

## 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

January 10, 2024 at 9:00 AM

Virtual meeting via Google Meet: (: meet.google.com/yrt-jcfb-vps ofv)

The Presentation of Final Comparative for the Administrative Assistant III (Senior Bookkeeper) for Accounting Office, was presented and deliberated.

Plantilla Item No.:

ADAS3-67-2023 (QARTML)

Position:

Admin Assistant III (Senior Bookkeeper)

Educ. Requirement: Completion of 2 years studies in college Experience Requirement:

Elig. Requirement: CS (Subprofessional) First Level Eligibility

Training Requirement

1 year of relevant experience

4 hours of relevant training

Salary Grade:

9 (P 21,211.00)

NAME	AGE	ELIG	EDUCATION (15%)		EXP (15%)	PERF (20%)	POT (10 %)	TRNG (5%)	AWD (5%)	PCP T (15 %)	SKIL LS (15%	TOTA L	RAN KING
			Degree	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.		
CASTIL, Jhonavel R.	28	PD 907: Magna Cum Laude	BSBA- Financial Management	12	6.36	9.84	9.95	5.00	0.00	13.7 7	14.00	70.92	1 <sup>ST</sup>

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

## NAPB Resolution No. 45

Series of 2024

Submitting the result of the final comparative assessment of the two (2) shortlisted applicants for the position of Administrative Assistant III (Senior Bookkeeper) with Ms. Jhonavel R. Castil as the top-rank applicant. Subject for the appointing officer to select the deemed most qualified for appointment to the vacant position.

January 19, 2024

OIC President's Notation: "The top 1 candidate, Ms. Jhonavel R. Castil is selected for the Administrative Assistant III (Senior Bookkeeper) position"

Certified True and Correct:

NAPB Secretary

cc: Mr. Nick Freddy R. Bello, OIC Head, Accounting Office Ms. Jhonavel R. Castil



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