the course was scheduled for a 3 hour period in the morning, these teachers preferred to work from 9:00 AM until 6:00 PM every day in order to produce more instructional material for their schools. The teachers were selected on a basis of one from a given school.

Semin  
rios  
p. pro

3 cur  
sas  
2/40  
aulas

20 profs  
da Escola  
de Policia  
for a  
week

peda  
2 curs  
p. 17  
prof. 2  
2/40

3. Beginning in September, two audio-visual production courses will be given to the INEP Latin American UNESCO students studying at CRPE, São Paulo. Also in September the audio-visual methods and techniques course is to be conducted for Faculdades de Serviço Social de Lins e de Campinas. In October there will be a methods course for professors of Escola de Enfermagem do Hospital das Clinicas, of the University of São Paulo. Other educational groups have requested courses for November and December.

2 cursos p. alunos do C. de especiais

Curso p. Fac. de S. Social de Lins e Camp e Hospital de Clinicas

Seminars. SRAV, through one of its Point IV advisors, participated in 3 conservation seminars for agricultural extension workers by emphasizing film utilization in rural community development programs. Also a seminar on the importance of audio-visual materials in public relations was given to public relations officers of the Department of Administration of the State of São Paulo.

Seminários p. agricult.

Demonstrations. Seven scheduled demonstrations of audio-visual equipment and material were given and numerous guided tours of SRAV were conducted during the period of this report. On three occasions the Point IV advisors received educational tour groups from the United States and had opportunity to explain a Point IV action program. Scheduled demonstrations included the following:

visitante ao SRAV

1. 23 senior students from Getulio Vargas Business School, São Paulo.

2. 15 professors from Instituto de Educação Fernão Dias Pais, São Paulo.

3. 12 professors from Faculdade de Sta. Ursula (Pedagogia), Rio de Janeiro.

4. 40 students enrolled in a Curso de Férias Audio-Visual do Departamento de Educação, Campinas.

5. 13 professors of the Serviço de Expansão Cultural, São Paulo.

6. 8 professor from Grupo Escolar Dr. Rodrigues Romero, Pindamonhangaba.

7. 17 professors from Grupo Escolar Vila Caldas, Carapicuíba, State of São Paulo.

Internships. As of this date the proposed plan for an extended audio-visual internship program, presented in the third quarterly report, has not materialized. However, SRAV has been active in providing local internees with valuable educational experiences. For example, the three

internees from CBAI have begun to relieve the SRAV staff of audio-visual seminar and course assignments with industry. The CBAI internee professors taught audio-visual methods to industrial and normal school professors during the CBAI-PCTPI training program in June.

Alunos da CBAI

Another intern, Dr. Plácido Curvo Filho, training in motion picture production, has begun to conduct audio-visual seminars. He has also given talks to agricultural extension workers and other Brazilian agricultural groups on the problems and advantages of having a film production unit in a state-wide agricultural program. Dr. Plácido Curvo is a graduate of the Agricultural School of Lavras, in Minas Gerais, and is now working in the Serviço de Informação Agrícola do Departamento de Produção Vegetal da Secretaria da Agricultura do Estado de S. Paulo.

organização de Seminários

SRAV has granted 7 internships during the first year of its operation. Of that number 6 have completed their study and have returned to their respective educational organizations to work as audio-visual specialists. Information on the two new internees for this quarter may be found in Appendix, Exhibit A.

7 este dante re- no 12 av de traba do SRA

In-Service. Training of the SRAV staff continues to be a major objective. Each Point IV advisor has worked in problem situations with individuals and small groups instead of organized classes. On-the-job training in production and in teaching is providing real learning experiences for the SRAV staff. The advisors are of the opinion that the staff is developing in a most satisfactory manner.

Production :

Motion Picture Production. Activity in this section includes original productions, film translations and miscellaneous operations. The film production staff is exhibiting increasing technical capability in writing, directing and producing picture and sound.

"Original Productions". The film "Techniques of Intra-Muscular Injections" was completed and received enthusiastically by the school of nursing which requested it. It is 18 minutes in length, and in the opinion of the Point IV advisors is a most creditable first effort. (As this report is written a copy has not been delivered, since the first answer print was not acceptable to us because of bad laboratory work.) Especially important is the fact that the Brazilian staff came a long way with this first film in assimilating production techniques.

