



**VISAYAS**  
STATE UNIVERSITY

# HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

## EXCERPT FROM THE APPROVED MINUTES OF THE 24<sup>th</sup> Non-Academic Personnel Board Meeting

Via Zoom: Meeting ID: 975 9114 3488  
June 27, 2025

• March 31 - April 10, 2025  
• July 1

The Presentation of Final Comparative for the Administrative Aide VI (Clerk III) for Planning Office, was presented and deliberated.

Plantilla Item No.:	ADA6-117-2023
Position:	Administrative Aide VI (Clerk III)
Educ. Requirement:	Completion of two years studies in college
Elig. Requirement:	Career Service (Subprofessional) First Level Eligibility
Experience Requirement:	None Required
Training Requirement:	None Required
Salary Grade:	6 (Php 18,957.00)
Job Code:	REHUPS
Designated Office:	PO

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.		
LORETO, Mervyn P.	42	M	CSP	BS in Development Communication Graduate / MS in Tropical Ecology	12	9.35	7.60	8.65	5.00	0.00	12.75	10.00	65.35	1st

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

### NAPB Resolution No. 227 Series of 2025

Submitting the result of the final comparative assessment of the six (6) shortlisted applicants for the position of Administrative Aide VI (Clerk III) for Planning Office. For the appointing officer to select the deemed most qualified for appointment to the vacant position.

June 27, 2025

**President's Notation:** "Appointing the top-ranked applicant, Mr. Mervyn P. Loreto."

Certified True and Correct:

  
**LUVILLA G. ALCOBER**  
NAPB, Secretary

Cc: **Mr. Toni Marc L. Dargantes, Director, Planning**  
**Mr. Mervyn P. Loreto**  
**Ms. Louella C. Ampac, Director, Finance Management**

*mye 7/7/2025*



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



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