



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

May 13, 2022 9:00 am

(Virtual meeting via Zoom <https://vsu-edu-ph.zoom.us/j/6338518985?pwd=UGZzVXBtZm5pbmdscGMvQ3JBem5Gdz09>)

The final comparative assessment of the Science Research Assistant (contractual) position for NARC, was presented.

Position:	SRA Contractual
Educ. Requirement:	Bachelor's degree relevant to the job, preferably BS in Agriculture major in Plant Breeding
Elig. Requirement:	Preferably will have a CSC Sub-professional Eligibility
Experience Requirement:	1 year of relevant experience
Training Requirement:	4 hours of relevant training

NAME	AGE	ELIG.	EDUCATION (15%)		EXP. (15%)	PERF (20%)	POTENTIAL (10%)		TRNG (5%)	AWD (5%)	PCPT (15%)	SKILLS (15%)	TOTAL (100%)	Rank
			Degree	Pts.	Pts.	Pts.	Sup. (5%)	NAPB (5%)	Pts.	Pts.	Pts.	Pts.		
CINCO, Mark Anthony T.	24	None	MS (6 units) BS in Agriculture major in Plant Breeding	10.00	2.25	9.10	4.60	4.75	5.00	0.00	13.65	13.83	63.08	1
LABOD, Jake B.	28	None	MS in Horticulture (12 units) BS in Agriculture major in Plant Breeding	10.00	4.31	9.80	4.70	3.75	5.00	0.00	12.06	11.50	61.12	2

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

**NAPB Resolution No. 107
Series of 2022**

Recommending approval to appoint the first ranked candidate Mr. Mark Anthony T. Cinco as SRA (Contractual) for NARC.

May 13, 2022

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Dr. Robelyn T. Piamonte**, Director, NARC
Dr. Luz O. Moreno, Professor III, NARC



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Shortlisting of the Admin. Aide III position for DPM was presented.

Plantilla Item No.: ADA3-189-2004 vacated by Ms. Sheryl S. Bagarinao
Position: Administrative Aide III (Clerk I)
Educ. Requirement: Completion of 2 years studies in college
Elig. Requirement: CS (Sub-professional) First Level Eligibility
Experience Requirement: None required
Training Requirement: None required

The successful candidate will be assigned as Deputy Document Records Controller in the Dept. of Pest Management. Hence, applicant with ISO 9001:2015 awareness seminar/training and sufficient experience as document records controller will be given preference to be hired.

NAME	AGE	ELIG	EDUCATION (15%)		EXPERIENCE (15%)		TOTAL	Remarks
			Degree	Pts.	No. of Years	Pts.		
Tinaja, Jennifer G.	29	CSC Prof	Master of Mgt. (40 units) BS Agribusiness Grad	14	7.60	7.60	21.60	Shortlisted
Castil, Jhonavel R.	26	PD 907 Magna Cum Laude	BS BA- Financial Grad. Management	12	6.19	5.51	17.51	Shortlisted
Fernandez, Ricky Dann M.	30	CSC Prof	BS Agribusiness Grad.	12	5.49	5.49	17.49	Shortlisted
Valenzona, Raul Anthony S.	34	CS Sub- Prof	BSAB Grad	12	4.55	4.55	16.55	Shortlisted
Rosello, Mikko Zillah D.	28	CSC Prof	BA English	12	4.12	3.35	15.35	Shortlisted
Artigas, Arvic B.	24	CSSP	BS Agribusiness	12	2.98	2.29	14.29	
Muertigue, Jesibel L.	29	CSC Sub- Prof	BS Education Studies 2021-present BS Nursing (103 units)	10	4.96	3.97	13.97	
Brehonio, Shara Liz D.	24	CSP	BSHRM - Cruise Ship Mgt.	12	2.81	0.49	12.49	

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

NAPB Resolution No. 108
Series of 2022

Recommending approval for Ms. Tinaja, Ms. Castil, Mr. Fernandez, Mr. Valenzona and Ms. Rosello to be short-listed for further assessment and evaluation.

