



**EXCERPT FROM THE APPROVED MINUTES OF THE  
Non- Academic Personnel Board Meeting  
August 2, 2022 8:30 am  
([Virtual meeting via meet.google.com/bnx-jppg-ckw](https://meet.google.com/bnx-jppg-ckw))**

The comparative assessment was presented and deliberated.

**Admin Aide VI (Budget Office):**

Plantilla Item No.: ADA6-89-2004  
Position: Administrative Aide VI (Clerk III)  
Educ. Requirement: Completion of 2 years studies in college  
Elig. Requirement: Career Service (CS Sub-professional) 1st level Eligibility  
Experience Requirement: None required (but any applicant with training and with at least three (3) years' experience in budgeting / accounting or its related fields will be given preference in hiring/promotion)  
Training Requirement: None required

NAME	AGE	ELIG.	EDUCATION (15%)		EXP. (15%)	PERF (20%)	POTENTI AL (10%)		TRNG (5%)	AWD (5%)	PCPT (15%)	SKILLS (15%)	TOTAL (100%)	Rank
			Degree	Pts.	Pts.	Pts.	Sup. (5%)	NAPB (5%)	Pts.	Pts.	Pts.	Pts.		
Esguerra, Ery S.	29	CSP RA 1080	MM in Agribusiness Mgt. (34 units) BS in Agribusiness	13.00	8.97	9.74	4.90	4.60	5.00	0.00	13.17	13.57	72.95	1
Geraldo, Mona Nena B.	35	CS Prof	BS in Agribusiness	12.00	5.57	9.72	4.95	5.00	5.00	0.00	14.52	13.29	70.05	2
Valenzona, Valerie C.	26	CS Prof	MM in Agribusiness Mgt. (40 units) BS in Agribusiness	14.00	5.25	9.84	5.00	4.20	5.00	0.00	13.23	12.57	69.09	3
Vergis, Valerie Y.	28	CS Prof	MM (41 units) BS Agribusiness	14.00	3.17	9.78	4.95	4.83	5.00	0.00	13.92	13.43	69.08	4
Yare, Charlie A.	31	CS Prof	BS in Entrepreneurs hip (Cum Laude)	12.00	2.12	9.28	4.90	4.20	0.00	0.00	12.54	11.29	56.33	5

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

**NAPB Resolution No. 164  
Series of 2022**

Recommending approval to appoint the top ranked candidate, Ms. Ery S. Esguerra as Admin Aide VI for the Budget Office provided that she will transfer to the Budget Office due to the exigency of the service otherwise the 2<sup>nd</sup> in rank shall be appointed if she decides not to transfer.  
August 2, 2022



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Email Address: prpeo@vsu.edu.ph  
Website: www.vsu.edu.ph

Certified True and Correct:

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

cc: **Alicia M. Flores**, *OIC-Head, Budget Office*  
**Ms. Jessamine C. Ecleo**, *Head for Procurement Office*  
**Erly S. Esguerra**, *Administrative Aide IV*



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The comparative assessment was presented and deliberated.

**Ag Tech-I for ITEEM:**

Plantilla Item No.: AGT1-1-2002  
Position: Agricultural Technician I  
Educ. Requirement: Completion of 2 years studies in College  
Elig. Requirement: Career Service (Sub-Professional) First Level Eligibility  
Experience Requirement: None Required  
Training Requirement: None required

NAME	AGE	ELIG.	EDUCATION (15%)		EXP. (15%)	PERF (20%)	POTENTIAL (10%)		TRNG (5%)	AWD (5%)	PCPT (15%)	SKILLS (15%)	TOTAL (100%)	Rank
			Degree	Pts.	Pts.	Pts.	Sup. (5%)	NAPB (5%)	Pts.	Pts.	Pts.	Pts.		
AMESTOSO, Felix John T.	23	PD 907: Cum Laude	BS in Biology - Marine Biology major	12.00	1.54	4.51	4.90	4.75	5.00	0.00	13.92	12.75	59.47	1
AMARILLO, Analisa P.	22	RA 1080: LEA	BS in Agriculture - Horticulture major	12.00	0.00	3.40	4.95	3.00	4.50	0.00	11.58	10.29	44.77	2

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

**NAPB Resolution No. 165**

Series of 2022

Recommending approval to appoint the top ranked candidate, Mr. Felix John T. Amestoso, as Agricultural Technician-I for ITEEM.

