



**VISAYAS**  
STATE UNIVERSITY



**HUMAN RESOURCE  
MANAGEMENT  
OFFICE**

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

Via Zoom: Meeting ID: 992 7780 6940  
November 05, 2024

NOV. 6

The Presentation of Final Comparative for the Administrative Officer III (Cashier II) for Cash Office, was presented and deliberated.

Plantilla Item No.: ADOF3-43-2023  
Position: ADMINISTRATIVE OFFICER III (CASHIER II)  
Educ. Requirement: Bachelor's Degree  
Elig. Requirement: Career Service (Professional)/ Second Level Eligibility  
Experience Requirement: 1 year relevant experience (Preferably in cash Administration)  
Training Requirement: 4 hours of relevant training (Preferably in cash Administration)  
Salary Grade: 14 (P33, 843.00)  
Job Code: PBYHOM  
Designated Office: CAO

NAME	AGE	ELIG	EDUCATION (15%)		EXP (15%)	PERF (20%)	POT (10%)	TRNG (5%)	AWD (5%)	PCPT (15%)	SKILLS (15%)	TOTAL	RANKING
			Degree	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.		
VALENZONA, Valerie C.	29	CSP	MM in Agrib. Mgmt. (40 units) BS in Agribusiness Grad.	12	7.37	9.88	8.75	5.00	0.00	14.13	13.50	70.63	1 <sup>st</sup>

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


**NAPB Resolution No. 386**  
Series of 2024

Submitting the result of the final comparative assessment of the six (6) shortlisted applicants for the position of Administrative Officer III (Cashier II) for Cash Office with Ms. Valerie C. Valenzona as the top-rank applicant. For the appointing officer to select the deemed most qualified for appointment to the vacant position.

November 05, 2024

**President's Notation:** "Appointing the top-rank Applicant."

Certified True and Correct:

  
**JENNIFER E. ANDO**  
NAPB, Secretary

Cc: **Ms. Queen-ever Y. Atupan, Head, Cash Office**  
**Ms. Valerie C. Valenzona**

  
11/19/24

**RECRUITMENT, SELECTION,  
PLACEMENT AND PERSONNEL  
RECORDS OFFICE**

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