



**EXCERPT FROM THE APPROVED MINUTES OF THE  
Non- Academic Personnel Board Meeting  
March 18, 2022 9:30 am**

(<https://vsu-edu-ph.zoom.us/j/6338518985?pwd=UGZzVXBtZm5pbmdscGMvQ3JBem5Gdz09>)

President's notation on the approved minutes dated Feb 11, 2022 APB Resolution No. 41 S. of 2022 on the recommendation of the AO-I of VSU Isabel, to wit, *"Please review the points for related experience to clarify"*.

**Deliberation:**

The NAPB Secretary presented the assessment of candidates for AO I position submitted by the VSU Isabel Personnel Board. She then presented the re-computation of experiences of both candidates and was reviewed by the Board.

	From	To	Points	Position	Name of Employer
<b>GALLER, Emely A.</b>	1/2/2014	10/31/2021	7.83	Adm. Aide III	VSU – Isabel
	11/19/2010	1/1/2014	3.12	Adm. Aide I (JO) Acctg. Division	VSU – Isabel
	6/1/2006	11/18/2010	0.00	Finance Clerk	Brgy. Water Consumer Asso., Matlang, Isabel, Leyte
	6/1/2005	1/25/2006	0.65	Adm. Aide I (JO) Acctg. Division	VSU – Isabel
	11/1/2003	4/8/2004	0.33	Cashier	Multistore Corp. SM City Cebu
<b>TOTAL</b>			<b>11.93</b>		
<b>GONZAGA, Sharymae R.</b>	1/1/2021	12/31/2021	1.00	Adm. Asst. III	VSU – Isabel
	1/1/2020	12/31/2020	1.00	Adm. Aide III	VSU – Isabel
	12/1/2018	12/31/2019	1.08	Adm. Asst. III	VSU – Isabel
	1/3/2017	11/30/2018	1.91	Adm. Aide III	VSU – Isabel
	8/25/2015	12/31/2016	1.35	Adm. Aide I/ Clerk I	VSU – Isabel
	4/8/2014	8/10/2015	1.00	Acctg. Clerk	EEL Corporation
<b>TOTAL</b>			<b>7.34</b>		

Based on the re-computation of experiences as presented in the above Table, it is still Ms. Galler who ranked first since she is senior in age and had been hired by VSU earlier than Ms. Gonzaga. In addition, both candidates received an Outstanding rating from their supervisors in terms of their potential evaluation. Ms. Gonzaga and Ms. Galler were also recipients of the step increment due to meritorious performance last 2018 and 2019, respectively.

To refresh the Board on the salient provisions on quantum leap in CSC's 2017 ORA-OHRA (Revised 2018), Ms. Colis presented the Sec. 97 and 98 of the said rules, to wit, *"An employee may be promoted to a position which is not more than three (3) salary grade, pay or job grades higher than the employee's present position. All appointments issued in violation of this policy shall be disapproved/invalidated except when promotional appointment falls within the purview of any of the exceptions. The three-salary grade limitation shall apply only to promotion within the agency."*



The Board studied and tried to find a possible exception on the said provisions where Ms. Galler can be appointed. However, she falls short on each exception especially on the possession of superior qualifications on education and performance, notwithstanding, that a qualified next in rank applied for the position.

Moreover, Dr. Luzviminda A. Tajos, VSU Isabel Chancellor, was invited during the said meeting to be updated on the situation in the selection of AO I. She relayed that the VSU Isabel Personnel Board and both candidates are well-aware of the provisions on quantum leap in the ORA-OHRA and strongly agreed to comply on the said rules.

After hearing opinions from the NAPB members and Dr. Tajos, the Chair decided to divide the house on who will be recommended for appointment to the AO I position based on the new re-computation. With the present NAPB members, Ms. Ampac voted for Ms. Galler since she knew the excellent work performance of Ms. Galler being the in-charge of Budget job in VSU Isabel. Meanwhile Dr. Yu, Dr. Lambert, Ms. Colis and Ms. Antipaso uphold to their previous decision to appoint Ms. Gonzaga to the AO I position for being the qualified next-in-rank having met qualification standard for the position and that her appointment will not pose an invalidation by CSC as provided for in Sec. 97 and 98 of the CSC's 2017 ORA-OHRA (Revised 2018). Based on the majority rule, it was agreed to recommend approval to appoint Ms. Gonzaga for the AO I position.

The board further requested Dr. Tajos to have a meeting with the top two (2) candidates. As per information from Dr. Tajos, they are just waiting for the approved minutes and NAPB recommendation. Dr. Tajos informed Ms. Colis via phone call that she has already spoken with the two candidates and waiting for the approved minutes.

