



31 July 2023

MEMORANDUM NO. $\frac{753}{}$ Series of 2023

T O: Dr. Beatriz S. Belonias Dr. Ma. Rachel Kim L. Aure Asst. Prof. Magdalene C. Unajan Dr. Nancy D. Abunda

Mr. Norman O. Villas

Mr. Jed Asaph D. Cortes Ms. Charity Maarat College Deans Department Heads Chancellors Director for Academic Affairs

- VP for Academic Affairs
- Director, Instruction and Evaluation
- Department Head, DCST
- Head, IMDO
- Systems and Network Administrator, ICTMC
- Head, Web Team
- Technical Assistant Staff, IMDO

R E: Microsoft 365 A3 Subscription | End-User Training

VSU has subscribed to Microsoft 365 A3 for Faculty in the Main Campus. This productivity cloud is designed with best-in-class Microsoft 365 apps, intelligent cloud services, and advanced security. Moreover, Microsoft Office 365 A3 for faculty includes:

- Fully installed Office applications across multiple devices.
- Email hosting.
- HD video conferencing.
- Features to support compliance.

The licensed MS Office 365 guarantees and secures files/documents from online security breaches and from disability to editing functionalities which will be embedded in our learning management system, the VSU E-Learning Environment (VSUEE).

Moreover, the subscription will help faculty develop/enhance their instructional materials, PPTs, and other learning resources relevant to instruction. In addition, some offices will also have a designated Microsoft account which will also be helpful for office day-to-day operations.

Related to this, you are encouraged to attend the "Microsoft Office 365 A3 | End-User Training" on August 18, 2023 (Friday) at 1:00 – 5:00 P.M. via Microsoft Teams. Our resource persons are from the Training Department of our service provider PLDT.

Please log in 10-15 minutes before the time. Microsoft Teams | Click here to join the meetinghttps://teams.microsoft.com/l/meetup-

join/19%3ameeting_NDhlMTAzY2QtZDllNi00M2VjLThlZTltOTE2ZjcyYjUyNTM2%40thread.v2/0?context=%7b%22Tid%22%3a%228a526632-57dd-46c8-94e3-

<u>473cb3d70348%22%2c%220id%22%3a%22173bd765-2db9-46f6-81b0-</u>

c5d655ec2d57%22%7d> Meeting ID: 493 834 507 017 Passcode: tgtVAe

OFFICE OF THE PRESIDENT

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Page 1 of 2 FM-OOP-01 V4 05-09-2023 No. 23-753 Since, there are limited slots to be allowed in the Microsoft Teams room. You may also set-up a watch party in your respective offices for the faculty and staff to attend.

For information and compliance.

EDGARDO E. TULIN

President