



VISAYAS
STATE UNIVERSITY

HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

EXCERPT FROM THE APPROVED MINUTES OF THE 23rd Non-Academic Personnel Board Meeting

Via Zoom: Meeting ID: 929 3517 6265

June 25, 2025

P: March 31, 2025
April 10, 2025

The Presentation of Final Comparative for the Administrative Aide VI (Clerk II) for RMA, was presented and deliberated.

Plantilla Item No.: ADA6-123-2023
Position: Administrative Aide VI (Clerk II)
Educ. Requirement: Completion of two years studies in college
Elig. Requirement: Career Service (Sub professional) First Level Eligibility
Experience Requirement: None Required
Training Requirement: None Required
Salary Grade: 6 (Php 18,957.00)
Job Code: JKMSGY
Designated Office: RMA

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.		
MARINAY, Alvie Mae E.	28	F	PD 907 / LET 8/29/20 20	BS in Secondary Education / Master of Arts in Education (31 units)	13	6.48	9.70	9.53	3.00	0.00	13.74	13.20	66.65	1st

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

NAPB Resolution No. 223 Series of 2025

Submitting the result of the final comparative assessment of the six (6) shortlisted applicants for the position of Administrative Aide VI (Clerk II) for Records Management and Archives Office. For the appointing officer to select the deemed most qualified for appointment to the vacant position.

June 25, 2025

President's Notation: "Appointing the top-ranked applicant, Ms. Alvie Mae E. Marinay."

Certified True and Correct:


LUVILLA G. ALCOBER
NAPB, Secretary

Cc: Ms. Maria Roberta S. Miraflor, Head, Records Management and Archives
Ms. Alvie Mae E. Marinay
Mr. Raymund Igcasama, University Registrar



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