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

**NAPB Resolution No. 84a**  
**Series of 2022**

The board upholds its recommendation to appoint Ms. Sharymae R. Gonzaga as Admin Officer I for VSU Isabel.

*March 18, 2022*

Certified True and Correct:

**JENNIFER E. ANDO**  
*NAPB Secretary*

cc: **Dr. Luzviminda A. Tajos**, *Chancellor VSU Isabel*



**EXCERPT FROM THE APPROVED MINUTES OF THE  
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## Update of the Registrar II

Plantilla Item No.:	R2-1-2001
Position:	REGISTRAR II
Educ. Requirement:	Bachelors degree relevant to the job
Elig. Requirement:	CS Professional Eligibility
Experience Requirement:	2 years relevant experience
Training Requirement:	8 hours relevant training

NAME	AGE	ELIG.	EDUCATION (15%)		EXP. (15%)	PERF (20%)	POTENTI AL (10%)		TRNG (5%)	AWD (5%)	PCPT (15%)	SKILLS (15%)	TOTAL (100%)	Rank
			Degree	Pts.	Pts.	Pts.	Sup. (5%)	NAPB (5%)	Pts.	Pts.	Pts.	Pts.		
<b>Berones, Kathleen Amor R.</b>	28	CSP	Juris Doctor (75 units) BS Biology	14.00	3.37	8.20	4.40	4.86	5.00	0.00	13.62	14.25	<b>67.70</b>	1
<b>Napoles, Homer Lois P.</b>	32	CSP	BS Computer Science	10.00	2.33	9.57	4.65	4.57	5.00	0.00	12.87	12.75	<b>61.74</b>	2

The first ranked candidate, Ms. Kathleen Amor R. Berones, waived for the position through phone call and that she had not reported to VSU on her confirmation date on Feb. 7, 2022 as indicated in her job offer.

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

### **NAPB Resolution No. 85**

Series of 2022

Recommending approval to appoint the second ranked candidate, Mr. Homer Luis P. Napoles, as Registrar II.

March 18, 2022

Certified True and Correct:

**JENNIFER E. ANDO**  
NAPB Secretary

cc: **Ms. Marwen Castañeda**, Office of the University Registrar



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Comparative Assessment, was presented and deliberated.

**Security Guard I (4 positions)**

Plantilla Item No.:	SECG1-14-1998; SECG1-7-1998; SEC
Position:	SECG1-14-1998; SECG1-7-1998; SEC
Educ. Requirement:	High School Graduate
Elig. Requirement:	Security Guard License
Experience Requirement:	NONE REQUIRED
Training Requirement:	NONE REQUIRED

NAME	AGE	ELIG.	EDUCATION (15%)		EXP. (15%)	PERF (20%)	POTENTI AL (10%)		TRNG (5%)	AWD (5%)	PCPT (15%)	SKILLS (15%)	TOTAL (100%)	Rank
			Degree	Pts.	Pts.	Pts.	Sup. (5%)	NAPB (5%)	Pts.	Pts.	Pts.	Pts.		
Caorte, Enrique E. Jr.	53	LESP (January 22, 2022)	BSF, 84 units	12.00	15.00	9.07	4.15	4.20	5.00	0.00	12.72	12.00	<b>74.14</b>	1
Pedregosa, Rosendo L.	41	LESP (January 22, 2022)	Asso. in Computer Science, Undergrad 64 units	11.00	12.50	9.00	4.20	4.80	5.00	0.00	13.17	11.71	<b>71.38</b>	2
Sausa, Gregorio B.	46	Private Security Guard (Aug. 2022)	HS Graduate	10.00	15.00	4.80	4.60	4.40	5.00	0.00	12.45	11.00	<b>67.25</b>	3
Managbanag, Archie B.	41	LESP (January 22, 2022)	1st yr col undergrad (59 units)	11.00	9.06	9.62	3.85	4.00	5.00	0.00	12.21	11.14	<b>65.88</b>	4
Villaruel, Jenzen John M.	30	Private Security Guard (Sept. 2023)	1st Sem College	10.00	4.67	9.14	3.65	4.75	5.00	0.00	13.68	11.00	<b>61.89</b>	5
Magno, Sheena A.	33	LESP (December 2022)	HS Graduate	10.00	6.92	7.60	3.5	4.4	4.00	0.00	13.17	10.29	<b>59.88</b>	6
Montajes, Crisanto	30	Private Security Guard (Nov. 2023)	HS Grad, Culinary Vocational Course	10.00	7.08	8.30	3.35	3.80	5.00	0.00	12.00	10.29	<b>59.82</b>	7

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



**NAPB Resolution No. 86**

Series of 2022

Recommending approval to appoint the top four ranked candidates, Messrs. Enrique E. Caorte Jr., Rosendo L. Pedregosa, Gregorio B. Sausa and Archie B. Managbanag as Security Guard I subject to the compliance of their eligibility requirement and favorable BI of Mr. Gregorio B. Sausa to be conducted by Atty. Rysan C. Guinocor, CAO & Chief Legal Officer.

