



19 February 2021

MEMORANDUM CIRCULAR NO. 18

Series of 2021

T O: Vice Presidents, Deans, Chancellors, Directors, and Department and Unit Heads
R E: Application for Office host account under VSU's Institutional Zoom subscription

We announced last week that we have purchased an institutional subscription to Zoom and we will be consolidating existing subscriptions into our Business license (see OP MC No. 14, S. 2021). We will now also be able to accommodate those who are interested in availing of a Zoom Host for your office/unit/department. A "Host" is a vsu.edu.ph account that can organize unlimited Zoom meetings of up to 300 participants. (Only one meeting may be held at any given time.)

Interested offices must first ensure that they have the funds to pay a monthly rate of \$19.99 per host (or about P970.00 based on the current USD-PHP exchange rate). This will be charged to your account every month. Coordinate with Ms. Louella C. Ampac (main campus) or your campus's finance officer (component colleges). Offices may apply for more than one host as long as funds allow.

Once clearance is obtained, send an application via <http://bit.ly/vsu-apply-zoom-host> on or before February 24, 2021.

We hope to put this service to good use especially for the upcoming semester.

For your guidance.

EDGARDO E. TULIN
President

cc: Director for Finance
Head, UIMC