



**EXCERPT FROM THE APPROVED MINUTES OF THE
Non- Academic Personnel Board Meeting
December 10, 2021, 9:00 am
via Virtual (meet.google.com/ ciq-tdrt-uxa)**

Letter of consideration of Mr. Leodel S. Igot regarding his training on Fire and Earthquake drill which he mistakenly submitted the attendance sheet only in the afternoon.

Deliberation

It was recalled that during the December 3, 2021 NAPB meeting, clarifications on the training points of Mr. Igot was raised by Dr. Yu. The secretary explained to the board that insider applicants were given enough time to submit supporting documents which was set on November 25, 2021 as the deadline. It was agreed then that since the applicant failed to submit supporting documents during the deadlines, both in the publication of the vacancy and Nov. 25, 2021, prior to the final evaluation of credential, submission of additional documents after deadline will not be considered anymore.

To address the current request for consideration of Mr. Igot, concerns were raised on the following grounds: NAPB cannot act on it favorably because it is already beyond deadlines. Moreover, upon review of the document submitted by Mr. Igot, it was found out that his attendance to training on "Fire and Earthquake Drill" which he is claiming for additional points was conducted on Oct. 22, 2021. This was already beyond the deadline of the publication which is Oct. 18, 2021, thus said training cannot be considered for inclusion in the evaluation among Mr. Igot's credentials.

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

NAPB Resolution No. 362

Series of 2021

The board cannot favorably act said request since the training activity was held beyond the deadline of submission of applications.

December 10, 2021

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: Mr. Leodel S. Igot, USHER



**EXCERPT FROM THE APPROVED MINUTES OF THE
Non- Academic Personnel Board Meeting
December 10, 2021, 9:00 am
via Virtual (meet.google.com/ ciq-tdrt-uxa)**

Comparative Assessment of the Administrative Aide-I (Utility) VSUIHS:

Plantilla Item No.: ADA1-5-2016
Position: Administrative Aide I (Utility Worker I) Permanent
Educ. Requirement: Elementary School Graduate
Elig. Requirement: None Required (MC 10 s. 2013- Cat. III)
Experience Requirement: None Required
Training Requirement: None Require

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.		
Garcitos, Jose Roldan C.	51	none	HS Grad	14	14.66	8.40	4.95	4.86	4	0	13.77		64.64	1
Llano, Lemuel T.	33	none	Col 1st yr level	14	10.73	9.4	5	4.57	5	0	13.53	-	62.23	2
Igot, Leodel S.	40	none	HS Grad	14	15.00	7.9	4.8	4.14	3	0	12.42	-	61.26	3
Latras, Servando M.	30	none	HS Grad	14	11.75	9.8	5	4.17	3	0	12.93	-	60.65	4
Managbana g, Marlo L	44	none	HS Grad	14	10.99	8.6	5	3.86	4	0	12.12	-	58.57	5
Bagarinao, Junvic B.	33	none	2nd yr Col level	15	10.98	9.4	3.95	4.00	2	0	12.36	-	57.69	6

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

**NAPB Resolution No. 363
Series of 2021**

Recommending approval to appoint the first ranked applicant, Mr. Jose Roldan C. Garcitos, as Administrative Aide-I (Utility) for VSUIHS.

December 10, 2021

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Mr. Jose Roldan C. Garcitos, VSUIHS**
Dr. Shalom Grace C. Sugano, Principal, VSUIHS



Comparative Assessment of the College Librarian I:

Plantilla Item No.: CL1-2-1998
Position: College Librarian I
Educ. Requirement: Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science
Elig. Requirement: RA 1080
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.		
Saavedra, Maryjoy A.	29	Librarian	Master in Library and Information Science (33 units)	11.00	6.00	7.86	0	4.75	5.00	0	13.68	13.92	62.21	1
Samulde, Joenecio K.	35	Librarian	Doctor of Philosophy in Educational Administration and Supervision (PhD EdAS) - (51 units)	14.00	8.34	0.00	0	4.33	5.00	0	12.54	12.94	57.15	2
Pagalan, Pamela	25	Librarian	Master in Library and Information Science (21 units)	11.00	4.11	0.00	0.00	4.50	5.00	0	13.05	15.54	53.20	3
De Paz, John Chris L.	25	Librarian	Bachelor of Library and Information Science	10.00	0.56	0.00	0	4.33	0.00	0	12.42	10.87	38.18	4

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

NAPB Resolution No. 364

Series of 2021

Recommending approval to appoint the first ranked applicant, Ms. Maryjoy A. Saavedra, as College Librarian-I subject to a favorable result on the background investigation that will be conducted by Atty. Rysan C. Guinocor, Chief Legal Officer.

