



17 February 2021

MEMORANDUM CIRCULAR NO. 15
Series of 2021

T O: All VSU Faculty and Staff

R E: Using Online Platforms for Communication and Coordination

At VSU, we believe communication is central in how we organize, coordinate, deliver our services, and grow as an institution. This is why we have to be conscious in the use of platforms that allow us to communicate among ourselves and to others as members of this university. Although there are many online platforms available, it is in the best interests of VSU that we use the following properly:

Top platforms to communicate among employees


1. **Workplace by Facebook** (<https://vsuph.workplace.com>) - Official VSU Work Portal - Recommended for sharing files, memos, announcements, discussions, documentation, and personal or group updates
2. **Email (Official)** - Recommended for cascading announcements, memos, sending calendar invitations, files, etc and for more organized asynchronous communication
3. **IP Messenger** - For sharing announcements and files quickly within the university intranet. But since its scope is limited, sharing must be done redundantly through other platforms.
4. **Telegram** - For direct and group messaging; recommended because of end-to-end encryption.
5. **Messenger** - is allowed but not recommended because of privacy issues. Sharing of internal files is highly discouraged. Consider using Telegram instead.
6. **Zoom (Official), Google Meet** - for synchronous meetings, webinars, and other events

Top platforms to communicate with external partners and the public

1. **Email (Official)** - Especially for sending and receiving official communications
2. **Telegram** - For direct and group messaging; recommended because of end-to-end encryption.
3. **Messenger** - For quick coordination in inter-agency groups but not recommended because of privacy issues.
4. **Social media pages (Official)** - for announcements, public discussions, receiving feedback, and other communications
5. **Zoom (Official), Google Meet** - for synchronous meetings, webinars, and other events

Please note that our communications are not limited to the abovementioned platforms. Feel free to suggest platforms and services that you find useful and the ICTMC and the Web Team will study the possibility of its system-wide adoption.

For your guidance and compliance.


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President