Fil vid P.S.R.I

*Estas plan  
fajido, 1*

Conversations have gone forward and a first script has been prepared for an elementary health film on malaria control. This has been done in conjunction with the Malaria Control Campaign of the State of São Paulo. At present further work is held up because of administrative changes taking place within the Campaign headquarters, brought about by the changes in the Federal political situation.

*filme  
sol  
contu  
da  
mala*

Planning is under way for a film on In-Service Training both government and industry. This film has been requested by the Training Section of Point IV in Rio, and sanctioned by the CMD of Rio.

*curso  
In-Service  
Training*

"Film Translation Program". It was found to be impractical to push one film through all of its steps to a conclusion before starting others. Therefore, the plan of work is to push films along in "blocks", according to material on hand and availability of personnel for specific jobs.

*Parte  
traduz  
vários  
me  
ao memo*

By 31 August, 1961, the following progress had been made in this program: 1) 29 films had been approved all the way through the three evaluation stages, the third stage being a review by subject-matter specialists; 2) 19 English scripts were on hand; 3) 11 translations had been completed; 4) all other selected scripts on hand were in process of translation; 5) 21 dupe negatives had been ordered; 6) 12 dupe negatives had been received; 7) other operations were in process but not completed.

*2  
fil  
es  
com-  
da  
p. tra  
cas*

(The next report will show a tremendous break-through in this program. For instance, as of late in the month of August, it was noted that 35 films were listed on the Control Board as being in various stages of work; also, counting about 20 different operations involved for each film, 93 separate items on all films had been accomplished during the partial month of September.)

"Miscellaneous Operations"

1. On request of CMD of Rio special footage was supplied showing audio-visual materials and equipment being used in the CRPE Experimental School; this footage to be used in one of a series of TV programs being issued by USIS on USOM programs in Brazil.

2. On request of CMD of Rio special footage was supplied showing various operations of the SRAV Center, for use in the USIS TV series mentioned in (1).

3. On request of USIS of Rio a Portuguese sound-stripe track was put on an Indiana University film to be used as orientation for Brazilian bolsistas going to the United States for study.

Still Photography Production. This section has been rendering service to other sections of SRAV, to other divisions of CRPE and to educational organizations outside of CRPE. A negative file has been organized with each negative identified by numbered sets of contact prints; considerable material has been copied and enlarged for use as illustrations in SRAV's training courses and on tear sheets; and progress has been made toward producing a filmstrip.

Services rendered to other sections of SRAV included:

1. Copying, enlargement and mounting of still pictures to be used as illustrations on sound, on graphics and on theory of communications in training courses.

2. Enlargement of more than 100 pictures from the negative file for publication purposes and to be sent to other institutions, such as Michigan State University, Instituto Nacional de Estudos Pedagógicos, etc.

3. Photographic documentation of SRAV activities.

Services rendered to other divisions of CRPE/SP included:

1. Making of pictures for a display on CRPE to be sent to the University of Laval, Quebec, Canada.

2. Copying of pictures to be made into 2" x 2" slides for use in the UNESCO education program;

3. Shooting and enlargement of about 10 other pictures, also for UNESCO.

Services rendered to educational organizations not belonging to CRPE/SP included:

1. 20 slides (color and b&w) and 20 enlargements of the chemistry building for the Chemistry Department of the University of São Paulo.

2. 250 enlargements (8" x 10") for CBAI.

3. Several enlargements for television requested by CMD, Rio de Janeiro.

Graphic Production. As in Photography, the Graphic section has been most active in preparing graphics for the various sections of SRAV and for the other divisions of CRPE/SP. Probably the most significant achievement was the preparation of numerous pieces of inexpensive teaching materials for elementary schools of São Paulo. This material is now being used by the teachers and students of those schools represented. Such material included:

*material  
p. profs  
James*

1. 14 big flannel boards
2. 8 small flannel boards
3. 16 folding flannel boards
4. 105 teaching pieces (parts) for flannel boards.
5. 22 flip charts
6. 17 posters
7. 22 cut-out maps (chalkboard templates)
8. 22 perforated maps for use with chalk board
9. 15 charts enlarged by projection drawing
10. 20 charts reduced
11. 2 enlarged maps covered with celluloid.