May 13, 2022



VISAYAS
STATE UNIVERSITY

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

Visca Baybay City, Leyte 6521-A, Philippines
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Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

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



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

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Shortlisting of the Administrative Officer I position for Cash Office was presented.

Plantilla Item No.:	ADO1-30-2004
Position:	Administrative Officer I (Supply Officer I)
Educ. Requirement:	Bachelor's Degree
Elig. Requirement:	CS (Professional) Second Level Eligibility
Experience Requirement:	None required but relevant work exp. will be given preference
Training Requirement:	None required but preferably with training related to cash disbursement, collecting and accounting

NAME	AGE	ELIG	EDUCATION (15%)		EXPERIENCE (15%)		TOTAL	Remarks
			Degree	Pts.	No. of Years	Pts.		
Genodia, Michell C.	39	CSP	BBA - Management	10.00	15.42	10.07	20.07	Shortlisted
Jayme, Jenefer B.	30	CS Prof	Master in Management (12units) BS in HRTM	10.00	8.08	8.08	18.08	Shortlisted
Villas, Jansel Joi C.	28	CSP NCII - Bread & Pastry Prodn.	Master in Public Administration (36 units) Master of Management (6 units) BS Statistics	12.00	5.49	5.49	17.49	Shortlisted
Villas, Me-an D.	31	CSP	MM Business Management (21 units) BS Computer Science	11.00	7.61	5.85	16.85	Shortlisted
Monterde, Dennis N.	33	CSP	BS Office Administration	10.00	8.18	6.14	16.14	Shortlisted
Valenzona, Valerie C.	27	CSP	MM Agrib. Mgt. (40 units) BS Agribusiness	12.00	5.45	4.09	16.09	Shortlisted
Bañez, Judith C.	31	CSP	BS Statistics	10.00	10.78	5.11	15.11	
Cabelin, Ma. Floracel Amor B.	33	CSP	Master in Mgt. Graduate (36 units) BS Industrial Eng'g.	12.00	1.98	1.48	13.48	
Apas, Criston U.	28	CSP NC II Bookkeeping	BS Acctg. Technology	10.00	4.03	3.02	13.02	
Brehonio, Shara Liz D.	24	PD 907	BSHRM major in Cruise Ship Management	10.00	3.20	2.40	12.40	
Basan, Lornic M.	26	LET	BSEd- Mathematics	10.00	1.25	0.93	10.93	
Abedijos, Mary Anne C.	24	CS Prof	BS in Agribusiness	10.00	1.13	0.84	10.84	
Pelare, Ruthchel A.	25	CSP	BS Info. & Comms. Technology (Cum Laude)	10.00	1.10	0.16	10.16	



Batistil, Margareth T.	31	LEA	BS in Agribusiness	10.00	0.17	0.00	10.00	
Angeles, Christell Jane M.	23	LET	Bachelor in Elementary Education	10.00	0.19	0.00	10.00	
Amarillo, Analisa P.	23	Lic Agriculture	BS in Agriculture	10.00	0.00	0.00	10.00	
Bello, Jhun Mar T.	25	LET	BEED - Special Education	10.00	0.00	0.00	10.00	
Capacio, Niño Mari Z.	26	LET	Master in Education (15 units) B Secondary Education	10.00	2.79	0.00	10.00	
Uy, Ma. Shiena L.	23	LET	B Elementary Education	10.00	0.61	0.00	10.00	
Cagnan, Jane Chine G.	25	PD 907	BS Agriculture	10.00	2.08	0.00	10.00	
Pulvera, Tresha Mae C.	25	LET	B Elementary Education	10.00	0.00	0.00	10.00	

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

**NAPB Resolution No. 109
Series of 2022**

Recommending approval for Mss. Genodia, Jayme, Villas, J.J., Villas, M., Mr. Monterde and Ms. Valenzona to be short-listed for further assessment and evaluation.

May 13, 2022

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

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



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Shortlisting of the Agricultural Technician I position for ITEEM was presented.