*March 18, 2022*

Certified True and Correct:

**JENNIFER E. ANDO**  
*NAPB Secretary*

cc: **Dr. Julius V. Abela**, *Head, OUDRRM*  
**Atty. Rysan C. Guinocor**, *CAO & Chief Legal Officer*



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**Administrative Aide IV (permanent) for the Office of the Chief Legal Officer**

Plantilla Item No.: ADA4-125-2004 for OTCLO  
Position: Administrative Aide IV (CLERK II)  
Educ. Requirement: Completion of 2 years studies in college  
Elig. Requirement: CS Subprofessional  
Training Requirement: None Required  
Experience Requirement: None Required

\* Successful candidate will be assigned as dDRC hence, applicant with ISO 9001:2015 awareness seminar/training and sufficient exp. as dDRC will be given preference to be hired

NAME	AGE	ELIG.	EDUCATION (15%)		EXP. (15%)	PERF (20%)	POTENTI AL (10%)		TRNG (5%)	AWD (5%)	PCPT (15%)	SKILLS (15%)	TOTAL (100%)	Rank
			Degree	Pts.	Pts.	Pts.	Sup. (5%)	NAPB (5%)	Pts.	Pts.	Pts.	Pts.		
TABROSA, Lucilyn L.	47	CS Sub Prof	BS Accountancy	12.00	15.00	9.74	4.25	4.50	5	0.00	12.90	12	<b>75.39</b>	1
LOR, Letty Jean C.	29	CSP	MS Dev't. Sociology (28 units) BS Environment al Mgt.	13.00	8.00	8.56	4.45	4.00	5	0.00	13.14	14	<b>70.15</b>	2
PAMAOS, Les Andre B.	27	CS Prof.	BS in Agribusiness / MS 27 units	13.00	5.07	9.75	4.85	5.00	5	0.00	13.29	13	<b>68.96</b>	3
VILBAR, Carren Mae	30	CS Prof	BS Nursing (4th yr. level)	11.00	7.58	9.84	4.65	4.50	5	0.00	13.08	13	<b>68.65</b>	4
BANDALAN, Marvin B.	29	CS Prof	BS Food Technology	12.00	8.14	9.55	4.15	4.25	5	0.00	13.08	12	<b>68.17</b>	5
BALO, Maria Precilla P.	25	CSP PD 907: Honor Grad.	Supplementa I Degree in Education BS Economics (Cum Laude)	12.00	4.19	9.52	4.9	4.75	5	0.00	13.35	12	<b>65.71</b>	6
VILLAS, Jansel Joi C.	26	CS Prof.	BS Statistics	12.00	4.32	9.57	4.5	4.00	5	0.00	12.81	12	<b>64.20</b>	7

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



**NAPB Resolution No. 87**

Series of 2022

Recommending approval to appoint the top ranked candidate Ms. Lucilyn L. Tabora as Administrative Aide IV.

*March 18, 2022*

Certified True and Correct:

**JENNIFER E. ANDO**  
*NAPB Secretary*

cc:, **Ms. Lucilyn L. Tabrosa** , *Accounting*  
**Mr. Nick Freddy Bello**, *Head, Accounting*  
**Atty. Rysan C. Guinocor**, *Chief Legal Officer*



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**Administrative Aide IV (permanent) for DBM**

Plantilla Item No.:	ADA4-131-2004 for DBM
Position:	Administrative Aide IV (CLERK II)
Educ. Requirement:	Completion of 2 years studies in college
Elig. Requirement:	CS Subprofessional
Training Requirement:	None Required
Experience Requirement:	None Required

\* Successful candidate will be assigned as dDRC hence, applicant with ISO 9001:2015 awareness seminar/training and sufficient exp. as dDRC will be given preference to be hired

