



18 August 2023

MEMORANDUM CIRCULAR NO. 130
Series of 2023

T O: All Vice Presidents, Directors, Deans, Chancellors, Heads of Units, and Project Leaders

R E: Rollout of Google for Education Plus and Microsoft A3 Licenses; Revised Account Management Policies

VSU continues to invest in IT infrastructure because we believe that, when used wisely, these technologies make education and office work better.

Recently, we have updated our Google subscription and procured an institutional Microsoft account so that we can provide individual licenses to as many faculty, staff, and students as we can effective AY 2023-2024.

Student Licenses

The VSU Web Team, in coordination with the ICTMC, MISTs, University Registrar, and Campus Registrars, will take care of rolling out the our students in all campuses after the late registration for the 1st semester is done.

Faculty are strongly encouraged to use the students' official accounts for class management and communication starting September 2023.

Faculty and Staff Licenses

For faculty and staff, each core unit must submit their **2023 Account Information** sheet¹ to the VSU Web Team (webteam@vsu.edu.ph) **on or before August 23, 2023**. Please take note of the following rules:

- The unit must list all organic faculty and staff regardless of employment status. This must include JOs, adjunct professors, and professor emeritus.
- Affiliates, designated heads, and other staff who are not organic to the unit should only be included in their core unit. A person must only appear in one list.
- Research, extension, and income generating projects are considered separate from their core units and must thus submit their own list.

Starting August 24, the submissions will be processed for the provisioning of licenses. Please take note of the updated account management policies approved by the Office of the President:

¹ Download the template from sheets.google.com > Template Gallery > Visayas State University > 2023 Account Information

- As licenses are limited, only lists submitted to the VSU Web Team on or before the deadline will be considered for provisioning of licenses.
- The VSU Web Team reserves the right to prioritize certain sectors/groups over others in the provisioning of licenses.
- Individuals that do not appear on any list and whose records cannot be traced in the HR and student masterlists will be suspended/deleted without prior notice. These includes:
 - Alumni
 - Students who are not currently enrolled
 - Faculty and staff who have already resigned/retired, except in special cases that the person has special engagements with the university (e.g., internal accreditator, professor emeritus/adjunct)
- Supervisors of recently resigned/retired staff *may* request the recovery of the latter's accounts for important files, subject to written approval by the DPO. *Given*, the account still exists.
- Moving forward, employees and JO workers are given only 1-3 months after separation/non-renewal to access their account, after which the account will be suspended or deleted without prior notice. A new account will be created should the staff be hired again.
- Likewise, graduates and non-enrolling students are given only until the next updating of accounts after the late registration of each semester to access their account, after which the account will be suspended or deleted without prior notice. A new account will be created should the student enroll again.

Office and Project Licenses

Accounts of offices, organizations, and projects will be processed separately outside of this current account audit. In the meantime, heads and project leaders are directed to check your access to your office accounts. You may update these anytime at support.vsu.edu.ph

For inquiries, please contact the VSU Web Team through **Mr. Jed Asaph D. Cortes** (jedcortes@vsu.edu.ph).

For your guidance and cooperation.


EDGARDO E. TULIN
 President