Plantilla Item No.: AGT1-1-2002
Position: Agricultural Technician I
Educ. Requirement: Completion of 2 years studies in College
Elig. Requirement: Career Service (Sub-Professional)
Experience Requirement: None required
Training Requirement: None required

NAME	AGE	ELIG	EDUCATION (15%)		EXPERIENCE (15%)		TOTAL	Remarks
			Degree	Pts.	No. of Years	Pts.		
Amestoso, Felix John T.		PD 907	BS in Biology, Cum Laude	10.00	2.90	2.57	12.57	Shortlisted
Ngoho, Cathlyn Mae B.	23	none	BS in Agricultural Engineering	10.00	0.50	0.38	10.38	DQ on eligibility
Tanquezon, Maria Lyn L.	38	CS Prof	BS in Accountancy, MS in Public Administration (6units)	10.00	0.00	0.00	10.00	Shortlisted
Amarillo, Analisa P.	22	Licence Agriculturist	BS in Agriculture	10.00	0.97	0.00	10.00	Shortlisted

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

NAPB Resolution No. 110
Series of 2022

Recommending approval for Mr. Amestoso, Mr. Tanquezon and Ms. Amarillo to be short-listed for further assessment and evaluation.

May 13, 2022

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

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



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Shortlisting of the SRS I position for OVPREI was presented.

Plantilla Item No.:	SRAS1-8-1998
Position:	Science Research Specialist I
Educ. Requirement:	Bachelor's degree relevant to the job
Elig. Requirement:	Career Service (Professional) Second Level Eligibility
Experience Requirement:	1 year of relevant experience
Training Requirement:	None required

NAME	AGE	ELIG	EDUCATION (15%)		EXPERIENCE (15%)		TOTAL	Remarks
			Degree	Pts.	No. of Years	Pts.		
SUBERE, Maria Verjie Q.	45	PD 907 RA 1080 - Agriculturist	MS Horticulture (21 units) BS Horticulture	11.00	18.00	15.00	26.00	Shortlisted
MAGOS, Ronald C.	38	CSP RA 1080: LEA	PhD in Soil Science (9 units) MS Soil Science Grad. (43 units) BS Agriculture - Plant Breeding	12.00	15.80	11.85	23.85	Shortlisted
GERONIMO, Mark A.	35	CSP RA 1080: LET	Bachelor of Laws/Juris Doctor Grad B Secondary Education	10.00	16.24	12.18	22.18	Shortlisted
LOR, Letty Jean C.	29	CSP	MS Development Sociology (28 units) BS Environmental Mgt.	11.00	8.41	8.41	19.41	Newly promoted
MEDRANO, Mark Gil A.	34	Mechanical Eng'g.	BS Mechanical Eng'g. Grad.	10.00	9.75	0.00	10.00	DQ on exp.
CABASE, Michelle Aubrey D.	27	PD 907	MS Ag. Economics Grad. (40 units) BS Economics	12.00	2.02	2.02	14.02	Shortlisted
MATA, Christine Joy R.	27	Licensed Chemist	BS Chemistry Grad.	10.00	4.74	3.56	13.56	Shortlisted
CAGASAN, Christian Ulysses G.	24	RA 1080: Lic. Agriculturist PD 907	Master of Science in Soil Science Grad. (45 units) BS Agribusiness	12.00	1.74	1.30	13.30	
LLEMOS, Hazel Angela L.	27	CSP	BS Biology	10.00	3.87	2.90	12.90	
LABADOR, Federico G.	28	RA 1080: Lic. Agriculturist	BS Agriculture Grad.	10.00	3.70	2.77	12.77	
DELUZA, Jeanie Rose S.	26	PD 907	BS Dev. Communication	10.00	2.84	2.69	12.69	
CAGNAN, Jane Chinees G.	25	PD 907	BS Agriculture Grad.	10.00	2.08	1.56	11.56	
VALENCIA, Kathleen Mae B.	28	PD 907	BS Dev. Communication	10.00	0.99	0.99	10.99	
GODMALING, Denmark L.	24	RA 1080: Lic. Agriculturist	BS Devt. Education Grad.	10.00	1.13	0.84	10.84	



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

NAPB Resolution No. 111
Series of 2022

Recommending approval for Ms. Subere, Mr. Magos, Mr. Geronimo, Ms. Cabase and Ms. Mata to be short-listed for further assessment and evaluation.