December 10, 2021

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Mr. Vicente A. Gilos**, Office of the Chief Librarian
Atty. Rysan C. Guinocor, Chief Legal Officer



Comparative Assessment of the College Librarian-II:

Plantilla Item No.: CL2- 1-1998
Position: College Librarian II
Educ. Requirement: Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science
Elig. Requirement: RA 1080 (Librarian)
Exp. Requirement: 1-year relevant experience
Training Requirement: 4 hours relevant training

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.		
Camacho, Sheira May T.	36	RA 1080 Librarian	Bachelor of Library/ Master of Library 9 units	10.00	14.14	9.37	4.30	5.00	5	0	14.73	13.42	75.96	1
Lacabra, Mariel E.	25	RA 1080 Librarian	Bachelor of Library/ Master of Library 33 units	11.00	3.63	8.94	4.10	5.00	5	0	13.20	12.87	63.74	2
Abrenica, Ida Mae	29	RA 1080 Librarian	Bachelor of Library and Information Science/ Masters of Library 33 units	11.00	6.69	8.00	0.00	5.00	5	0	13.35	13.20	62.24	3
Varquez, Kimberly Kaye	29	RA 1080 Librarian	Bachelor of Library and Information Science/ Master of Library 33 units	11.00	6.31	4.25	0	4.00	5	0	12.60	12.85	56.01	4
PAGALAN, PAMELA	25	RA 1080 Librarian	Bachelor of Library and Information Science/ Master of Library 21 units	11.00	4.47	0.00	0.00	4.50	5	0	13.41	12.72	51.10	5

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

NAPB Resolution No. 365

Series of 2021

Recommending approval to appoint the top ranked candidate, Ms. Sheira May T. Camacho, as College Librarian-II.

December 10, 2021

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Mr. Vicente A. Gilos**, Office of the Chief Librarian
Ms. Sheira May T. Camacho



Comparative Assessment of the Administrative Officer-IV for OP:

Plantilla Item No.:	ADO4-19-2004 vice Ms. Honey Sofia V. Colis
Position:	Administrative Officer IV
Educ. Requirement:	Bachelor's Degree
Elig. Requirement:	Career Service (Professional) Second Level Eligibility
Exp./Training Requirement:	3 years of relevant experience / 4 hours of relevant training

NAME	AGE	ELIG.	EDUCATION (15%)		EXP. (15%)	PERF (20%)	POTENTIAL (10%)		TRNG (5%)	AWR (5%)	PCPT (15%)	SKILLS (15%)	TOTAL (100%)	Rank
			Degree	Pts.	Pts.	Pts.	Sup. (5%)	NAPB (5%)	Pts.	Pts.	Pts.	Pts.		
UMPAD, Ma. Elsa M.	53	CSP	MS Extension (undergrad: 30 units) BSA - Soil Science	11	8.33	9.88	5	5.00	5	5	14.31	13.86	77.38	1
BALBARIN O, Vivian V.	60	CSP	MS Ag. Ext (30 units) BSA Economics	11	15.00	9.95	5	4.00	5	0	12.90	11.29	74.14	2
JUANERO, Teresita P.	61	CSP	BS Commerce-Acctg	10	15.00	9.90	5	4.00	5	0	13.26	10.14	72.30	3
DARGANT ES, Toni Marc L.	37	CSP ICD-10	MM grad - Bus. Mgt. (42 units) BS Computer Science	12	6.92	9.62	4.9	4.40	5	0	13.95	13.14	69.93	4

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

NAPB Resolution No. 366

Series of 2021

Recommending approval to appoint the top ranked candidate, Ms. Maria Elsa M. Umpad, as Administrative Officer-IV.