August 2, 2022

Certified True and Correct:

**JENNIFER E. ANDO**  
NAPB Secretary

cc: **Dr. Eliza D. Espinosa**, Director, ITEEM  
**Felix John T. Amestoso**, ITEEM



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The comparative assessment was presented and deliberated.

**Two (2) Security Guard-II:**

Plantilla Item No.:	SECG2-6-1998
Position:	SECG2-7-1998
Educ. Requirement:	Security Guard II
Elig. Requirement:	High School Graduate
Experience Requirement:	Security Guard License
Training Requirement:	1 year of relevant experience
	None required

NAME	AGE	ELIG.	EDUCATION (15%)		EXP. (15%)	PERF (20%)	POTENTIAL (10%)		TRNG (5%)	AWD (5%)	PCPT (15%)	SKILLS (15%)	TOTAL (100%)	Rank
			Degree	Pts.	Pts.	Pts.	Sup. (5%)	NAPB (5%)	Pts.	Pts.	Pts.	Pts.		
<b>BENGALAN, Antonio P.</b>	53	Valid until Jan. 2025 (waiting for release of plastic license)	Trade Technical Education Grad. (2 yr-course)	12.00	15.00	4.51	4.35	5.00	5.00	0.00	13.50	13.29	77.55	1
<b>ESPINOSA, Antonio C.</b>	61	Valid until Jan. 2025 (waiting for release of plastic license)	High School Graduate	10.00	15.00	3.40	4.30	4.67	5.00	0.00	12.60	10.86	71.96	2

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

**NAPB Resolution No. 166**  
Series of 2022

Recommending approval to appoint the two candidates, Mr. Antonio P. Bengalan and Antonio C. Espinosa, as Security Guard II.

August 2, 2022



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Website: www.vsu.edu.ph

Certified True and Correct:

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

cc: **Dr. Julius V. Abela**, *Head, OUDRRM*  
**Antonio P. Bengalan**, *OUDRRM*  
**Antonio C. Espinosa**, *OUDRRM*



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The comparative assessment was presented and deliberated.

**Science Aide PhilRootcrops**

Position: Science Aide (Contractual)  
Educ. Requirement: Completion of 2 years in College  
Elig. Requirement: None Required  
Experience Requirement: None (preferably with experience in Management & Handling of Germplasm Collection)  
Training Requirement: None required

NAME	AGE	ELIG.	EDUCATION (15%)		EXP. (15%)	PERF (20%)	POTENTIAL (10%)		TRNG (5%)	AWD (5%)	PCPT (15%)	SKILLS (15%)	TOTAL (100%)	Rank
			Degree	Pts.	Pts.	Pts.	Sup. (5%)	NAPB (5%)	Pts.	Pts.	Pts.	Pts.		
DACERA, Resa M.	44	None	BS in Agriculture - Horticulture major	12.00	15.00	9.58	4.60	5.00	5	0.00	13.56	14.29	79.03	1
COBICO, John Albert G.	26	None	MS in Agronomy (9 units) BS in Agriculture - Agronomy major	12.00	3.58	9.40	4.60	4.50	3	0.00	12.54	14.57	64.19	2

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

**NAPB Resolution No. 167**

Series of 2022

Recommending approval to appoint the top-ranked candidate Ms. Resa M. Dacera as Science Aide for PhilRootcrops.

August 2, 2022

Certified True and Correct:

**JENNIFER E. ANDO**  
NAPB Secretary

cc: **Mr. Marlon M. Tambis**, Asst. Director, PhilRootcrops  
**Ms. Resa M. Dacera**



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The comparative assessment was presented and deliberated.