NAME	AGE	ELIG.	EDUCATION (15%)		EXP. (15%)	PERF (20%)	POTENTI AL (10%)		TRNG (5%)	AWD (5%)	PCPT (15%)	SKILLS (15%)	TOTAL (100%)	Rank
			Degree	Pts.	Pts.	Pts.	Sup. (5%)	NAPB (5%)	Pts.	Pts.	Pts.	Pts.		
TABROSA, Lucilyn L.	47	CS Sub Prof	BS Accountancy	12.00	15.00	9.74	4.25	4.00	5	0.00	12.33	12	<b>74.32</b>	1
LOR, Letty Jean C.	29	CSP	MS Dev't. Sociology (28 units) BS Environmental Mgt.	13.00	8.00	8.56	4.45	4.33	5	0.00	13.86	14	<b>71.20</b>	2
PAMAOS, Les Andre B.	27	CS Prof.	BS in Agribusiness / MS 27 units	13.00	5.07	9.75	4.85	4.80	5	0.00	13.92	13	<b>69.39</b>	3
VILBAR, Carren Mae	30	CS Prof	BS Nursing (4th yr. level)	11.00	7.58	9.84	4.65	4.33	5	0.00	13.32	13	<b>68.72</b>	4
BALO, Maria Precilla P.	25	CSP PD 907: Honor Grad.	Supplemental Degree in Education BS Economics (Cum Laude)	12.00	4.19	9.52	4.90	4.50	5	0.00	13.44	12	<b>65.55</b>	5
VILLAS, Jansel Joi C.	26	CS Prof.	BS Statistics	12.00	4.32	9.57	4.50	4.33	5	0.00	13.35	12	<b>65.07</b>	6
BANDALAN, Marvin B.	29	CS Prof	BS Food Technology	12.00	4.32	9.55	4.15	4.17	5	0.00	13.20	12	<b>64.39</b>	7

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

**NAPB Resolution No. 88**

Series of 2022

Recommending approval to appoint Ms. Letty Jean C. Lor as Administrative Aide IV. The top ranked candidate Ms. Tabrosa was already appointed as Clerk II for OTCLO.

March 18, 2022



**VISAYAS**  
STATE UNIVERSITY

**OFFICE OF THE HEAD OF  
RECRUITMENT, SELECTION,  
PLACEMENT AND PERSONNEL  
RECORDS**

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

Certified True and Correct:

**JENNIFER E. ANDO**  
*NAPB Secretary*

cc:, **Ms. Letty Jean C. Lor** , Gender Resource Center  
**Prof. Ma. Aurora Teresita W. Tabada**, *Head, Gender Resource Center*  
**Dr. Angelita L. Paradero**, *Head, DBM*



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**Administrative Aide IV (permanent) for DTE**

Plantilla Item No.: ADA4-152-2004 for DTE  
Position: Administrative Aide IV (CLERK II)  
Educ. Requirement: Completion of 2 years studies in college  
Elig. Requirement: CS Subprofessional  
Training Requirement: None Required  
Experience Requirement: None Required

\* Successful candidate will be assigned as dDRC hence, applicant with ISO 9001:2015 awareness seminar/training and sufficient exp. as dDRC will be given preference to be hired

NAME	AGE	ELIG.	EDUCATION (15%)		EXP. (15%)	PERF (20%)	POTENTI AL (10%)		TRNG (5%)	AWD (5%)	PCPT (15%)	SKILLS (15%)	TOTAL (100%)	Rank
			Degree	Pts.	Pts.	Pts.	Sup. (5%)	NAPB (5%)	Pts.	Pts.	Pts.	Pts.		
TABROSA, Lucilyn L.	47	CS Sub Prof	BS Accountancy	12.00	15.00	9.74	4.25	3.80	5	0.00	11.88	12	<b>73.67</b>	1
LOR, Letty Jean C.	29	CSP	MS Dev't. Sociology (28 units) BS Environment al Mgt.	13.00	8.00	8.56	4.45	4.20	5	0.00	13.98	13	<b>70.19</b>	2
PAMAOS, Les Andre B.	27	CS Prof.	BS in Agribusiness / MS 27 units	13.00	5.07	9.75	4.85	4.83	5	0.00	13.68	14	<b>70.18</b>	3
VILBAR, Carren Mae	30	CS Prof	BS Nursing (4th yr. level)	11.00	7.58	9.84	4.65	4.67	5	0.00	13.56	13	<b>69.30</b>	4
BANDALAN, Marvin B.	29	CS Prof	BS Food Technology	12.00	8.14	9.55	4.20	4.17	5	0.00	12.78	12	<b>67.84</b>	5
BALO, Maria Precilla P.	25	CSP PD 907: Honor Grad.	Supplementa l Degree in Education BS Economics (Cum Laude)	12.00	4.19	9.52	4.90	4.67	5	0.00	13.77	12	<b>66.05</b>	6
VILLAS, Jansel Joi C.	26	CS Prof.	BS Statistics	12.00	4.32	9.57	4.50	4.17	5	0.00	12.99	12	<b>64.55</b>	7

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

**NAPB Resolution No. 89**

Series of 2022

Recommending approval to appoint Ms. Les Andre B. Pamaos as Administrative Aide IV. The two top ranked candidates are already recommended as Clerk II for other offices.

