



**EXCERPT FROM THE APPROVED MINUTES OF THE  
Non- Academic Personnel Board Meeting  
November 12, 2021, 10:00 am  
via Virtual (meet.google.com/ nqp-tbjj-zon)**

Interview of the following applicants:

- a) Administrative Aide III for PO (Casual)  
Invited Head of Office: *Ms. Jessamine C. Ecleo*
- Francis Louise B. Dajao
    - Graduate of Bachelor of Science in Accounting Technology
    - Clerk CAS VSU (March 2021-present)
    - CSC Prof Eligible
    - DdRC of CAS
    - JO Clerk Cash Division (Aug 2019-Oct. 2019)
    - Flexible and can work with minimal supervision
  - Val Reymund Wenceslao
    - Graduate of Bachelor of Science in Customs Administration
    - Well-organized and disciplined
    - Responsible and hardworking
    - Fast learner and can work under pressure
    - No working experience yet
  - Lester Layola
    - 2<sup>nd</sup> year College Bachelor of Science in Business Administration (Major in Human Resource Development Management)
    - Buyer/Canvasser VSU Procurement Office (Sept. 15, 2015-Present)
    - Machine Operator VSU Springwater (Oct. 2009-Sept. 14, 2015)
    - Welder Fabricator (Jan 2011-Mar 31, 2020)
    - NC II- Driving
    - NC II-SMAW
    - Highly skilled welder, driver, PC operation and troubleshooting
- b) Administrative Aide I (Permanent) VSUIHS  
Invited Head of Office: *Dr. Shalom Grace Suganob*
- Jose Roldan C. Garcitos
    - High School Graduate
    - Carpenter VSU GSD (Sept 2007-May 2013)
    - Utility/Messenger/Carpenter VSU HIS (June 2013-present)
    - Willing to learn and flexible



- Highly skilled carpenter, structural filter, welder
- Leodel S. Igot
  - High School Graduate
  - Utility/messenger assigned at VSU Infirmary
  - Carpenter GSD VSU (March 2003-August 2013)
  - Utility/Messenger/Carpenter (Sept 2013-present)
  - Hard working and willing to work overtime
- Servando M. Latras
  - High School Graduate
  - Laborer GSD VSU (Jan. 2010-Sept. 15, 2011)
  - Asst. Warehouseman (Sept. 16, 2011-Jan. 8, 2015)
  - Asst. Warehouseman at Property Office, VSU (Jan. 9, 2015-present)
  - Good in computer programming, carpentry and driving
- Lemuel T. Llano
  - 1<sup>st</sup> Yr College BS in Forestry
  - Utility/Messenger College of Nursing (2011-2018)
  - Lab Aide/Utility (Jan.2019-present)
  - Good in computer, typing, driving and welding
- Marlo L. Managbanag
  - High School Graduate
  - Utility Workline Inc Agency (Oct. '94-June '95)
  - Surveying Toyo Tobishima Inc. Cebu (Oct. 5,09-April 10, 2010)
  - Utility/Messenger/Driver Procurement Office (Sept. 2011-present)
  - NC-II Driving
  - Has skills in driving and carpentry
- Junvic B. Bagarinao
  - 2<sup>nd</sup> year College
  - Landscaper Highway Garden April 2010-Dec 2011
  - JO Utility Worker DOH June 2012-June 2013
  - Utility Worker VSU PhilRootcrops (July 2013-June 2018)
  - Admin Support Staff PhilRootcrops (July 2018-Sept. 2018)
  - Admin Aide I (Casual) PhilRootcrops (Oct. 2018-Sept. 2021)

Certified True and Correct:

**JENNIFER E. ANDO**  
*NAPB Secretary*



**VISAYAS**  
STATE UNIVERSITY

**OFFICE OF THE HEAD OF  
RECRUITMENT, SELECTION,  
PLACEMENT AND PERSONNEL  
RECORDS**

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**cc: Ms. Honey Sofia V. Colis, OIC-Director, ODHRM**



