



**VISAYAS**  
STATE UNIVERSITY

# HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

## EXCERPT FROM THE APPROVED MINUTES OF THE 29<sup>th</sup> Non-Academic Personnel Board Meeting

Via Zoom: Meeting ID: 961 2229 0193  
August 06, 2025

April 14-25, 2025

Sept 1, 2025

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

emailed ✓

Plantilla Item No.: ADA4-142-2004  
Position: Administrative Aide IV (Clerk II)  
Educ. Requirement: Completion of two years studies in college  
Elig. Requirement: Career Service (Subprofessional) First Level Eligibility  
Experience Requirement: None Required  
Training Requirement: None Required  
Salary Grade: 4 (Php16, 833.00)  
Job Code: DFSPEJ  
Designated Office: DAS

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.		
DALIN-AS, Debra Jean M.	31	F	CSSP (list of passer)	BS in Agribusiness Graduate	12	4.79	10.00	8.40	5.00	0.00	11.55	11.25	62.99	3 <sup>rd</sup>

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

### NAPB Resolution No. 291 Series of 2025



Submitting the result of the final comparative assessment of the six (6) shortlisted applicants for the position of Administrative Aide IV (Clerk II) for DAS. For the appointing officer to select the deemed most qualified for appointment to the vacant position.

August 06, 2025

**President's Notation:** "Appointing the third-in-ranked applicant, Ms. Debra Jean M. Dalin-as."

Certified True and Correct:

  
**LUVILLA G. ALCOBER**  
NAPB, Secretary

Cc: Dr. Manuel D. Gacutan, Jr., Head, Department of Animal Science —  8/29/25  
Ms. Debra Jean M. Dalin-as  
Dr. Catherine C. Arradaza, Director, Extension > —  8/29/25



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Page1 of 1  
**FM-VSU-10**  
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