



EXCERPT FROM THE APPROVED MINUTES OF THE

Non- Academic Personnel Board Meeting

July 9, 2021 at 8:30 am

via Virtual (meet.google.com/ rwr-kpus-agt)

Approved minutes dated June 18, 2021, NAPB Res. No. 178, S. of 2021 on the possibility of hiring a laboratory technician to be assigned at the ILFMU who has the capability of maintaining, safekeeping and troubleshooting of laboratory equipment.

President's Notation: *The staff here should undergo training and skills enhancement.*

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

NAPB Resolution No. 218

Series of 2021

The board suggests that Mr. Legario Ramos, Head ILFMU, look for virtual training to upgrade the skills of all ILFMU staff in maintaining, safekeeping and troubleshooting of laboratory equipment.

July 9, 2021

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Mr. Legario B. Ramos, Head, ILFMU**



**EXCERPT FROM THE APPROVED MINUTES OF THE
Non- Academic Personnel Board Meeting
July 9, 2021 at 8:30 am
via Virtual (meet.google.com/ rwr-kpus-agt)**

Approved minutes dated June 18, 2021 on the recommendation letter of Dr. Jose L. Bacusmo for Mr. Gaspar S. Arpoceple (Admin Aide V) to whatever higher position he deserves. He came to Dr. Bacusmo to ask for recommendation for the position of Mr. Albarico (Admin Asst. III) which will be vacated soon, but since it will mean more than two levels of promotion, he is requesting if there will be a way to promote him into a vacant position higher than what he is occupying now.

NAPB Action on Res. No. 188 S. of 2021:

To include Mr. Arpoceple on the shortlist of applicants to any administrative positions for which he would qualify based on the minimum requirements.

President's Notation: *The Director of PPO should provide the recommendation.*

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

**NAPB Resolution No. 219
Series of 2021**

Acknowledged the president's notation and to inform the Director of PPO regarding this matter.
July 9, 2021

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Engr. Mario Valenzona, PPO Director**



EXCERPT FROM THE APPROVED MINUTES OF THE

Non- Academic Personnel Board Meeting

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President's Notation on the June 18, 2021 minutes "The NAPB Board should double time (speed up) in the hiring of Admin Staff because there are offices that need immediate functions of these positions.

Deliberation:

Basic question raised is the possibility to do double time following the selection process starting from the shortlisting of applicants, interview, skills test then comparative assessment, which will really take time. The NAPB meeting is done only once a week and the Chairman suggested to possibly meet twice a week. The Secretary also raised her concern that transcribing the interviews also cause the delay of the minutes. Ms. Colis suggested that the transcripts of interviews can be submitted separately from the minutes in order to speed up the preparation of the minutes. Dr. Yu even mentioned that in meetings of previous boards where he served as member, only the action of the board was being indicated but the transcripts of interviews were not included. Evaluation of interviews and skills tests were also identified as reasons for the delay, so it was agreed that the members will be given two days after interview and skills test evaluations to submit their assessments.

Therefore, the board agreed that interview transcripts will be submitted later, however the minutes will indicate the name of the applicant including his/her basic information/qualification.

NAPB Action:

Considering the slow turn out of NAPB recommendations for hiring or promotion and the frequency of holding NAPB meetings, the Board agreed to meet twice a week if necessary, with Friday being a compulsory schedule. The interview and skills test evaluations will be submitted to the Secretary two days after being conducted. Transcripts of the interviews of applicants will be submitted later.

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: Honey Sofia V. Colis, OIC-Director, ODHRM



**EXCERPT FROM THE APPROVED MINUTES OF THE
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Review of the relevant experiences on the recommendation of VSU-Tolosa for Mr. Henry B. Velasco as Security Guard II under Permanent status of appointment.

New Ratings:

| NAME | ELIG. | EDUCATION (15%) | | EXP. (15%) | PERF (20%) | POTENTIAL (10%) | | TRNG. (5%) | AWARD (5%) | PCPT (15%) | SKILLS (15%) | TOTAL (100%) | Rank |
|------------------------|------------------------|------------------------------|------|---------------|---------------|--------------------|--------------|---------------|---------------|---------------|-----------------|-----------------|------|
| | | Degree | Pts. | Pts. | Pts. | Sup. (5%) | NAPB (5%) | Pts. | Pts. | Pts. | Pts. | | |
| Henry B. Velasco | Security Guard License | Diploma in Fisheries Tech. | 13 | 11.38 | 17.95 | 4.9 | 4.21 | 5 | 2 | 11.49 | 10 | 79.93 | 1 |
| Antonio C. Mercado Jr. | Security Guard License | High School Graduate | 10 | 15.00 | 17.96 | 4.85 | 4.25 | 5 | 0 | 12.78 | 10 | 79.84 | 2 |
| Philip L. Ibañez | Security Guard License | B.S in Industrial Technology | 14 | 9.95 | 17.98 | 4.75 | 3.93 | 5 | 0 | 11.25 | 10 | 76.86 | 3 |

Old Ratings:

| NAME | ELIG. | EDUCATION (15%) | | EXP. (15%) | PERF (20%) | POTENTIAL (10%) | | TRNG. (5%) | AWARD (5%) | PCPT (15%) | SKILLS (15%) | TOTAL (100%) | Rank |
|------------------------|------------------------|------------------------------|------|---------------|---------------|--------------------|--------------|---------------|---------------|---------------|-----------------|-----------------|------|
| | | Degree | Pts. | Pts. | Pts. | Sup. (5%) | NAPB (5%) | Pts. | Pts. | Pts. | Pts. | | |
| Philip L. Ibañez | Security Guard License | B.S in Industrial Technology | 14 | 9.09 | 17.98 | 4.75 | 3.93 | 5 | 0 | 11.25 | 10 | 76 | 3 |
| Henry B. Velasco | Security Guard License | Diploma in Fisheries Tech. | 13 | 11.39 | 17.95 | 4.9 | 4.21 | 5 | 2 | 11.49 | 10 | 79.94 | 1 |
| Antonio C. Mercado Jr. | Security Guard License | High School Graduate | 10 | 15.00 | 17.96 | 4.85 | 4.25 | 5 | 0 | 12.78 | 10 | 79.84 | 2 |

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

**NAPB Resolution No. 220
Series of 2021**

Recommending approval to appoint the first-ranked candidate, Mr. Henry B. Velasco, as Security Guard II (Permanent) for VSU Tolosa.

July 9, 2021

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Ms. Quenstein D. Lauzon, Chancellor VSU Tolosa**



**EXCERPT FROM THE APPROVED MINUTES OF THE
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Shortlisting of the following positions:

Plantilla Item No.: ADA3-215-2004
Position: Administrative Aide III (Utility Worker II)
Educ. Requirement: Elem. School Grad
Elig. Requirement: None Required (MC 10 S. 2003 Cat. III)
Experience Requirement: None Required
Training Requirement: None Required

a. Admin Aide III (Utility Worker II), permanent, vacated by Mr. Asilom for IHK

| NAME | AGE | ELIG | EDUCATION (15%) | | EXPERIENCE (15%) | | TOTAL | Remarks |
|----------------------|-----|---------|--|-------|---------------------|-------|--------------|-----------------------|
| | | | Degree | Pts. | No. of Years | Pts. | | |
| Bagarinao, Raul T. | 49 | None | High School Grad | 14 | 20.45 | 15 | 29.00 | 1 (next-in-rank) |
| Oracion, Rolando I. | 43 | None | BS Industrial Technology | 15.00 | 13.68 | 13.68 | 28.68 | 2 (next-in-rank) |
| Bagarinao, Junvic | 32 | None | 2 nd Year Level | 15.00 | 12.24 | 11.74 | 26.74 | 3 (Online applicant) |
| Alba, Arturo | 43 | None | 3rd yr B Animal Science | 15.00 | 9.50 | 9.50 | 24.50 | 4 (next-in-rank) |
| Latras, Servando | 29 | None | High School Graduate | 14.00 | 9.05 | 9.05 | 23.05 | 5 (Online applicant) |
| Llano, Lemuel | 33 | None | 1st Year College | 15.00 | 7.92 | 7.92 | 22.92 | 6 (Online applicant) |
| Mazo, Lorbert G. | 41 | None | BS Technical Education | 15.00 | 7.59 | 7.59 | 22.59 | 7 (next-in-rank) |
| Rivera, Juanito | 35 | None | 1st Year College | 15.00 | 3.25 | 3.25 | 18.25 | 8 (next-in-rank) |
| Marañan, Clemente N. | 34 | None | BS Business Administration - Hrd Mgt. | 15.00 | 1.71 | 1.71 | 16.71 | 9 (Online applicant) |
| Pogado, Jhad | 28 | CS Prof | BSEd Physical Sciences | 15.00 | 0.00 | 0.00 | 15.00 | 10 (next-in-rank) |
| Flandez, Sherwin | 23 | None | BS In Agribusiness | 15.00 | 0.00 | 0.00 | 15.00 | 11 (Online applicant) |
| Lauriño, Ronaldo | 38 | None | BS Forestry | 15.00 | 0.00 | 0.00 | 15.00 | 12 (Online applicant) |
| Puna, Nicols Rey | 23 | None | 3rd Year Level | 15.00 | 0.00 | 0.00 | 15.00 | 13 (Online applicant) |
| Pilapil, Nap | 24 | None | College Grad | 15.00 | 0.00 | 0.00 | 15.00 | 14 (Online applicant) |
| Gonzaga, Mark Adam | 25 | None | College Grad | 15.00 | 0.00 | 0.00 | 15.00 | 15 (Online applicant) |