**EXCERPT FROM THE APPROVED MINUTES OF THE**  
**Non- Academic Personnel Board Meeting**  
*November 13, 2021, 10:00 am*  
*via Virtual (meet.google.com/ nqp-tbij-zon)*

**Comparative Assessment of Tolosa Personnel Committee for Accountant I.**

|                         |   |
|-------------------------|---|
| Plantilla Item No.:     | Accountant I  |
| Position:               | VISCAB-A1-1-2018  |
| Educ. Requirement:      | Bachelor's degree in Commerce/Business Administration major in Accounting |
| Elig. Requirement:      | RA 1080   |
| Experience Requirement: | None required   |
| Training Requirement:   | None required   |

| NAME                           | AGE | ELIG.   | EDUCATION (15%) |      | EXP. (15%) | PERF (20%) | POTENTIAL (10%) |           | TRN G (5%) | AWR D (5%) | PCPT (15%) | SKILL S (15%) | TOTAL (100%) | Rank     |
|--------------------------------|-----|---------|-----------------|------|------------|------------|-----------------|-----------|------------|------------|------------|---------------|--------------|----------|
|                                |     |         | Degree          | Pts. | Pts.       | Pts.       | Sup. (5%)       | NAPB (5%) | Pts.       | Pts.       | Pts.       | Pts.          |              |          |
| <b>Permejo, John Joseph R.</b> |     | RA 1080 | BS Accountancy  | 15   | 1.52       | 9.40       | 0               | 4.03      | 4.8        | 0          | 12.75      | 7.43          | <b>54.96</b> | <b>1</b> |
| <b>Luar, Rona Mae P.</b>       |     | RA 1080 | BS Accountancy  | 15   | 0.73       | 6.00       | 0               | 3.98      | 0          | 0          | 12.99      | 8.86          | 47.56        | 2        |

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

**NAPB Resolution No. 347**  
**Series of 2021**

Recommending approval to appoint the first-ranked candidate, Mr. John Joseph R. Permejo, as Accountant I for VSU Tolosa.

*November 12, 2021*

Certified True and Correct:

**JENNIFER E. ANDO**  
*NAPB Secretary*

**cc: Dr. Quenstein D. Lauzon, Chancellor VSU Tolosa**



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**Comparative Assessment for Admin Aide IV (Permanent) for Budget Office**

Plantilla Item No.: ADA4-147-2004  
Position: Administrative Aide IV (Clerk II)  
Educ. Requirement: Completion of 2 years studies in College  
Elig. Requirement: CS Subprofessional  
Exp. Requirement: None Required  
Training Requirement: None Required

| NAME                               | AGE | ELIG.                   | EDUCATION<br>(15%)  |       | EXP.<br>(15%) | PER<br>F<br>(20<br>%) | POTENTIAL<br>(10%) |              | TRNG<br>(5%) | AWR<br>D<br>(5%) | PCPT<br>(15%) | SKILL<br>S<br>(15%) | TOTAL<br>(100%<br>) | Ran<br>k |
|------------------------------------|-----|-------------------------|---|-------|---------------|-----------------------|--------------------|--------------|--------------|------------------|---------------|---------------------|---------------------|----------|
|                                    |     |                         | Degree  | Pts.  | Pts.          | Pts.                  | Sup.<br>(5%)       | NAPB<br>(5%) | Pts.         | Pts.             | Pts.          | Pts.                |                     |          |
| SUYOM,<br>Sheryl M.                | 29  | CSP<br>RA<br>1080<br>Ag | BS<br>Agribusi<br>ness<br>/MS 40<br>units                                       | 14.00 | 4.42          | 9.83                  | 3.90               | 5.00         | 5.00         | 0.00             | 14.61         | 14.14               | <b>70.90</b>        | 1        |
| TABROSA,<br>Lucilyn L.             | 47  | CS<br>Sub<br>Prof       | BS<br>Account<br>ancy   | 12.00 | 8.49          | 9.74                  | 4.25               | 3.33         | 5.00         | 0.00             | 11.76         | 11.71               | <b>66.28</b>        | 2        |
| PIAMONTE<br>, Raizel M.            | 33  | CSC<br>Sub<br>Prof      | BS<br>HRTM  | 12.00 | 3.67          | 9.90                  | 4.95               | 3.67         | 5.00         | 0.00             | 12.33         | 12.86               | <b>64.38</b>        | 3        |
| BATULA,<br>Paola Kezia<br>Grace M. | 25  | CSP                     | Diploma<br>in<br>Teachin<br>g<br>Second<br>ary<br>BS<br>Acctg<br>Technol<br>ogy | 12.00 | 3.27          | 0.00                  | 0.00               | 3.67         | 5.00         | 0.00             | 12.09         | 12.43               | <b>43.46</b>        | 4        |

