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Office of the President

10 March 2016

MEMORANDUM CIRCULAR NO. 20
Series of 2016

T O: All VSU Faculty & Staff

R E: Use of official email addresses

Everyone is enjoined to use their respective VSU email addresses (@vsu.edu.ph) for all official business email correspondence. Besides maintaining a consistent institutional identity, using professional email addresses facilitates communication within the VSU system.

The VSU Web Team has created email addresses for all faculty and staff. To check your username, go to: <http://go.vsu.edu.ph/VSUEmails2016>. Those who forgot their password must have it reset immediately by emailing webteam@vsu.edu.ph. Offices, research centers, or units can request for accounts through the Web Team as well. New employees should also be asked to visit the VSU Web Team at the Office of the President to be created an official email account.

Our email interface is Gmail as VSU is subscribed to Google Apps for Education. Please be informed that you can log in using your tablets and smartphones using the Gmail app.

For your compliance.


EDGARDO E. TULIN
President