

31 July 2023

MEMORANDUM NO. 752

Series of 2023

<b>T</b>	<b>O:</b>	<b>Dr. Beatriz S. Belonias</b>	<b>- VP for Academic Affairs</b>
		<b>Dr. Ma. Rachel Kim L. Aure</b>	<b>- Director, Instruction and Evaluation</b>
		<b>Asst. Prof. Magdalene C. Unajan</b>	<b>- Department Head, DCST</b>
		<b>Dr. Nancy D. Abunda</b>	<b>- Head, IMDO</b>
		<b>Mr. Norman O. Villas</b>	<b>- Systems and Network Administrator,</b>
			<b>ICTMC</b>
		<b>Mr. Jed Asaph D. Cortes</b>	<b>- Head, Web Team</b>
	<b>Ms. Charity Maarat</b>	<b>- Technical Assistant Staff, IMDO</b>	

**R E: Microsoft 365 A3 Subscription | Knowledge Transfer Administrator Training**

VSU has subscribed to Microsoft 365 A3 for Faculty in the Main Campus. This productivity cloud is designed with best-in-class Microsoft 365 apps, intelligent cloud services, and advanced security. Moreover, Microsoft Office 365 A3 for faculty includes:

- Fully installed Office applications across multiple devices.
- Email hosting.
- HD video conferencing.
- Features to support compliance.

The licensed MS Office 365 guarantees and secures files/documents from online security breaches and from disability to editing functionalities which will be embedded in our learning management system, the VSU E-Learning Environment (VSUEE).

Related to this, you are identified as one of the Microsoft 365 Administrators to attend the **"Microsoft Office 365 A3 | Knowledge Transfer Administrator's Training"** on **August 17, 2023 (Thursday) at 10:00 A.M. via Microsoft Teams**. Our resource persons are from the Training Department of our service provider PLDT.

Please log in 10-15 minutes before the time. Microsoft Teams | Click here to join the meeting<[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_ZjE4ZWQwNzltYjVIMS00YTkzLThkMzgYTRkYjEzM2JmYWU1%40thread.v2/0?context=%7b%22Tid%22%3a%228a526632-57dd-46c8-94e3-473cb3d70348%22%2c%22Oid%22%3a%22173bd765-2db9-46f6-81b0-c5d655ec2d57%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZjE4ZWQwNzltYjVIMS00YTkzLThkMzgYTRkYjEzM2JmYWU1%40thread.v2/0?context=%7b%22Tid%22%3a%228a526632-57dd-46c8-94e3-473cb3d70348%22%2c%22Oid%22%3a%22173bd765-2db9-46f6-81b0-c5d655ec2d57%22%7d)> Meeting ID: 423 028 512 022 Passcode: LuW5To

For information and compliance.

  
EDGARDO E. TULÍN, *E.*  
President