



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

Aug. 7 - 18, 2025

Nov. 17, 2025

The Presentation of Final Comparative for the Administrative Assistant II (HRM Assistant) for HRMD, was presented and deliberated.

Plantilla Item No.: ADAS2-81-2023
Position: Administrative Assistant II (Human Resource Management Assistant)
Educ. Requirement: Completion of 2 years studies in College
Elig. Requirement: Career Service (Sub Professional) First Level Eligibility
Experience Requirement: 1 year of relevant experience (Preferably experience in Human Resource Management and Development)
Training Requirement: 4 hours of relevant training (Preferably HRMD-related training)
Salary Grade: 8 (21,448.00)
Job Code: JAKQBY
Designated Office: HRMD

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.		
LEBANTE, Merlin R.	32	F	CSSP	Master of Mgmt. (18units) no proof BS in Agribusiness Grad.	12	8.06	10.00	9.30	5.00	0.00	13.26	9.40	67.02	1 st

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

NAPB Resolution No. 364 Series of 2025



Submitting the result of the final comparative assessment of the five (5) shortlisted applicants for the position of Administrative Assistant II (HRM Assistant) for HRMD. 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, Ms. Merlin R. Lebante."

Certified True and Correct:


LUVILLA G. ALCOBER
NAPB, Secretary

Cc: **Ms. Honey Sofia V. Colis**, Director, Human Resource Management and Development - 
Ms. Merlin R. Lebante
Dr. Arturo E. Pasa, Director, Regional Climate Change Research and Development Center > 



**RECRUITMENT, SELECTION, PLACEMENT AND
PERSONNEL RECORDS OFFICE**
Visayas State University, Baybay City, Leyte
Email: personnel@vsu.edu.ph
Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1060



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