


**MEMORANDUM CIRCULAR NO. 260**

Series of 2024

TO: **All dDRC, AddDRC, and Interested Faculty and Staff**

RE: **Enhancing Digital Communication: VOIP Phone Mastery and Output Messenger Transition**

FROM:   
**DR. PROSE IVY G. YEPES**  
University President

DATE: **November 18, 2024**

In support of Visayas State University's commitment to advancing communication efficiency, this training is designed to equip employees with practical skills for implementing two essential tools: VOIP phone and Output Messenger. The adoption of VOIP telephone will improve communication quality and reduce costs, streamlining communication across departments and enhancing both internal and external interactions. Additionally, transitioning from IP Messenger to Output Messenger will upgrade VSU's messaging platform, offering secure, real-time communication features that better support collaboration and information sharing among teams.

This training will focus on hands-on use of these new systems, ensuring that staff can confidently utilize VOIP phone functionalities and navigate Output Messenger effectively. By building proficiency in these tools, VSU aims to create a more connected, collaborative, and responsive work environment, aligning with its vision for a digitally advanced university community.

In this connection, you are invited to attend the **"VOIP Phone Mastery and Output Messenger Transition Training"** on **November 20, 2024, at 1:00 PM via Zoom**. This session is designed to equip all dDRC, AddDRC members, and interested faculty and staff to master VOIP Phone and Output Messenger.

Below are the zoom details:

Zoom link Meeting: <https://vsu-edu-ph.zoom.us/j/96521344190?pwd=aHaW3tYx5CG0b6lJZr9thHkfYxiFYh.1>

Meeting ID: 96521344190  
Passcode: 472849

Your active participation in this training is highly encouraged.

**OFFICE OF THE PRESIDENT**

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