



**VISAYAS**  
STATE UNIVERSITY



**HUMAN RESOURCE  
MANAGEMENT  
OFFICE**

**EXCERPT FROM THE APPROVED MINUTES OF THE  
29<sup>th</sup> Non-Academic Personnel Board Meeting**

Via Zoom: Meeting ID: 987 0928 2853  
September 05, 2024

Start: ~~Oct 15, 2024~~  
Oct 1, 2024

The Presentation of Final Comparative for the Administrative Assistant II (Human Resource Management Assistant) for HRMO, was presented and deliberated.

Plantilla Item No.:	ADAS-82-2023
Position:	ADMINISTRATIVE ASSISTANT II (Human Resource Management Assistant)
Educ. Requirement:	Completion of two year studies in college
Elig. Requirement:	Career Service (Sub-Professional) First Level Eligibility
Experience Requirement:	1 year of relevant experience
Training Requirement:	4 hours of relevant training
Salary Grade	8 (P 19,744.00)
Job Code	PRALBS

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.		
MUERTIGUE, Jesibel L.	31	CSC Sub- Prof	Asoc in Arts (2 years)	10	5.85	9.71	9.57	5.00	0.00	13.29	11.43	64.85	4 <sup>th</sup>

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

**NAPB Resolution No. 316**  
Series of 2024

Submitting the result of the final comparative assessment of the five (5) shortlisted applicants for the position of Administrative Assistant II (Human Resource Management Assistant) for HRMO with Ms. Jesibel L. Muertigue as the fourth-in-rank applicant. For the appointing officer to select the deemed most qualified for appointment to the vacant position.

September 05, 2024

**President's Notation:** "Appointing the 4<sup>th</sup> in rank applicant."

Sept. 9, 2024

Certified True and Correct:

  
**JENNIFER E. ANDO**  
NAPB, Secretary

Oct 15, 2024

Cc: **Ms. Honey Sofia V. Colis**, Director, Human Resource Management Office  
**Ms. Jesibel L. Muertigue**  
**Dr. Arturo E. Pasa**, Dean, College of Forestry and Environmental Science

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