

RECRUITMENT, SELECTION. PLACEMENT AND PERSONNEL **RECORDS OFFICE**

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

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

July 28, 2023; 8:30 am

(Virtual meeting via Google Meet: https://meet.google.com/nti-epgk-bgs?authuser=0)

The final Comparative Assessment of the Administrative Officer I for ODS, was presented and deliberated.

Plantilla Item No :

ADOF1-31-2004 vice Carlito V. Ranchez

Position:

ADMINISTRATIVE OFFICER I

Educ. Requirement: Elig. Requirement:

Bachelor's Degree

Exp. Requirement:

Career Service (Professional) Second Level Eligibility

None Required None Required

Training Requirement:

NAME	AGE	ELIG	EDUCATION (15%)		EXP (15%)	PERF (20%)	POTENTIAL (10%)		TRNG (5%)	AWD (5%)	PCPT (15%)	SKILL (15%)	TOTAL	RANK
			Degree	Pts.	Pts.	Pts.	Sup. (5%)	NAPB (5%)	Pts.	Pts.	Pts.	Pts.		
LARROSA, Josefina M.	58	CSP CSSP	BS Commerce- Accounting Grad.	10.00	15.00	9.89	4.90	4.40	5	2	13.23	13.17	77.59	1st

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

NAPB Resolution No. 226

Series of 2023

Recommending approval to appoint Ms. Josefina M. Larrosa as Administrative Officer I for the Dean of Students Office, being the top rank applicant.

President's Notation: Mrs. Larrosa to retain at OP as Admin. Officer I.

Certified True and Correct:

MIRIAM M. DE LA TORRE NAPB Secretary

Mrs. Larrosa is advised to see Ms. Jenefer B. Javme of HRMO for the appointment requirements to be complied the soonest possible time. Thank you.

Ms. Chona A. Brit, O/C- Dean of Students Office -Ms. Josefina M. Larrosa, Office of the President

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