



**VISAYAS**  
STATE UNIVERSITY



**HUMAN RESOURCE  
MANAGEMENT  
OFFICE**

**EXCERPT FROM THE APPROVED 1<sup>st</sup> ENDORSEMENT**

June 06, 2024

**Non-Academic Personnel Board**

Oct. 14

The Final Comparative for the Administrative Officer V (Administrative Officer III) for the Procurement Office.

Plantilla Item No.: ADOF5-26-2023  
Position: Administrative Officer V (Administrative Officer III)  
Educational Requirement: Bachelor's Degree  
Eligibility Requirement: Career Service (Professional) Second Level Eligibility  
Experience Requirement: 2 years of relevant experience  
Training Requirement: 8 hours of relevant training  
Salary Grade/Salary: 18 (46,725.00/month)  
Job Code: MZESVL

| NAME                   | AGE | ELIG | EDUCATION<br>(15%)   |      | EXP<br>(15%) | PERF<br>(20%) | POT<br>(10%) | TRNG<br>(5%) | AWD<br>(5%) | PCPT<br>(15%) | SKILLS<br>(15%) | TOTAL | RANKING         |
|------------------------|-----|------|--|------|--------------|---------------|--------------|--------------|-------------|---------------|-----------------|-------|-----------------|
|                        |     |      | Degree   | Pts. | Pts.         | Pts.          | Pts.         | Pts.         | Pts.        | Pts.          | Pts.            |       |                 |
| ECLEO,<br>Jessamine C. | 36  | CSP  | Master in Public Ad.<br>Grad.<br>BS in Computer<br>Science Grad. | 12   | 11.79        | 9.89          | 10.00        | 9.25         | 0.00        | 13.14         | 14.74           | 75.81 | 1 <sup>st</sup> |


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

**NAPB action through referendum dated June 05, 2024:**

Submitting the result of the final comparative assessment of the two (2) shortlisted applicants for the position of Administrative Officer V (Administrative Officer III) for the Procurement Office with Ms. Jessamine C. Ecleo as the top-rank applicant. For the appointing officer to select the deemed most qualified for appointment to the vacant position and subject to UADCO endorsement and BOR approval.

**President's Notation:** "Appointing the Top-rank Applicant for Board Approval through UADCO Endorsement"

Certified True and Correct:

  
**JENNIFER E. ANDO**  
NAPB, Secretary

Cc: **Atty. Rysan C. Guinocor**, Director, Administrative Services Office  
**Ms. Jessamine C. Ecleo**

  **ALDEN 7-1-24**  
**Manilo Mang bang 7/16/24**

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



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V02 06-06-2024  
No. 005- **REF-N02**