



VISAYAS
STATE UNIVERSITY

HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

EXCERPT FROM THE APPROVED MINUTES OF THE 21st Non-Academic Personnel Board Meeting

Via Zoom: Meeting ID: 955 8868 6174
June 03 & 04, 2025

Feb. 4 - Feb. 19, 2025
Apprv PDF

The Presentation of Final Comparative for the Administrative Aide III (Clerk I)-Casual for FMO, was presented and deliberated.

Plantilla Item No.: LS
Position: Administrative Aide III (Clerk I)
Educ. Requirement: Completion of 2 years studies in college (preferably related to accounting, business administration and other related course)
Elig. Requirement: None Required (preferably with at least Civil Service Sub-Professional Eligibility)
Experience Requirement: None Required (with at least 6 months experience in accounting/budgeting)
Training Requirement: None Required
Salary Grade: 3 (Php 15,265.00)
Job Code: TIUJWE
Designated Office: Finance and Management Office

NAME	AGE	SEX	ELIG	EDUCATION (15%)		EXP (15%)	PERF (20%)	POT (10%)	TRNG (5%)	AWD (5%)	PCPT (15%)	SKILLS (15%)	TOTAL	RANK
				Degree	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.		
BOLECHE, Joanah O.	29	F	CSP	BS in Management Graduate	12	3.03	9.50	9.50	5.00	0.00	13.92	14.30	67.25	1 st

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

NAPB Resolution No. 197 Series of 2025

Submitting the result of the final comparative assessment of the five (5) shortlisted applicants for the position of Administrative Aide III (Clerk I)-Casual for FMO. For the appointing officer to select the deemed most qualified for appointment to the vacant position.

June 03 & 04, 2025

President's Notation: "Appointing the top-ranked applicant, Ms. Joanah O. Boleche."

Certified True and Correct:


LUVILLA G. ALCOBER
NAPB, Secretary

Cc: **Ms. Louella C. Ampac**, Director, Finance Management
Ms. Joanah O. Boleche
Mr. Nick Freddy R. Bello, Head, Accounting

**RECRUITMENT, SELECTION, PLACEMENT AND
PERSONNEL RECORDS OFFICE**
Visayas State University, Baybay City, Leyte
Email: personnel@vsu.edu.ph
Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1060



Management
System
ISO 9001:2015
www.tuv.com
ID 9108658749



Page 1 of 1
FM-VSU-10
V03 01-23-2025
No. 012-25- 197

ipt)