



**VISAYAS**  
STATE UNIVERSITY



**HUMAN RESOURCE  
MANAGEMENT  
OFFICE**

**EXCERPT FROM THE APPROVED MINUTES OF THE  
41<sup>st</sup> Non-Academic Personnel Board Meeting**

*Via Zoom: Meeting ID: 939 4501 2664  
November 25, 2024*

The Presentation of Final Comparative for the Administrative Assistant II (Budgeting Assistant) for Budget Office, was presented and deliberated.

Plantilla Item No.: ADAS2-80-2023  
Position: Administrative Assistant II (Budgeting Assistant)  
Educ. Requirement: Completion of 2 years studies in college  
Elig. Requirement: Career Service (Subprofessional) First Level Eligibility  
Experience Requirement: 1 year of relevant experience  
Training Requirement: 4 hours of relevant training  
Salary Grade: 8 (P19, 744.00)  
Job Code: HAIYPS  
Designated Office: BUO

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.		
TAGACTAC, Winna A.	25	CSSP	BS in Business Administration Grad.	12	3.34	10.00	9.00	5.00	0.00	13.89	13.88	67.11	2 <sup>nd</sup>

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

**NAPB Resolution No. 406  
Series of 2024**

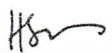
*Jan. 2*

Submitting the result of the final comparative assessment of the seven (7) shortlisted applicants for the position of Administrative Assistant II (Budgeting Assistant) for Budget Office with Ms. Gina A. Loreto as the top rank applicant. For the appointing officer to select the deemed most qualified for appointment to the vacant position.

*November 25, 2024*

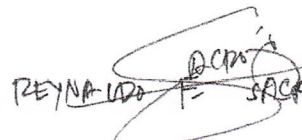
**President's Notation: "Appointing the second-in-rank Applicant."**

Certified True and Correct:

  
**HONEY SOFIA V. COLIS**  
Director, HRMO

Cc: **Ms. Alicia M. Flores, Head, Budget Office**  
**Ms. Winna A. Tagactac**

>

  
REYNALDO F. SACO JR.  
12-27-24

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PLACEMENT AND PERSONNEL  
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