



VISAYAS
STATE UNIVERSITY

HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

EXCERPT FROM THE APPROVED MINUTES OF THE 18th Non-Academic Personnel Board Meeting

Via Zoom: Meeting ID: 933 1453 6398
May 14, 2025

June 9

Sept. 17 - 27, 2025

The Presentation of Final Comparative for the Administrative Aide VI (Clerk III) for SPO, was presented and deliberated.

Plantilla Item No.:	ADA6-107-2004
Position:	ADMINISTRATIVE AIDE VI (CLERK III)
Educ. Requirement:	Completion of 2 years studies in college
Elig. Requirement:	Career Service (Subprofessional)/First Level Eligibility
Experience Requirement:	None Required
Training Requirement:	None Required
Salary Grade:	6 (Php 18,255.00)
Job Code:	VHSENM
Designated Office:	SPO/SPM

NAME	AGE	SEX	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.		
GARCES, Mark Louis L.	28	M	CSP	BS in Marine Engineering Graduate	12	1.05	10.00	8.75	5.00	0.00	14.34	15.00	66.14	1 st

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

NAPB Resolution No. 162 Series of 2025

Submitting the result of the final comparative assessment of the seven (7) shortlisted applicants for the position of Administrative Aide VI (Clerk III) for SPO. For the appointing officer to select the deemed most qualified for appointment to the vacant position, subject to compliance with the Commission on Elections (COMELEC) Resolution No. 11059.

May 14, 2025

President's Notation: "Appointing the top-rank applicant, Mr. Mark Louis L. Garces."

Certified True and Correct:


LUVILLA G. ALCOBER
NAPB, Secretary

Cc: **Ms. Vivian V. Balbarino**, Head, Supply and Property Management
Mr. Mark Louis L. Garces

 6/9/25



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