



**EXCERPT FROM THE APPROVED MINUTES OF THE
Non- Academic Personnel Board Meeting
February 4, 2022 9:00 am
via Virtual (meet.google.com/ fza-yuup-jiv)**

The recommendation of VSU Isabel College Personnel Committee to hire Mrs. Emely A. Galler as AO-I vacated by Ms. Fe Daphney C. Ramos. Ms. Galler is currently occupying the Administrative Aide III plantilla position SG-3 and is designated as the Budget Officer of VSU-Isabel, was presented and deliberated. Her knowledge and skills coupled with her good working attitude have led her to be constantly given an Outstanding rating in the IPCR by her immediate supervisor. However, Mrs. Galler is not the next in rank. Mrs. Shary Mae R. Gonzaga also an applicant occupying the plantilla position Admin Asst. III (SG9). She is designated as Internal Control Auditor, but Mrs. Gonzaga ranked second.

Plantilla Item No.: Administrative Officer
I(Cashier)
Position: Bachelor's Degree
Educ. Requirement: Career Service(Professional) Second Level Eligibility
Exp/Training Requirement: 3 years of relevant experience

NAME	AGE	ELIG.	EDUCATION (15%)		EXP. (15%)	PER F (20%)	POTEN TIAL (10%)		TRN G (5%)	AW D (5%)	PCP T (15%)	SKILL S (15%)	TOTAL (100%)	Rank
			Degree	Pts.	Pts.	Pts.	Sup (5%)	NAP B (5%)	Pts.	Pts.	Pts.	Pts.		
Galler, Emely A.	42	LET Passer	Bachelor of Secondary Education - THE	10.00	13.824	19.06	4.77	4.53	5	0.00	12.67	10.95	80.79	1
Gonzaga, Sharymae R.	32	Career Service Professional Eligibility	Bachelor of Science in Business Administration - Management Accounting	12.00	6.260	18.84	4.71	4.47	5	0.00	12.28	8.63	72.19	2
Molina, Mylene C.	30	Career Service Professional Eligibility	Bachelor of Science in Business Administration - Financial Management	10.00	3.208	20	5	4.27	0	0	12.71	10.28	65.46	3
Jao, Nicole Marie			BS in Accountancy	10	0	19.04	4.76	3.89	0	0	11.59	9.96	59.56	4
Micarsus, Fe C.	52	Career Service Professional Eligibility	Bachelor of Science in Commerce	12.00	0	17.83	4.46	3.61	0	0	10.74	6.37	55.01	5
Ralota, Danilo	39	Career Service Professional Eligibility	Bachelor of Science in Commerce	10.00	0	19.08	4.77	3.44	0	0	11.20	0	48.49	6



Uy, Ebeth P.	38	Career Service Professional Eligibility	Bachelor of Science in Accountancy	10.00	7.37	0	0	3.54	0	0	11.20	8.63	40.64	7
Albarico, Joy R.	47	CSE-Honor Graduate	Bachelor of Science in Accountancy	10.00	6.16	0	0	3.27	0	0	11.12	0	30.56	8
Maraveles, Joycorazon C.	35	Career Service Professional Eligibility	BS in Commerce - Banking & Finance	10.00	0	0	0	3.16	0	0	9.70	4.20	27.06	9

NAPB Action:

Held in abeyance. For further review and deliberation.
February 4, 2022

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

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



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b. Heavy Equipment Operator II (HEO)

Plantilla Item No.: HEO2-1-1998
Position: Heavy Equipment Operator II
Educ. Requirement: HS Graduate or Completion of relevant vocational/ trade course
Elig. Requirement: Heavy Equipment Operator II (and with Prof. driver's license with restriction code 1,2 & 3)
Experience Requirement: None required
Training Requirement: None required (but applicant with TESDA NC II certificate will be preferred)

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.		
Vecina, Jonell B.	31	with Driver's license restricti ons 1, 2,3	High School Graduate	10.00	7.75	9.30	4.35	4.00	5.00	0.00	13.20	13.28	66.88	1
Cortez, Arnel S.	41	with Driver's license restricti ons 1, 2,3	High School Graduate	10.00	6.44	8.70	4.05	5.00	5.00	0.00	14.10	10.84	64.13	2
Sopa, Eric B.	38	with Prof. driver's license with restricti on code 1,2 & 3)	High School Graduate	10.00	5.94	8.60	4.35	4.00	5.00	0.00	13.20	10.54	61.63	3
Bohol, Florian	49	CSC Prof Driving and Vehicle Mainte nance, Autom otive Mecha nic	BS in Commerce major in Business Mgt.	14.00	3.75	0.00		5.00	5.00	0.00	13.20	10.65	51.60	4



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

NAPB Resolution No. 33

Series of 2022

Recommending approval to appoint the first-ranked Mr. Jonell B. Vecina as Heavy Equipment Operator-II.

