



VISAYAS
STATE UNIVERSITY

HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

**EXCERPT FROM THE APPROVED MINUTES OF THE
31st Non-Academic Personnel Board Meeting**

Via Zoom: Meeting ID: 919 1007 3817
September 10, 2025

The Presentation of Final Comparative for the Administrative Aide I (Utility Worker I) for ITEES, was presented and deliberated.

Plantilla Item No.: ADA1-169-2004
Position: Administrative Aide I (Utility Worker I)
Educ. Requirement: Must be able to read and write
Elig. Requirement: None Required (MC 10s. 2013 - Cat. III)
Experience Requirement: None Required
Training Requirement: None Required
Salary Grade: 1 (Php14, 061.00)
Job Code: LUWJKT
Designated Office: ITEES

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.		
ROMERO, Jeffrey T.	28	M	None	ALS Graduate	15	7.32	10.00	7.95	5.00	0.00	11.04	14.50	59.77	1 st

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

NAPB Resolution No. 323
Series of 2025


Submitting the result of the final comparative assessment of the six (6) shortlisted applicants for the position of Administrative Aide I (Utility Worker I) for ITEES. For the appointing officer to select the deemed most qualified for appointment to the vacant position.

September 10, 2025

President's Notation: "Appointing the top-ranked applicant, Mr. Jeffrey T. Romero."

Certified True and Correct:


LUVILLA G. ALCOBER
NAPB, Secretary

for Sep 25 - 2025
Cc: **Dr. Teofanes A. Patindol**, Director, Institute of Tropical Ecology and Environmental Science
Atty. Rysan C. Guinocor, Head, Janitorial and Messengerial Services 



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