



VISAYAS
STATE UNIVERSITY

HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

EXCERPT FROM THE APPROVED MINUTES OF THE 34th Non-Academic Personnel Board Meeting

Via Zoom: Meeting ID: 949 9074 5521
October 23, 2025

July 25 - Aug. 9, 2025

The Presentation of Final Comparative for the Administrative Assistant I (Bookbinder III) for ULC, was presented and deliberated.

Plantilla Item No.: ADAS1-40-2004
Position: Administrative Assistant I (Bookbinder III)
Educ. Requirement: Elementary School Graduate
Elig. Requirement: None required (MC 10 s. 2013- Cat III)
Experience Requirement: None required
Training Requirement: None required
Salary Grade: 7 (Php 20,110.00)
Job Code: IEKFUX
Designated Office: ULC

NAME	AGE	SEX	ELIG	EDUCATION (15%)		EXP (15%)	PERF (20%)	POT (10%)	TRNG (5%)	AWD (5%)	PCPT (15%)	SKILLS (15%)	TOTAL	RANK
				Degree	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.		
MODINA, Gilbert D.	43	M	None	High School Grad.	14	13.99	9.53	7.80	5.00	0.00	12.39	7.80	70.51	1 st

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

NAPB Resolution No. 368 Series of 2025

Submitting the result of the final comparative assessment of the seven (7) shortlisted applicants for the position of Administrative Assistant I (Bookbinder III) for ULC. For the appointing officer to select the deemed most qualified for appointment to the vacant position.

October 23, 2025

President's Notation: "Appointing the top-ranked applicant, Mr. Gilbert D. Modina."

Certified True and Correct:


LUVILLA G. ALCOBER
NAPB, Secretary

Cc: **Mr. Vicente A. Gilos**, University Librarian {Received 11-18-25} 8
Mr. Gilbert D. Modina



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