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

NAPB Resolution No. 221
Series of 2021

Recommending approval for the top 6 candidates Messrs. R. Bagarinao, R. Oracion, J. Bagarinao, A. Alba, S. Latras and L. Llano to be included in the short-listed candidates for further assessment and evaluation.

July 9, 2021

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Honey Sofia V. Colis**, OIC-Director, ODHRM



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b. Admin Aide III (Utility Worker II), permanent, vacated by Mr. Morales for VSUIHS

| | |
|-------------------------|---|
| Plantilla Item No.: | ADA3-160-2004 |
| Position: | Administrative Aide III (Utility Worker II) |
| Educ. Requirement: | Elem. School Grad |
| Elig. Requirement: | None Required (MC 10 S. 2003 Cat. III) |
| Experience Requirement: | None Required |
| Training Requirement: | None Required |

| NAME | AGE | ELIGIBILITY | EDUCATION (15%) | | EXPERIENCE (15%) | | TOTAL | Remarks |
|-----------------------|-----|-------------|---------------------------------------|-------|---------------------|-------|--------------|-----------------------|
| | | | Degree | Pts. | No. of Years | Pts. | | |
| Bagarinao, Raul T. | 49 | None | High School Grad | 14 | 20.45 | 15 | 29.00 | 1 (next-in-rank) |
| Oracion, Rolando I. | 43 | None | BS Industrial Technology | 15.00 | 13.68 | 13.68 | 28.68 | 2 (next-in-rank) |
| Garcitos, Jose Roldan | | None | HS School | 14.00 | 14.25 | 14.11 | 28.11 | 3 (Online applicant) |
| Alba, Arturo | 43 | None | 3rd yr B Animal Science | 15.00 | 9.50 | 9.50 | 24.50 | 4 (next-in-rank) |
| Managbanag, Marlo | 43 | None | BS In Agribusiness | 14.00 | 10.26 | 9.58 | 23.58 | 5 (Online applicant) |
| Llano, Lemuel | 33 | None | 1 st Year College | 15.00 | 7.92 | 7.92 | 22.92 | 6 (Online applicant) |
| Mazo, Lorbert G. | 41 | None | BS Technical Education | 15.00 | 7.59 | 7.59 | 22.59 | 7 (next-in-rank) |
| Rivera, Juanito | 35 | None | 1 st Year College | 15.00 | 3.25 | 3.25 | 18.25 | 8 (next-in-rank) |
| Llano, Alpie | 38 | None | 1 st Year College | 15.00 | 3.25 | 3.25 | 18.25 | 9 (Online applicant) |
| Marañan, Clemente N. | 34 | None | BS Business Administration - Hrd Mgt. | 15.00 | 1.71 | 1.71 | 16.71 | 10 Online applicant) |
| Catindoy, Christened | 25 | Pd 907 | MS 15 Units | 15.00 | 0.00 | 0.00 | 15.00 | 11 (next-in-rank) |
| Laban, John | 40 | Let | AB English | 15.00 | 0.00 | 0.00 | 15.00 | 12 (Online applicant) |
| Sulga, Jayssel | 25 | None | 1 st Year Hs | 11.00 | 3.02 | 3.02 | 14.02 | 12 (Online applicant) |

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

**NAPB Resolution No. 222
Series of 2021**

Recommending approval for the top 6 candidates Messrs. R. Bagarinao, R. Oracion, A. Alba, M. Managbanag, and L. Llano and to be included in the short-listed candidates for further assessment and evaluation.

July 9, 2021

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Honey Sofia V. Colis**, OIC-Director, ODHRM



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c. Admin Aide I (Laborer), permanent, vacated by Mr. Latras for DAS

| | |
|-------------------------|--|
| Plantilla Item No.: | ADA1-180-2004 |
| Position: | Administrative Aide I (Laborer) Permanent SG I |
| Educ. Requirement: | Elem. School Grad |
| Elig. Requirement: | None Required (MC 10 S. 2003 Cat. III) |
| Experience Requirement: | None Required |
| Training Requirement | None Required |

| NAME | AGE | ELIGIBILITY | EDUCATION (15%) | | EXPERIENCE (15%) | | TOTAL | Remarks |
|----------------------|-----|---------------|----------------------------|-------|---------------------|-------|--------------|-----------------------|
| | | | Degree | Pts. | No. of Years | Pts. | | |
| Bolastig, Florentino | 46 | None | Elementary School Graduate | 10.00 | 13.30 | 13.30 | 23.30 | 1 (Online applicant) |
| Vilbar, Aldrin | 30 | NC II Driving | HS Graduate | 14.00 | 8.57 | 6.91 | 20.91 | 2 (walk-in applicant) |
| Doron, Arnel | 33 | None | Nursing Aide 2nd Year | 15.00 | 12.03 | 0.00 | 15.00 | 3 (Online applicant) |
| Sulga, Jayssel | 25 | None | 1st Year High School | 11.00 | 3.02 | 3.02 | 14.02 | 4 (walk-in applicant) |

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

**NAPB Resolution No. 223
Series of 2021**

Recommending approval for the four applicants, Messrs. F. Bolastig, A. Vilbar, A. Doron, and J. Sulga, to be included in the short-listed candidates for further assessment and evaluation.

July 9, 2021

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Honey Sofia V. Colis**, OIC-Director, ODHRM



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d. Admin Aide I (Laborer) Casual vacated by Mr. Tambis for NCRC-V.

| | |
|-------------------------|---|
| Position: | Administrative Aide I (Laborer) Casual SG I |
| Educ. Requirement: | Elem. School Grad |
| Elig. Requirement: | None Required (MC 10 S. 2003 Cat. III) |
| Experience Requirement: | None Required |
| Training Requirement | None Required |

| NAME | AGE | ELIGIBILITY | EDUCATION (15%) | | EXPERIENCE (15%) | | TOTAL | Remarks |
|--------------------|-----|---------------|--|-------|---------------------|-------|--------------|-----------------------|
| | | | Degree | Pts. | No. of Years | Pts. | | |
| Managbanag, Roland | 41 | None | Elementary Graduate | 10.00 | 21.67 | 15.00 | 25.00 | 1 (Online applicant) |
| Vilbar, Aldrin | 30 | Nc II Driving | HS Graduate | 14.00 | 8.57 | 7.66 | 21.66 | 2 (walk-in applicant) |
| Cuevas, Samuel | 32 | None | Associate Industrial Technology | 15.00 | 6.95 | 6.45 | 21.45 | 3 (walk-in applicant) |
| Mantalaba, Joel | 22 | None | Vocational NCII Beverage/NCII Bartending | 15.00 | 3.78 | 2.84 | 17.84 | 4 (walk-in applicant) |
| Pogado, Jhad | 28 | CSC Prof | BSED (Physical Sciences | 15.00 | 0.00 | 0.00 | 15.00 | 5 (Online applicant) |
| Olembrio , Lorez | 26 | None | BS Agribusiness | 15.00 | 1.00 | 0.00 | 15.00 | 6 (Online applicant) |
| Ciabu, Hernan | 44 | None | Elementary Graduate | 10.00 | 4.75 | 4.75 | 14.75 | 7 (walk-in applicant) |
| Sulga, Jayssel | | None | 1st Year HS | 11.00 | 3.02 | 3.02 | 14.02 | 8 (walk-in applicant) |
| Alao, Reynaldo | 41 | None | Grade 5 | | | | | DQ |

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

NAPB Resolution No. 224

Series of 2021

Recommending approval for the four applicants, Messrs. R. Managbanag, A. Vilbar, S. Cuevas, and J. Mantalaba, to be included in the short-listed candidates for further assessment and evaluation.

