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Office of the President

9 December 2014

MEMORANDUM NO. 261

Series of 2014

**T O: Mr. Peter B. Belarmino
Mr. Alfredo D. Florendo, Jr.**

R E: Reassignment

Based on the September 2, 2014 Minutes of the NAPB Meeting, you are hereby reassigned as follows:

- Mr. Peter B. Belarmino - College of Forestry & Environmental Science
- Mr. Alfredo D. Florendo, Jr. - Office of the Vice President for Instruction

The said assignment is effective on December 16, 2014. Kindly turn-over your duties and responsibilities prior to said effectivity date.

For your guidance and compliance.


JOSE L. BACUSMO
President

cc: Dr. Edgardo E. Tulin
Dr. Renezita S. Come
ODAHRD/PRPEO
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MINUTES OF THE NON-ACADEMIC PERSONNEL BOARD MEETING
HELD AT THE OFFICE OF THE VICE PRESIDENT
FOR ADMINISTRATION & FINANCE
AT 2:00 A.M. ON Sept 10, 2014

Present: Dr. Roberto C. Guarte
Prof. Alan B. Loreto
Dr. Lourdes B. Cano
Dr. Elwin Jay L. Yu
Atty. Rysan C. Guinocor
Mrs. Louella C. Ampac
Ms. Carmela G. Filipino
Mrs. Teresita L. Quiñanola

- Chairman - [Signature] 11/12/14
- Member - [Signature] 11/12/14
- Member - [Signature] 11/12/14
- Member - [Signature] 11/12/14
- Member - [Signature] 11/12/14
- Member - [Signature] 11/25/14
- Secretary

A quorum was established, hence, the Presiding Officer called the meeting to order at 2:20 a.m.

MATTERS TAKEN UP:

1. Presentation of the result of the evaluation of the applicants for the following positions :
- A. Position : Chief Administrative Officer SG-24 (vacated by : Lemos, Roberta)
Educ'l Requirement : Master's degree
Exp. Requirement : 4 years involving mgt & supervision
Training Requirement : 24 hours of training in mgt & supervision
Eligibility : CS professional

Name	Educ'n 15%	Experience 15%	PES 20%	Potent'l 10%	Training 5%	Awards 5%	Interview 15%	Skills 15%	Total 100%
Tado, Nelita	9.1667	15	20	4.633	5	2	13.29		79.09
Ampac, Louella	10	13.52	20	4.717	5	0	12.93		76.17
Granada, Eric	8	10.69	20	3.567	5	0	10.43		67.68
Cagande, Edilyn	8.5	4.25	20	4.1	5	0	11.57		63.42

Note : All applicants do not qualify based on educational requirements.

NAPB Action : Recommending approval to endorse Mrs. Nelita Tado, the top candidate for the vacant Chief Administrative Officer position. No one among the applicants possessed a master's degree but in the exigency of the service, there is a need to immediately appoint a replacement of the former incumbent. Since the top ranking candidate does not possess a master's degree and taking into consideration that she is already holding a permanent position at Philrice as Chief Accountant, SG-24, there is a need to secure clearance or opinion from the Civil Service Commission if she can be appointed even on temporary status. Dr. Lourdes B. Cano, Director of Administration & HRD, is requested to prepare an official query addressed to the Civil Service Commission.

- B. Position : Sup. Adm. Officer SG-22 (vacated by : Sedrome, Simeon)
Educ'l Requirement : BS degree relevant to the job
Exp. Requirement : 3 years of relevant experience

Prof. Alan
for you please -
to fastfood and pineapple garden.

- e) Israel, Eddie (DYAC) - since DYDC has no utility worker, Mr. Israel has to do both clerical and janitorial services. He has to maintain/clean the office, studio C, CR and hallway 2nd floor DYDC.
- f). Monzolin, Jose A. (LAMP) - 1 classroom, office, CR (faculty & staff), aisle/hallway and back of LAMP office to MMDC. To include quadrangle and CR of DDC every TTh only.

NAPB Action : Recommending approval to implement the said new assignments of Utility Workers occupying ADEE Building. In addition, Mr. Peter Belarmino of OVPI will be swapped with Mr. Alfredo Florendo of CFES. A memorandum circular will be issued for the said transfer of assignments.

5. Recommendation of Dr. Elwin Jay V. Yu, Chief of Hospital I, to hire Ms. Lainely Mai G. Bandilla as Radiologic Technician effective September 8, 2014 charged against 619M Fund in lieu of Ms. Lyra G. Pormilos who resigned from VSU.

NAPB Action : Recommending approval to take effect upon endorsement of the NAPB.

6. Recommendation of Ms. Analyn M. Mazo, DBS Head, for Mr. Veronico B. Almeroda, Utility Worker/Messenger for change of status from JO to casual status. It can be recalled that he was given a "Special Award for Good Behavior" last August 2010 for being instrumental in the finding and return of a laptop left by a visitor of the University.

NAPB Action : Recommending approval to include him in the ranking once an appropriation for casual is available.

7. Recommendation of Mr. Remegio M. Sanico, Head - HELVMU, for one additional Heavy Equipment Mechanic in lieu of Mr. Apolinario T. Bandalan, who retired last June, 2014. Although Mr. Bandalan was occupying a Welder position, his actual responsibilities is as Farm Mechanic. Although there are three (3) existing Mechanics, one of them is often on leave due to illness, hence a great need for an additional mechanic.

NAPB Action : Recommending approval for Mr. Sanico to hire one casual mechanic chargeable against the casual allocation of Mr. Edwin Orendain who will be given a regular position as Welder I.

8. Recommendation of Mr. Efren B. Saz, Director for Extension, for the conversion of employment status of Mr. Dioress Vincen T. Arayan from JO to casual. He has been with VSU for almost three years now. He will be a great loss if he will not be given a much better status of employment when he already passed the Career Civil Service Professional examination this year.

NAPB Action : Mr. Efren B. Saz, Director for Extension, is advised that the Administration is planning to implement the fourth tranche of salary increase for casual and contractual employees. This can be implemented only if any vacant slot appropriation will not be filled-up. Hence, the request cannot be endorsed favorably.

9. Letter request of Dr. Rencita S. Come, Dean - CFES, for Ms. Edna L Gonzales to be transferred to other units specifically in the Administration building where her educational