During this period of time 14 posters were prepared for the director of CRPE to send to Laval University, Quebec, Canada. Numerous graphics were produced for the UNESCO program and assistance was given to UNESCO students who prepared exhibit boards on their respective countries and to demonstration school teachers who were preparing their own teaching material.

Also the graphic section has graphic pieces for use in teaching audio-visual courses. Such material included masters for overlays to be used with overhead projector, flipcharts, flannel board pieces, display boards, exhibit and bulletin board material.

#### Distribution

As has been stated in previous quarterly reports, circulation of films and equipment has been, for the most part, restricted to the SRAV education and training programs and to the other departments of CRPE/SP. However, in addition to serving UNESCO courses and the demonstration school, SRAV has furnished films and/or equipment to the following:

1. Faculdade de Direito da Universidade de São Paulo.
2. Serviço de Rotas da 4a. Zona Aérea (Radar)
3. Associação Escola Graduada de São Paulo
4. Serviço de Informação Agrícola da Secretaria da Agricultura do Estado de São Paulo
5. Coordenação do Ensino Cultural
6. CBAI (Comissão Brasileiro-Americana de Educação Industrial)
7. Escola de Administração de Empresas "Getulio Vargas" (MSU Business School Project)
8. Instituto de Higiene.

*Empréstos  
de filme  
e equipamento*

During this period SRAV distributed more than 500 sets of the written mimeographed materials to students enrolled in classes and to teachers visiting the Center. Three hundred of the 500 sets were furnished to CBAI for use in their educational program.

Building and Facilities

During the period of this quarterly report SRAV received a considerable amount of furniture and office equipment that was requisitioned and paid out of the cruzeiro budget. Items included were: one 4 drawer office file, one typewriter, one typing desk, eight desks for staff, seven book shelves, one two-place film editing table, and forty sections (25 capacity each) of film racks. The racks were specially designed to fit an existing piece of library (book) furniture. By taking advantage of the existing shelving space SRAV saved money and has a most satisfactory film storage space.

Personnel

The SRAV staff, for several months to come, must be considered as trainees as well as professionals. Under these conditions the current staff is capable of guaranteeing normal and satisfactory performance necessary to reach the goals set for the fiscal year ending in March 1962. This staff does not, however, represent the size staff necessary to put the SRAV facility into maximum production. The staffing pattern presented in the Quarterly Report ending 1 June, 1961 is our recommendation regarding personnel project needs. The number of positions requested is based upon the following reasons:

*base de requisitados  
to personal.  
- Original 33 pos  
e ponto IV forma  
de equipamentos  
Trab. de Lab. e  
fornecimento por  
servicos especializados  
- Contrato de serv  
300 - 5504 oficina bolsistas para  
e estudantes em 62-63  
estudantes em 63-64  
nas universidades*

1. The original staffing plan called for 33 persons.
2. The Point IV equipment furnished is capable of serving the proposed staff of 33 persons.
3. The production laboratories (photographic, graphic and 16 mm motion picture) have been designed and equipped for the number of staff requested.

4. The total number of staff requested by the end of 1962 will provide staff depth to insure a continuous program of training and production.

5. The revised contract between Brazil and the United States calls for 4 staff members to study at universities in the United States during 1962-63, and another 4 during 1963-64. The total staff strength will not be felt until such time as the last group of bolsistas return from the United States in late Sept., 1964.



### Problems and Difficulties

The most significant problems confronting the project appear to be: (1) counterparts for Hartsell and Neusbaum; (2) cruzeiro budget; (3) proper 16 mm laboratory facilities for recording and producing optical sound tracks; and (4) classroom space. Sincere effort is being given to correct the difficulties.

Counterparts. As indicated in the personnel section of this report, SRAV staff consists of 17 persons. The Point IV advisors believe that a counterpart for Professor Neusbaum may eventually be chosen from the existing staff. At least the production schedule and work procedures have been directed toward that end.

