



TRAINING/WORKSHOP/ORIENTATION/LAUNCHING PROPOSAL

Title : "Launching and Contract Signing of Microsoft 365 A3 Project"

Participants : VPs, College Deans, PLDT Personnel, and selected faculty & staff

Date and Time : 9:00 AM – 12:00 NN
August 29, 2023 (Tuesday)

Venue : OP Board Room

Rationale

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).

Moreover, the subscription will help faculty develop/enhance their instructional materials, PPTs, and other learning resources relevant to instruction. In addition, some offices will also have a designated Microsoft account which will also be helpful for office day-to-day operations.

Thus, this proposal aims to officially launch and conduct its formal contract signing between authorized PLDT personnel and selected VSU key officials and faculty on August 29, 2023 (Tuesday) at 9:00 – 12:00 NN at OP Board Room.

In addition, the following training schedules will be conducted:

- Microsoft Office 365 A3 | Knowledge Transfer Administrator's Training on August 17, 2023 (Thursday) at 10:00 A.M. via Microsoft Teams.
- Microsoft Office 365 A3 | End-User Training on August 18, 2023 (Friday) at 1:00 – 5:00 P.M. via Microsoft Teams.

Objectives

At the end of the launching and contract signing, participants will be able to install and officially utilized Microsoft Office 365 A3 application in their computers for instructional purposes and offices-related functions.

Methodology/Strategy

Launching and Contract Signing between PLDT Personnel and Selected VSU Key Officials and Faculty.

Participants:

PLDT Personnel and Selected VSU Key Officials and Faculty

Resources Needed:

The resources needed in this launching and contract signing are the following:

- 1) internet connectivity
- 2) snacks and lunch
- 3) laptop/computer

Expected Outcome:

Participants will be able to install and officially utilized Microsoft Office 365 A3 application in their computers for instructional purposes and offices-related functions.

Estimated Budget:

| Particulars | Cost in peso (Php) |
|-------------------------|---------------------|
| Snacks (30pax x P80.00) | P 2,400.00 |
| Lunch (30pax x P200.00) | 6,000.00 |
| | |
| | |
| TOTAL | PhP 8,400.00 |

Prepared by:


NANCY D. ABUNDA

Head, Instructional Materials Development

Availability of funds:


LOUELLA C. AMPAC

Director of Finance


MA. RACHEL KIM L. AURE

Director, Instruction & Evaluation

Approved:


BEATRIZ S. BELONIAS

VP for Academic Affairs

INSTRUCTION AND EVALUATION OFFICE

3/F Administration Building, Visayas State University

Baybay City, Leyte

Email: odie@vsu.edu.ph

Website: www.vsu.edu.ph

Phone: +63 53 565 0600 Local 1104



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