



EXCERPT FROM THE APPROVED MINUTES OF THE

Non- Academic Personnel Board Meeting

September 22, 2021 at 2:00 pm

via Virtual (meet.google.com/ gii-qrek-vqs)

The recommendation on Mr. Arturo Alba for IHK and Mr. Raul Bagarinao for VSUIHS on their promotion as Administrative Aide III, was presented and deliberated.

Deliberation:

Ms. Honey Sofia V. Colis, OIC-Director, ODHRM informed the president regarding the deployment of the newly promoted staff, however Dr. Tulin suggested to retain them in their current offices, OVPAF and OP, respectively. Dr. Tan also raised his concern that Mr. Alba is the right hand of Atty. Guinocor of the Office of the General Services especially on the monitoring and implementation of Occupational Safety and Health standards for office spaces in the administration building and that Mr. Alba is the focal persons of utility workers.

The Board deliberated and noticed that IHK is in dire need of somebody to replace the two (2) vacated positions, Adm. Aide II and Adm. Aide VI vice Mr. Asilom and Mr. Tulin who retired from the government service. If Mr. Alba be retained to his post, it will really be difficult for IHK, thus, the Board suggest to deploy Mr. Alba with the consent of the current supervisor, Dr. Daniel Leslie S. Tan, VP for OVPAF. On the other hand, for Mr. Raul Bagarinao, considering the trust and confidence concern by the OP, the Board suggested to retain Mr. Bagarinao at his current office.

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

NAPB Resolution No. 304

Series of 2021

Recommending approval for Mr. Bagarinao to be retained at OP while Mr. Alba for deployment at IHK.

Certified True and Correct:

JENNIFER E. ANDO

NAPB Secretary

cc: **Dr. Charis B. Limbo**, *Director, IHK*
Dr. Shalom Grace C. Sugano, *Principal, VSUIHS*
Mr. Arturo Alba



Mr. Raul Bagarinao

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The letter request of Ms. Louella Ampac, Financial Management Director, extending the services of Ms. Ederlina Diano as JO from Oct-Dec 2021, was presented and deliberated. Her services are needed especially for the year end closing since she is in charge of the General Fund on which full utilization of allotment is needed.

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

NAPB Resolution No. 305

Series of 2021

Refer the letter request of Ms. Ampac to USHER for further assessment.

September 22, 2021

President's Notation:

This is ok

Certified True and Correct:

JENNIFER E. ANDO

NAPB Secretary

cc: Ms. Louella Ampac, Financial Management Director



**EXCERPT FROM THE APPROVED MINUTES OF THE
Non- Academic Personnel Board Meeting
September 22, 2021 at 2:00 pm
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The letter of Ms. Teresita G. Manatad, AAVI Budget Office to retire from the service effective January 31, 2022, was presented and deliberated.

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

**NAPB Resolution No. 306
Series of 2021**

Noted. Heartfelt appreciation for Ms. Manatad's dedicated services and congratulations on her retirement.

September 22, 2021

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Ms. Teresita G. Manatad**, *AAVI Budget Office*



**EXCERPT FROM THE APPROVED MINUTES OF THE
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The letter of Mr. Nick Freddy R. Bello, OIC Head, Accounting Office, to hire one (1) JO Clerk to perform Pre-audit function since the accounting personnel assigned in doing the pre-audit Ms. Lucilyn L. Tabrosa will not be able to come back to office immediately due to health reasons, was presented and deliberated.

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

**NAPB Resolution No. 307
Series of 2021**

Recommending approval to hire one (1) JO in replacement of Ms. Tabrosa temporarily until she can report back to work.

September 22, 2021

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

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



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The letter of Mr. Nick Freddy R. Bello, OIC Head, Accounting Office, requesting that Ms. Rannie B. Veril, JO Staff to render 22 working days from Oct-Dec 2021 to be helping in the preparation of remittances as additional workload on the said months, was presented and deliberated.

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

NAPB Resolution No. 308

Series of 2021

Recommending approval for Ms. Veril to render 22 working days per month from October-December 2021.

September 22, 2021

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

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



***EXCERPT FROM THE APPROVED MINUTES OF THE
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The letter request of Mr. Jonnel B. Vecina, applicant as Heavy Equipment Operator-II to take the skills test 60 days after his surgery as advised by his physician, was presented and deliberated.

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

**NAPB Resolution No. 309
Series of 2021**

Recommending approval that Mr. Vecina take the skills test upon submission of medical certificate from the physician that he is fit to take the skills test and work as HEO.

