



**EXCERPT FROM THE APPROVED MINUTES OF THE
Non- Academic Personnel Board Meeting
December 3, 2021, 9:00 am
via Virtual (meet.google.com/ fhj-hfqt-jma)**

The reply of Dir. Uy on the letter regarding quantum leap concern for Admin Officer-II for OGS, was presented and deliberated.

Plantilla Item No.:	ADOF2 -31 - 2004
Position:	Administrative Officer II
Educ. Requirement:	Bachelor's Degree
Elig. Requirement:	CS Professional Eligibility
Experience Requirement:	3 years relevant experience
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%)	Ran k
			Degree	Pts.	Pts.	Pts.	Sup. (5%)	NAPB (5%)	Pts.	Pts.	Pts.	Pts.		
DOHILING, Raquel H.	41	CSP	MMgt. (42 units) BS Commerce - Finance	12.00	15.00	9.83	5.00	5.00	5.00	2.00	14.25	11.80	77.48	1
ABAMO, Lorna B.	59	CSP CSSP	MA Education (Grad: 37 units) BS Ag. Eng'g.	12.00	15.00	9.38	4.70	4.40	5.00	0.00	13.47	12.83	76.78	2
RANCHEZ, Carlito V.	63	CSP	MS Entomology (24 units) BSA Plant Prot.	11.00	7.09	9.78	4.95	4.00	5.00	2.00	12.75	11.50	68.07	3
VILLAS, Me- an D.	31	CSP	MMgt. - Bus. Mgt. (21 units) BS Computer Science	11.00	6.85	9.23	5.00	4.50	5.00	0.00	13.59	declined	55.17	4

Deliberation:

Based on the approved minutes dated September 22, 2021 with NAPB Res. No. 315 s. of 2021 *"Held in abeyance of the assessment of AO-II for OGS due to concern on quantum leap of 5 salary grade being from Adm. Aide VI (SG5) to AO II (SG11). ODHRM to seek opinion of Dir. Albert Uy, CSC"*.

ODHRM received the letter reply of Directory Uy via email. Five issues were raised, one of which is the quantum leap issue to wit:

"Case 2 refers to the recently-concluded assessment for the vacant Administrative Officer-II position (SG 11) whereby the top-ranked applicant presently holds a permanent Administrative Aide VI (SG 6) followed by a next-in-rank staff who is currently a permanent Administrative Officer I (SG 10). The Agency's concern is about the three-grade limitation on promotion per Section 97 of ORAOHRA and raised these queries: (a) Can the Appointing Head of Agency decide for a re-publication of the position to gather



wider base of selection; (b) If the Appointing Head prefers to re-publish the position to comply Section 97, can the 2nd rank applicant file a protest as to why he will not be appointed to the said position?; (c) Can the 1st rank applicant contest the NAPB action if she will not be appointed and/or position be republished, as she has already been shortlisted?"

Dir Uy's reply:

"The issues raised under the circumstances in Case 2 and 4 all boils down to the exercise of management prerogative such as the decision to republish or choose the applicant he deems the best who can fill the vacancy from among the qualified applicants. It is the opinion of this Office that the matter of republication for a wider base of applicants may not be always invoked by the agency considering they have already been given the opportunity to publish their vacancies under Sec. 25, Rule VII of the ORAOHRA by availing of various modes "such as in the agency website, newspaper (local and/or national) and other job search websites" among others. As a PRIME-HRM Level II agency, it is presumed that employs a comprehensive talent sourcing strategy to attract the best and brightest. Moreover, it is clear in Sec. 89, Rule 18 of the 2017 Rules on Administrative Cases in the Civil Service (2017 RACCS) that "only a qualified next-in-rank official or employee may file a protest against an appointment made in favor of another who does not possess the minimum qualification requirements." This Office ventures to opine that shortlisted applicants have no cause of action until the time when the appointment shall have been issued and announced/posted. It must be mentioned that being shortlisted does not mean that the first ranked applicant already got or will get the job because the purpose of the shortlisting in the RSP process is merely to identify those candidates who best meet the selection criteria for the vacant post that are most likely to be capable of carrying out the duties of the job and whom the agency wishes to find out more during the succeeding formal interview. It is submitted that there is actually no ranking of applicants in the shortlisting stage but merely an enumeration of those who can move to the next stage in the process. On the perceived apprehension about the promotion limit rule in Section 97, Rule IX of the ORAOHA, it is emphasized that the rule should only be applied during the final selection stage and not during the initial application stage of the recruitment process thereby ensuring a wider base of and providing employment equal opportunity for all interested and qualified applicants."

