

NT, SELECTION, PLACEMENT AND PERSONNEL RECORDS OFFICE

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EXCERPT FROM THE APPROVED MINUTES OF THE

Non- Academic Personnel Board Meeting

April12, 2023; 9:00 am

Virtual meeting via google meet: https://meet.google.com/rbh-whob-yfn?hs=224

The final Comparative Assessment of the Administrative Assistant III (BOT) for DYDC-FM, was presented and deliberated.

Plantilla Item No.:

ADAS3-33-2004 vice Armando P. Albarico

Position:

ADMINISTRATIVE ASSISTANT III (Broadcast Operations Technician I SG 9)

Educ. Requirement:

Completion of 2 years studies in College or HS Grad. with relevant vocational/trade course

Elig. Requirement:

None Required

Exp. Requirement:

1 year of relevant experience

Training Requirement: 4 hours of relevant training

NAME	AG E	ELIG.	EDUCATION (15%) Degree	Pts	EXP. (15%) Pts.	PERF (20%) Pts.		ENTIAL 10%) NAPB (5%)	TRNG (5%) Pts.	AWD (5%) Pts.	PCPT (15%) Pts.	SKILLS (15%) Pts.	TOTAL
PRADO, Louis P.	49	Radio Operator's License - First Class Telephone	2-year general Radio Communication Operator (GRCO)	10. 00	15.00	9.59	4.95	4.60	5	0	13.17	11.25	73.56

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

NAPB Resolution No. 105

Series of 2023

Recommending approval to appoint Mr. Louis P. Prado, the first rank applicant, to the position of Administrative Assistant (Broadcast Operator Technician I) for DYDC.

April 12, 2023

Certified True and Correct:

HONEY SOFIA V. COLIS

Director, HRMO

Dr. Rotacio S. Gravoso, Station Manager, Radio Station (DYDC

Mr. Louis P. Prado, DYDC

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

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