March 18, 2022



**VISAYAS**  
STATE UNIVERSITY

**OFFICE OF THE HEAD OF  
RECRUITMENT, SELECTION,  
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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

***President's Notation:***  
*To be retained at OP.*

Certified True and Correct:

**JENNIFER E. ANDO**  
*NAPB Secretary*

cc:, **Ms. Les Andre B. Pamaos**, *Office of the President*  
**Dr. Joel Q. Mabalhin**, *Head, DTE*  
**Dr. Edgardo E. Tulin**, *President*



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**Administrative Aide IV (permanent) for OVPREI**

Plantilla Item No.:	ADA4-143-2004 for OVPREI
Position:	Administrative Aide IV (CLERK II)
Educ. Requirement:	Completion of 2 years studies in college
Elig. Requirement:	CS Subprofessional
Training Requirement:	None Required
Experience Requirement:	None Required

\* Successful candidate will be assigned as dDRC hence, applicant with ISO 9001:2015 awareness seminar/training and sufficient exp. as dDRC will be given preference to be hired

NAME	AGE	ELIG.	EDUCATION (15%)		EXP. (15%)	PER F (20%)	POTENTIAL (10%)		TRNG (5%)	AWD (5%)	PCPT (15%)	SKILLS (15%)	TOTAL (100%)	Rank
			Degree	Pts.	Pts.	Pts.	Sup (5%)	NAPB (5%)	Pts.	Pts.	Pts.	Pts.		
TABROSA, Lucilyn L.	47	CS Sub Prof	BS Accountancy	12.00	15.00	9.74	4.25	4.00	5	0.00	11.94	12	<b>73.93</b>	1
LOR, Letty Jean C.	29	CSP	MS Dev't. Sociology (28 units) BS Environmental Mgt.	13.00	8.00	8.56	4.45	4.17	5	0.00	12.69	14	<b>69.87</b>	2
PAMAOS, Les Andre B.	27	CS Prof.	BS in Agribusiness / MS 27 units	13.00	5.07	9.75	4.85	4.50	5	0.00	12.81	14	<b>68.98</b>	3
VILBAR, Carren Mae B.	30	CS Prof	BS Nursing (4th yr. level)	11.00	7.58	9.84	4.65	4.40	5	0.00	12.48	13	<b>67.95</b>	4
BANDALAN, Marvin B.	29	CS Prof	BS Food Technology	12.00	8.14	9.55	4.15	4.25	5	0.00	12.33	12	<b>67.42</b>	5
BALO, Maria Precilla P.	25	CSP PD 907: Honor Grad.	Supplemental Degree in Education BS Economics (Cum Laude)	12.00	4.19	9.52	4.90	4.00	5	0.00	12.39	12	<b>64.00</b>	6
VILLAS, Jansel Joi C.	26	CS Prof.	BS Statistics	12.00	4.32	9.57	4.50	4.40	5	0.00	12.18	12	<b>63.97</b>	7



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

**NAPB Resolution No. 90**

Series of 2022

Recommending approval to appoint Ms. Carren Mae B. Vilbar as Administrative Aide IV. The three top ranked candidates are already recommended as Clerk II for other offices.

*March 18, 2022*

Certified True and Correct:

**JENNIFER E. ANDO**

*NAPB Secretary*

cc:, **Ms. Carren Mae B. Vilbar**, *OHRSPPR*  
**Ms. Jennifer E. Ando**, *OIC- Head, OHRSPPR*  
**Dr. Maria Juliet C. Ceniza**, *Vice President, OVPREI*



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**Administrative Aide IV (permanent) for IHK**

Plantilla Item No.: ADA4-141-2004 for IHK  
Position: Administrative Aide IV (CLERK II)  
Educ. Requirement: Completion of 2 years studies in college  
Elig. Requirement: CS Subprofessional  
Training Requirement: None Required  
Experience Requirement: None Required  
\* Candidate will be assigned as Property Custodian, hence applicant with experience as property custodian will be given preference