The first in ranked, Ms. Dohiling was assigned to OVPAF, the 2nd in ranked will be assigned to Graduate School however, there is a quantum leap issue. Ms. Abamo is an applicant for the said position. The next-in-rank, Mr. Sanchez who ranked third does not also meet the qualifications needed for the office. If Ms. Abamo be hired, it needs justification on the quantum leap or either the president may opt to republish otherwise.

NAPB Action:

The board recommends appointment of Ms. Abamo as Administrative Officer II for OGS provided with justification on the quantum leap or the president may opt to re-publish said position.

December 3, 2021

President's Notation:

Republish the position.



VISAYAS
STATE UNIVERSITY

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

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Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Dr. Anabella B. Tulin**, *Dean, OGS*
Ms. Honey Sofia V. Colis, *OIC-Director, ODHRM*



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The letter of Dr. Luzviminda A. Tajos, Isabel Chancellor, to hire one (1) Registered Civil Engineer on contract basis who will sign and seal the Architectural Engineering Plans and the Bill of Quantities for the renovation of the Existing Administration Building, was presented and deliberated. It is also one of the recommendations from the AACUP Accreditors that have not yet been complied. The campus drainage and the proposed administration building projects are priority projects to be submitted to DBM for year 2024.

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

NAPB Resolution No. 358

Series of 2021

Recommending approval to hire one (1) Registered Civil Engineer for two (2) months equivalent to the salary of an Engineer-I (SG-11)

December 3, 2021

Certified True and Correct:

JENNIFER E. ANDO

NAPB Secretary

cc: Dr. Luzviminda A. Tajos, Chancellor VSU Isabel



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The renewal of VSU casual employees, was presented and deliberated.

Deliberation:

Upon reviewing on the renewal of the appointments of casual employees of VSU, Dr. Yu suggested to make an audit performance of causal once a year since some are perpetual casuals. The purpose is in order to know if there is a reason to renew them. Ms. Colis informed that casual workers also accomplished IPCR to gauge their performance. However, Dr. Yu said IPCR is not enough instrument that would indicate their tasks and actual accomplishment. The board may be able to determine if they needed to be renewed or not.

The concern of the Chair is the basis of the board on reviewing the performance specifically for casual only. Dr. Yu further suggested to create a sub-committee with two (2) or (3) three members that would study carefully and discuss the recommendation to the board.

Ms. Ampac inquired if casuals are qualified in the meritorious award. Funding requirement is not a problem but the point is their loyalty if they can possibly enjoy step increment. However, Ms. Colis revealed that Item 4.1 of CSC & DBM Joint Circular No. 1 s. 2012 (Rules and Regulations on the Grant of Step Increment/s Due to Meritorious Performance and Step Increment Due to Length of Service) stipulates that casual and contractual employee are among the employees excluded from the coverage of the said circular. She added that ideally casual will eventually diminish but due to the creation of new offices and with only same number of plantilla positions, there are several casuals and JO staff as of this date.

NAPB Action:

Creation of sub-committee composed of Ms. Antipaso, Ms. Colis and Dr. Yu to study and make guidelines/proposal on the recommendation of the performance of the casual and contractual and for further discussion to the NAPB.

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: Dr. Elwin Jay V. Yu, Chief Officer, USHER
Ms. Honey Sofia V. Colis, OIC-Director, ODHRM
Ms. Connel D. Antipaso, Member, NAPB Committee



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The letter request of OIC, Head Accounting to expedite the hiring of Accountant IV, Admin Asst II and Admin Aide III, was presented and deliberated.

Deliberation

The NAPB Secretary informed the board that Atty. Rysan Guinocor has scheduled the conduct of BI that same day. For the Admin Asst. II and Admin Aide-III, the schedule for interview was already set the following week. Ms. Ampac requested to prioritize schedule of the interview for Admin. Asst. II.

