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MEMORANDUM CIRCULAR NO. 39

Series of 2016

T O: All VSU Employees

R E: Updating of Account Information in Google Apps for Education

VSU, in partnership with Google for Education, has made a wide array of productivity apps (Gmail, Drive, etc.) available for our faculty and staff, and for students in the future.

In this light, you are required to fill-out the attached form to update your account information as well as to ensure that no individual outside the VSU system can use the same platform.

All academic staff are required to use their VSU emails in an official capacity. Administrative staff who do not use email at work may opt to deactivate the created accounts. Here are some benefits in using your corporate email address:

- Viewing of youtube videos of academic content is allowed by signing in using VSU accounts
- Free subscription to research journal sites can be facilitated by registering using a corporate email account
- Dissemination of announcements about scholarships, conferences, memoranda, among other corporate information will be facilitated.

Those who do not have a corporate email accounts may request one from the VSU Web Team (webteam@vsu.edu.ph).

For your information.

EDGARDO E. TULIN
President