July 9, 2021

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Honey Sofia V. Colis, OIC-Director, ODHRM**



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e. Admin Aide III (Clerk I) Casual vacated by Mr. Alkuino for ITEEM

| | |
|-------------------------|--|
| Position: | Administrative Aide III (Clerk I) Casual |
| Educ. Requirement: | completion of 2 years studies in college |
| Elig. Requirement: | Preferably with CS (subProfessional) |
| Experience Requirement: | None Required |
| Training Requirement | None Required |

| NAME | AGE | ELIGIBILITY | EDUCATION (15%) | | EXPERIENCE (15%) | | TOTAL | Remarks |
|------------------------|-----|-------------|------------------------|-------|---------------------|------|--------------|----------------------|
| | | | Degree | Pts. | No. of Years | Pts. | | |
| Capin, Orlando | 43 | None | Associate In Fisheries | 10 | 11.41 | 6.58 | 16.58 | 1 (Online Applicant) |
| Piamonte, Raizel | 33 | CS Sub-Prof | College Graduate | 12.00 | 3.50 | 3.50 | 15.50 | 2 (Online Applicant) |
| Pia, Ariel | 29 | None | BS HRTM | 12 | 8.33 | 3.25 | 15.25 | 3 (Online Applicant) |
| Balbarino, Elvie | 23 | None | College Graduate | 12.00 | 1.16 | 0.29 | 12.29 | 4 (Online Applicant) |
| Lumayag, Rachelle Anne | 26 | CS Sub-Prof | College Graduate | 12.00 | 0.24 | 0.18 | 12.18 | 5 (Online Applicant) |
| Nopal, Flora May | 26 | LET | BSED | 12 | 0 | 0 | 12.00 | 6 (Online Applicant) |
| Resma, Lynde Mar | 22 | RA 1080 | BEED | 12 | 0 | 0 | 12.00 | 7(Online Applicant) |
| Doron, Arnel | 33 | None | Nursing Aide 2nd Year | 10.00 | 12.03 | 1.48 | 11.48 | 8 (Online Applicant) |
| Llano, Alpie | 38 | None | 1st Year College | 0.00 | 3.25 | 3.25 | 3.25 | DQ |

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

NAPB Resolution No. 225

Series of 2021

Recommending approval for the seven (7) applicants, Mr. Capin, Mss. Piamonte, Pia, Balbarino, Lumayang, Nopal and Resma, to be included in the short-listed candidates for further assessment and evaluation.

July 9, 2021

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Honey Sofia V. Colis**, OIC-Director, ODHRM



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f. Media Production Specialist II (MPS) vacated by Ms. Ubay for OP

| | |
|-------------------------|--------------------------------------|
| Plantilla Item No.: | MPXS2-1-1998 |
| Position: | MEDIA PRODUCTION SPECIALIST II |
| Educ. Requirement: | Bachelors degree relevant to the job |
| Elig. Requirement: | CS Professional Eligibility |
| Experience Requirement: | 1 year relevant experience |
| Training Requirement: | 4 hours relevant training |

| NAME | AGE | ELIGIBILITY | EDUCATION (15%) | | EXPERIENCE (15%) | | TOTAL | Remarks |
|--------------------------|-----|--------------------|--|-------|---------------------|------|--------------|-----------------------------------|
| | | | Degree | Pts. | No. of Years | Pts. | | |
| Quevedo, Joshua Mark | 29 | CS Professional | MS Agronomy (50 Units) MS IT (18 Units) | 13.00 | 6.34 | 6.34 | 19.34 | 1 (Online Applicant) |
| Gongora, Mikaela | 23 | Honor Graduate | BS Devcom (Magna Cum Laude) | 10.00 | 2.73 | 2.32 | 12.32 | 2 (Online Applicant) |
| Gongora, Ganessa Rose | 22 | Honor Graduate | BS Devcom (Cum Laude) | 10.00 | 1.92 | 1.92 | 11.92 | 3 (Online Applicant) |
| Laban, John | 40 | LET | AB ENGLISH | 11.00 | 10.61 | 0.00 | 11.00 | 4 (Online Applicant) DQ |

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

**NAPB Resolution No. 226
Series of 2021**

Recommending approval for the three (3) applicants, Mr. JM Quevedo, Mss. M. Gongora and G. Gongora, to be included in the short-listed candidates for further assessment and evaluation.
July 9, 2021

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Honey Sofia V. Colis**, OIC-Director, ODHRM



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g. Guidance Coordinator III vacated by Ms. Marwen A. Castañeda

| | |
|-------------------------|--|
| Plantilla Item No.: | GCOOR3-1-1998 |
| Position: | Guidance Coordinator III |
| Educ. Requirement: | Masteral degree Guidance and Counselling |
| Elig. Requirement: | RA 1080 (Guidance Counselor) |
| Experience Requirement: | 1 year relevant experience |
| Training Requirement: | 4 hours relevant training |

| NAME | AGE | ELIGIBILITY | EDUCATION (15%) | | EXPERIENCE (15%) | | TOTAL | Remarks |
|---------------------|-----|---------------------|--|-------|---------------------|-------|-------|----------------------|
| | | | Degree | Pts. | No. of Years | Pts. | | |
| Next-in-rank | | | | | | | | |
| BRIT, Chona A. | 45 | CS Prof/ RA 1080 | M Education Guid & Counseling | 10.00 | 23.59 | 15.00 | 25.00 | 1 (next in rank) |
| COBICO, Mary Ann G. | 40 | RA 1080 | M Education Guid & Counseling; MA in Psychology major in Industrial/Organizational Psychology (57 units including Clinical Psychology) with units in Clinical Psychology | 10.00 | 21.35 | 14.26 | 24.26 | 2 (next in rank) |
| MESTIDIO, SHARON | 34 | RA 1080 | MED Guidance and Counseling | 10.00 | 10.83 | 5.81 | 15.81 | 3 (Online Applicant) |

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

NAPB Resolution No. 227

Series of 2021

Recommending approval for the two (2) next-in-rank Mss. C. Brit and M. Cobico, to be included in the short-listed candidates for further assessment and evaluation.

July 9, 2021

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Honey Sofia V. Colis**, OIC-Director, ODHRM



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Final Comparative Assessment of the following positions:

a. Administrative Aide VI (Clerk III) vacated by Ms. Fe Remedios Diaz for OVPREI

Plantilla Item No.: ADA6-101-2004
Position: Administrative Aide VI (Clerk III)
Educ. Requirement: Completion of 2 years studies in college
Elig. Requirement: CS (Subprofessional) First Level Eligibility
Exp./Training Requirement: None required

| NAME | AGE | ELIG. | EDUCATION (15%) | | EXP. (15%) | PER F(20 %) | POTENTIAL (10%) | | TRNG (5%) | AWA RDS (5%) | PCPT (15%) | SKILLS (15%) | TOT AL (100 %) | Rank |
|--|-----|-------|---|-------|---------------|-------------------|--------------------|--------------|--------------|--------------------|---------------|-----------------|-------------------------|------|
| | | | Degree | Pts. | Pts. | Pts. | Sup. (5%) | NAPB (5%) | Pts. | Pts. | Pts. | Pts. | | |
| BORLEO, Michelle A. | 35 | CSP | MM (41 units) BS Statistics | 14.00 | 13.9 1 | 9.79 | 5.00 | 4.50 | 5.00 | 0.00 | 13.65 | 12.90 | 78.75 | 1 |
| LEMOS, Sheila Marie C. | 41 | CSSP | MS Languag e Teaching (49 units) BS Dev. Com. | 14.00 | 15.0 0 | 9.07 | 4.85 | 4.17 | 5.00 | 0 | 13.41 | 11.30 | 76.80 | 2 |
| GAYANILO, Ma. Fe L. | 45 | CSSP | MM 6 units; BS Commer ce | 12.00 | 15.0 0 | 9.88 | 4.80 | 4.60 | 5.00 | 0.00 | 13.35 | 12.00 | 76.63 | 3 |
| GONZAGA, Ernesto A., Jr. | 56 | CSP | BS Commer ce | 12.00 | 15.0 0 | 8.45 | 4.90 | 4.00 | 5.00 | 0.00 | 12.99 | 10.60 | 72.94 | 4 |
| CRUZ, Antonette S. | 31 | CSP | MM Business Mgt. Grad. (42 units) BS Compute r Eng'g. | 14.00 | 8.09 | 9.31 | 4.70 | 4.60 | 5.00 | 0.00 | 13.77 | 13.00 | 72.47 | 5 |
| BANZON, Joan Rosemarie A. | 36 | CSP | MM (41 units) BS Informati on Tech | 14.00 | 15.0 0 | 9.59 | 4.90 | 4.60 | 5.00 | 0.00 | 13.2 | 10.90 | 72.26 | 6 |
| ORAÑO, Pamela P. | 45 | CSP | MM grad (42 units), BS Statistics | 14.00 | 10.9 9 | 9.31 | 4.55 | 4.20 | 5.00 | 0.00 | 12.60 | 12.09 | 68.19 | 8 |
| PAGALAN, Lilibeth Victoria V. | 53 | CSP | MS Agric grad, BS Agricultu re | 14.00 | 8.97 | 9.24 | 3.25 | 4.40 | 5.00 | 0.00 | 12.60 | 11.82 | 66.03 | 7 |