December 10, 2021

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Dr. Edgardo E. Tulin, President**
Ms. Maria Elsa M. Umpad



Comparative Assessment of the Guidance Coordinator-III:

Plantilla Item No.: GCOOR3-1-1998
Position: GUIDANCE COORDINATOR III
Educ. Requirement: Masteral degree Guidance and Counseling
Elig. Requirement: RA 1080 (guidance Counselor)
Experience Requirement: 1 year relevant experience
Training Requirement: 4 hours relevant training

NAME	AGE	ELIG.	EDUCATION (15%)		EXP. (15%)	PER F (20%)	POTENTI AL (10%)		TRN G (5%)	AW RD (5%)	PCP T (15%)	SKILL S (15%)	TOTAL (100%)	Rank
			Degree	Pts.	Pts.	Pts.	Sup. (5%)	NAPB (5%)	Pts.	Pt s.	Pts.	Pts.		
BRIT, Chona A.	45	CS Prof/ RA 1080	M Education Guid & Counseling	10.00	15.00	9.60	4.60	4.83	5	0	14.10	13.86	76.99	1
COBICO, Mary Ann G.	40	RA 1080	M Education Guid & Counseling MA in Psychology major in Industrial/ Organizational Psychology (with 18 units of Clinical Psychology)	10.00	14.26	8.95	4.40	4.50	5	0	13.77	13.36	74.24	2

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

NAPB Resolution No. 367 Series of 2021

Recommending approval to appoint the top ranked candidate, Ms. Chona A. Brit, as Guidance Coordinator III.

December 10, 2021

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Prof. Manolo B. Loreto, Jr., Dean of Students**
Ms. Chona A. Brit



Shortlisting of Administrative Officer V (Budget Officer):

Plantilla Item No.: ADOF5-16- 2004 (SG 18) for Budget Office
Position: Administrative Officer V (Budget Officer III)
Educ. Requirement: Bachelor's Degree
Elig. Requirement: Career Service Professional (Second Level Eligibility)
Experience Requirement: 3 years of relevant experience
*exp. on accounting, budgeting & supervisory will be given preference
Training Requirement: 8 hours relevant training

NAME	AGE	ELIG	EDUCATION (15%)		EXPERIENCE (15%)		TOT AL	Remarks
			Degree	Pts.	No. of Years	Pts.		
FLORES, Alicia M.	53	CSP	Ma. ED-Major in Public Administration (36) units	12	30.48	15.00	27.00	Shortlisted (online)
ACUIN, Cholly Q.	41	CPA	MS in Accountancy (Graduating) BS in Accountancy	12.00	13.35	10.01	22.01	Shortlisted (online)
QUIJANO, Analiza C.	42	CSP	BS Accountancy/ MM 12 units	10	21.50	6.10	16.10	Shortlisted (online)
DAGA, Noreen Selina C.	29	CPA	BS in Accountancy (Cum Laude)	10.00	7.56	5.67	15.67	Shortlisted (online)
OLLERAS, Merzeth Blair B.	27	CPA	BS in Accountancy (Cum Laude)	10.00	5.89	2.44	12.44	Shortlisted (online)
MONDEJAR, Jake Wilson B.	26	Lic. Prof Teacher	BS Secondary Education	10.00	3.45	0.00	10.00	Disqualified based on experience

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

NAPB Resolution No. 368

Series of 2021

Recommending approval for the top five (5) candidates, Ms. Flores, Ms. Acuin, Ms. Quijano, Ms. Daga and Ms. Olleras to be short-listed for further assessment and evaluation.

December 10, 2021

Shortlisting of Education Research Assistant (ERA-I) for OGS:

Position: Education Research Assistant I
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 (Applicant with experience in production of journals, handbook, videos, website contents and other promotional materials is given preference)
Training Requirement: 4 hours of relevant training

NAME	AGE	ELIG	EDUCATION (15%)		EXPERIENCE (15%)		TOT AL	Remarks
			Degree	Pts.	No. of Years	Pts.		
Vega, Maria Lilia P.	54	None	MM major in Bus. Mgt. (46 units) BS Dev. Com. major in Broadcasting	14.00	20.99	4.84	18.84	Shortlisted (online)
Garduce, Claudette Meli Hoff E.	26	CSP	BS Dev. Com. major in Dev't. Journalism	12.00	3.66	3.64	15.64	Shortlisted (online)



Peligrino, Mary Lilibeth A.	26	LET	BSed major in MAPEH	12.00	4.50	3.38	15.38	Shortlisted (online)
Silvano, Guada Mae R.	23	CSP	BS Psychology	12.00	2.47	0.00	12.00	Disqualified based on experience
Barbosa, Rachelle Ann A.	32	PD 907: Honor Elig.	BS Agriculture major in Plant Prot. (Cum Laude)	12.00	0.00	0.00	12.00	Disqualified based on experience

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

NAPB Resolution No. 368

Series of 2021

Recommending approval for the top three (3) candidates, Ms. Vega, Ms. Garduce and Ms. Peligrino, to be short-listed for further assessment and evaluation.

December 10, 2021

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

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