May 13, 2022

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

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



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Shortlisting of the Admin. Aide IV (Driver II) position was presented.

Plantilla Item No.: ADA4-119-2004
Position: Administrative Aide IV (Driver II)
Educ. Requirement: Elementary School Graduate
Elig. Requirement: Professional Driver's License
Experience Requirement: 2 years of relevant experience
Training Requirement: None required

NAME	AGE	ELIG	EDUCATION (15%)		EXPERIENCE (15%)		TOTAL	Remarks
			Degree	Pts.	No. of Years	Pts.		
SOLANO, Crisanto V.	46	valid until 3/27/2023 TESDA NC II Driving	Automotive Technology (2 yrs)	15.00	19.93	15.00	30.00	Shortlisted
CINCO, Alniel B.	45	valid until 10/3/2023	Basic Seaman Course Grad.	15.00	16.87	15.00	30.00	Shortlisted
PAUSANOS, Mike B.	41	valid until 5/30/2023	AB Psychology (60 units)	15.00	16.26	15.00	30.00	Shortlisted
VALDEVIESO, Gelberto P.	47	valid until 11/18/2022	HS Graduate	14.00	21.85	15.00	29.00	Shortlisted
MANAGBANAG, Michael V.	53	valid until 6/10/2022	HS Graduate	14.00	33.99	15.00	29.00	Shortlisted
CABALLERO, Jaime A.	52	valid until 12/4/2024	HS Graduate (ALS)	14.00	17.93	15.00	29.00	Shortlisted
VILLOCINO, Andreo P.	36	valid until 7/19/2024	HS Graduate	14.00	16.84	15.00	29.00	Shortlisted
AVENIDO, Jerson B.	38	valid until 23/7/2024	General Automotive Grad. (2004-2005) HS Graduate	15.00	13.04	12.41	27.41	
CAINTIC, Joie Proceso S.	41	valid until 12/18/2023 NC II Driving.	BS Marine Transportation Graduate	15.00	12.50	12.50	27.50	
BORNEO, Anthony L.	47	valid until 6/13/2022	Asso. in Computer Science Grad.	15.00	11.66	10.75	25.75	
MANAGBANAG, Florderico, Jr. L.	44	valid until 12/28/2022	HS Graduate	14.00	13.55	10.52	24.52	
CUTAMORA, Charlie Mark F.	39	valid until 3/23/2024	BS Agriculture (3rd year level)	15.00	8.59	8.59	23.59	
NAYRE, Artemio T.	52	valid until 6/28/2023	BS Forestry	15.00	8.51	8.51	23.51	
JAGONOS, Jimmy P.	34	valid until 4/26/2023 TESDA NC II Driving	Nursing Aide Graduate	15.00	11.09	8.32	23.32	
NAYA, Mario P.	28	valid until 6/10/2023	HS Graduate	14.00	8.66	8.66	22.66	
BULAWAN, Elmar V.	36	valid until 11/29/2022	HS Graduate	14.00	10.59	7.94	21.94	
PIAD, Nony F. Jr.	48	valid until 1/22/2024 NC II Driving	BS Customs Graduate	15.00	6.48	6.48	21.48	



AVELLANA, Rijun R.	37	valid until 4/17/2022 TESDA NC II Driving	HS Graduate	14.00	4.08	4.08	18.08	
JAYME, Dave Peter G.	30	valid until 2/11/2024 NC II Driving	BS Computer Science (33 units)	14.00	3.32	2.49	16.49	
DAROY, Marlon A.	32	valid until 5/3/2031	HS 4th year level	13.00	3.83	2.87	15.87	

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

NAPB Resolution No. 112
Series of 2022

Recommending approval for Messrs. Solano, Cinco, Pausanos, Valdevieso, Managbanag, Caballero and Villocino to be short-listed for further assessment and evaluation.