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

**NAPB Resolution No. 347  
Series of 2021**

Recommending approval to appoint the first-ranked candidate Ms. Sheryl M. Suyom as Admin Aide IV for Budget Office.

November 12, 2021

Certified True and Correct:

**JENNIFER E. ANDO**  
NAPB Secretary

cc: **Ms. Sheryl M. Suyom, DPM**  
**Dr. Elvira Oclarit, Head, DPM**  
**Ms. Alicia M. Flores, OIC-Head, Budget Office**  
**Ms. Louella C. Ampac, Financial Management Director**



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**Comparative Assessment for Admin Aide IV (Permanent) for DTHM**

Plantilla Item No.: ADA4-150-2004  
Position: Administrative Aide IV (Clerk II)  
Educ. Requirement: Completion of 2 years studies in College  
Elig. Requirement: CS Subprofessional  
Exp. Requirement: None Required  
Training Requirement: None Required

| NAME                                     | AGE | ELIG.             | EDUCATION<br>(15%)                          |       | EXP.<br>(15%) | PER<br>F<br>(20<br>%) | POTENTIAL<br>(10%) |              | TRNG<br>(5%) | AWR<br>D<br>(5%) | PCPT<br>(15%) | SKILL<br>S<br>(15%) | TOTAL<br>(100%<br>) | Ran<br>k |
|--|-----|-------------------|---|-------|---------------|-----------------------|--------------------|--------------|--------------|------------------|---------------|---------------------|---------------------|----------|
|  |     |                   | Degree                                      | Pts.  | Pts.          | Pts.                  | Sup.<br>(5%)       | NAPB<br>(5%) | Pts.         | Pts.             | Pts.          | Pts.                |                     |          |
| <b>TABROSA,</b><br>Lucilyn L.            | 47  | CSSP              | BS<br>Account<br>ancy                       | 14.00 | 9.74          | 9.74                  | 4.25               | 4.20         | 5.00         | 0.00             | 12.54         | 10.83               | <b>73.56</b>        | 1        |
| <b>SUYOM,</b><br>Sheryl M.               | 29  | CSP<br>RA<br>1080 | MS 40<br>units<br>BS<br>Agribusi<br>ness    | 12.00 | 9.83          | 9.83                  | 3.90               | 5.00         | 5.00         | 0.00             | 13.32         | 13.00               | <b>71.68</b>        | 2        |
| <b>ESCALA,</b><br>Leopoldo S.<br>Jr.     | 38  | CSSP              | 4th year<br>BS<br>Agricuilt<br>ure          | 12.00 | 9.67          | 9.67                  | 5                  | 4.40         | 5.00         | 0.00             | 12.87         | 13.00               | <b>68.27</b>        | 3        |
| <b>PAMAOS,</b><br>Les Andre<br>B.        | 27  | CSP               | MS 27<br>units<br>BS in<br>Agribusi<br>ness | 13.00 | 4.90          | 9.75                  | 4.85               | 4.80         | 5.00         | 0.00             | 13.44         | 13.00               | <b>63.74</b>        | 4        |
| <b>BANDALA</b><br><b>N,</b> Marvin<br>B. | 29  | CSP               | BS<br>Food<br>Technol<br>ogy                | 14.00 | 9.55          | 9.55                  | 4.15               | 4.25         | 5.00         | 0.00             | 12.90         | 0.00                | <b>55.83</b>        | 5        |

