



05 September 2023

MEMORANDUM NO. 850
Series of 2023

T O: Vice Presidents, Chancellors, Directors, Deans, and Department Heads (Main Campus), IEO, UIMC, ICTMC, Others Concerned

R E: Attendance to September 6 Events at the RDE Hall

On September 6, 2023 (Wednesday), we will hold a **Joint Ceremony on the Launch of VSU's Microsoft 365 Services and Formal Distribution of Smart Classroom Equipment** at the **VSU RDE Hall**.

All vice presidents, chancellors of our component campuses, and directors, deans, and department heads in the main campus are required to attend this program, which **starts at 9:30 AM**. Representatives from PLDT, the supplier for our Microsoft 365 Subscription, will be present for the ceremony.

After the 365 launch, we will also be distributing equipment procured through our Smart Campus GAA 2022 grant. All intended recipients (as per OP Memo No. 723, S. 2023) must be present for the turnover ceremony.

In the afternoon, PLDT will be sponsoring a **Microsoft 365 End-User Training**, as well as snacks to 40 participants. Our VITA attendees, and main campus deans and department heads (or an authorized faculty representative) are required to attend the training, to be fully abreast with the features of our subscription. Hopefully, we can maximize our Office subscription with this training.

Looking forward to your full cooperation for the success of these events.

EDGARDO E. TULIN
President