| | | | | | | | | | | | | | | |
|--------------------------------|----|-----|--|-------|------|------|------|------|------|------|------|-------|--------------|----|
| VALENZONA Valerie C. | 26 | CSP | MM 41 units, BS Agribusi ness | 14.00 | 8.49 | 9.81 | 5.00 | 3.80 | 5.00 | 0.00 | 12.5 | 12.45 | 66.01 | 9 |
| VERGIS, Valerie Y. | 28 | CSP | MM 41 units, BS Agribusi ness | 14.00 | 7.91 | 9.85 | 4.90 | 4.00 | 5.00 | 0.00 | 12.5 | 11.36 | 64.67 | 10 |

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

NAPB Resolution No. 228

Series of 2021

Recommending approval to appoint Ms. Sheila Marie C. Lemos, as Administrative Aide VI (Clerk III). The first ranked is already recommended for appointment as Clerk III for DBM.

July 9, 2021

President's notation: *On all items No. 2 (a-k). To avoid disruption, grant the promotional positions but they should retain in their original offices and to open positions vacated by them and give them to the offices which require these positions. These are for the clerical positions only.*

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Dr. Maria Juliet C. Ceniza, OVPREI**
Ms. Sheila Marie C. Lemos, OVPSAS



**EXCERPT FROM THE APPROVED MINUTES OF THE
Non- Academic Personnel Board Meeting
July 9, 2021 at 8:30 am
via Virtual (meet.google.com/ rwr-kpus-agt)**

b. Administrative Aide VI (Clerk III) vacated by Ms. Tabinas for DBM.

Plantilla Item No.: ADA6-82-2004 vacated by Ms. Julie Tabinas (DBM)
Position: Administrative Aide VI (Clerk III)
Educ. Requirement: Completion of 2 years studies in college
Elig. Requirement: CS (Subprofessional) First Level Eligibility
Exp./Training Requirement: None required

| NAME | AGE | ELIG. | EDUCATION (15%) | | EXP. (15%)) | PER F(20 %) | POTENTIAL (10%) | | TRNG (5%) | AWA RDS (5%) | PCPT (15%) | SKILLS (15%) | TOT AL (100 %) | Rank |
|--|-----|-------|--|-------|--------------------|-------------------|--------------------|--------------|--------------|--------------------|---------------|-----------------|-------------------------|------|
| | | | Degree | Pts. | Pts. | Pts. | Sup. (5%) | NAPB (5%) | Pts. | Pts. | Pts. | Pts. | | |
| BORLEO, Michelle A. | 35 | CSP | MM (41 units) BS Statistics | 14.00 | 13.9 1 | 9.79 | 5.00 | 4.60 | 5.00 | 0 | 14.13 | 12.90 | 79.33 | 1 |
| LEMONS, Sheila Marie C. | 41 | CSSP | MS Languag e Teaching (49 units) BS Dev. Com. | 14.00 | 15.0 0 | 9.07 | 4.85 | 4.40 | 5.00 | 0 | 13.68 | 11.30 | 77.30 | 2 |
| BANZON, Joan Rosemarie A. | 36 | CSP | MM (41 units) BS Informati on Tech | 14.00 | 15.0 0 | 9.59 | 4.90 | 4.33 | 5.00 | 0 | 13.35 | 10.90 | 77.07 | 3 |
| GAYANILO, Maria Fe L. | 45 | CSSP | MM 6 units; BS Commer ce | 12.00 | 15.0 0 | 9.88 | 4.80 | 5.00 | 5.00 | 0 | 13.29 | 12.00 | 76.97 | 4 |
| ORAÑO, Pamela P. | 45 | CSP | MM grad (42 units), BS Statistics | 14.00 | 10.9 9 | 9.31 | 4.55 | 4.29 | 5.00 | 0 | 12.90 | 12.09 | 73.13 | 5 |
| GONZAGA, Ernesto A., Jr. | 56 | CSP | BS Commer ce | 12.00 | 15.0 0 | 8.45 | 4.90 | 4.00 | 5.00 | 0 | 12.75 | 10.60 | 72.70 | 6 |
| CRUZ, Antonette S. | 31 | CSP | MM Business Mgt. Grad. (42 units) BS Compute r Eng'g. | 14.00 | 8.09 | 9.31 | 4.70 | 4.60 | 5.00 | 0 | 13.80 | 13.00 | 72.50 | 7 |
| VALENZONA Valerie C. | 26 | CSP | MM units, BS Agribusi ness | 12.00 | 8.49 | 9.81 | 5.00 | 4.57 | 5.00 | 0 | 13.30 | 12.45 | 70.62 | 8 |
| PAGALAN, Lilibeth Victoria V. | 53 | CSP | MS Agric grad, BS Agricultu re | 14.00 | 8.97 | 9.24 | 3.25 | 4.33 | 5.00 | 0 | 13.65 | 11.82 | 70.26 | 9 |



| | | | | | | | | | | | | | | |
|------------------------------|----|-----|--|-------|------|-------|------|------|------|---|-------|-------|--------------|----|
| VERGIS, Valerie Y. | 28 | CSP | MM units, BS Agribusi ness | 12.00 | 7.91 | 9.85 | 4.90 | 3.86 | 5.00 | 0 | 12.57 | 11.36 | 67.45 | 10 |
| PASA, Janet O. | 29 | CSP | MM 41 units, BS Agribusi ness | 14.00 | 2.71 | 10.00 | 4.95 | 4.75 | 5.00 | 0 | 13.50 | 12.13 | 67.04 | 11 |

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

NAPB Resolution No. 229

Series of 2021

Recommending approval to appoint the first-ranked candidate, Ms. Michelle A. Borleo, as Administrative Aide VI (Clerk III).

July 9, 2021

President's notation: *On all items No. 2 (a-k). To avoid disruption, grant the promotional positions but they should retain in their original offices and to open positions vacated by them and give them to the offices which require these positions. These are for the clerical positions only.*

Certified True and Correct:

JENNIFER E. ANDO

NAPB Secretary

cc: **Dr. Analita Salabao**, Dept. of Business Management
Ms. Michelle A. Borleo, College of Engineering



**EXCERPT FROM THE APPROVED MINUTES OF THE
Non- Academic Personnel Board Meeting
July 9, 2021 at 8:30 am
via Virtual (meet.google.com/ rwr-kpus-agt)**

c. Administrative Aide VI (Clerk III) vacated by Ms. Duran for Office of the Chief Legal Officer.