**Science Aide for NARC:**

Position: Science Aide (Contractual)  
Educ. Requirement: Completion of 2 years in College (but a graduate of BSAE or Agricultural and Biosystems Engineering ABE is preferable)  
Elig. Requirement: None Required (but preferably with skills related to AE or ABE like drafting & Autocad)  
Experience Requirement: None (Preferably with experience in Management & Handling of Germplasm Collection)  
Training Requirement: None required

*\*Successful candidate will be assigned at the Processing and Utilization Section of NARC and will assist in the conduct of research, training and extension, and production/fabrication activities of the Center.*

NAME	AGE	ELIG.	EDUCATION (15%)		EXP. (15%)	PERF (20%)	POTENTIAL (10%)		TRNG (5%)	AWD (5%)	PCPT (15%)	SKILLS (15%)	TOTAL (100%)	Rank
			Degree	Pts.	Pts.	Pts.	Sup. (5%)	NAPB (5%)	Pts.	Pts.	Pts.	Pts.		
VILLAMOR, Abigail B.	23	None	BSABE (163 units)	12.00	0.00	5.00	4.85	4.60	5	0.00	13.38	13.14	57.97	1
LIPIAN, Maria Rosario C.	27	None	BS Dev. Ed. - Ag. Ex. major	12.00	0.00	8.90	3.20	4.00	3	0.00	12.00	11.07	56.17	2

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

**NAPB Resolution No. 168**

Series of 2022

Recommending approval to appoint the top-ranked candidate Ms. Abigail B. Villamor as Science Aide for NARC.

August 2, 2022

Certified True and Correct:

**JENNIFER E. ANDO**  
NAPB Secretary

cc: **Dr. Romel B. Armecin**, Director, NARC  
**Ms. Abigail B. Villamor**

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**Non- Academic Personnel Board Meeting**

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The presentation of the Skills test score rated by Dr. Dilberto O. Ferraren for the Science Research Asst. of PhilRootcrops, was presented and deliberated.

**Deliberation:**

The secretary presented the skills test rated by Dr. Dilberto O. Ferraren being the immediate supervisor of the said position. It is noted that the lone applicant, Ms. Michelle Aubrey D. Cabase, failed the test as noted by Dr. Ferraren, *"The applicant does not have basic knowledge and skills of a plant field agriculture"*.

Moreover, the board decided to re-publish said position to attract more qualified applicants.

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

**NAPB Action:**

To re-publish and post the Science Research Assistant at HRIS to attract more qualified applicants.

August 2, 2022

Certified True and Correct:

**JENNIFER E. ANDO**  
NAPB Secretary

cc: Dr. Dilberto O. Ferraren,

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The letter of Mr. Rudy V. Belmonte who is retiring from the government service effective January 1, 2023, was presented and deliberated.

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

**NAPB Resolution No. 169**

Series of 2022

Noted.

*August 2, 2022*

Certified True and Correct:

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

cc: **Mr. Rudy V. Belmonte**, *SG II, OUDRRM*  
**Dr. Julius V. Abela**, *Head, OUDRRM*

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The letter request of DLABS Personnel Committee to hire additional utility worker especially for the upcoming face-to-face classes where the said dept. cater most of the students and all rooms will be utilized and having one utility worker, it is very challenging in maintaining the cleanliness of the rooms and surroundings considering the vast area of coverage of the dept. Further request that they recommend Mr. Cirilo Alipar be hired as JO Utility worker, was presented and deliberated.

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

**NAPB Resolution No. 170**  
Series of 2022

Recommending approval to hire additional JO utility worker for 18 days per month effective September 1, 2022.

August 2, 2022

Certified True and Correct:

**JENNIFER E. ANDO**  
NAPB Secretary

cc: **Dr. Jett C. Quebec**, Head, DLABS



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The endorsement of VSU Villaba on the reinstatement of Mr. Teresita P. Juanero effective July 18, 2022 after undergoing surgery and recuperation from breast cancer, was presented and deliberated.