May 13, 2022

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

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



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Shortlisting of the Science Aide contractual position for PhilRootcrops was presented.

Position: Science Aide (Contractual)
Educ. Requirement: Completion of 2 years in College
Elig. Requirement: None required
Experience Requirement: None required **Preferably with experience in Management & Handling of Germplasm Collection*
Training Requirement: None required

NAME	AGE	ELIG	EDUCATION (15%)		EXPERIENCE (15%)		TOTAL	Remarks
			Degree	Pts.	No. of Years	Pts.		
Dacera, Resa M.	44	none	BS in Agribusiness	12.00	28.68	15.00	27.00	Shortlisted
Cobico, John Albert G.	26	none	BS in Agriculture, MS in Agronomy (9units)	12.00	3.58	3.58	15.58	Shortlisted
Modina, Ailen D.	23	none	BS in HRM	12.00	0.00	0.00	12.00	
Abadenas, Riza Mae A.	23	none	BS in Agribusiness	12.00	0.00	0.00	12.00	
Nayre, Angelito L.	31	none	BS in Information Technology	12.00	6.01	0.00	12.00	
Pole, Angelica P.	24	none	BS in Agribusiness	12.00	2.91	0.00	12.00	

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

NAPB Resolution No. 113
Series of 2022

Recommending approval for Ms. Dacera and Mr. Cobico to be short-listed for further assessment and evaluation.

May 13, 2022

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

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



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Shortlisting of the Science Research Assistant position for PhilRootcrops was presented.

Plantilla Item No.:	SRAS-7-1998
Position:	Science Research Assistant
Educ. Requirement:	Bachelor's degree relevant to the job
Elig. Requirement:	Career Service (Sub-Professional) 1 st Level Eligibility
Experience Requirement:	1 year of relevant experience
Training Requirement:	4 hours of relevant training

NAME	AGE	ELIG	EDUCATION (15%)		EXPERIENCE (15%)		TOTAL	Remarks
			Degree	Pts.	No. of Years	Pts.		
Cabase, Michelle Aubrey D.	27	PD 907	BS in Economics (Cum Laude), MS Agricultural Economics(40 units)	12.00	2.02	2.02	14.02	Shortlisted
Inocente, Glory Jane E.	28	CS Prof	BS in Agribusiness	10.00	0.00	0.00	10.00	DQ on experience
Apurillo, Elisa Marie C.	28	Licensed Agriculturist	BS in Agriculture, MS in Agronomy (9units)	0.00	2.37	0.00	10.00	DQ on experience
Dacera, Resa M.	44	none	BS in Agriculture	10.00	28.68	15.00	25.00	DQ on eligibility
Cobico, John Albert G.	26	none	BS in Agriculture, MS in Agronomy (9units)	10.00	3.58	3.58	13.58	DQ on eligibility
Cinco, Mark Anthony T.	24	none	BS in Agriculture, MS in Agronomy (6units)	10.00	2.41	2.30	12.30	DQ on eligibility
Olaer, Geraldine Mae D.	23	Fisheries Technologist	BS Fisheries	10.00	0.73	0.55	10.55	DQ on eligibility
Abadenas, Riza Mae A.	23	none	BS in Agribusiness	10.00	0.00	0.00	10.00	DQ on eligibility
Olasiman, Jovannie L.	23	none	BS in Chemistry	10.00	1.40	0.00	10.00	DQ on eligibility

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

NAPB Resolution No. 114
Series of 2022

Recommending approval for Ms. Cabase to be short-listed for further assessment and evaluation.

May 13, 2022



VISAYAS
STATE UNIVERSITY

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

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Website: www.vsu.edu.ph

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

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



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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Shortlisting of the Administrative Aide III position for VIHS was presented.

