



**EXCERPT FROM THE APPROVED MINUTES OF THE
Non- Academic Personnel Board Meeting
January 19, 2022 1:30 pm &
January 21, 2022 9:00 am
via Virtual:
(meet.google.com/ghk-idrp-xfa)
(meet.google.com/nza-bryk-ksd)**

The application letter of Mr. Lorbert G. Mazo as Machine Operator, was presented and deliberated.

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

NAPB Resolution No. 18
Series of 2022
To include Mr. Mazo in the shortlisting for the Machine Operator.
January 19, 2022

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Mr. Lorbert G. Mazo**, Adm. Aide I



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The letter request of VSU Villaba Personnel Committee to fill up one (1) vacant Admin Aide III casual position, was presented and deliberated.

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

NAPB Resolution No. 19

Series of 2022

Recommending approval to post the Admin Aide III Casual for VSU Villaba Campus.

January 19, 2022

Certified True and Correct:

JENNIFER E. ANDO

NAPB Secretary

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



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The letter request of Atty. Rysan C. Guinocor, OIC-Director, ODAS for at least one regular staff for ODAS and allocate separate budget for ODAS, was presented and deliberated.

NAPB Resolution No. 20

Series of 2022

ODAS allocation was already approved. To explore the possibility to swap the assigned staff of DPO, Ms. Chizka Mae Martinez Admin Aide III (Casual) to ODAS while Ms. Besavilla, JO Clerk be transferred at the DPO. Regular staff for ODAS will be included in the prioritization of positions once the enhanced ROSSS will be implemented.

January 19, 2022

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Atty. Rysan C. Guinocor**, OIC-Director, ODAS



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The letter request of Dr. Elwin Jay V. Yu, Chief of Hospital to prioritize hiring of four (4) Med technologist, one (1) Pathologist (outsourced), 1 Lab Tech, was presented and deliberated. The Department of Health (DOH) has issued the Administrative Order No. 2021-0037 dated June 11, 2021 "New Regulations Governing the regulation of Clinical Laboratories in the Philippines" replacing the outdated AO No. 2007-0027 dated August 22, 2007. The new AO is now being cascaded to all licensed clinical laboratories to comply the minimum requirements before its full implementation in 2023. The upgrade or procurement of new laboratory equipment and reagents and increased in number of qualified health human resources is necessary in order to accommodate the new service capability expected of a primary clinical laboratory.

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

NAPB Action:

The board recommends that Dr. Yu will submit proposal on the establishment on the Emergency and Rescue Unit for Tier 2 VSU Budget Proposal 2023.
January 19, 2022

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Dr. Elwin Jay V. Yu**, Chief of Hospital



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The letter request of ISRDS Personnel committee to replace Ms. Teresita Cosares as Admin Aide IV (Permanent) and Mr. Generoso Veqizo Admin Aide IV (Driver II) Permanent to act as driver/utility, was presented and deliberated.

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

NAPB Resolution No. 21

Series of 2022

The final assessment for the replacement of Ms. Cosares is on-going. The vacated position of Mr. Verquizo will be posted at HRIS to attract more qualified applicant.

January 19, 2022

Certified True and Correct:

JENNIFER E. ANDO

NAPB Secretary

cc: **Dr. Lilian B. Nuñez**, Director, ISRDS



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The letter request of Mr. Ranilo Gioman, Admin Aide IV (Driver II) Permanent of VSU-Cebu Office to transfer to VSU Main for security and family reason, was presented and deliberated.

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

NAPB Action:

Ms. Colis, ODHRM OIC-Director was requested to communicate with Mr. Nevin Pacada, Head of VSU Cebu Office on the possible transfer of Mr. Gioman. The possibility that Mr. Gioman can be transferred and be assigned to ISRDS will be explored while the vacated position of Mr. Vequizo will be posted to HRIS and will be assigned at the VSU-Cebu Office.

January 19, 2022

President's Notation:

He was given regular position from JO because he was willing to transfer to Cebu office. This is not the right time yet because of exigency of services of the driver due to repairs caused by Typhoon Odette which destroyed the Cebu office.

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Mr. Ranilo Gioman**, Admin Aide IV (Driver II)
Mr. Nevin A. Pacada, Head, VSU Cebu Office
Ms. Honey Sofia V. Colis, OIC-Director, OHDRM



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The application letter of Analisa P. Amarillo to any position that will suit her qualification, was presented and deliberated.

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

NAPB Resolution No. 22

Series of 2022

To include Ms. Amarillo in the shortlisting for an administrative position that will suit her qualification.

January 19, 2022

Certified True and Correct:

JENNIFER E. ANDO

NAPB Secretary

cc: **Ms. Analisa P. Amarillo**, Adm. Staff, USHER



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The recommendation of DABE Personnel Committee for Mr. Lorbert G. Mazo to be promoted from Admin Aide I to Lab Technician, was presented and deliberated. He has been doing the duties of Lab Technician of the department since 2010.

