

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 07, 2023; 9:00 am

(Virtual meeting via Google Meet: meet.google.com/dxc-bopf-vhm)

The comparative Assessment for 2 Admin. Aide III (Clerk I) casual positions for Accounting Office, was presented and deliberated.

Plantilla Item No.:

L/S (Casual) - 2 slots

Position:

ADMINISTRATIVE AIDE III (CLERK I)

Educ. Requirement: Elig. Requirement:

Completion of 2 years studies in BS Accounting or any related field None Required

Exp. Requirement:

None Required but preferably with experience in Accounting/ Bookkeeping

& related Services

Training Requirement:

None Required

NAME	AGE	ELIG	Current Position	EDUCATION (15%)		EXP (15%)	PERF (20%)	POTENTIAL (10%)		TRNG (5%)	AWD (5%)	PCPT (15%)	SKILL (15%)	TOTAL	REMARKS
				Degree	Pts.	Pts.	Pts.	Sup. (5%)	NAPB (5%)	Pts.	Pts.	Pts.	Pts.		
POSAS, Jubemarie E.	29	None	Job Order Worker	MM in Agri Mgmt. (40 units) BSAB Grad.	14.00	7.74	9.20	5.00	4.67	5	0	13.50	14.00	73.11	1st
PASA, Elizabeth D.	28	CSP	Job Order Worker	BS in Agribusiness Grad.	12.00	5.64	9.50	5.00	4.67	5	1.33	13.20	13.17	69.51	2nd

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

NAPB Resolution No. 193

Series of 2023

Recommending approval to hire the top two (2) applicants namely: Mses. Jubemarie E. Posas and Elizabeth D. Pasa as Administrative Aide III (Clerk I) casual position for the Accounting Office.

Certified True and Correct:

MIRIAM M. DE LA TORRE NAPB Secretary

Ms. Jubemarie E. Posas, Accounting Ms. Elizabeth D. Pasa, Accounting

Mr. Nick Freddy R. Bello, OIC- Head, Accounting Office,

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

Visayas State University, Baybay City, Leyte Email: odahrd@vsu.edu.ph

Website: www.vsu.edu.ph Phone: +63 53 565 0600 Local 1060 TÜVRheinland CERTIFIED www.tuv.com ID 9108658749

Management System ISO 9001:2015

PAGE 1 OF 1 FM-VSU-10 v2 05-09-2023 No.

005 - 193