



VISAYAS
STATE UNIVERSITY



**HUMAN RESOURCE
MANAGEMENT
OFFICE**

EXCERPT FROM THE APPROVED MINUTES OF THE
Via Zoom: Meeting ID: 985 8927 3923

Visca, Baybay City, Leyte
October 9, 2024

The Presentation of Final Comparative for the Board Secretary I for OUS was presented and deliberated.

Plantilla Item No.: BS1-33-2023
Position: BOARD SECRETARY I
Educ. Requirement: Bachelor's degree
Elig. Requirement: Career Service (Professional) Second Level Eligibility
Experience Requirement: 1 year of relevant experience
Training Requirement: 4 hours of relevant training
Salary Grade: 14 (P35, 434.00)

Appt. Dec. 14

Assn. pto. Jan. 2, 2025

RCS

BKJXPE

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.		
NARAJOS, Maria Antonette Rosafreda B.	42	CSP	BS in Statistics Grad.	10	7.51	6.00	9.90	5.00	0.00	14.58	12.50	65.49	2 nd

The board decided that the appointing officer would select the deemed most qualified applicant. If the president chooses to appoint Ms. Narajos, her appointment will be subject to a favorable BI conducted by Atty. Rysan C. Guinocor.

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

NAPB Action:

NAPB Resolution No. 342
Series of 2024

Submitting the result of the final comparative assessment of the four (4) shortlisted applicants for the position of Board Secretary I for OUS with Ms. Caroline B. Anduyan as the top-rank applicant. For the appointing officer to select the deemed most qualified for appointment to the vacant position.

October 09, 2024

President's Notation: "Appointing the Second-rank Applicant subject to favorable BI."

Certified True and Correct:

JENNIFER E. ANDO
NAPB, Secretary

Cc: Ms. Hazelle V. Asaldo, Board Secretary V, OUS - *11/1/24*
Atty. Rysan C. Guinocor, OIC-Legal Officer - *clp Naysa*

**RECRUITMENT, SELECTION,
PLACEMENT AND PERSONNEL
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