Plantilla Item No.: ADA3-199-2004
Position: Administrative Aide III (Utility Worker II)
Educ. Requirement: Elementary School Graduate
Elig. Requirement: None required
Experience Requirement: None required
Training Requirement: None required

NAME	AGE	ELIG	EDUCATION (15%)		EXPERIENCE (15%)		TOTAL	Remarks
			Degree	Pts.	No. of Years	Pts.		
Valenzona, Randy S.	40	none	3rd yr BS in Agribusiness	15.00	18.83	15.00	30.00	Shortlisted
Mazo, Lorbert G.	42	none	BS in Technical Education	15.00	15.79	14.85	29.85	Shortlisted
Oracion, Rolando I.	44	none	Vocational Education, BS in Industrial Technology Major-Electricity	15.00	14.43	14.43	29.43	Shortlisted
Igot, Tirso E. Jr.	42	none	HS Graduate	14.00	19.61	15.00	29.00	Shortlisted
Igot, Leodel S.	40	none	HS Grad	14.00	18.93	15.00	29.00	Shortlisted
Bastasa, Arturo S.	62	none	HS Grad	14.00	32.50	15.00	29.00	Shortlisted
Loreto, Roel S.	42	none	HS Grad	14.00	13.92	13.92	27.92	Shortlisted
Montajes, Carlos B.	54	none	Second Year High School	12.00	40.23	15.00	27.00	Shortlisted
Bonje, Mark Vincent G.	32	none	BS in Criminology	15.00	11.52	11.52	26.52	
Bengalan, Marlon D.	53	none	1st yr HS	11.00	29.72	15.00	26.00	
Urate, Christopher A.	45	none	HS Grad	14.00	12.82	11.66	25.66	
Managbanag, Marlo L.	44	none	HS Grad	14.00	11.68	11.38	25.38	
Tumulak, Jeffrey M.	35	none	College Undergrad, BS Animal Science (55 units)	15.00	10.08	10.08	25.08	
Patonona, Constancio R.	63	none	Elementary Graduate	10.00	39.73	15.00	25.00	
Rivera, Juanito M. Jr.	36	none	HS Grad, Electrical Installation and Maintenance NC-II	14.00	10.82	10.82	24.82	
Fernandez, Lindon M.	31	none	BS HRTM	15.00	8.67	8.61	23.61	
Gofredo, Danilo M.	26	CS Sub-Prof	HS Grad	14.00	6.92	6.92	20.92	
Purissima, Mary Angel P.	25	none	BS in Animal Science	15.00	2.89	2.89	17.89	
Bituin, Alfred C.	25	none	BS in Agribusiness	15.00	3.82	2.86	17.86	
Ballebas, Rhea P.	28	none	BS in Agribusiness	15.00	2.92	2.19	17.19	
Cornites, Friedelyn D.	22	none	BS Agriculture	15.00	2.32	1.88	16.88	
Santos, Christian A.	34	none	Associate in Computer	15.00	2.30	1.73	16.73	



Llera, Ma. Claudine L.	26	none	BS Agriculture	15.00	0.41	0.39	15.39	
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Thereupon, below is the NAPB action which was approved by the University President.

NAPB Resolution No. 115
Series of 2022

Recommending approval for Messrs. Valenzona, Mazo, Oracion, Igot T., Igot, L., Bastasa, Loreto and Montajes to be short-listed for further assessment and evaluation.

May 13, 2022

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

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



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

May 13, 2022 9:00 am

(Virtual meeting via Zoom <https://vsu-edu-ph.zoom.us/j/6338518985?pwd=UGZzVXBtZm5pbmdscGMvQ3JBem5Gdz09>)

Shortlisting of Two (2) Security Guard II positions for OUDRRM was presented.

