



VISAYAS
STATE UNIVERSITY

HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

EXCERPT FROM THE APPROVED MINUTES OF THE 29th Non-Academic Personnel Board Meeting

Via Zoom: Meeting ID: 961 2229 0193
August 06, 2025

April 14-25, 2025

Sept. 1, 2025

The Presentation of Final Comparative for the Administrative Aide IV (Clerk II) for DPM, was presented and deliberated.

Plantilla Item No.: ADA4-126-2004
Position: Administrative Aide IV (Clerk II)
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: 4 (Php 16,833.00)
Job Code: IBESOP
Designated Office: DPM

NAME	AGE	SEX	ELIG	EDUCATION (15%)		EXP (15%)	PERF (20%)	POT (10%)	TRNG (5%)	AWD (5%)	PCPT (15%)	SKILLS (15%)	TOTAL
				Degree	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.	
ORAÑO, Aira M.	26	F	CSSP	Bachelor in Business Administration Graduate / Master of Agricultural Development (no cert of grades)	12	2.85	9.90	8.65	5.00	0.00	11.01	12.80	62.21

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

NAPB Resolution No. 290 Series of 2025

Submitting the result of the final comparative assessment of the five (5) shortlisted applicants for the position of Administrative Aide IV (Clerk II) for DPM. For the appointing officer to select the deemed most qualified for appointment to the vacant position.

August 06, 2025

President's Notation: "Appointing the third-in-ranked applicant, Ms. Aira M. Oraño."

Certified True and Correct:

LUVILLA G. ALCOBER
NAPB, Secretary

Cc: DPM