



VISAYAS
STATE UNIVERSITY



**HUMAN RESOURCE
MANAGEMENT
OFFICE**

**EXCERPT FROM THE APPROVED MINUTES OF THE
41st Non-Academic Personnel Board Meeting**

Via Zoom: Meeting ID: 939 4501 2664
November 25, 2024

The Presentation of Final Comparative for the Administrative Assistant II (Clerk IV) for Admission Office, was presented and deliberated.

Plantilla Item No.: ADAS2-43-2004
Position: Admin Assistant II (Clerk IV)
Educ. Requirement: Completion of 2 years studies in college
Elig. Requirement: Career Service (Subprofessional) First Level Eligibility
Experience Requirement: 1 year of relevant experience
Training Requirement: 4 hours of relevant training
Salary Grade: 8 (P19,744.00)
Job Code: EQJYIM
Designated Office: ADO

P - April 25 - May 6

Jan. 2

NAME	AGE	ELIG	EDUCATION (15%)		EXP (15%)	PERF (20%)	POT (10%)	TRNG (5%)	AWD (5%)	PCPT (15%)	SKILLS (15%)	TOTAL	RANKING
			Degree	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.		
LEMOS, Sheila Marie C.	44	CSSP	MS Language Teaching (49 units) BS in Development Communication Grad.	14	15.00	8.98	9.55	5.00	0.00	13.14	13.83	79.50	1 st

Thereupon, below is the NAPB action which was approved by the University President.


NAPB Resolution No. 407
Series of 2024


Submitting the result of the final comparative assessment of the three (3) shortlisted applicants for the position of Administrative Assistant II (Clerk IV) for Admission Office with Ms. Sheila Marie C. Lemos as the top rank applicant. For the appointing officer to select the deemed most qualified for appointment to the vacant position.

November 25, 2024


President's Notation: "Appointing the top-rank Applicant."

Certified True and Correct:


HONEY SOFIA V. COLIS
Director, HRMO


LEVEN T. LAYON 2/27/24

Cc: **Mr. Raymund M. Igcasama**, Head, Admissions Office
Ms. Sheila Marie C. Lemos
Dr. Aleli A. Villocino, Vice President, Student Affairs and Services


12/26/24

**RECRUITMENT, SELECTION,
PLACEMENT AND PERSONNEL
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