Plantilla Item No.: ADA6-83-2004 vacated by Ms. Gilda Duran (Legal office)
Position: Administrative Aide VI (Clerk III)
Educ. Requirement: Completion of 2 years studies in college
Elig. Requirement: CS (Subprofessional) First Level Eligibility
Exp./Training Requirement: None required

| NAME | AGE | ELIG. | EDUCATION (15%) | | EXP. (15%) | PER F(20 %) | POTENTIAL (10%) | | TRNG (5%) | AWA RDS (5%) | PCPT (15%) | SKILLS (15%) | TOT AL (100 %) | Rank |
|--|-----|-------|---|-------|---------------|-------------------|--------------------|--------------|--------------|--------------------|---------------|-----------------|-------------------------|------|
| | | | Degree | Pts. | Pts. | Pts. | Sup. (5%) | NAPB (5%) | Pts. | Pts. | Pts. | Pts. | | |
| BORLEO, Michelle A. | 35 | CSP | MM (41 units) BS Statistics | 13.91 | 9.79 | 9.79 | 4.85 | 4.40 | 5.00 | 0 | 13.59 | 11.30 | 77.21 | 1 |
| LEMONS, Sheila Marie C. | 41 | CSSP | MS Languag e Teaching (49 units) BS Dev. Com. | 15.00 | 9.07 | 9.07 | 4.80 | 5.00 | 5.00 | 0 | 13.32 | 12.00 | 77.00 | 2 |
| GAYANILO, Maria Fe L. | 45 | CSSP | MM 6 units; BS Commer ce | 15.00 | 9.88 | 9.88 | 5.00 | 4.50 | 5.00 | 0 | 13.26 | 12.90 | 76.36 | 3 |
| BANZON, Joan Rosemarie A. | 36 | CSP | MM (41 units) BS Informati on Tech | 15.00 | 9.59 | 9.59 | 4.90 | 4.00 | 5.00 | 0 | 12.42 | 10.90 | 73.81 | 4 |
| ORAÑO, Pamela P. | 45 | CSP | MM grad (42 units), BS Statistics | 10.99 | 9.31 | 9.24 | 4.90 | 3.80 | 5.00 | 0 | 12.72 | 10.60 | 72.47 | 5 |
| GONZAGA, Ernesto A., Jr. | 56 | CSP | BS Commer ce | 15.00 | 8.45 | 8.45 | 3.25 | 4.29 | 5.00 | 0 | 12.81 | 11.82 | 71.97 | 6 |
| CRUZ, Antonette S. | 31 | CSP | MM Business Mgt. (42 units) BS Compute r Eng'g. | 8.09 | 9.31 | 9.31 | 4.55 | 4.25 | 5.00 | 0 | 12.57 | 12.09 | 70.76 | 7 |
| VALENZONA , Valerie C. | 26 | CSP | MM units, BS Agribusi ness | 8.49 | 9.81 | 9.31 | 4.70 | 4.40 | 5.00 | 0 | 13.68 | 11.30 | 70.48 | 8 |
| PAGALAN, Lilibeth Victoria V. | 53 | CSP | MS Agric grad, BS Agricultu re | 8.97 | 9.24 | 9.81 | 5.00 | 4.25 | 5.00 | 0 | 12.78 | 12.45 | 69.79 | 9 |



| | | | | | | | | | | | | | | |
|--------------------------------------|----|-----|---|------|------|-------|------|------|------|---|-------|-------|-------|----|
| VERGIS, Valerie Y. | 28 | CSP | MM units, BS Agribusi ness | 7.91 | 9.85 | 9.85 | 4.90 | 4.00 | 5.00 | 0 | 11.94 | 11.36 | 66.97 | 10 |
| PALANG, Joyce Ingrid N. | 38 | CSP | Juris Doctor Bachelor of Laws BS Bus. Administr ation | 9.94 | 6.00 | 10.00 | 3.00 | 4.71 | 5.00 | 0 | 13.05 | 12.25 | 65.95 | 11 |

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

NAPB Resolution No. 230

Series of 2021

Recommending approval to appoint Ms. Ma. Fe L. Gayanillo as Administrative Aide VI (Clerk III).
The two top-ranked candidates are already recommended for appointment as Clerk III for other
offices

July 9, 2021

President's notation: *On all items No. 2 (a-k). To avoid disruption, grant the promotional positions but they should retain in their original offices and to open positions vacated by them and give them to the offices which require these positions. These are for the clerical positions only.*

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Atty. Rysan C. Guinocor**, Office of the Chief Legal Officer
Ms. Ma. Fe L. Gayanillo, ODHRM



EXCERPT FROM THE APPROVED MINUTES OF THE
Non- Academic Personnel Board Meeting
July 9, 2021 at 8:30 am
via Virtual (meet.google.com/ rwr-kpus-agt)

d. Administrative Aide VI (Clerk III) vacated by Ms. Marilyn Orquilla for DTE

| | |
|----------------------------|---|
| Plantilla Item No.: | ADA6-93-2004 vacated by Ms. Marilyn Orquillas (DTE) |
| Position: | Administrative Aide VI (Clerk III) |
| Educ. Requirement: | Completion of 2 years studies in college |
| Elig. Requirement: | CS (Subprofessional) First Level Eligibility |
| Exp./Training Requirement: | None required |

| NAME | AGE | ELIG. | EDUCATION (15%) | | EXP. (15%) | PER F(20 %) | POTENTIAL (10%) | | TRNG (5%) | AWA RDS (5%) | PCPT (15%) | SKILLS (15%) | TOT AL (100 %) | Rank |
|--|-----|-------|---|-------|---------------|-------------------|--------------------|--------------|--------------|--------------------|---------------|-----------------|-------------------------|------|
| | | | Degree | Pts. | Pts. | Pts. | Sup. (5%) | NAPB (5%) | Pts. | Pts. | Pts. | Pts. | | |
| BORLEO, Michelle A. | 35 | CSP | MM (41 units) BS Statistics | 14.00 | 13.9 1 | 9.79 | 5.00 | 4.60 | 5.00 | 0 | 12.51 | 12.90 | 77.71 | 1 |
| LEMONS, Sheila Marie C. | 41 | CSSP | MS Languag e Teaching (49 units) BS Dev. Com. | 14.00 | 15.0 0 | 9.07 | 4.85 | 4.40 | 5.00 | 0 | 12.81 | 11.30 | 76.43 | 2 |
| BANZON, Joan Rosemarie A. | 36 | CSP | MM (41 units) BS Informati on Tech | 14.00 | 15.0 0 | 9.59 | 4.90 | 4.33 | 5.00 | 0 | 12.57 | 10.90 | 76.29 | 3 |
| GAYANILO, Maria Fe L. | 45 | CSSP | MM 6 units; BS Commer ce | 12.00 | 15.0 0 | 9.88 | 4.80 | 5.00 | 5.00 | 0 | 12.12 | 12.00 | 75.80 | 4 |
| CRUZ, Antonette S. | 31 | CSP | MM Business Mgt. (42 units) BS Compute r Eng'g. | 14.00 | 8.09 | 9.31 | 4.70 | 4.60 | 5.00 | 0 | 13.86 | 13.00 | 72.56 | 5 |
| ORANO, Pamela P. | 45 | CSP | MM grad (42 units), BS Statistics | 14.00 | 10.9 9 | 9.31 | 4.55 | 4.43 | 5.00 | 0 | 12.15 | 12.09 | 72.52 | 6 |
| GONZAGA, Ernesto A., Jr. | 56 | CSP | BS Commer ce | 12.00 | 15.0 0 | 8.45 | 4.90 | 3.75 | 5.00 | 0 | 12.33 | 10.60 | 72.03 | 7 |
| VALENZONA , Valerie C. | 26 | CSP | MM units, BS Agribusi ness | 12.00 | 8.49 | 9.81 | 5.00 | 4.43 | 5.00 | 0 | 12.45 | 12.45 | 69.63 | 8 |
| ORIAS, Julie Ann | 24 | CSP | MM Agrib. Mgt. (37 units) BS | 14.00 | 3.42 | 9.70 | 5.00 | 4.80 | 5.00 | 0 | 13.77 | 13.38 | 69.07 | 9 |



| | | | | | | | | | | | | | | |
|--|----|-----|---|-------|------|------|------|------|------|---|-------|-------|-------|----|
| | | | Agribusi ness | | | | | | | | | | | |
| PAGALAN, Lilibeth Victoria V. | 53 | CSP | MS Agric grad, BS Agricultu re | 14.00 | 8.97 | 9.24 | 3.25 | 4.17 | 5.00 | 0 | 12.36 | 11.82 | 68.81 | 10 |
| VERGIS, Valerie Y. | 28 | CSP | MM 41 units, BS Agribusi ness | 14.00 | 7.91 | 9.85 | 4.90 | 3.86 | 5.00 | 0 | 11.70 | 11.36 | 68.58 | 11 |
| LUMBRE, Jacob R. | 32 | CSP | BS Compute r Science BS Nursing (3rd yr.) | 15.00 | 3.34 | 9.60 | 4.25 | 4.50 | 5.00 | 0 | 11.70 | 10.50 | 63.89 | 12 |

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

NAPB Resolution No. 231

Series of 2021

Recommending approval to appoint the Ms. Joan Rosemarie A. Banzon as Administrative Aide VI (Clerk III). The three top-ranked candidates are already recommended for appointment as Clerk III for other offices.

