

**EXCERPT FROM THE APPROVED MINUTES OF THE
22nd Non-Academic Personnel Board Meeting**

Via Zoom: Meeting ID: 990 3697 2941
June 11, 2025

July 1

The Presentation of Final Comparative for the Administrative Aide IV (HRM Assistant) for HRMD, was presented and deliberated.

Plantilla Item No.:	ADA4-143-2004
Position:	ADMINISTRATIVE AIDE IV (HRMA)
Educ. Requirement:	Completion of two years studies in college
Elig. Requirement:	Career Service (Subprofessional) First Level Eligibility
Experience Requirement:	None Required
Training Requirement:	None Required
Salary Grade	4 (Php16,209.00)
Jobe Code	KZFIHW
Designated Office	HRMO

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.		
BALLEBAS, Rhea	29	F	CSP / PD 907	BS in Agribusiness Graduate	12	2.32	9.80	9.75	5.00	0.00	14.07	11.43	64.36	3 rd

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

NAPB Resolution No. 210
Series of 2025

Submitting the result of the final comparative assessment of the eight (8) shortlisted applicants for the position of Administrative Aide IV (HRM Assistant) for HRMD. For the appointing officer to select the deemed most qualified for appointment to the vacant position.

June 11, 2025

President's Notation: "Appointing the third-in-ranked applicant, Ms. Rhea P. Ballebas."

Certified True and Correct:


LUVILLA G. ALCOBER
NAPB, Secretary

Cc: **Ms. Honey Sofia V. Colis**, Director, Human Resource Management and Development
Ms. Rhea P. Ballebas







**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- 210