



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

July 25, 2025 -
Aug 9, 2025

Effectivity: Oct. 1, 2025

The Presentation of Final Comparative for the Administrative Aide III (Clerk I) for OVPREI, was presented and deliberated.

emailed ✓
PDF ✓

Plantilla Item No.: ADA3-166-2004
Position: ADMINISTRATIVE AIDE III (CLERK I)
Educ. Requirement: Completion of 2 years studies in college
Elig. Requirement: Career Service (Subprofessional)/ First Level Eligibility
Experience Requirement: None Required
Training Requirement: None Required
Salary Grade: 3 (Php 15,852.00)
Jobe Code: EDQKUM
Office: OVPREI

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.		
SABLAS, Jovelyn A.	40	F	CSSP	BS in Agribusiness Graduate	12	2.54	9.90	9.40	5.00	0.00	14.19	11.40	64.43	1 st

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

NAPB Resolution No. 326 Series of 2025

Submitting the result of the final comparative assessment of the five (5) shortlisted applicants for the position of Administrative Aide III (Clerk I) for OVPREI. For the appointing officer to select the deemed most qualified for appointment to the vacant position and subject to favorable background investigation.

September 10, 2025

President's Notation: "Appointing the top-ranked applicant, Ms. Jovelyn A. Sablas."

Certified True and Correct:

LUVILLA G. ALCOBER
NAPB, Secretary

Cc: **Dr. Santiago T. Peña Jr.**, Vice President for Research, Extension and Innovation
Ms. Jovelyn A. Sablas
Dr. Manuel D. Gacutan, Jr., Head, Department of Animal Science

July 9/30/25
Jovelyn 9/30/25



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