Plantilla Item No.: SECG2-6-1998 & SECG2-7-1998
Position: Security Guard II
Educ. Requirement: High School Graduate
Elig. Requirement: Security Guard License
Experience Requirement: 1 year of relevant experience
Training Requirement: None required

NAME	AGE	LESP Date of Validity	EDUCATION (15%)		EXPERIENCE (15%)		TOTAL	Remarks
			Degree	Pts.	No. of Years	Pts.		
BENGALAN, Antonio P.	53	until Jan.22, 2022	High School Grad. Trade Tech Educ.	10.00	17.68	15.00	25.00	Shortlisted
ESPINOSA, Antonio C.	61	until April 4, 2022	HS Graduate	10.00	40.15	15.00	25.00	Shortlisted

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

NAPB Resolution No. 116
Series of 2022

Recommending approval for Messrs. Bengalan and Espinosa to be short-listed for further assessment and evaluation.

May 13, 2022

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

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



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

May 13, 2022 9:00 am

[ph.zoom.us/j/6338518985?pwd=UGZzVXBtZm5pbmdscGMvQ3JBem5Gdz09](https://vsu-edu-ph.zoom.us/j/6338518985?pwd=UGZzVXBtZm5pbmdscGMvQ3JBem5Gdz09)

The letter of Ms. Graciana M. Espinosa, Admin Aide VI to retire from the service effective July 1, 2022, was presented.

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

**NAPB Resolution No. 117
Series of 2022**

Recommending approval.
May 13, 2022

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Ms. Maria Roberta S. Miraflor**, *OIC Head, OHRA*
Ms. Graciana M. Espinosa, *Admin Aide VI, OHRA*



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

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The letter of Mr. Edmedio Pastoril requesting to be retained and stationed at the Motorpool Services Office instead of being detailed at the DOH, was presented.

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

NAPB Resolution No. 118

Series of 2022

Recommending approval however if DOH needs services of a driver, the department is directed to request from Motorpool headed by Engr. Marlon G. Burlas.

May 13, 2022

Certified True and Correct:

JENNIFER E. ANDO

NAPB Secretary

cc: **Engr. Marlon G. Burlas**, *Unit Head, MPS/PPES/ILE*
Mr. Edmedio S. Pastoril, *Adm. Aide IV, ODPP*



**EXCERPT FROM THE APPROVED MINUTES OF THE
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The letter of Ms. Venice B. Ibañez recommending Mr. James B. Escudra as replacement for the regular clerk position of the department, was presented.

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

NAPB Resolution No. 119
Series of 2022

Mr. James Escudra is encouraged to apply at HRIS to be shortlisted in the position fit for his qualification.

May 13, 2022

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Ms. Venice B. Ibañez** , *Head, DTHM*



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

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The letter request of ISRDS personnel committee to hire a utility person on job order status to be charged to the savings from the retirement of Mr. Generoso L. Vequizo, was presented.

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

NAPB Resolution No. 120
Series of 2022

Recommending approval to hire one (1) JO utility charged to the savings from the retirement of Mr. Vequizo.

May 13, 2022

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Dr. Lilian B. Nuñez, Director, ISRDS**



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

May 13, 2022 9:00 am

(Virtual meeting via Zoom <https://vsu-edu-ph.zoom.us/j/6338518985?pwd=UGZzVXBtZm5pbmdscGMvQ3JBem5Gdz09>)

The letter of Dr. Rotacio S. Gravoso, DYDC Station Manager regarding the request to convert the position of Broadcast Technician to Broadcast Program Producer/Announcer I which was already approved, was presented and deliberated.

Deliberation:

Based on the approved minutes dated May 28, 2021, NAPB Res. No. 173 s. of 2021 on the request of Dr. Gravoso for a BPPA 1 position:

"Recommending approval to hire BPPA using the vacant Adm. Assistant III, the position offered to Engr. Kim Nativo who did not accept the job offer due to personal reasons related to travel restrictions during the CoVID19 pandemic. The request to utilize the said position to hire a BPPA instead of an Electronic and Computer Engineer was already approved per NAPB Res. No. 50 s. of 2021 last February 26, 2021. The vacancy shall be published in the HRIS."