NAME	AGE	ELIG.	EDUCATION (15%)		EXP. (15%)	PER F (20%)	POTENTIAL (10%)		TRN G (5%)	AWD (5%)	PCP T (15%)	SKILL S (15%)	TOTAL (100%)	Rank
			Degree	Pts.	Pts.	Pts.	Sup (5%)	NAPB (5%)	Pts.	Pts.	Pts.	Pts.		
TABROSA, Lucilyn L.	47	CS Sub Prof	BS Accountancy	12.00	15.00	9.74	4.25	4.00	5	0.00	11.94	12	<b>73.93</b>	1
LOR, Letty Jean C.	29	CSP	MS Dev't. Sociology (28 units) BS Environmental Mgt.	13.00	8.00	8.56	4.45	4.17	5	0.00	12.69	14	<b>69.87</b>	2
PAMAOS, Les Andre B.	27	CS Prof.	BS in Agribusiness / MS 27 units	13.00	5.07	9.75	4.85	4.50	5	0.00	12.81	14	<b>68.98</b>	3
VILBAR, Carren Mae B.	30	CS Prof	BS Nursing (4th yr. level)	11.00	7.58	9.84	4.65	4.40	5	0.00	12.48	13	<b>67.95</b>	4
BANDALAN, Marvin B.	29	CS Prof	BS Food Technology	12.00	8.14	9.55	4.15	4.25	5	0.00	12.33	12	<b>67.42</b>	5
BALO, Maria Precilla P.	25	CSP PD 907: Honor Grad.	Supplemental Degree in Education BS Economics (Cum Laude)	12.00	4.19	9.52	4.90	4.00	5	0.00	12.39	12	<b>64.00</b>	6
VILLAS, Jansel Joi C.	26	CS Prof.	BS Statistics	12.00	4.32	9.57	4.50	4.40	5	0.00	12.18	12	<b>63.97</b>	7

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



**NAPB Resolution No. 91**  
Series of 2022

Recommending approval to appoint Mr. Marvin B. Bandalan as Administrative Aide IV. The three top ranked candidates are already recommended as Clerk II for other offices.

*March 18, 2022*

Certified True and Correct:

**JENNIFER E. ANDO**  
*NAPB Secretary*

cc: **Mr. Marvin B. Bandalan, IGP**  
**Prof. Argina M. Pomida, Head, IGP**  
**Dr. Charis B. Limbo, Director, IHK**



**EXCERPT FROM THE APPROVED MINUTES OF THE  
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(<https://vsu-edu-ph.zoom.us/j/6338518985?pwd=UGZzVXBtZm5pbmdscGMvQ3JBem5Gdz09>)

**Administrative Aide IV (permanent) for DMath**

Plantilla Item No.: ADA4-110-2004 for DMath  
Position: Administrative Aide IV (CLERK II)  
Educ. Requirement: Completion of 2 years studies in college  
Elig. Requirement: CS Subprofessional  
Training Requirement: None Required  
Experience Requirement: None Required

\* Successful candidate will be assigned as DDRC hence, applicant with ISO 9001:2015 awareness seminar/training and sufficient exp. as dDRC will be given preference to be hired

NAME	AGE	ELIG.	EDUCATION (15%)		EXP. (15%)	PER F (20%)	POTENTIAL (10%)		TRN G (5%)	AWD (5%)	PCP T (15%)	SKILL S (15%)	TOTAL (100%)	Rank
			Degree	Pts.	Pts.	Pts.	Sup (5%)	NAPB (5%)	Pts.	Pts.	Pts.	Pts.		
TABROSA, Lucilyn L.	47	CS Sub Prof	BS Accountancy	12.00	15.00	9.74	4.25	4.00	5	0.00	11.94	12	<b>73.93</b>	1
LOR, Letty Jean C.	29	CSP	MS Dev't. Sociology (28 units) BS Environmental Mgt.	13.00	8.00	8.56	4.45	4.17	5	0.00	12.69	14	<b>69.87</b>	2
PAMAOS, Les Andre B.	27	CS Prof.	BS in Agribusiness / MS 27 units	13.00	5.07	9.75	4.85	4.50	5	0.00	12.81	14	<b>68.98</b>	3
VILBAR, Carren Mae B.	30	CS Prof	BS Nursing (4th yr. level)	11.00	7.58	9.84	4.65	4.40	5	0.00	12.48	13	<b>67.95</b>	4
BANDALAN, Marvin B.	29	CS Prof	BS Food Technology	12.00	8.14	9.55	4.15	4.25	5	0.00	12.33	12	<b>67.42</b>	5
BALO, Maria Precilla P.	25	CSP PD 907: Honor Grad.	Supplemental Degree in Education BS Economics (Cum Laude)	12.00	4.19	9.52	4.90	4.00	5	0.00	12.39	12	<b>64.00</b>	6
VILLAS, Jansel Joi C.	26	CS Prof.	BS Statistics	12.00	4.32	9.57	4.50	4.40	5	0.00	12.18	12	<b>63.97</b>	7