February 4, 2022

Certified True and Correct:

JENNIFER E. ANDO

NAPB Secretary

cc: **Engr. Marlon G. Burlas**, *Head, PPO*
Mr. Jonell B. Vecina, *PPO*



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The follow up letter request of RCCRDC Director, Dr. Eduardo Mangaong on their previous request for regular staff, was presented and deliberated.

- One (1) regular clerical staff (to act as dDrc)
- One (1) regular SRA (Statistics)
- One (1) regular SRA (Training and knowledge)
- One (1) regular SRA (Environment/Forest)
- One (1) regular utility messenger

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

NAPB Resolution No. 34

Series of 2022

The board cannot favorably be endorsed as there is no available position available. Regular staff for RCCRDC will be included in the prioritization of positions subject to President's recommendation/approval once the enhanced ROSSS will be implemented.

February 4, 2022

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: Dr. Eduardo Mangaong, Director, RCCRDC



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The letter request of Dr. Julius Abela for additional manpower of the University security force. Two (2) Security Guards will be retiring this February 2022, one (1) Security Guard resigned; one (1) Security Guard was promoted. In addition, Dr. Abela requested to fill in vacated casual position and one (1) JO Lady Guard vice Ms. Pabon, was presented and deliberated.

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

**NAPB Resolution No. 35
Series of 2022**

- Two (2) Security Guard II is already posted at HRIS to attract more qualified applicants
 - Two (2) Security Guard I to be posted at HRIS
 - One (1) casual Security Guard held in abeyance for further deliberation.
 - Recommending approval to hire one (1) JO Lady Guard
 - All VSU JO Security Guard will be considered in the Security Guard I position.
- February 4, 2022*

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: Dr. Julius V. Abela, Head, OUDRRM



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The letter request of Dr. Jannet C. Bencure, Dean CET to rehire their (one) 1 JO personnel to maintain college website, course catalogue, newsletter and other promotional materials for the college, was presented and deliberated.

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

NAPB Resolution No. 36

Series of 2022

Recommending approval to hire one (1) JO personnel the maintenance of college website however for five (5) months only at ten (10) days per month.

February 4, 2022

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: Dr. Jannet C. Bencure, Dean CET



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The letter request of DTHM Head, Ms. Venice B. Ibañez to allow their Lab Aide to render 22 working days in line with the gradual re-opening of the face-to-face laboratory classes, was presented and deliberated.

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

**NAPB Resolution No. 37
Series of 2022**

Recommending approval that Lab Aide be able to work for 22 working days upon the start of face-to-face classes, for the meantime during the virtual mode, Lab Aide should render 15 working days.

February 4, 2022

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: Ms. Venice B. Ibañez, *Head, DTHM*



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The shortlisting of the following positions, was presented and deliberated.

a. Science Research Assistant (SRA) for Eco-FARMI

Position: Science Research Assistant
Educ. Requirement: Bachelors degree relevant to the job pref BS Agriculture
Elig. Requirement: Preferably will have a CSC Sub-professional Eligibility
Experience Requirement: 1 year of relevant experience *exp in vermicomposting and its application for vegetable production is an advantage
Training Requirement: 4 hours relevant training

NAME	AGE	ELIG	EDUCATION (15%)		EXPERIENCE (15%)		TOT AL	Remarks
			Degree	Pts.	No. of Years	Pts.		
Macapanas, Reynante G.	25	none	BS in Agriculture	10	3.50	3.50	13.50	Shortlisted (online) with vermicomposting training
Cabase, Michelle Aubrey D.	27	CSC Honor Grad	BS in Economics (Cum Laude), MS Agricultural Economics Grad	11	2.00	1.83	12.83	DQ on relevant training /rel. experience
Labador, Federico G. Jr.	28	RA 1080, LEA	BS in Agriculture	10	3.70	1.00	11.00	DQ on relevant training /rel. experience
Bengalan, Monna E.	27	CSC Prof	BS in Statistics, MS in Ag. Dev (9units)	10	5.27	1.07	11.07	DQ on relevant training /rel. experience
Bartolome, Jesie Pepi L.	31	none	BS in Development Education	10	0.72	0.00	10.00	DQ on relevant training /rel. experience
Barbosa, Rachelle Ann A.	32	PD 907	BS in Agriculture	10	0.00	0.00	10.00	DQ on relevant training /rel. experience
Gortipacion, Joann M.	22	none	BS in Agriculture	10	1.49	0.00	10.00	DQ on relevant training /rel. experience

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

NAPB Resolution No. 38

Series of 2022

Recommending approval Mr. Reynante G. Macapanas to be short-listed for further assessment and evaluation.