July 9, 2021

President's notation: *On all items No. 2 (a-k). To avoid disruption, grant the promotional positions but they should retain in their original offices and to open positions vacated by them and give them to the offices which require these positions. These are for the clerical positions only.*

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Dr. Bayron S. Barredo**, Dean, College of Education
Ms. Joan Rosemarie A. Banzon, Registrar



**EXCERPT FROM THE APPROVED MINUTES OF THE
Non- Academic Personnel Board Meeting
July 9, 2021 at 8:30 am
via Virtual (meet.google.com/ rwr-kpus-agt)**

e. Administrative Aide VI (Clerk III) vacated by Mr. Nevin Pacada for IHK

| | |
|----------------------------|--|
| Plantilla Item No.: | ADA6-94-2004 vacated by Mr. Nevin Pacada (IHK) |
| Position: | Administrative Aide VI (Clerk III) |
| Educ. Requirement: | Completion of 2 years studies in college |
| Elig. Requirement: | CS (Subprofessional) First Level Eligibility |
| Exp./Training Requirement: | None required |

| NAME | AGE | ELIG. | EDUCATION (15%) | | EXP. (15%) | PER F(20) | POTENTIAL (10%) | | TRNG (5%) | AWA RDS (5%) | PCPT (15%) | SKILLS (15%) | TOT AL (100) | Rank |
|--|-----|------------|---|-------|-------------------|------------------|--------------------|--------------|--------------|--------------------|---------------|-----------------|------------------------|-------|
| | | | Degree | Pts. | Pts. | Pts. | Sup. (5%) | NAPB (5%) | Pts. | Pts. | Pts. | Pts. | | |
| BORLEO, Michelle A. | 35 | CSP | MM (41 units) BS Statistics | 14.00 | 13.9 1 | 9.79 | 5.00 | 4.40 | 5.00 | 0 | 13.17 | 12.90 | 76.58 | 78.17 |
| LEMONS, Sheila Marie C. | 41 | CSSP | MS Languag e Teaching (49 units) BS Dev. Com. | 14.00 | 15.0 0 | 9.07 | 4.85 | 4.40 | 5.00 | 0 | 12.96 | 11.30 | 76.17 | 76.58 |
| BANZON, Joan Rosemarie A. | 36 | CS Prof | MM (41 units) BS Informati on Tech | 14.00 | 15.0 0 | 9.59 | 4.90 | 4.20 | 5.00 | 0 | 12.66 | 10.90 | 75.88 | 76.25 |
| GAYANILO, Maria Fe L. | 45 | CSSP | MM 6 units; BS Commer ce | 12.00 | 15.0 0 | 9.88 | 4.80 | 4.75 | 5.00 | 0 | 12.45 | 12.00 | 74.25 | 75.88 |
| GONZAGA, Ernesto A., Jr. | 56 | CSP | BS Commer ce | 12.00 | 15.0 0 | 8.45 | 4.90 | 4.20 | 5.00 | 0 | 12.42 | 10.70 | 72.37 | 72.67 |
| ORANO, Pamela P. | 45 | CS Prof | MM grad (42 units), BS Statistics | 14.00 | 10.9 9 | 9.31 | 4.55 | 4.14 | 5.00 | 0 | 12.33 | 12.00 | 71.37 | 72.32 |
| CRUZ, Antonette S. | 31 | CSP | MM Business Mgt. Grad (42 units) BS Compute r Eng'g. | 14.00 | 8.09 | 9.31 | 4.70 | 4.40 | 5.00 | 0 | 12.87 | 13.00 | 70.73 | 71.37 |
| VALENZONA , Valerie C. | 26 | CS Prof | MM units, BS Agribusi ness | 12.00 | 8.49 | 9.81 | 5.00 | 4.57 | 5.00 | 0 | 13.41 | 12.45 | 70.56 | 70.73 |
| PAGALAN, Lilibeth Victoria V. | 53 | CS Prof | MS Agric grad, BS Agricultu re | 14.00 | 8.97 | 9.24 | 3.25 | 4.33 | 5.00 | 0 | 12.75 | 11.82 | 66.67 | 69.36 |



| | | | | | | | | | | | | | | |
|--------------------------------------|----|-----|--|-------|------|------|------|------|------|---|-------|-------|-------|-------|
| VERGIS, Valerie Y. | 28 | CSP | MM 41 units, BS Agribusi ness | 14.00 | 7.91 | 9.85 | 4.90 | 3.86 | 5.00 | 0 | 11.79 | 11.36 | 64.83 | 68.67 |
| ALKUINO, Rene Jemmar G. | 25 | LET | BS Sec. Educ. (18 units) BS Agribusi ness | 13.00 | 4.10 | 8.70 | 4.15 | 4.33 | 5.00 | 0 | 13.41 | 12.14 | 46.99 | 64.83 |

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

NAPB Resolution No. 232
Series of 2021

Recommending approval to appoint the Mr. Ernesto A. Gonzaga Jr. as Administrative Aide VI (Clerk III). The four top-ranked candidates are already recommended for appointment as Clerk III for other offices.

July 9, 2021

President's notation: *On all items No. 2 (a-k). To avoid disruption, grant the promotional positions but they should retain in their original offices and to open positions vacated by them and give them to the offices which require these positions. These are for the clerical positions only.*

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Dr. Charis Limbo**, *Director , IHK*
Mr. Ernesto A. Gonzaga Jr., *ISRDS*



**EXCERPT FROM THE APPROVED MINUTES OF THE
Non- Academic Personnel Board Meeting
July 9, 2021 at 8:30 am
via Virtual (meet.google.com/ rwr-kpus-agt)**

f. Administrative Aide VI (Clerk III) vacated by Ms. Arlyn Guinipaan for DMP

| | |
|----------------------------|--|
| Plantilla Item No.: | ADA6-97-2004 vacated by Ms. Arlene Guinipaan (DMP) |
| Position: | Administrative Aide VI (Clerk III) |
| Educ. Requirement: | Completion of 2 years studies in college |
| Elig. Requirement: | CS (Subprofessional) First Level Eligibility |
| Exp./Training Requirement: | None required |

| NAME | AGE | ELIG. | EDUCATION (15%) | | EXP. (15%) | PER F(20%) | POTENTIAL (10%) | | TRNG (5%) | AWA RDS (5%) | PCPT (15%) | SKILLS (15%) | TOTAL (100%) | Rank |
|-------------------------------|-----|-------|--|-------|------------|------------|-----------------|-----------|-----------|--------------|------------|--------------|--------------|------|
| | | | Degree | Pts. | Pts. | Pts. | Sup. (5%) | NAPB (5%) | Pts. | Pts. | Pts. | Pts. | | |
| BORLEO, Michelle A. | 35 | CSP | MM (41 units) BS Statistics | 14.00 | 13.91 | 9.79 | 5.00 | 4.25 | 5.00 | 0.00 | 13.44 | 12.90 | 78.29 | 1 |
| LEMOS, Sheila Marie C. | 41 | CSSP | MS Language Teaching (49 units) BS Dev. Com. | 14.00 | 15.00 | 9.07 | 4.85 | 4.17 | 5.00 | 0.00 | 13.41 | 11.30 | 76.80 | 2 |
| GAYANILO, Maria Fe L. | 45 | CSSP | MM 6 units; BS Commerce | 12.00 | 15.00 | 9.88 | 4.80 | 4.60 | 5.00 | 0.00 | 13.35 | 12.00 | 76.63 | 3 |
| BANZON, Joan Rosemarie A. | 36 | CSP | MM (41 units) BS Information Tech | 14.00 | 15.00 | 6.00 | 4.90 | 4.40 | 5.00 | 0.00 | 13.14 | 10.90 | 73.34 | 4 |
| GONZAGA, Ernesto A., Jr. | 56 | CSP | BS Commerce | 12.00 | 15.00 | 8.45 | 4.90 | 4.00 | 5.00 | 0.00 | 12.99 | 10.60 | 72.94 | 5 |
| CRUZ, Antonette S. | 31 | CSP | MM Business Mgt. Grad. (42 units) BS Computer Eng'g. | 14.00 | 8.09 | 9.31 | 4.70 | 4.60 | 5.00 | 0.00 | 13.77 | 13.00 | 72.47 | 6 |
| ORANO, Pamela P. | 45 | CSP | MM grad (42 units), BS Statistics | 14.00 | 10.99 | 8.70 | 4.55 | 4.20 | 5.00 | 0.00 | 12.72 | 12.09 | 72.25 | 7 |
| VALENZONA, Valerie C. | 26 | CSP | MM 41 units, BS Agribusiness | 12.00 | 8.49 | 9.70 | 5.00 | 3.80 | 5.00 | 0.00 | 12.45 | 12.45 | 68.90 | 8 |
| PAGALAN, Lilibeth Victoria V. | 53 | CSP | MS Agricultural grad, BS | 14.00 | 8.97 | 6.00 | 3.25 | 4.20 | 5.00 | 0.00 | 12.87 | 11.82 | 66.11 | 9 |



