

**EXCERPT FROM THE APPROVED MINUTES OF THE
23rd Non-Academic Personnel Board Meeting**

Via Zoom: Meeting ID: 929 3517 6265
June 25, 2025

April 14 - 25, 2025

The Presentation of Final Comparative for the Administrative Assistant III (Senior Bookkeeper) for Accounting, was presented and deliberated.

| | |
|-------------------------|---|
| Plantilla Item No.: | ADAS3-67-2023 |
| Position: | Administrative Assistant III (Senior Bookkeeper) |
| Educ. Requirement: | Completion of 2 years studies in college |
| Elig. Requirement: | Career Service (Subprofessional) First Level Eligibility |
| Experience Requirement: | 1 year relevant experience (preferably in Bookkeeping/ Accounting) |
| Training Requirement: | 4 hours of relevant training (preferably on Public Financial Management/ Laws and Rules of Government Expenditures (LARGE) RA 9184 Government Procurement Reform Act) |
| Salary Grade: | 9 (23,226.00) |
| Job Code: | QHCJYG |
| Designated Office: | Accounting Office |

| 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. | | |
| MAMARIL, Mary Stephanie D. | 29 | F | CSP | BS in Accounting Technology Grad. BS in Accountancy Grad. | 12 | 3.48 | 9.80 | 9.70 | 5.00 | 0.00 | 14.70 | 12.90 | 67.58 | 1 st |

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

NAPB Resolution No. 221
Series of 2025

Submitting the result of the final comparative assessment of the three (3) shortlisted applicants for the position of Administrative Assistant III (Senior Bookkeeper) for Accounting Office. For the appointing officer to select the deemed most qualified for appointment to the vacant position.

June 25, 2025

President's Notation: "Appointing the top-ranked applicant, Ms. Mary Stephanie D. Mamaril."

Certified True and Correct:


LUVILLA G. ALCOBER
NAPB, Secretary

Cc: **Mr. Nick Freddy R. Bello, Head, Accounting**
Ms. Mary Stephanie D. Mamaril





**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



Management
System
ISO 9001:2015
www.tuv.com
ID 9108653749



Page 1 of 1
FM-VSU-10
V03 01-23-2025
No. 012-25- 241