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

**NAPB Resolution No. 92  
Series of 2022**

Recommending approval to appoint Ms. Maria Precilla P. Balo as Administrative Aide IV. The four top ranked candidates are already recommended as Clerk II for other offices.

*March 18, 2022*

Certified True and Correct:

**JENNIFER E. ANDO**  
*NAPB Secretary*

cc: **Ms. Maria Precilla P. Balo, DCE**  
**Engr. Gladys G. Doydora, OIC-Head, DCE**  
**Dr. Eusebio R. Lina, Head, Department of Mathematics**



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(<https://vsu-edu-ph.zoom.us/j/6338518985?pwd=UGZzVXBTZm5pbmdscGMvQ3JBem5Gdz09>)

**Administrative Aide VI for Registrar**

Plantilla Item No.: ADA6-86-2004  
Position: Administrative Aide VI (Clerk III) for Registrar  
Educ. Requirement: Completion of 2 years studies in College  
Elig. Requirement: CS Subprofessional  
Exp. Requirement: None Required  
Training Requirement: None Required

NAME	AGE	ELIG.	EDUCATION (15%)		EXP. (15%)	PER F (20%)	POTENTIAL (10%)		TRN G (5%)	AWD (5%)	PCP T (15%)	SKILL S (15%)	TOTAL (100%)	Rank
			Degree	Pts.	Pts.	Pts.	Sup (5%)	NAPB (5%)	Pts.	Pts.	Pts.	Pts.		
Oraño, Pamela P.	46	CS Prof	BS in Statistics (MM Graduate)	14.00	11.99	9.31	4.80	4.50	5	0.00	13.08	12.14	<b>74.82</b>	1
Vergis, Valerie Y.	28	CSP	MM 41 units, BS Agribusiness	14.00	8.91	9.85	4.95	4.83	5	0.00	13.32	13.29	<b>74.15</b>	2
Miñoza, Susana B.	40	CS Prof	BS in Statistics, MM (40 units)	14.00	8.73	9.80	5	4.33	5	0.00	13.23	12.29	<b>72.38</b>	3
Esguerra, Erly S.	29	CS Prof, RA 1080	BS in Agribusiness, MM in Agribusiness Management (34 units)	13.00	8.97	9.65	5.00	4.33	5	0.00	12.33	12.29	<b>70.57</b>	4
Didal, Florante G.	46	CS Prof	AB English	12.00	9.21	9.78	4.85	4.50	5	0.00	12.96	12.14	<b>70.44</b>	5

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

**NAPB Resolution No. 93  
Series of 2022**

Recommending approval to appoint the top ranked candidate Ms. Pamela P. Oraño as Administrative Aide VI (Clerk III).

March 18, 2022



**VISAYAS**  
STATE UNIVERSITY

**OFFICE OF THE HEAD OF  
RECRUITMENT, SELECTION,  
PLACEMENT AND PERSONNEL  
RECORDS**

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

Certified True and Correct:

**JENNIFER E. ANDO**  
*NAPB Secretary*

cc: **Ms. Pamela P. Oraño**, ODQA  
**Dr. Editha G. Cagasan**, Director for Quality Assurance  
**Ms. Marwen Castañeda**, *Office of the University Registrar*



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(<https://vsu-edu-ph.zoom.us/j/6338518985?pwd=UGZzVXBtZm5pbmdscGMvQ3JBem5Gdz09>)

## Engineer II

Plantilla Item No.:	Engr2-1-1998
Position:	Engineer II (Electrical Engineer)
Educ. Requirement:	Bachelor's Degree in Electrical Engineering
Elig. Requirement:	RA 1080
Experience Requirement:	1 year of relevant experience
Training Requirement:	4 hrs of relevant training