| | | | | | | | | | | | | | | |
|------------------------------|----|-----|------------------------------------|-------|------|------|------|------|------|------|-------|-------|-------|----|
| | | | Agriculture | | | | | | | | | | | |
| VERGIS, Valerie Y. | 28 | CSP | MM 41 units, BS Agribusiness | 14.00 | 7.91 | 6.00 | 4.90 | 4.00 | 5.00 | 0.00 | 12.69 | 11.36 | 65.87 | 10 |

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

NAPB Resolution No. 233
Series of 2021

Recommending approval to appoint the Ms. Antonette S. Cruz as Administrative Aide VI (Clerk III). The five top-ranked candidates are already recommended for appointment as Clerk III for other offices.

July 9, 2021

President's notation: *On all items No. 2 (a-k). To avoid disruption, grant the promotional positions but they should retain in their original offices and to open positions vacated by them and give them to the offices which require these positions. These are for the clerical positions only.*

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Dr. Eusebio Lina Jr., Dep. Head, DMP**
Ms. Antonette S. Cruz., DME



**EXCERPT FROM THE APPROVED MINUTES OF THE
Non- Academic Personnel Board Meeting
July 9, 2021 at 8:30 am
via Virtual (meet.google.com/ rwr-kpus-agt)**

h. Administrative Aide IV (Clerk II) vacated by Ms. Teresita Cosares

| | |
|----------------------------|--|
| Plantilla Item No.: | ADA4-140-2004 vacated by Ms. Cosares |
| Position: | Administrative Aide IV (Clerk II) |
| Educ. Requirement: | Completion of 2 years studies in college |
| Elig. Requirement: | CS (Subprofessional) First Level Eligibility |
| Exp./Training Requirement: | None required |

| NAME | AGE | ELIG. | EDUCATION (15%) | | EXP. (15%) | PER F(20%) | POTENTIAL (10%) | | TRNG. (5%) | AWARDS (5%) | PCPT (15%) | SKILLS (15%) | TOTAL (100%) | Rank |
|------------------------|-----|-----------------------|--|-------|---------------|---------------|--------------------|--------------|---------------|----------------|---------------|-----------------|-----------------|------|
| | | | Degree | Pts. | Pts. | Pts. | Sup. (5%) | NAPB (5%) | Pts. | Pts. | Pts. | Pts. | | |
| MONDAL, Nelsie F. | 45 | CSSP | BS Agriculture | 12.00 | 8.41 | 9.84 | 4.90 | 4.80 | 5.00 | 0.00 | 13.35 | 12.75 | 71.05 | 1 |
| SUYOM, Sheryl M. | 29 | CSP RA 1080:LEA | MM Agrib. Mgt. (40 units) BS Agribusiness | 14.00 | 7.47 | 9.84 | 4.15 | 4.60 | 5.00 | 0.00 | 12.57 | 12.50 | 70.13 | 2 |
| ALBA, Doreen B. | 29 | CSSP CSP | MM Bus. Mgt. (27 units) BS HRTM | 13.00 | 7.74 | 9.63 | 4.95 | 4.25 | 5.00 | 0.00 | 12.60 | 12.33 | 69.50 | 3 |
| BANDALAN, Marvin B. | 29 | CSP | Master of Mgt (27 units) BS Food Technology | 13.00 | 7.89 | 9.55 | 4.70 | 4.00 | 5.00 | 0.00 | 11.76 | 10.98 | 66.88 | 4 |

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

NAPB Resolution No. 234

Series of 2021

Recommending approval to appoint the first-ranked Ms. Nelsie F. Mondal as Administrative Aide IV (Clerk II).

July 9, 2021

President's notation: On all items No. 2 (a-k). To avoid disruption, grant the promotional positions but they should retain in their original offices and to open positions vacated by them and give them to the offices which require these positions. These are for the clerical positions only.



VISAYAS
STATE UNIVERSITY

**OFFICE OF THE HEAD OF
RECRUITMENT, SELECTION,
PLACEMENT AND PERSONNEL
RECORDS**

Visca Baybay City, Leyte 6521-A, Philippines
Phone/Fax: 565-0600 local 563-7323
Email Address: prpeo@vsu.edu.ph
Website: www.vsu.edu.ph

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Dr. Lilian Nuñez**, *Director, ISRDS*
Ms. Nelsie F. Mondal, *OVPA*



**EXCERPT FROM THE APPROVED MINUTES OF THE
Non- Academic Personnel Board Meeting
July 9, 2021 at 8:30 am
via Virtual (meet.google.com/ rwr-kpus-agt)**

i. Administrative Aide IV (Clerk II) vacated by Mr. Rafael Vergara Jr.

Plantilla Item No.: ADA4-139-2004 vacated by Mr. Vergara
Position: Administrative Aide IV (Clerk II)
Educ. Requirement: Completion of 2 years studies in college
Elig. Requirement: CS (Subprofessional) First Level Eligibility
Exp./Training Requirement: None required

| NAME | AGE | ELIG. | EDUCATION (15%) | | EXP. (15%) | PER F(20 %) | POTENTIAL (10%) | | TRNG (5%) | AWA RDS (5%) | PCPT (15%) | SKILLS (15%) | TOT AL (100 %) | Rank |
|-------------------------------|-----|---------------------------|--|-------|---------------|-------------------|--------------------|--------------|--------------|--------------------|---------------|-----------------|-------------------------|------|
| | | | Degree | Pts. | Pts. | Pts. | Sup. (5%) | NAPB (5%) | Pts. | Pts. | Pts. | Pts. | | |
| MONDAL, Nelsie F. | 45 | CSSP | BS Agricu lture | 12.00 | 8.41 | 9.84 | 4.90 | 4.80 | 5.00 | 0.00 | 13.44 | 12.75 | 71.14 | 1 |
| ALBA, Doreen B. | 29 | CSSP CSP | MM Bus. Mgt. (27 units) BS HRTM | 13.00 | 7.74 | 9.63 | 4.95 | 4.25 | 5.00 | 0.00 | 13.26 | 12.33 | 70.16 | 2 |
| SUYOM, Sheryl M. | 29 | CSP RA 1080:L EA | MM Agrib. Mgt. (40 units) BS Agribusi ness | 14.00 | 7.47 | 9.84 | 4.15 | 4.20 | 5.00 | 0.00 | 12.90 | 12.50 | 70.06 | 3 |
| ORIAS, Julie Ann | 25 | CSP | MM - AB Mgt (37 units) BS Agribusi ness | 14.00 | 3.75 | 9.70 | 5.00 | 4.80 | 5.00 | 0.00 | 13.26 | 13.29 | 68.80 | 4 |
| BANDALAN, Marvin B. | 29 | CSP | Master of Mgt (27 units) BS Food Technolo gy | 13.00 | 7.89 | 9.55 | 4.70 | 4.00 | 5.00 | 0.00 | 12.36 | 10.98 | 67.48 | 5 |

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

NAPB Resolution No. 235

Series of 2021

Recommending approval to appoint Ms. Doreen B. Alba as Administrative Aide IV (Clerk II). The first ranked candidate is already recommended for appointment as Clerk II for ISRDS.

July 9, 2021

President's notation: On all items No. 2 (a-k). To avoid disruption, grant the promotional positions but they should retain in their original offices and to open positions vacated by them and give them to the offices which require these positions. These are for the clerical positions only.



