



03 January 2023

MEMORANDUM CIRCULAR NO. 04
Series of 2023

T O: Vice Presidents, Chancellors, Directors, College Deans, Department & Unit Heads

R E: Virtual Orientation-Workshop on New Communication Platforms for VSU employees

Workplace by Meta (vsuph.workplace.com) has been our official work portal for us since 2017 and it has been very useful in quickly circulating announcements, hosting our live events, as well as being an avenue for fruitful online discussions regarding important university matters.

Unfortunately, we will no longer renew our Workplace subscription effective February 2023. Our access to Workplace and Workplace chat and its mobile apps will only be until January 31, 2023.

The VSU Web Team is hosting a virtual orientation-workshop for our staff on new communication platforms to ensure a smooth transition to **Gmail Spaces** and **Microsoft Sharepoint** as our replacement to Workplace.

January 11, 2023 from 9 to 11 AM – Virtual Orientation on Gmail Space for group communication

- Required for all VSU system heads (or an identified tech-savvy focal person for the unit), DRC, dDRCs, and all faculty; Other staff are free to join.
- Meeting link: <https://meet.google.com/cbe-csop-kiu>

January 11, 2023 from 1 to 5 PM – Virtual Orientation-Workshop on Microsoft Sharepoint as intranet platform

- Required for VITA MIST staff, VSU DRC, core dDRCs, and identified unit heads with system-wide jurisdiction (VSU Web Team will coordinate with you).
- Meeting link will be provided directly to participants
- A follow-up workshop will be scheduled within January

Thank you in advance for your cooperation.


EDGARDO E. TULIN
President