September 22, 2021

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary



cc: **Mr. Jonnel B. Vecina**, *Applicant as Heavy Equipment Operator-II*

**EXCERPT FROM THE APPROVED MINUTES OF THE
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The letter request of Dr. Maria Jehan P. Libre, Chancellor VSU Villaba, to post the anticipated vacancy of Ms. Aurora Carpio as Adm. Aide IV who will retire from the service on Oct. 1, 2021, was presented and deliberated.

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

**NAPB Resolution No. 310
Series of 2021**

Recommending approval on the publication of Adm. Aide IV to be vacated by Ms. Carpio.
September 22, 2021

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Dr. Maria Jehan P. Libre**, *Chancellor VSU Villaba*



**EXCERPT FROM THE APPROVED MINUTES OF THE
Non- Academic Personnel Board Meeting
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The letter of Ms. Victoria G. Palermo, SRS, PDDL to retire from the government service effective July 21, 2022, was presented and deliberated.

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

**NAPB Resolution No. 311
Series of 2021**

Noted. Heartfelt appreciation for Ms. Palermo's dedicated services and congratulations on her retirement.

September 22, 2021

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: Ms. Victoria G. Palermo, SRS, PDDL



**EXCERPT FROM THE APPROVED MINUTES OF THE
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Comparative assessment of the following position:

a. AO-II for OVPAF

Plantilla Item No.:	ADOF2 -28 - 2004
Position:	Administrative Officer II
Educ. Requirement:	Bachelor's Degree
Elig. Requirement:	CS Professional Eligibility
Experience Requirement:	3 years relevant experience
Training Requirement:	None Required

NAME	AGE	ELIG.	EDUCATION (15%)		EXP. (15%)	PERF (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.		
DOHILING, Raquel H.	41	CSP	MMgt. (42 units) BS Commer ce - Finance	12.00	15.0 0	9.83	5.00	5.00	5.00	2.00	14.25	11.80	79.88	1
RANCHEZ, Carlito V.	63	CSP	MS Entomol ogy (24 units) BSA Plant Prot.	11.00	7.09	9.78	4.00	4.00	5.00	2.00	13.20	11.80	68.82	2
JAYME, Jenefer B.	29	CSP CSSP	MM (12 units) BS HRTM	10.00	7.37	9.74	4.75	4.75	5.00	0.00	13.86	12.60	68.12	3
VILLAS, Me- an D.	31	CSP	MM Manage ment (21 units) BS Comput er Science	11.00	6.85	9.23	4.50	4.50	5.00	0.00	13.62	12.20	67.40	4



LABAN, John V.	41	RA108 O: LET	Diploma in Prof. Educ. AB English	10.00	7.15	8.75	3.75	3.75	0.00	0.00	12.24	12.20	58.09	5
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Thereupon, below is the NAPB action which was approved by the University President.

NAPB Resolution No. 312

Series of 2021

Recommending approval to appoint the first-ranked candidate, Ms. Racquel Dohiling, as Administrative Officer II of OVPAF.

September 22, 2021

Certified True and Correct:

JENNIFER E. ANDO

NAPB Secretary

cc: **Ms. Racquel Dohiling**, *Administrative Officer I, Cash Office*
Dr. Daniel S. Tan, *VP, Administrative and Finance*



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Comparative assessment of the following position:

Admin Aide III – ITEEM (Casual)

Position:	ADMINISTRATIVE AIDE III (CLERK I) Casual
Educ. Requirement:	Completion of 2 years studies in college
Elig. Requirement:	Preferably with CS (subProfessional)
Experience Requirement:	None Required
Training Requirement:	None Required

NAME	AGE	ELIG.	EDUCATION (15%)		EXP. (15%)	PERF (20%)	POTENTIAL (10%)		TRNG (5%)	AWR D (5%)	PCPT (15%)	SKILLS (15%)	TOTAL (100%)	Rank
			Degree	Pts.	Pts.	Pts.	Sup. (5%)	NAPB (5%)	Pts.	Pts.	Pts.	Pts.		
CAPIN, Orlan C.	43	None	Asso. in Fishery Technol ogy - Aquacult ure	10.00	6.58	9.00	5.00	5.00	5.00	0.00	13.23	11.57	65.38	1
LUMAYAG, Rachelle Anne D.	26	CS Sub- Prof	BS Industria l Technol ogy - Food Prep	12.00	0.18	0.00	3.70	3.43	0.00	0.00	10.98	9.57	39.86	2
NOPAL , Flora May I.	26	LET	Bachelo r in Second ary Educatio n	12.00	0.00	0.00	0.00	3.60	0.00	0.00	11.85	8.00	35.45	3

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



NAPB Resolution No. 313

Series of 2021

Recommending approval to appoint the first-ranked candidate, Mr. Orlan C. Capin, as Administrative Aide III of ITEEM.

