



6 April 2021

**MEMORANDUM CIRCULAR NO. 39**  
Series of 2021


**T O: All Concerned Personnel**  
**R E: Conduct of Employee Satisfaction Survey**

This is to inform everyone that the University will conduct an Employee Satisfaction Survey as part of the continual improvement process under ISO 9001-2015. This activity will be conducted every June (for January-June rating period) and December (for July-December rating period). Respondents will include all regular, casual, contractual, part-time and job-order faculty and staff of VSU.

For the July-December 2020 rating period, the survey will be conducted on April 7-16, 2021 since the instrument has just been finalized. The link to the on-line survey will be sent to your individual e-mail addresses. For those who do not have access to computers/laptops, please seek assistance from your officemates, supervisors and office heads. Please answer the survey within the given schedule because the link will be closed thereafter.

Your utmost cooperation is very much needed so that we can come up with a reliable data on employees' satisfaction which will be useful in creating policies for the employees' welfare.

This is for everyone's compliance. Thank you very much.

  
**EDGARDO E. TULIN**  
President