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MEMORANDUM CIRCULAR NO. 116
Series of 2019

T O: All VSU Faculty and Staff

R E: Use of Official Email Addresses and Work Portal

At VSU, we believe that part of our thrust to be globally competitive is keeping up with quality communication practices in the 21st century. This is why I am enjoining all employees to use our official work platforms: G Suite for Education and Workplace.

What is G Suite for Education?

- G Suite for Education is a Google free service to academic institutions, offering a wide range of services including Gmail, Drive, Classroom, etc. Our subscription goes way back to 2013.
- G Suite handles all EDU accounts inside VSU using username@vsu.edu.ph, which also serves as your official email address.

What is Workplace by Facebook?

- Workplace is a social work portal where employees with @vsu.edu.ph can come together for communication and collaboration.
- Because it was developed by Facebook, its interface is very similar to the social media platform but is designed to be used for work.

Advantages of EDU accounts

- Using your EDU accounts helps VSU build a stronger and more consistent institutional identity. Using a @vsu.edu.ph address already sounds official, but using @gmail.com or @yahoo.com does not appear professional especially when used in academic conferences and events.
- EDU accounts enjoy exclusive access to many journal sites and discounts/free licenses for premium online subscriptions (Autodesk, Microsoft Office, Prezi, Github, Spotify, Notion).
- Faculty with EDU accounts can use Google Classroom as a class portal for their subjects.
- The G Suite has various integrations that make communication easier, such as sending to all @vsu.edu.ph, Google Groups, mailing lists, and even easily finding the email address of another VSU user.
- Using G Suite secures institutional data, documents, and communications by limiting exchange within the service. Meanwhile, Yahoo! has suffered major data breaches/hacking in recent years.
- G Suite for Education offers unlimited storage in Drive and Photos.

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- Gmail, Drive, and other Google services have smartphone and tablet apps.

Advantages of Workplace

- Workplace is easy to adapt to because it is based on the Facebook platform: designed with features like profiles, posts, likes, and comments. Workplace also has a Chat function like Messenger. Finding and reaching out to colleagues is faster and more convenient.
- There are existing groups for colleges, departments, and university-wide announcements (VSU Bulletin, OP Memos) to facilitate communication. Users can also create their own groups for projects, ad hoc committees, and other purposes.
- The Office of the President, Web Team, and other offices post memos, CHED documents, and announcements, which you can retrieve anytime, even when you are on mobile and outside of the VSU network.
- Workplace and Workplace Chat have smartphone and tablet apps.

Individual and office EDU accounts

- All faculty must have an EDU account.
- Administrative staff who access the internet and use email for work must have their own EDU account.
- Offices, units, projects, and frontline services that use email for correspondence must have an EDU account. Only EDU accounts should be reflected in the office letterhead of your unit.
- Only EDU accounts must be used in calling cards, slide presentations, attendance sheets, registrations, and all other official representations.
- All online internal communications must be coursed through EDU accounts or through Workplace. U-wide blasts on IP Messenger must also be coupled with a post at the appropriate group on Workplace.
- Students may be given an EDU account upon request.
- To create or reset your account, go to **support.vsu.edu.ph** and click **Open A New Ticket**.

Decommissioning non-EDU accounts

- All non-EDU accounts (Gmail, Yahoo!, etc.) used for official email correspondence must be decommissioned on or before November 30, 2019.
- Activate your office or individual EDU account and inform your contacts of your new email address.
- You may set up a "vacation responder" in your old email address to automatically respond to those who send to you, to inform them of your new EDU account.
- You may use tools to migrate contents from your old inbox to your new EDU account.

Deans, directors, and heads of units are requested to cascade these to your faculty and staff. I am also directing the VSU Web Team and ODAHRD to review and update all EDU accounts for VSU employees and JO workers accordingly.

For your compliance.


EDGARDO E. TULIN
 President

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