



VISAYAS
STATE UNIVERSITY



**HUMAN RESOURCE
MANAGEMENT
OFFICE**

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

*Virtual meeting via Zoom: (Meeting ID: 940 5322 0458)
July 30, 2024*

The Presentation of Final Comparative for the Administrative Assistant II for HRMO, was presented and deliberated. *Sept. 1, 2024*

Plantilla Item No.:	ADAS-81-2023
Position:	ADMINISTRATIVE ASSISTANT II (Human Resource Management Assistant)
Educ. Requirement:	Completion of two year studies in college
Elig. Requirement:	Career Service (Sub-Professional) First Level Eligibility
Experience Requirement:	1 year of relevant experience
Training Requirement	4 hours of relevant training
Salary Grade	8 (P 19,744.00)
Job Code	QGFEDO

NAME	AGE	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.		
VILBAR, Carren Mae B.	33	CSP	BS in Nursing (196units)	11	9.81	9.87	10.00	5.00	0.00	13.89	11.57	71.14	3 rd

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

NAPB Resolution No. 259
Series of 2024

Submitting the result of the final comparative assessment of the five (5) shortlisted applicants for the position of Administrative Assistant II for HRMO with Ms. Carren Mae B. Vilbar (3rd rank) and Ms. Jannet Leslie Evelyn S. Codog (4th rank) for the appointing officer to select the deemed most qualified for appointment to the vacant position.

July 30, 2024

President's Notation: "Appointing the Third-in-rank Applicant"

Certified True and Correct:

JENNIFER E. ANDO
NAPB, Secretary

Cc: **Ms. Honey Sofia V. Colis**, Director, Human Resource Management Office
Ms. Carren Mae B. Vilbar

**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



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