

OFFICE OF THE VICE PRESIDENT FOR DEVELOPMENT



## Advisory on the Use of UP Official Online Services

Oct. 04, 2023

Dear UP Users,

Please be reminded of Memorandum No. TJH 21-11, regarding the use of the University's official online services for academic and administrative operations.

The memo states that classes and class-related activities must be conducted only through the University's official services, namely Google Workspace for Education, Microsoft 365, and Zoom among others. The memo also reminds that teaching personnel are not authorized to require their students to use external online services such as social media (e.g. Facebook) for class activities.

A copy of said memorandum can be found here: https://bit.ly/UP-Memo-TJH-21-11

For your information and guidance.