



16 November 2021

MEMORANDUM NO. 676
Series of 2021

T O: All Vice Presidents, Directors, Deans, Chancellors, and Unit/Department Heads

R E: Account Audit and Priority List for Workplace Access

Effective December 2021, VSU's institutional account with Workplace will convert into a paid subscription with only 1,200 users. In the last account audit by the VSU Web Team, there are more than 2,000 accounts so there is a need to institute a system for prioritization.

The following individual VSU accounts shall have priority access to Workplace until the 1,200-person cutoff is reached:

- Priority 1. Regular/permanent VSU faculty;
- Priority 2. Employees with designated positions;
- Priority 3. DRC, dDRCs, assistant dDRCs and other clerks;
- Priority 4. Administrative staff and job order workers who use email and online tools as a *vital* part of their work;
- Priority 5. Substitute and Part-time faculty;
- Priority 6. Project researchers and staff; and
- Priority 7. Other staff upon the discretion of the VSU Web Team.

The Web Team needs to finalize the priority list before the end of November. To fast track the account audit, all VSU units shall submit an updated list of their faculty and staff following the template provided on or before November 22, 2021, Monday. Please download the template from: <https://bit.ly/vsu-workplace-2021>

Only units who have submitted their list to the VSU Web Team through Ms. Shang Amador will be processed to have access to Workplace starting December 1, 2021.

Looking forward to everyone's cooperation on this important matter.


EDGARDO E. TULIN
President