

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

EXCERPT FROM THE APPROVED MINUTES OF THE

Non- Academic Personnel Board Meeting

January 11, 2023

Via Google meet: https://meet.google.com/zvn-jjwj-czq

Final Comparative Assessment of Administrative Aide III Casual for DPO

Position:

Educ. Requirement:

ADMINISTRATIVE AIDE III (Casual)

Elig. Requirement:

Completion of 2 years studies in college Civil Service (Sub-Professional) First Level Eligibility

Exp. Requirement: Training Requirement: None Required (but preferably with training/seminar on ISO 9001:2015 and Data Privacy Law)

None Required (but preferably with training/seminar on ISO 9001:2015 and Data Privacy Law)

NAME	AGE	ELIG.	EDUCATION (15%)		EXP. (15%)	PERF. (20%)	POTENTIAL (10%)		TRNG. (5%)	AWDS (5%)	PCPT (15%)	SKILLS (15%)	TOTAL	RANK
			Degree	Pts.	Pts.	Pts.	Sup. (5%)	NAPB (5%)	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.
ANDUYAN, Caroline B.	38	CSSP	Assoc. in Office Administration BSBA - Finance & Mgt. Acctg.	12.00	9.87	9.80	4.95	4.75	5	0	13.20	12.00	71.57	187
BESAVILLA, Aiza B.	26	CSSP	BSBA - HRDM major	12.00	3.62	10.00	5.00	5.00	5	0	13.59	12.09	66.30	2 ND

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

NAPB Resolution No. 22

Series of 2023

Recommending approval to appoint the 2nd in rank applicant, Ms. Aiza B. Besavilla for the position of Administrative Aide III (Clerk I) casual position for DPO since Ms. Caroline Anduyan, the top rank candidate, was awarded as the top rank applicant for OVPREI on permanent status.

Certified True and Correct:

MIRIAM M. DE LA TORRE NAPB Secretary

Atty. Rysan C. Guinocor, Data Protection Officer Aiza B. Besavilla, DPO



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.