



VISAYAS
STATE UNIVERSITY

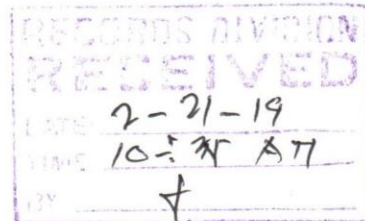
Office of the President

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20 February 2019

MEMORANDUM CIRCULAR NO. 20

Series of 2019



**T O: College Deans (including external campuses), Directors, Department/
Unit/Office Heads**

R E: Survey on Policy Guidelines on Values


In line with our strong commitment in a value-laden and graft-free institution, the Civil Service Commission through the Civil Service Institute would like to know our current values program and initiatives.

A survey pertaining to our values program/policy guidelines is needed to know on how far we are in sustaining the values restoration program.

In view of this, you are hereby requested to answer the attached survey form provided to us by CSC. Please submit your accomplished forms at ODAHRD c/o **Ms. Jennifer E. Ando** on or before **February 28, 2019**. This will be collated and to be submitted to Civil Service Commission by 1st week of March 2019.

For strict compliance.


EDGARDO E. TULIN
President


Vision: A globally competitive university for science, technology, and environmental conservation
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

SURVEY ON AGENCY'S POLICY GUIDELINES ON VALUES

NAME (Optional): _____
AGENCY: _____
CONTACT NUMBER: _____

POSITION LEVEL: _____
OFFICE/DIVISION: _____
EMAIL ADDRESS: _____

Instruction:

In support to Chapter 7 of the Philippine Development Plan 2017 – 2022 which underscores the need to “increase the level of cultural awareness, inculcate values for the common good, cultivate creativity and amplify national pride among Filipinos”, the Civil Service Institute (CSI) would like to know your current values program and initiatives.

Kindly accomplish the survey below pertaining to your agency's values program. The results of this survey will help us identify areas of collaboration particularly with respect to establishing a values guideline if you want to or sustaining it if you already have one.

QUESTION	RESPONSES
1. Do you have an existing Values Statement?	() YES () NO
2. What corporate/shared values are included in the statement?	Please enumerate:
3. To what extent are these values being manifested in your agency?	() ALWAYS () OFTEN () SOMETIMES () NEVER
4. What benefits/gains does the Agency derive from these values?	Please enumerate:
5. How do you sustain manifestation of your corporate/shared values? Kindly check the appropriate level of your agency's manifestations of values on the following activities/practices using the rating scale below: 1 – NEVER 2 – OFTEN 3 – SOMETIMES 4 – ALWAYS	
Activities/Practices	1234
5.1 Values are discussed and promoted during flag ceremonies.	
5.2 Officers advocate the values in their speeches and decision-making.	
5.3 Values are part of the Agency's Core Competencies, which are used in recruitment and orientation of new employees.	
5.4 Values are strengthened through mentoring and coaching session.	
5.5 A values forum is conducted to review and strengthen manifestations of values in the agency.	
5.6 Employees are encouraged to reflect their personal manifestation of the values.	
6. Do you have documented policy guidelines on values to sustain and strengthen manifestations of values in your Agency?	() YES () NO