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

NAPB Resolution No. 23

Series of 2022

The board cannot favorably act on the said request as there is no available permanent position as of the moment.

January 19, 2022

Certified True and Correct:

JENNIFER E. ANDO

NAPB Secretary

cc: **Engr. Eldon P. De Padua**, Head, DABE



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The final comparative assessment on the Administrative Aide III position for Accounting office, was presented and deliberated.

Administrative Aide III (Permanent) for Accounting

Plantilla Item No.:	ADA3-184-2004
Position:	Administrative Aide III (Clerk I) Permanent
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.		
Martinez, Chizka Mae S.	28	CSC Sub-Prof	College Grad (BS Animal Science)	12.00	4.54	9.54	4.9	4.57	5	0.00	13.35	12.43	66.33	1
Castil, Jhonaivel R.	26	PD 907 Magna Cum Laude	BS BA- Financial Management	12.00	5.17	8.92	4.65	4.57	5	0.00	13.56	12.00	65.87	2
Fernandez, Rhea Angelie M.	27	CSC Prof	College Grad (BS Agribusiness)	12.00	5.42	9.45	5	4.29	5	0.00	12.18	11.29	64.63	3
Fernandez, Ricky Dann M.	29	CSC Prof	College Grad (BS Agribusiness)	12.00	5.15	9.77	4.15	4.00	5	0.00	12.12	11.29	63.48	4
Dag-uman, Michael D.	32	CSC Prof	College Grad (BSCS)	12.00	9.29	7.62	2.6	3.86	5	0.00	12.00	10.86	63.23	5

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

NAPB Resolution No. 24

Series of 2022

Recommending approval to appoint the first-ranked candidate, Ms. Chizka Mae S. Martinez, as Administrative Aide III (Permanent) for Accounting Division.

January 19, 2022



VISAYAS
STATE UNIVERSITY

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

Visca Baybay City, Leyte 6521-A, Philippines
Phone/Fax: 565-0600 local 563-7323
Email Address: prpeo@vsu.edu.ph
Website: www.vsu.edu.ph

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Mr. Nick Freddy R. Bello**, OIC Head, Accounting Office
Atty. Rysan C. Guinocor, Chief Administrative Officer, DPO
Ms. Chizka Mae Martinez, Admin Aide III, DPO



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The final comparative assessment on the Administrative Aide III position for DCST, was presented and deliberated.

Administrative Aide III Permanent for DCST

Plantilla Item No.:

ADA3-187-2004

Position:

Administrative Aide III (Clerk I) Permanent

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%)	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.		
Martinez, Chizka Mae S.	28	CSC Sub- Prof	College Grad (BS Animal Science)	12.00	4.54	9.54	4.9	4.6	5	0.00	13.77	12.75	67.10	1
Dag-uman, Michael D.	32	CSC Prof	College Grad (BSCS)	12.00	9.29	7.62	2.6	4.67	5	0.00	13.41	12.50	67.09	2
Fernandez, Rhea Angelie M.	27	CSC Prof	College Grad (BS Agribusiness)	12.00	5.42	9.45	5	4.67	5	0.00	12.99	12.13	66.66	3
Castil, Jhonavel R.	26	PD 907 Magn a Cum Laud e	BS BA- Financial Management	12.00	5.17	8.92	4.7	4.00	5	0.00	12.84	11.63	64.21	4
Fernandez, Ricky Dann M.	29	CSC Prof	College Grad (BS Agribusiness)	12.00	5.15	9.77	4.2	3.83	5	0.00	12.24	10.63	62.77	5
Hussin, Wilson T.	36	CSC Sub- Prof	College Grad (Associate in Computer Technology)	12.00	13.10	0.00	0	3.67	5	0.00	11.76	10.25	55.78	6

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



NAPB Resolution No. 25

Series of 2022

Recommending approval to appoint Mr. Michael D. Dag-uman as Administrative Aide III (permanent) for DCST. Ms. Martinez, the first ranked is already recommended for appointment as Clerk II for Accounting Office.

January 19, 2022

JENNIFER E. ANDO
NAPB Secretary

cc: **Prof. Magdalene C. Unajan**, Head, DCST
Mr. Michael Dag-uman, Admin Aide I, DTHM
Ms. Venice B. Ibañez Head, DTHM



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The final comparative assessment on the Administrative Aide III position for ISRDS, was presented and deliberated.