A counterpart for Professor Hartsell has been more difficult because the Point IV advisors and the Brazilian administrators desire to find a Brazilian educator with the following qualifications: (1) at least a masters degree or equivalent; (2) a background in administration, educational psychology and curriculum; (3) some actual teaching experience; and (4) sufficient academic background to eventually be considered for university teaching. Two professors with these qualifications have been offered the position but elected to take a professor's chair in a school of Philosophy rather than the Chief of SRAV. Much effort is being put forth by the Brazilian administration to find the proper person. The Point IV advisors believe that the solution to this problem is not just to fill the counterpart positions but rather to make sure that the counterparts are carefully chosen to provide proper leadership, because it will be this leadership that will determine the future success of the Project.

Budget. In previous quarterly reports reference has been made to the lack of cruzeiro operating funds. The fiscal year of SRAV ends on March 31. At best the cruzeiro allocations to the Project have been slow in coming. For example, the remainder of the 1960 budget ..... (Cr\$1.269.000,00) arrived in May, 1961. In June, 1961, the first allocation (Cr\$1.200.000,00) of the 1961 budget of Cr\$6.200.000 was received and it was not until late in September, 1961, that a second allocation of the 1961 budget (Cr\$2.500.000,00) was made. In other words the project operated on 18.6% of the 1961 budget until September, 1961. At the writing of this report the project has received 59.7% of the 1961 budget.

Due to the reduced purchasing power of the cruzeiro, the Point IV advisors requested additional financial assistance from USOM. A grant of Cr\$3.000.000,00 was approved. This extension of the cruzeiro budget permitted the project to use the Brazilian cruzeiro budget: (1) to complete the 1961 staffing pattern;(2) to have sufficient funds

to offer a more attractive salary for employing proper counterparts and (3) to meet the increased cost of supplies and materials. The Cr\$3.000.000,00 furnished by USOM has been consigned to the production of films and filmstrips and to the laboratory service costs involved in converting foreign sound track educational films into Portuguese language sound tracks.

*Personal feeling  
the basic condition  
must be a demand  
rial pro-  
varedo*

Proper 16 mm laboratory facilities for recording and processing optical sound tracks.

Very soon after the Point IV advisors arrived in Brazil the ones responsible for motion picture production investigated laboratory facilities in Rio de Janeiro and São Paulo. They were impressed with a paucity of choice of facilities, but nevertheless felt that laboratories existed which should give adequate results, although considerable doubts were held on the matter of transferring magnetic to optical track. No laboratory had well-matched equipment, but all of them gave assurances that they could turn out excellent work.

No way existed for us to check the standardization of their equipment without standard test tracks, and these were ordered at once. To date they have not arrived. (Eventually some test tracks were borrowed from one laboratory.)

When the first track was ready for transfer it was discovered that: one laboratory had sent its optical recorder back to the States for reconditioning; one refused to take the work when they discovered the professional nature of SRAV's product, on the grounds that their work would not be acceptable; one told us that they had "hoped" that they would be ready in time, but they were not; two professed their ability to do good work.

The first track was given to one of these two, as a test, with extremely bad results. Investigation indicated they had worked to the limit of their equipment. This same track was submitted to the second lab, and their facilities also were discovered to be sub-standard. At this point one of the other labs reported that their optical recorder was now reconditioned, so tests were run on it, and they appeared to be satisfactory. So SRAV's first track was given to them for rerecording, and at the time of this writing the result is anxiously awaited.

The basic difficulty here, mentioned in an earlier report, is that the Brazilian film industry is geared almost exclusively to 35 mm production; 16mm is so new and so minor in quantity that the laboratories ~~feel~~ they cannot afford to equip themselves adequately. It is hoped that SRAV's quantity of work may encourage one or two of them to make a

greater investment in machinery and trained personnel.