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

**NAPB Resolution No. 171**

Series of 2022

Recommending approval.

Certified True and Correct:

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

cc: **Dr. Maria Jehan P. Libre**, *Chancellor VSU Villaba*  
**Ms. Teresita Juanero**, *Villaba*



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The endorsement of VSU Villaba on the retirement of Ms. Teresita Juanero effective September 1, 2022 was presented and deliberated.

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

**NAPB Resolution No. 172**  
Series of 2022  
Recommending approval.  
*August 2, 2022*

Certified True and Correct:

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

cc: **Ms. Teresita Juanero, Villaba**  
**Dr. Maria Jehan P. Libre, Chancellor VSU Villaba**



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The letter of reconsideration from Dr. Julius V. Abela to retain Mr. Jemuel M. Ocañada at the OUDRRM being knowledgeable of office transactions. Ms. Vega has not yet transferred at the office but was still retained at the ODQA due to her tasks and responsibilities. Further requesting to hire two (2) admin JO staff to be assigned at DPBG in replacement of Mr. Ocañada and one (1) to serve as alternate dDRC and to man the OUDRRM, was presented and deliberated.

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

**NAPB Resolution No. 173**

*Series of 2022*

Recommending approval to retain Mr. Ocañada at OUDRRM and replacement of DPBG clerk is addressed by NAPB during its July 6, 2022 which was approved by the University President. However, request for additional JO Clerk as alternated DdRC is pending subject to submission of plans for OUDRRM to OVPAF.

*August 2, 2022*

Certified True and Correct:

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

cc: **Dr. Julius V. Abela**, *Head, OUDRRM*



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The request of PDDL OIC Head, Dr. Robelyn T. Piamonte to hire a job order SRS I with a rate of PhP 914.07/day and will work for 22 days a month until a new permanent SRS I will be hired in replacement of Mrs. Victoria G. Palermo who retired effective July 21, 2022 was presented and deliberated.

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

**NAPB Resolution No. 174**

Series of 2022

Recommending approval to hire a JO SRS-I SG 13 for 22 days for three months only until the replacement of Mrs. Palermo be hired.

August 2, 2022

Certified True and Correct:

**JENNIFER E. ANDO**  
NAPB Secretary

cc: **Dr. Robelyn T. Piamonte**, OIC Head, PDDL



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The letter request of Dr. Julius V. Abela to hire six (6) emergency watchman for 10 days from Aug 3-12, 2022 to help the security force during the graduation was presented and deliberated.

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

**NAPB Resolution No. 175**  
Series of 2022  
Recommending approval.  
*August 2, 2022*

**Commented [1]:** Delete this, it is already approved by the pres.

Certified True and Correct:

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

cc: **Dr. Julius V. Abela**, Head, OUDRRM



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The letter request of Dr. Sarah Aurora W. Tabada to resign as Medical Officer III effective September 1, 2022 was presented and deliberated.

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

**NAPB Resolution No. 176  
Series of 2022**

Recommending approval. To post the said position at HRIS immediately.  
*August 2, 2022*

Certified True and Correct:

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

cc: **Dr. Sarah Aurora W. Tabada**, Medical Officer III, USHER  
**Dr. Elwin Jay V. Yu**, Chief of Hospital I, USHER



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The letter request of DAS Personnel Committee to hire one (1) Admin Aide to replace Mr. Jaime Latras who recently retired from the service last July 31, 2022, one (1) Lab Aide in preparation for the face-to-face classes one of the highest enrollees. They currently have only one (1) JO Lab Aide who does all the laboratory preparations for both faculty and students, thus requesting to hire a regular Lab Aide and one (1) Admin Officer-I to replace Mr. Carlito Sanchez who is on mandatory retirement on August 14, 2022 was presented and deliberated.