September 22, 2021

Certified True and Correct:

JENNIFER E. ANDO

NAPB Secretary

cc: **Dr. Eliza D. Espinosa**, *Director, ITEEM*

Mr. Orlan C. Capin, *ITEEM*

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via Virtual ([meet.google.com/ gii-qrek-vqs](https://meet.google.com/gii-qrek-vqs))

Comparative assessment of the following position:

Admin Aide III for DPBG:

Position:	ADMINISTRATIVE AIDE III (CLERK I) Casual
Educ. Requirement:	Completion of 2 years studies in college
Elig. Requirement:	Preferably with CS (subprofessional)
Experience Requirement:	None Required
Training Requirement:	None Required

NAME	AGE	ELIG.	EDUCATION (15%)		EXP. (15%)	PERF (20%)	POTENTIAL (10%)		TRNG (5%)	AWRD (5%)	PCPT (15%)	SKILLS (15%)	TOTAL (100%)	Rank
			Degree	Pts.	Pts.	Pts.	Sup. (5%)	NAPB (5%)	Pts.	Pts.	Pts.	Pts.		
OCAÑADA, Jemuel A.	27	None	BS Agribusiness	12.00	3.82	9.70	4.80	4.57	5.00	0.00	13.47	12.29	65.65	1
PIAMONTE, Raizel M.	33	CS Sub-Prof	BS HRTM	12.00	3.50	9.90	4.80	4.33	5.00	0.00	13.17	12.29	64.99	2

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

NAPB Resolution No. 314

Series of 2021

Recommending approval to appoint the first-ranked candidate, Mr. Jemuel A. Ocañada, as Administrative Aide III of DPBG.

September 22, 2021



Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Mr. Rommel M. Garrido, Jr, Head, DPBG**
Mr. Jemuel A. Ocañada, OUDRRM

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Comparative assessment of the following position:

AO-II for OGS:

Plantilla Item No.:	ADOF2 -31 - 2004
Position:	Administrative Officer II
Educ. Requirement:	Bachelor's Degree
Elig. Requirement:	CS Professional Eligibility
Experience Requirement:	3 years relevant experience
Training Requirement:	None Required

NAME	AGE	ELIG.	EDUCATION (15%)		EXP. (15%)	PERF (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.		
DOHILING, Raquel H.	41	CSP	MMgt. (42 units) BS Commer ce - Finance	12.00	15.0 0	9.83	5.00	5.00	5.00	2.00	14.25	11.80	77.48	1
ABAMO, Lorna B.	59	CSP CSSP	MA Educatio n (Grad: 37 units) BS Ag. Eng'g.	12.00	15.0 0	9.38	4.70	4.40	5.00	0.00	13.47	12.83	76.78	2
RANCHEZ, Carlito V.	63	CSP	MS Entomol ogy (24 units) BSA Plant Prot.	11.00	7.09	9.78	4.95	4.00	5.00	2.00	12.75	11.50	68.07	3
VILLAS, Me- an D.	31	CSP	MMgt. - Bus.	11.00	6.85	9.23	5.00	4.50	5.00	0.00	13.59	declined	55.17	4



			Mgt. (21 units) BS Comput er Science											
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Thereupon, below is the NAPB action which was approved by the University President.

NAPB Resolution No. 315

Series of 2021

Held in abeyance of the assessment of AO-II for OGS due to concern on quantum leap of 6 salary grade being from Adm. Aide VI (SG5) to AO II (SG11). ODHRM to seek opinion of Dir. Albert Uy, CSC.

September 22, 2021

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Dr. Anabella B. Tulin**, *Dean, OGS*



**EXCERPT FROM THE APPROVED MINUTES OF THE
Non- Academic Personnel Board Meeting
September 22, 2021 at 2:00 pm
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Shortlisting of the following position:

a. ERA for OGS

Position: Education Research Assistant I (Casual)
Educ. Requirement: Completion of 2 years studies in college
Elig. Requirement: Preferably will have a CSC Sub-Professional Eligibility
Experience Requirement: 1 year of relevant experience
Training Requirement: 4 hours of relevant training