Classroom space. CRPE/SP classroom space is over-crowded by its UNESCO and demonstration school programs. With the increased demands on SRAV to offer audio-visual methods courses, an additional load has been placed on the existing classroom space. The one classroom previously assigned to SRAV for teaching has been given over to the other programs. SRAV is currently using the big entrance room that has neither sound nor light control and an office space recently converted into a temporary classroom. The large room of SRAV will soon be equipped with drapes to control the light but at best this arrangement will be a "stop-gop" measure.

The problem is even more acute because the classrooms now occupied by the other teaching programs of CRPE/SP are not conducive to providing a modern educational program. There are no adequate places for the demonstration school students to study projected materials. This works against the aims of the audio-visual project because little demonstration of proper uses of audio-visual materials is taking place.

The Point IV advisors have recommended and are hopeful that the classrooms in the new demonstration building will be properly equipped with light control drapes and other facilities necessary to take full advantage of existing audio-visual materials. Also requests have been made to the administration of CRPE/SP to equip existing rooms with light control facilities and to make these facilities available to SRAV for teaching purposes.

*No class-la  
circunferen  
pedagogica  
audio-visual  
importante do  
ensino de*

*Assistencia de SR IV da DAM Important developments  
p/o CRPE permitir um maior flexibilidade p/ desenvolver progra*

In late July, 1961, Dr. Milton da Silva Rodrigues, Director of CRPE/SP, announced that SRAV would be removed from the administration control of DAM (Divisão do Aperfeiçoamento do Magistério) and placed directly under the control of the director of CRPE/SP. This change elevated SRAV to a service division calling for a chief of services equal in position to coordinator of a division. This decision was welcomed because it permits SRAV of CRPE/SP to have more flexibility to develop

a stronger and more meaningful program.

#### Coordination of Efforts

The Michigan State University Audio-Visual Project continued to cooperate with other Point IV Projects (School of Business, Police Administration, CBAI) and with the UNESCO program of CRPE by: providing education and training; 2) assisting in the preparation of instructional materials; and 3) furnishing projection equipment. The cooperation and assistance of the various divisions of USOM, the Embassy and the Consulate continue to be excellent.

\* \* \*

APPENDIX, EXHIBIT A.

I N T E R N S H I P P A R T I C I P A N T S

N A M E	QUALIFICATION	POSITION	INTERNEE STUDY	INSTITUTION REPRESENTED	DURATION OF INTERNEESHIP
MARIA NILZA BRIGI- DO LINHARES	Secondary Professor	Professor of Domestic Economy	Graphic arts Equipment	Colégio Esta- dual do Ceará	1 1/2 month
JAMIL A. LIDE	Secondary Professor	Professor of the Police School	General	Escola de Polí- cia de São Paulo	4 to 6 monts

THE STAFF OF  
SERVIÇO DE RECURSOS ÁUDIO-VISUAIS \*

N A M E	A S S I G N M E N T
Heloisa Moreira de Souza	Education and training. Schedules and coordinates the teacher education program. Acting section chairman.
Nelly de Camargo	Research and utilization and training. Curriculum analysis to determine the needs for films, filmstrips and graphics in elementary subjects. Preview and classify educational materials. Write text materials and teacher guides. Chairman of research and utilization section.
Arlétte Azevedo de Paula	Research and utilization and training. Curriculum analysis to determine the need for films, filmstrips and graphics in elementary social studies. Previewing and classifying educational materials. Writing text materials and film guides.
Odette Martins Aguiar	Research, utilization and training. Curriculum analysis to determine the need for films, filmstrips and graphics in elementary arithmetic and science. Previewing and classifying educational materials. Writing text materials and teacher guides.
Ivone Corrêa da Costa	Research and utilization. Exhibits. Filmstrip production. Curriculum analysis for purpose of planning and producing filmstrips. Will include writing of scripts, layout of story board. Will assist in preparation of graphics.
Nélio Parra	Motion picture production. Responsibility for writing, directing and editing or assisting with writing, directing and editing of original film productions. General assistance with film production translation program. A likely candidate for Prof. Neusbaum's counterpart.
Léonie da Fonseca Fernandes	Film production. Responsibility for writing, directing and editing, or assisting with writing, directing and editing of original film productions. General assistance with film production translation program.

\* As of middle of September 1961.

