



27 September 2018

MEMORANDUM NO. 340
Series of 2018

T O: All Department/Office Heads and Members of the Various VSU HR Committees

**R E: Possible Questions and Suggested Answers as Guide to Respondents
During the October 1-2, 2018 Validation Interview**

In order to have standard answers to possible questions which may be asked to Department/Office Heads and Directors, this office requested ODAHRD to identify possible questions to be asked and the suggested answers should these be actually raised by the assessor to the respondent. The suggested answers were reviewed by the VP for Instruction and the Vice President for Administration and Finance.

The HR Committee Chairpersons and Members who are expected to become automatic respondents during the validation interview are the following:

1. Academic Personnel Board
2. Non-Academic Personnel Board
3. VSU Scholarship Committee/Fellowship Committee for Academic Staff
4. VSU Administrative Scholarship Committee
5. Performance Management Team
6. University Awards Committee
7. Suggestion and Incentives Awards Committee or the PRAISE Committee

All members of the above-mentioned HR Committees and Department/Office Heads and Center Directors are hereby furnished copies of the Possible Q & A.

For strict compliance.


EDGARDO E. TULIN
President
9/28/18