NAME	AGE	ELIGIBILITY	EDUCATION (15%) Degree	Pts.	EXPERIENCE (15%) No. of Years	Pts.	TOTAL
Online Applicants							
Silvano, Guada Mae R.	23	CSP	BS Psychology	12.00	2.03	1.52	13.52
Peligrino, Mary Lilibeth A.	26	Licensure Education for Teacher	BSEd - MAPEH	12.00	3.62	2.72	14.72

NAPB Action:

**NAPB Resolution No. 316
Series of 2021**

The board recommends to repost the ERA I position (casual) to attract more qualified applicants.
September 22, 2021



b. Science Aide PhilRootcrops

Elig. Requirement: None Required
Experience Requirement: None Required
*Experience either as a res. asst. working on cassava or in doing experimental analysis esp. HCN & other chemical analysis will be given preference
Training Requirement: None Required

NAME	AGE	ELIGIBILITY	EDUCATION (15%)		EXPERIENCE (15%)		TOTAL
			Degree	Pts.	No. of Years	Pts.	
Online Applicants							
Gumba, Michelle E.	34	None	BSA - Soil Science	12.00	11.46	11.46	23.46
Roble, Crisilda Marie C.	23	LET	BSEd - MAPEH	12.00	3.33	0.00	12.00
Laban, John V.	41	LET	Diploma in Prof. Educ. AB English	12.00	13.47	0.00	12.00
Garduce, Tiffany Kane Kim E.	25	None	BS Dev. Education - Ag. Ex.	12.00	0.33	0.00	12.00
Galisim, Eunice S.	23	None	BS Dev. Education - Ag. Ex.	12.00	0.55	0.00	12.00

NAPB Action:

NAPB Resolution No. 317

Series of 2021

The board recommends to repost position to attract more qualified applicants.

September 22, 2021

c. Engineer II (Electrical Engineer)

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

NAME	AGE	ELIGIBILITY	EDUCATION (15%)		EXPERIENCE (15%)		TOTAL
			Degree	Pts.	No. of Years	Pts.	
Online Applicants							
GUERRERO, Edrian T.	32	RA1080: Electrical Engineer	BS Electrical Engineering	10.00	7.26	5.44	15.44
ALVERIO, Christian Byronn A.	32	RA1080: Electrical Engineer	BS Electrical Engineering	10.00	6.18	4.64	14.64
YUNSON, Joseph S.	28	RA1080: Electrical Engineer Master Electrician	BS Electrical Engineering	10.00	4.25	3.19	13.19



SAJULGA, Eric E.	28	RA1080: Electrical Engineer	BS Electrical Engineering	10.00	2.22	1.94	11.94
OMLANG, Alvin T.	27	RA1080: Electrical Engineer Master Electrician	BS Electrical Engineering	10.00	2.06	1.55	11.55

NAPB Action:

NAPB Resolution No. 318
Series of 2021

Recommending approval for the five (5) applicants, Engrs. Guerrero, Alverio, Yunson, Sajulga and Omlang to be included in the short-listed candidates for further assessment and evaluation.
September 22, 2021

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Ms. Honey Sofia V. Colis**, *OIC-Director, ODHRM*

**EXCERPT FROM THE APPROVED MINUTES OF THE
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The status of the replacement of Mr. Alex Tulin of IHK. The IHK made a follow-up regarding the replacement, was presented and deliberated.

NAPB Action:

The replacement of Mr. Alex Tulin has already been posted to HRIS to attract for qualified applicants.

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary



cc: **Dr. Charis B. Limbo**, *Director, IHK*

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The email letter of Mr. Edieser A. Noriel addressed to the President requesting to change the effectivity of his retirement from December 31, 2021 to January 1, 2022, was presented and deliberated.

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

**NAPB Resolution No. 319
Series of 2021**

Recommending approval to change the effectivity of Mr. Edieser A. Noriel from December 31, 2021 to January 1, 2022.

September 22, 2021

Certified True and Correct:



JENNIFER E. ANDO
NAPB Secretary

cc: **Mr. Edieser A. Noriel, SRA, Eco-Farmi**

**EXCERPT FROM THE APPROVED MINUTES OF THE
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The request of Mr. Nick Freddy R. Bello, OIC-Head, Accounting Office to hire an additional one (1) JO clerk for the Trust Section in the Accounting office in order to handle external funding projects. As of this date, there are more than 240 projects thus it needs additional manpower. The additional clerk will be charged to the administrative cost

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

**NAPB Resolution No. 320
Series of 2021**

Recommending approval to hire additional one (1) JO clerk charge to administrative cost on Trust Funds derived from externally funded projects.

September 22, 2021



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