---

NAME	ASSIGNMENT
Célio Ferretti	Film Production: cameraman, editor, coordinates processing of film through laboratory, general film technician Responsibility for camera and lighting equipment.
Hely da Silva Villaga	Film Production. Coordinates and works in films production translation program.
Mauro Parolari	Motion Picture Production . Sound technician. Maintenance, repair and operation of sound equipment.
Walter Pontuschka	Motion Picture Production. Sound technician. Maintenance, repair and operation of sound equipment.
Susie Martha Rehder	Photography. Acting chairman of Photography section. Responsible for all technical production details of photography.
Maria José C. Frota	Graphics Production. Chairman of graphics section. Produces prototype non-projected educational materials. Gives graphics service to motion picture and filmstrip production.
Lúcia C. Frotta	Typist. When disposing of free time, also to be trained to assist in graphics.
Homero Pimentel	Distribution. Responsibility for receiving and filling all requests for films, equipment and projection service; receiving and shipping; dispatching, transportation; giving service assistance to instructional program. Inspect and repair all films.
Wilson Sacco	Driver and general service. Includes service as a projectionist and inspector of films, and miscellaneous service activities.
Catherine Wolfner	Secretary - Office manager. General receptionist for SRAV. Chief Translator. General office managerial duties.

---

## REVISED STAFFING PATTERN

POSITION	Total staff needs by 1962	Current staff assigned	Vacancies to be filled 1961	Vacancies to be filled 1962
Chief	1	0	1	0
Assistant Chief in charge of utilization, training, research and distribution	1	0	1	0
Assistant Chief in charge of production	1	0	1	0
Section Charimen:				
Research and utilization	1	1	0	0
Training	1	1	0	0
Distribution	1	1	0	0
Motion Picture Production	1	1	0	0
Graphics Production	1	1	0	0
Photographic Production	1	1	0	0
Section Assistants:				
Research and Utilization	5	3	0	2
Training	1	0	0	1
Distribution (including motorista)	2	1	0	1
Motion Picture	8	5	0	3
Graphics Production	2	0	0	2
Photographic Production	3	0	0	3
Secretary	1	1	0	0
Typists	1	1	0	0
<b>TOTAL</b>	<b>32</b>	<b>17</b>	<b>3</b>	<b>12</b>

CIDADE UNIVERSITÁRIA  
SÃO PAULO - BRASIL

End. Teleg. CENTRO PESQUISAS  
CAIXA POSTAL 6031

CENTRO REGIONAL DE PESQUISAS EDUCACIONAIS  
DE SÃO PAULO

2388/61 M.9.0

São Paulo, 9 de maio de 1961.  
Nº 660/61.

Senhor Diretor

Em atenção ao telegrama nº 343, de 5/5/61, de V. Exciª, tenho a honra de encaminhar, em anexo, o Orçamento do Serviço de Recursos Áudio-Visuais dêste Centro, para o ano de 1961, correspondente ao período de 1/4/61 a 31/3/62.

Apresento a V. Exciª os protestos de elevada estima e alta consideração.

*Fernando de Azevedo*

Fernando de Azevedo

Diretor

Ao Exmo. Sr. Prof. Dr. Anísio S. Teixeira  
DD. Diretor do INEP  
Rua da Imprensa, 16  
Rio de Janeiro - GB.

CENTRO REGIONAL DE PESQUISAS EDUCACIONAIS - SÃO PAULO

PESSOAL NECESSÁRIO PARA O ANO DE 1961 (PERÍODO DE 1-4-61 a 31-3-62)