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

**NAPB Resolution No. 177**

*Series of 2022*

Recommending approval to post at HRIS one (1) Admin Aide to replace Mr. Latras. However, the request for a regular position (Lab Aide) and replacement of Mr. Sanchez will be held in abeyance subject to availability of funds and the DBM issuance of the guidelines on Revised Org. Structure and Staffing Standard (ROSSS) Phase III which is for academic units.

*August 2, 2022*

Certified True and Correct:

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

cc: **Dr. Manuel D. Gacutan Jr., Head, DAS**



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The shortlisting of the Admin Asst. III (Bookkeeper II), was presented and deliberated.

Plantilla Item No.: ADAS3-2-2010  
Position: Administrative Assistant III (Bookkeeper II)  
Educ. Requirement: Completion of 2 years studies in college  
Elig. Requirement: CS (Subprofessional) First Level Eligibility  
Experience Requirement: 3 years of relevant experience  
Training Requirement: 4 hours of relevant training

NAME	AGE	ELIG	EDUCATION (15%)		EXPERIENCE (15%)		TOTAL
			Degree	Pts.	No. of Years	Pts.	
BUSTILLO, Norieta B.	58	CSSP	MM - Bus. Mgmt. (34 units) BS Commerce – Accounting	13.00	37.11	15.00	<b>28.00</b>
LAO, Juancho M.	60	CSSP	BSC - Accounting	12.00	33.88	15.00	<b>27.00</b>
SACRO, Celso F.	50	CSSP	Asso. in Computer Science BSC - Accounting	12.00	22.50	15.00	<b>27.00</b>
TIMKANG, Zenny Vee F.	25	CSP PD 907	BS Acctg. Technology	12.00	4.32	3.24	<b>15.24</b>
LUMACAD, Aniceta M.	54	CSP Lic. Agriculturist	MS in Agronomy (55 units) Teacher Cert. Program (18 units) BS in Agriculture	15.00	1.92	0.00	<b>15.00</b>
DALISAY, Andres F.		CSSP Stenographer NC II Bread & Pastry	Master in Public Ad. Grad. (39 units) BSBA	14.00	33.15	0.00	<b>14.00</b>
VILLAS, Me-an D.	32	CSP	MM Business Mgmt. (21 units) BS Computer Science	13.00	7.93	0.93	<b>13.93</b>
SOLIS, Remenita J.	60	CSSP	BSBA	12.00	37.88	0.00	<b>12.00</b>
PALERMO, Marlito G.	26	CSP	BSED (18 units) BS Agribusiness	13.00	3.08	0.30	<b>13.30</b>
APAS, Criston U.	29	CSP NC III Bookkeeping	BS Acctg. Technology	12.00	1.02	0.77	<b>12.77</b>
CAPACIO, Niño Mari Z.	26	LET	Master in Education (15 units) BSED	12.00	0.00	0.00	<b>12.00</b>
CALIWAN, Mamerto A. Jr.	30	PD 907	B Sacred Theology (Magna Cum Laude) B Arts in Philosophy (Cum Laude)	12.00	0.00	0.00	<b>12.00</b>
SALES, Arlie N., Jr.	23	None	BS Agribusiness				
GALENZOGA, Arnulfo T.							
PACADA, Nevin A.							
FLANDEZ, Arlin B.							



**VISAYAS**  
STATE UNIVERSITY

**OFFICE OF THE HEAD OF  
RECRUITMENT, SELECTION,  
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Email Address: prpeo@vsu.edu.ph  
Website: www.vsu.edu.ph

CO, Jocelyn T.								
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**Commented [2]:** Unsa man sulod ani?

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

**NAPB Resolution No. 178**

Series of 2022

Recommending approval for Ms. Bustillo, Mr. Lao, Mr. Sacro and Ms. Timkang to be short-listed for further assessment and evaluation to the Adm. Assistant III position.

*August 2, 2022*

Certified True and Correct:

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

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



**Vision:** A globally competitive university for science, technology, and environmental conservation.  
**Mission:** Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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