NAME	AGE	ELIG.	EDUCATION (15%)		EXP. (15%)	PER F (20%)	POTENTIAL (10%)		TRNG (5%)	AWD (5%)	PCP T (15%)	SKILLS (15%)	TOTAL (100%)	Rank
			Degree	Pts.	Pts.	Pts.	Sup (5%)	NAPB (5%)	Pts.	Pts.	Pts.	Pts.		
SARVIDA, Clint C.	27	Registered Electrical Engineer	Masters Degree in Public Ad. (30 units) BS Electrical Engineering	11.00	3.55	8.80	3.30	5.00	5	0.00	11.6	10.20	<b>57.40</b>	1
SAJULGA, Eric E.	28	Registered Electrical Engineer	BS Electrical Engineering	10.00	1.94	9.10	3.55	5.00	5	0.00	12.12	10.20	<b>56.91</b>	2
YUNSON, Joseph S.	28	Registered Electrical Engineer Master Electrician	BS Electrical Engineering	10.00	3.19	9.33	0.00	4.00	5	0.00	10.74	11.40	<b>53.66</b>	3
ALVERIO, Christian Byronn A.	32	Registered Electrical Engineer	BS Electrical Engineering	10.00	4.64	0.00	5.00	4.00	5	0.00	10.7	12.15	<b>51.44</b>	4
OMLANG, Alvin T.	27	Registered Electrical Engineer Master Electrician	BS Electrical Engineering	10.00	1.55	0.00	4.55	3.75	5	0.00	11.64	10.80	<b>42.29</b>	5

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



**NAPB Resolution No. 94**

Series of 2022

Recommending approval to appoint the top ranked candidate Engr. Clint C. Sarvida as Engineer II (Electrical Engineer).

March 18, 2022

Certified True and Correct:

**JENNIFER E. ANDO**  
*NAPB Secretary*

cc: **Engr. Marlon G. Burlas**, *Head, PESMU*  
**Engr. Clint C. Sarvida**, *PESMU*



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The letter of Mr. Nick Freddy R. Bello, OIC Head Accounting Division, requesting for 22 working days to be allowed for the following JO clerks in relation to the retirement of Ms. Sandra Tiu on April 7, 2022, was presented and deliberated:

- a. Ms. Jubemarie Posas
- b. Ms. Mary Stephanie D. Mamaril
- c. Ms. Jeah Mae C. Ebero
- d. Ms. Jiya C. Mejia

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

**NAPB Resolution No. 95  
Series of 2022**

Recommending approval for 22 working days of JO clerks Mss. Posas, Mamaril, Ebero and Mejia relative to the retirement of Ms. Sandra Tiu.

*March 18, 2022*

Certified True and Correct:

**JENNIFER E. ANDO**  
*NAPB Secretary*

cc: **Mr. Nick Freddy R. Bello, OIC Head Accounting Division**



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(<https://vsu-edu-ph.zoom.us/j/6338518985?pwd=UGZzVXBTZm5pbmdscGMvQ3JBem5Gdz09>)

Dr. Elwin Jay V. Yu raised his concern on the approved minutes dated January 11, 2022 NAPB Res. No. 12 S. 2022 "Recommending approval to hire two (2) JO Security Guard to be detailed at VSU Infirmary instead of four (4) due to budgetary constraint", was presented and deliberated. Up to this time, there were no Security Guards being detailed at the VSU Infirmary. Dr. Yu suggested if he could possibly hire Watchman instead of Security Guard since they are in dire need of such services especially for the upcoming limited face-to-face classes. He has already identified possible watchman for the VSU Infirmary.

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

**NAPB Resolution No. 96  
Series of 2022**

Recommending approval to hire two (2) Watchman to be detailed at VSU Infirmary.  
*March 18, 2022*

Certified True and Correct:

**JENNIFER E. ANDO**  
*NAPB Secretary*

cc: **Dr. Elwin Jay V. Yu**, *Chief of Hospital, USHER*



**EXCERPT FROM THE APPROVED MINUTES OF THE  
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The letter request of Ms. Marwen A. Castañeda to hire four (4) Jos, was presented and deliberated. (2) JOs will be assigned as IT Staff and programmer in response to Planning changes during the Management Review. Moreover, emails have been received everyday even during weekends and holidays, and no staff to look into these voluminous requests. Due to lack of manpower, scanning of students' records for digitized filing needs to be addressed also thus additional 2 JOs are needed.

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

**NAPB Resolution No. 97  
Series of 2022**

Recommending approval to hire three (3) JOs for the University Registrar. Two (2) JOs to address the concerns raised during the Management Review while one (1) JO to replace the vacated position of Mr. Napoles until June 30, 2022.

*March 18, 2022*

Certified True and Correct:

**JENNIFER E. ANDO**  
*NAPB Secretary*

cc: **Ms. Marwen Castañeda**, *Office of the University Registrar*