VISAYAS
STATE UNIVERSITY

**OFFICE OF THE HEAD OF
RECRUITMENT, SELECTION,
PLACEMENT AND PERSONNEL
RECORDS**

Visca Baybay City, Leyte 6521-A, Philippines
Phone/Fax: 565-0600 local 563-7323
Email Address: prpeo@vsu.edu.ph
Website: www.vsu.edu.ph

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Prof. Magdalene C. Unajan**, *Dept. Head, DCST*
Ms. Doreen B. Alba, *SPMO*



**EXCERPT FROM THE APPROVED MINUTES OF THE
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July 9, 2021 at 8:30 am
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j. Admin. Aide III (Clerk I) vacated by Mr. Patrick John Piamonte

| | |
|----------------------------|--|
| Plantilla Item No.: | ADA3-6-2016 vacated by Mr. Patrick John Piamonte |
| Position: | Admin. Aide III (Clerk I) |
| Educ. Requirement: | Completion of 2 years studies in college |
| Elig. Requirement: | CS (Subprofessional) First Level Eligibility |
| Exp./Training Requirement: | None required |

| NAME | AGE | ELIG. | EDUCATION (15%) | | EXP. (15%)) | PER F(20 %) | POTENTIAL (10%) | | TRNG (5%) | AWA RDS (5%) | PCPT (15%) | SKILLS (15%) | TOT AL (100 %) | Rank |
|---|-----|-----------------|---------------------------|-------|--------------------|-------------------|--------------------|--------------|--------------|--------------------|---------------|-----------------|-------------------------|------|
| | | | Degree | Pts. | Pts. | Pts. | Sup. (5%) | NAPB (5%) | Pts. | Pts. | Pts. | Pts. | | |
| Geraldo, Mona Nena B. | 35 | CSP | BS in Agribusi ness | 12.00 | 8.04 | 10.00 | 4.80 | 5.00 | 5.00 | 0.00 | 4.61 | 13.29 | 71.95 | 1 |
| Gucela, Junard C. | 32 | Fire Officer | BS Food Technolo gy | 12.00 | 5.46 | 10.00 | 4.65 | 4.67 | 5.00 | 0.00 | 4.33 | 10.88 | 65.64 | 2 |
| Fernandez, Rhea Angelie M. | 27 | CSP | BS Agribusi ness | 12.00 | 5.00 | 9.51 | 4.93 | 4.40 | 5.00 | 0.00 | 4.29 | 11.33 | 65.04 | 3 |
| Fernandez, Ricky Dann M. | 29 | CSP | BS Agribusi ness | 12.00 | 3.09 | 9.80 | 4.05 | 4.20 | 5.00 | 0.00 | 4.22 | 10.88 | 61.68 | 4 |

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

**NAPB Resolution No. 236
Series of 2021**

Recommending approval to appoint the first-ranked candidate, Ms. Mona Nena B. Geraldo, as Administrative Aide III (Clerk I).

July 9, 2021

President's notation: On all items No. 2 (a-k). To avoid disruption, grant the promotional positions but they should retain in their original offices and to open positions vacated by them and give them to the offices which require these positions. These are for the clerical positions only.

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Ms. Jessamine C. Ecleo, Head, Procurement**
Ms. Mona Nena B. Geraldo, ODF



**EXCERPT FROM THE APPROVED MINUTES OF THE
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k. Admin. Aide III (Clerk I) vacated by Ms. Arsenia Posas

| | |
|----------------------------|--|
| Plantilla Item No.: | ADA3-166-2004 vacated by Ms. Arsenia Posas |
| Position: | Admin. Aide III (Clerk I) |
| Educ. Requirement: | Completion of 2 years studies in college |
| Elig. Requirement: | CS (Subprofessional) First Level Eligibility |
| Exp./Training Requirement: | None required |

| NAME | AGE | ELIG. | EDUCATION (15%) | | EXP. (15%) | PER F(20%) | POTENTIAL (10%) | | TRNG (5%) | AWARDS (5%) | PCPT (15%) | SKILLS (15%) | TOTAL (100%) | Rank |
|-----------------------------------|-----|-------|-----------------|-------|------------|------------|-----------------|-----------|-----------|-------------|------------|--------------|--------------|--------------|
| | | | Degree | Pts. | Pts. | Pts. | Sup. (5%) | NAPB (5%) | Pts. | Pts. | Pts. | Pts. | | |
| Baguio, Tiffany P. | 27 | CSSP | BS Agribusiness | 12.00 | 4.55 | 9.90 | 4.75 | 4.86 | 5.00 | 0.00 | 4.61 | 13.74 | 12.75 | 67.55 |
| Fernandez, Rhea Angelie M. | 27 | CSP | BS Agribusiness | 12.00 | 5.00 | 9.51 | 4.93 | 4.29 | 5.00 | 0.00 | 4.33 | 13.14 | 11.33 | 65.20 |

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

NAPB Resolution No. 237

Series of 2021

Recommending approval to appoint the first-ranked candidate, Ms. Tiffany P. Baguio, as Administrative Aide III (Clerk I) for OVPREI.

July 9, 2021

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Dr. Maria Juliet C. Ceniza**, VP, OVPREI
Ms. Tiffany P. Baguio, OVPRE



**EXCERPT FROM THE APPROVED MINUTES OF THE
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Retirement Letter of Ms. Elena Monteroso from government service effective Nov. 26, 2021.

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

NAPB Resolution No. 238
Series of 2021
Noted.
July 9, 2021

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Ms. Elena Monteroso, ISRDS**



EXCERPT FROM THE APPROVED MINUTES OF THE

Non- Academic Personnel Board Meeting

July 9, 2021 at 8:30 am

via Virtual (meet.google.com/ rwr-kpus-agt)

Interview of the following applicants:

- a. Education Program Specialist II for OGS (additional candidate)
Invited Supervisor: Dr. Anabella B. Tulin
 - Ms. Vivian V. Balbarino (next-in-rank)
 - Administrative Officer III
 - BSA Economics with 30 units of MS Ag. Ext
 - Worked in VSU for more than 20 years
 - Currently assigned at the Office of the University Secretary
 - Main job is an assistant to the board secretary
- b. Education Research Assistant I for ODIE (additional candidate)
Invited Supervisor: Dr. Rachel Kim Aure
 - Ms. Mary Claire M. Carlon (walk-in-applicant)
 - BS Psychology graduate and currently taking up MS in Public Admin
 - HR/Recruit Manager in Singapore from 2013-2020
 - Certified Professional License Mental Health Coach with Global Institute for Coaches and Entrepreneurs
 - Guidance Counselor of St. Peters College 2005-2006
 - Guidance Counselor of Mater Divinae Gratiae College 2007-2008
- c. Farm Worker II for DOH
Invited Supervisor: Mr. Roden Troyo
 - Mr. Roland Managbanag (walk-in-applicant)
 - Elementary Graduate
 - Laborer DOH 1999-2008
 - Laborer ACIAR Project 2009-2021
 - does planting, pruning, welding, carpentry
 - Mr. Noel Pantoja (walk-in-applicant)
 - Elementary Graduate
 - Laborer Agronomy 1982-2001
 - Laborer DOH 2001-2021
 - familiar with ornamentals, landscaping, bagging, repotting, top cut, maintaining plants, seed production, land preparation
 - Mr. George Circulado (next-in-rank)
 - Elementary Graduate
 - Farm Worker I, Dept. of Forestry



- Does the cleaning and maintenance of the whole building, planting trees, carpentry and masonry
- Mr. Rodel Nayre (walk-in-applicant)
 - High School Graduate
 - Laborer DOH 2010-2012
 - Lab Aide 2021
 - Does minor vehicle repair, grass cut, maintain cleanliness of the ground, grafting, planting of vegetables, ornamental propagation, marcotting and cuttings
- Mr. Roldan Bagarinao (walk-in-applicant)
 - High School Graduate
 - Foreman Mason GSD 2011-2018
 - Laborer GSD 2019-2021
 - Plant propagator, weeder, maintenance of plants, landscaping, crop production
- Mr. Jayssel Sulga (walk-in-applicant)
 - 1st Year High School
 - Laborer, NCRC 2015-2016
 - Laborer, Balay Alumni 2016
 - Laborer, PhilRootcrops 2018-2019
 - Does cleaning around the building, maintenance of the plants & ornamentals

NAPB Action:

Applicants will further be assessed based on their credentials. To expedite the approval of the minutes, transcript of the interviews will be submitted for approval once done.

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: Honey Sofia V. Colis, OIC-Director, ODHRM