Broadcast Program Producer Announcer I (BPPA I) was not posted since based on the DBM Index of Positions BPPA-I is equivalent to SG-12 whereas the Adm. Asst. III is SG-9. Meanwhile, based on HR records, the Adm. Asst. II (SG 8) position vacated by Mr. Fabian Alberio of DYDC is still available since the applicant to be hired, Engr. Kim Nativo, declined the job offer. Verifying with the DBM Index of Occupational Services, a Broadcast Operations Technician is SG-9. The Board then agreed that the Adm. Asst. III (SG 9) will be deployed at DYDC as Broadcast Operations Technician. Thus, based on the approved minutes dated July 2, 2021, NAPB Res. No. 215 s. of 2021: *Recommending approval that the Admin Asst. III position be converted to a Broadcast Operations Technician and given to DYDC, while the Adm. Asst. II position vacated by Mr. Alberio be changed to Plumber Foreman (SG 8) to be assigned to the PPO.*

During the approved minutes on August 18, 2021 NAPB Res. No. 284 s. of 2021, the Admin Asst. III (Broadcast Operations Technician) said position was shortlisted however: *Based on the preliminary assessment, the four (4) applicants online did not meet the minimum one-year experience requirement. The preferred experience was on radio/broadcast operation/production since it will be assigned to VSU Radio Station DYDC. The board recommends to repost the Admin Asst. III position for one (1) month at HRIS to attract more qualified applicants.*

BPPA-I is equivalent to SG-12 meanwhile Admin Asst III is SG-9 therefore, it cannot be given to DYDC.

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

NAPB Resolution No. 121

Series of 2022

The BPPA-I position cannot be favorably acted due to the unavailability of the position.

May 13, 2022



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. Rotacio S. Gravoso**, *DYDC Station Manager*



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

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No.



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The request of Ms. Louella C. Ampac, Financial Management Director, for any level 2 position (Administrative Officer I/II (Assistant Budget Officer) to be assigned at the Budget Office, to act as an OIC in case the Head of Office is on leave/travel, was presented.

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

For further study.

May 13, 2022

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Ms. Louella C. Ampac**, *Financial Management Director*



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

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The letter request of Mr. Jerson B. Avenido, driver of PhilRootcrops, to transfer to NCRC due to some personal reason, was presented.

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

To return the letter request to Mr. Avenido since the letter was not endorsed by the PhilRootcrops Personnel Committee.

May 13, 2022

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Mr. Jerson B. Avenido, Adm. Aide III (Driver), PhilRootcrops**



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

May 13, 2022 9:00 am

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The appeal of Dr. Jannet C. Bencure, Dean for CET addressed to the university president for reconsideration of the OP Memorandum No. 462, specifically to forego the deployment of Ms. Balo to DTE which was referred by the president to NAPB, was presented.

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

NAPB Resolution No. 122
Series of 2022

The transfer will commence after the Institutional Accreditation. DCE is also advised to hire a JO clerk until replacement of Ms. Baro will be hired. Ms. Balo should also ensure that her duties and responsibilities will properly be turned-over prior to her transfer.

May 13, 2022

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Dr. Jannet C. Bencure, Dean, CET**



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

May 13, 2022 9:00 am

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The phone call follow-up of Dr. Luz O. Moreno, OIC Dept. Head DPBG on the deployment of Casual Clerk III at DPBG, was presented.

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

**NAPB Resolution No. 123
Series of 2022**

The transfer of Mr. Ocañada will commence after the Institutional Accreditation. Mr. Ocañada should also ensure that his duties and responsibilities will properly be turned-over prior to his transfer.

May 13, 2022

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Dr. Luz O. Moreno, OIC Dept. Head, DPBG**



**EXCERPT FROM THE APPROVED MINUTES OF THE
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The letter request of Ms. Venice B. Ibañez, Dept. Head DTHM for the replacement of JO utility until the department's regular utility be processed, was presented. Further be allowed to work for 22 as utility works need to be performed in a daily basis. With notation of Ms. Ampac "until June 2022 or if there is a replacement".

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

NAPB Resolution No. 124
Series of 2022

Recommending approval.
May 13, 2022

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Ms. Venice B. Ibañez**, Dept. Head, DTHM