Administrative Aide III Permanent for ISRDS

Plantilla Item No.:	ADA3-185/2004
Position:	Administrative Aide III (Clerk I) Permanent
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%)	PE RF (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.		
Fernandez, Rhea Angelie M.	27	CSC Prof	College Grad (BS Agribusiness)	12.00	5.42	9.45	5	4.5	5	0.00	13.17	12.29	66.83	1
Martinez, Chizka Mae S.	28	CSC Sub-Prof	College Grad (BS Animal Science)	12.00	4.54	9.54	4.9	4.6	5	0.00	13.56	12.43	66.57	2
Dag-uman, Michael D.	32	CSC Prof	College Grad (BSCS)	12.00	9.29	7.62	2.6	4.17	5	0.00	12.54	11.50	65.63	3
Castil, Jhonavel R.	26	PD 907 Magna Cum Laude	BS BA-Financial Management	12.00	5.17	8.92	4.7	4.17	5	0.00	12.78	11.71	65.13	4
Fernandez, Ricky Dann M.	29	CSC Prof	College Grad (BS Agribusiness)	12.00	5.15	9.77	4.2	3.83	5	0.00	12.00	11.43	63.38	5
Hussin, Wilson T.	36	CSC Sub-Prof	College Grad (Associate in Computer Technology)	12.00	13.10	0.00	0	3.67	5	0.00	11.58	10.50	55.85	6

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



NAPB Resolution No. 26

Series of 2022

Recommending approval to appoint the first-ranked candidate, Ms. Rhea Angelie M. Fernandez, as Administrative Aide III (permanent) for ISRDS.

January 19, 2022

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Dr. Lilian B. Nuñez**, Director, ISRDS
Ms. Rhea Angelie M. Fernandez, Admin Aide III, CCE
Dr. Angelica P. Baldos, Director, CCE



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The update on the hiring of College Librarian I, was presented and deliberated.

Plantilla Item No.:

CL1-2-1998

Position:

College Librarian I

Educ. Requirement:

Bachelor's degree in Library Science or Information Science or
Bachelor of Science in Education/Arts major in Library Science

Elig. Requirement:

RA 1080

Experience Requirement:

None Required

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.		
Saavedra, Maryjoy A.	29	Librarian	Master in Library and Information Science (33 units) Bachelor of Library and Information Science	11.00	6.00	7.86	0	4.75	5.00	0.00	13.68	13.92	62.21	1 declined
Samulde, Joeneacio K.	35	Librarian	Doctor of Philosophy in Educational Administration and Supervision (PhD EdAS) - (51 units) Master in Library and Information Science (Grad.: 39 units) Bachelor of Library and Information Science	14.00	8.34	0.00	0	4.33	5.00	0.00	12.54	12.94	57.15	2 declined
Pagalan, Pamela	25	Librarian	Master in Library and Information Science (21 units) Bachelor of Library and Information Science	11.00	4.11	0.00	0.00	4.50	5.00	0.00	13.05	15.54	53.20	3
De Paz, John Chris L.	25	Librarian	Bachelor of Library and Information Science	10.00	0.56	0.00	0	4.33	0.00	0.00	12.42	10.87	38.18	4

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



Deliberation:

The Secretary informed the board that Ms. Maryjoy Saavedra who was ranked as top 1 and recommended to be hired for College Librarian I sent an email last December 14, 2021 informing the board that she will decline the position since she got hired already. The same is true for second rank candidate who declined also. The board therefore recommends Ms. Pamela Pagalan, the third rank candidate to be appointed for the position of College Librarian I.

NAPB Resolution No. 27

Series of 2022

Recommending approval to appoint the third rank candidate, Ms. Pamela Pagalan as College Librarian I subject to favorable BI to be conducted by Atty. Rysan C. Guinocor, Chief Legal Officer.

January 21, 2022

Certified True and Correct:

JENNIFER E. ANDO

NAPB Secretary

cc: **Mr. Vicente A. Gilos**, Chief Librarian
Atty. Rysan C. Guinocor, Chief Administrative Officer, OCLO



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Letter request of Dr. Elwin Jay V. Yu, Chief of Hospital to prioritize hiring of four (4) Med technologist, one (1) Pathologist (outsourced), 1 Lab Tech. The Department of Health (DOH) has issued the Administrative Order No. 2021-0037 dated June 11, 2021 "New Regulations Governing the regulation of Clinical Laboratories in the Philippines" replacing the outdated AO No. 2007-0027 dated August 22, 2007. The new AO is now being cascaded to all licensed clinical laboratories to comply the minimum requirements before its full implementation in 2023. The upgrade or procurement of new laboratory equipment and reagents and increased in number of qualified health human resources is necessary in order to accommodate the new service capability expected of a primary clinical laboratory.

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

NAPB Action:

Based on the discussion and deliberation of the request of Dr. Yu, the board recommends that said proposal will be submitted to DBM in the Tier 2 Creation for Tier 2 VSU Budget Proposal 2023 on the establishment of a Primary General Clinical Laboratory and to acquire a license from DOH.

January 19, 2022

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Dr. Elwin Jay V. Yu, Chief of Hospital**