February 4, 2022



b. 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 Sub Professional
Experience Requirement: None required
Training Requirement: None required

NAME	AGE	ELIG	EDUCATION (15%)		EXPERIENCE (15%)		TOT AL	Remarks
			Degree	Pts.	No. of Years	Pts.		
Oraño, Pamela P.	46	CS Prof	BS in Statistics (MM Graduate)	14.00	11.99	11.99	25.99	Shortlisted
Esguerra, Erly S.	29	CS Prof, RA 1080	BS in Agribusiness, MM in Agribusiness Management (34 units)	13.00	8.97	8.97	21.97	Shortlisted
Vergis, Valerie Y.	28	CSP	MM 41 units, BS Agribusiness	13.00	8.91	8.91	21.91	Shortlisted
Miñoza, Susana B.	40	CS Prof	BS in Statistics, MM (40 units)	13.00	8.73	8.73	21.73	Shortlisted
Didal, Florante G.	46	CS Prof	AB English	12.00	25.05	9.21	21.21	Shortlisted
Jayme, Jenefer B.	30	CS Prof	BS in HRTM, Master in Management (12units)	12.00	8.00	8.00	20.00	
Pagalan, Lilibeth Victoria F.	54	CS Prof	MS Agriculture graduate	14.00	9.97	5.78	19.78	
Valenzona, Valerie C.	26	CS Prof	BS in Agribusiness, MM in Agribusiness Management (40 units)	13.00	3.12	3.12	16.12	

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

NAPB Resolution No. 39

Series of 2022

Recommending approval for the top five (5) candidates Msses. Oraño, Esguerra, Vergis, Miñoza and Mr. Didal to be short-listed for further assessment and evaluation.

February 4, 2022

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JENNIFER E. ANDO
NAPB Secretary

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



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The request for discussion of Dr. Yu's letter request dated September 1, 2021 for the manpower of USER as mandated by the DOH during the accreditation last August 3, 2021. , was presented and deliberated.

Deliberation:

Dr. Yu reiterated said request as this is a mandatory requirement by DOH in order to maintain the Infirmary status. In addition, it is part of the University Strategic Plan. The board suggested said proposal be enhanced to be submitted in the Tier 2 VSU Budget Proposal 2023.

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

NAPB Resolution No. 40

Series of 2022

To be able to meet the DOH standards, the proposal to enhance the capability of VSU infirmary to be discussed in the Planning level for UAdCo deliberation and BOR approval.

February 4, 2022

Certified True and Correct:

JENNIFER E. ANDO

NAPB Secretary

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



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The re-discussion on request of Dr. Elwin Jay V. Yu to prioritize the hiring of personnel that will comprise the core rescuers of the University including one (1) JO driver, one (1) JO Emergency Med Technician and (one) 1 JO Dispatch Officer, was presented and deliberated.

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

**NAPB Resolution No. 40
Series of 2022**

Secretary to submit the updated JO requests to the Budget Office for the approval of USHER Core Rescuers of at least 1 JO driver, 1 JO emergency med nurse/med affiliated course graduate, 1 JO dispatcher/utility.

February 4, 2022

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

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



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The letter request of Dr. Elwin Jay V. Yu to publish the anticipated vacancy of Ms. Jan Ana M. Salar who will resign eff. March 1, 2022, was presented and deliberated.

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

NAPB Resolution No. 40

Series of 2022

To be posted at HRIS to attract more qualified applicants.

February 4, 2022

Certified True and Correct:

JENNIFER E. ANDO

NAPB Secretary

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



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The comparative Assessment of Admin Asst. II for Accounting Office, was presented and deliberated.

Plantilla Item No.: ADAS2-48-2004
Position: Administrative Assistant II
Educ. Requirement: Completion of 2 years studies in College
Elig. Requirement: CS Sub Professional
Experience Requirement: 3 years of relevant experience
Training Requirement: 4 hours of relevant training

NAME	AGE	ELIG.	EDUCATION (15%)		EXP. (15%)	PERF (20%)	POTENTI AL (10%)		TRNG (5%)	AWD (5%)	CPT (15%)	SKILLS (15%)	TOTAL (100%)	Rank
			Degree	Pts.	Pts.	Pts.	Sup. (5%)	NAPB (5%)	Pts.	Pts.	Pts.	Pts.		
Napiere, Wilma V.	55	Professional	BS in Commerce-Accounting	12.00	15.00	9.85	4.70	5.00	5.00	0.00	14.04	13.13	78.72	1
Bustillo, Norieta B.	58	CSC Sub-Prof	Bachelor in Commerce-Accounting; MGMT-34units	13.00	15.00	9.83	4.80	4.60	5.00	0.00	13.44	12.00	77.67	2
Arpoceple, Dhalia R.	52	Professional	Under Grad Bachelor of Computer Eng'g (5th yr) ; 198units	12.00	15.00	9.82	4.95	4.00	5.00	2.00	12.72	11.75	77.24	3

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

NAPB Resolution No. 41

Series of 2022

Recommending approval to appoint the first-ranked candidate Ms. Wilma V. Napiere as Administrative Asst. II for Accounting Office.

February 4, 2022

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Mr. Nick Freddy R. Bello**, OIC Head, Accounting Office
Ms. Wilma V. Napiere, Accounting Office