**Deliberation:**

Prior to the presentation of the result, Ms. Colis, OIC-Director of ODHRM, reported to the board that she had a google meeting with Ms. Venice Ibañez together with the NAPB Secretary informing the result of the assessment and gathering Ms. Ibanez' opinion on the possible deployment of Ms. Tabrosa being the top-ranked candidate to DTHM, per instruction of the NAPB. She added that she informed Ms. Ibañez that Ms. Tabrosa is undergoing dialysis for twice a week. Ms. Colis relayed the following concerns of Ms. Ibanez:

- She is fine with Ms. Tabrosa, however, the demand of work in the department is very rigid.
- She does not conform with the suggestion to wait for an Admin Aide III since the position originally for the office was an Admin Aide VI but was converted to an Admin IV because the promoted staff was retained to the mother unit.



In addition, Ms. Colis also reported that she had another google meeting with Ms. Tabrosa informing her of the result of the assessment. Ms. Colis added that upon query if Ms. Tabrosa is willing to transfer to DTHM, the latter informed her that she is aware of the bulk of workload of a department and with her health condition, she prefers to stay at the Accounting Office. Given such instances, Ms. Colis reported that Ms. Tabrosa executed a waiver for the position at DTHM, as presented.

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

**NAPB Resolution No. 344**

Series of 2021

Recommending approval to appoint Mr. Leopoldo S. Escala Jr. as Adm. Aide IV for DTHM in lieu of the waiver of the top applicant Ms. Tabrosa and the appointment of 2<sup>nd</sup> rank to another office.

*November 3, 2021*

Certified True and Correct:

**JENNIFER E. ANDO**

*NAPB Secretary*

**cc: Mr. Leopoldo S. Escala Jr., SPPMO**

**Ms. Alicia M. Flores, Head, SPPMO**

**Ms. Venice B. Ibañez, Head, DCHM**



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Review on the Accountant IV comparative assessment.

**Deliberation:**

It was suggested that the final review will be discussed in the next meeting. The NAPB Secretary was tasked to request Ms. Torres for trainings/certifications on GAM and Audit of Disbursement.

NAPB Action:

Pending action. To be discussed during the next meeting.

Certified True and Correct:

**JENNIFER E. ANDO**  
*NAPB Secretary*

**cc: Ms. Honey Sofia V. Colis, OIC-Director, ODHRM**





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Concern of Atty. Guinocor, OIC Head, GSO on the deployment of Mr. Arturo B. Alba Jr to IHK.

**Deliberation:**

Ms. Colis informed the Board that Atty. Guinocor verbally questioned the deployment of Mr. Alba without his knowledge being the designated OIC-Head of the General Services Division (GSD).

It was recalled in the previous deliberation on the final assessment of Adm. Aide III (Utility worker II) wherein Mr. Alba was the top ranked candidate and appointed to the position that Ms. Colis raised a concern that Mr. Alba is the right hand of Atty. Guinocor in the over-all manning of all utility workers. Nevertheless, the Board recommended that due to the urgent need of IHK for the personnel and with the consent of the direct supervisor of Mr. Alba, Dr. Daniel Leslie Tan, he will be deployed to IHK. Also, the minutes of the meeting was approved by the President without marginal notation on the agendum.

Meanwhile, the Board had raised some concerns on the following:

- Who will be invited as the direct supervisor in case of assessment of applicants for utility/worker/messenger be assessed? Is it the Head of Office or the Head of GSD?
- Who will supervise and manage utility/workers ie. signing of DTR, monitoring of performance, etc?

Dr. Tan suggested that he will discuss this further with Atty. Guinocor relative on the scope of the GSD functions and responsibilities for the office to be fully operationalized. He further informed that said concern will also be raised during the monthly meeting with OVPAF Directors and Heads.

Further it was recommended that during any final deliberation of the comparative assessment of applicants for a position, concerned heads/supervisors will be invited for information.

Certified True and Correct:

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cc: **Ms. Honey Sofia V. Colis**, *OIC-Director, ODHRM*