SERVIÇOS DE RECURSOS ÁUDIO-VISUAIS DA DIVISÃO DE APERFEIÇOAMENTO DO MAGISTÉRIO

FUNÇÃO	QUANTIDADE	REGIME DE TRABALHO	SALÁRIO	DE JUNHO DE 1961 A MARÇO DE 1962	DE AGOSTO DE 1961 A MARÇO DE 1962	DE ABRIL DE 1961 E MAIO DE 1961
Técnico em Fotografias	1	T I	28.080,00	280.800,00	---	37.440,00
Técnico em Gráficos	1	T I	28.080,00	280.800,00	---	37.440,00
Técnico em Produção Cinematográfica	2	T I	28.080,00	561.600,00	---	---
Técnico em Produção Cinematográfica	1	T P	18.720,00	187.200,00	---	37.440,00
Técnico em Educação	1	T I	28.080,00	280.800,00	---	37.440,00
Técnico em Educação	1	T P	18.720,00	187.200,00	---	---
Técnico em Distribuição Cinematográfica	1	T I	28.080,00	280.800,00	---	37.440,00
Encarregado de Máquinas Eletrônicas	1	T P	17.940,00	179.400,00	---	35.880,00
Encarregado da Secretaria	1	T P	17.940,00	179.400,00	---	35.880,00
Motorista	1	T I	17.160,00	171.600,00	---	---
Datilógrafo	1	T P	11.440,00	---	---	22.880,00
Técnico em Educação	1	T I	28.080,00	---	196.560,00	---
Técnico em Produção Cinematográfica	1	T I	28.080,00	---	196.560,00	---
Técnico em Fotografia	1	T I	28.080,00	---	196.560,00	---
Técnico em Gráficos	1	T I	28.080,00	---	196.560,00	---

2.589.600,00      786.240,00      281.840,00

3375,84

CENTRO REGIONAL DE PESQUISAS EDUCACIONAIS DE SÃO PAULO

ORÇAMENTO PARA O PERÍODO DE 1/4/61 a 31/3/62

VERBA:-SERVIÇO DE RECURSOS ÁUDIO-VISUAIS.

DOTAÇÃO DO INEP..... 6.200.000,00

VERBA Nº. 1 - PESSOAL

1) - Vencimentos e Remunerações

10 - Pessoal Fixo	
100 - Contratado.....	3.657.680,00
11 - Pessoal Variável	
111 - Serviços avulsos.....	42.320,00
TOTAL.....	<u>3.700.000,00</u>

VERBA Nº. 2 - MATERIAL E SERVIÇOS

2) - Material Permanente

20 - Instalações e Equipamentos	
200 - Móveis, utensílios, tapeçarias, máquinas de expediente, contabilidade e similares....	250.000,00
201 - Máquinas e acessórios p/oficina, ferramentas	15.000,00
TOTAL.....	<u>265.000,00</u>

VERBA Nº. 3 - MATERIAL DE CONSUMO

3) - Material de Consumo

30 - Artigos de Expediente	
300 - Artigos de escritório, impressos e papelerias	75.000,00
302 - Material elétrico e de iluminação.....	30.000,00
31 - Custeio, Manutenção e Conservação	
311 - Máquinas e acessórios.....	25.000,00
312 - Veículos.....	50.000,00
34 - Material Para Produção	
340 - Material Gráfico.....	100.000,00
341 - Material Fotográfico.....	50.000,00
342 - Materiais diversos.....	30.000,00
TOTAL.....	<u>360.000,00</u>

VERBA Nº. 4 - DESPESAS DIVERSAS

4) - Despesas Diversas

40 - Gastos Gerais	
400 - Despesas miúdas e de pronto pagamento.....	5.000,00
42 - Comunicações e Transportes	
420 - Correspondência taxada.....	10.000,00
421 - Transportes.....	10.000,00
422 - Telefonemas interurbanos.....	10.000,00
44 - Encargos Diversos	
440 - Custeio de viagens, de excursões técnicas e científicas.....	50.000,00
45 - Produção e Adaptação de Filmes	
450 - Tradução.....	200.000,00
451 - Serviços de laboratório.....	1.300.000,00
452 - Gravação de voz.....	290.000,00
TOTAL.....	<u>1.875.000,00</u>

RESUMO GERAL

VERBA Nº. 1 - PESSOAL.....	3.700.000,00
VERBA Nº. 2 - MATERIAL E SERVIÇOS.	265.000,00
VERBA Nº. 3 - MATERIAL DE CONSUMO.	360.000,00
VERBA Nº. 4 - DESPESAS DIVERSAS...	1.875.000,00
TOTAL.....	<u>6.200.000,00</u>

São Paulo, abril de 1.961