NAPB Action:

To inform Mr. Belo on the development of the BI and to set an interview schedule by December 7, 2021 for the Admin. Asst. II and Admin Aide-III (Clerk-I) for accounting.

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: Mr. Nick Freddy R. Bello, OIC-Head, Accounting



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The letter of reconsideration of Dr. Julius V. Abela on the retention of Mr. Jemuel A. Ocañada as Admin Aide III casual at OUDRRM, was presented and deliberated.

Deliberation:

Previous approved NAPB minutes, the board decided to transfer Mr. Ocañada to the DPBG office where he is top-ranked among the candidates for the position.

The board pointed out the following:

- The request definitely would set a precedence since the JO applied for a casual position and is willing to be transferred to the office he applied for.
- It would be unfair to the office who had a vacant position and was not being filled-in right away due to some interventions.
- It was observed by the board that several offices have been sacrificed due to unfilled positions not being filled-in by the promoted personnel and would go through again in the selection process which will take another long process.
- To address the “*lutong Macao*” issue wherein other heads were granted to retain their staff, the board is trying to get rid of this negative connotation.
- The staff is looking for a greener pasture and security of tenure thus, he applied for the position.
- No compelling reason to retain Mr. Ocañada because all the duties and responsibilities of clerk are the same.
- During the interview, the board asked all applicants if they are willing to be transferred, the applicant definitely said “yes”.
- The board has been consistent in the decision of transferring the said staff once promoted however, it is the president’s discretion to retain the successful applicant or not.
- Shortlisting of applicants for casual position of OUDRRM has already been decided for interview set by December 7, 2021.
- To assure Dr. Abela that the casual position to be appointed to OUDRRM is also knowledgeable on ISO related matters.

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

**NAPB Resolution No. 360
Series of 2021**



The board withstand previous decision to transfer Mr. Ocañada to DPBG as casual Clerk-I.

December 3, 2021

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

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



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The comparative Assessment of Administrative Aide-I (Utility) for OVPAF, was presented and deliberated.

Plantilla Item No.:	ADA1-5-2016/ ADA1-176-2004
Position:	Administrative Aide I (Utility Worker I) Permanent
Educ. Requirement:	Elementary School Graduate
Elig. Requirement:	None Required (MC 10 s. 2013- Cat. III)
Experience Requirement:	None Required
Training Requirement:	None Required

NAME	AGE	ELIG.	EDUCATION (15%)		EXP. (15%)	PERF (20%)	POTENTIAL (10%)		TRNG (5%)	AWR D (5%)	PCPT (15%)	SKILLS (15%)	TOTAL (100%)	Rank
			Degree	Pts.	Pts.	Pts.	Sup. (5%)	NAPB (5%)	Pts.	Pts.	Pts.	Pts.		
Liano, Lemuel T.	33	none	Col 1st yr level	14	10.73	9.4	5	4.33	5	0	13.56	-	62.02	1
Igot, Leodel S.	40	None	HS Grad	14	15.00	7.9	4.8	4.00	3	0	12.45	-	61.15	2
Latras, Servando M.	30	None	HS Grad	14	11.75	9.8	5	4.00	3	0	13.08	-	60.63	3
Managbanag, Marlo L.	44	None	HS Grad	14	10.99	8.6	5	3.33	4	0	11.94	-	57.86	4
Bagarinao, Junvic B.	33	None	2nd yr Col level	15	10.98	9.4	3.95	3.75	2	0	12.24	-	57.32	5

Deliberation:

Upon presenting the comparative assessment to the board, Dr. Yu made clarifications on how an applicant can get the maximum five (5) points on training criterion. Based on the Merit System Plan (MSP) a minimum of first eight (8) hours of training is two (2) points and one point on the succeeding eight (8) hours. Dr. Yu pointed out that he encouraged all his staff to attend the recent basic life support and other health emergency related trainings. He wondered why Mr. Igot got only 3 points on the training. The secretary informed the board that Mr. Igot did not submit any certificates about the mentioned training.

In the case of Mr. Igot, the four (4) hours training he submitted was not included in the counting. Prior to the comparative assessment, the NAPB Secretary requested all applicants to submit their trainings/certification by November 25, 2021. Beyond the said date could no longer be accepted. Dr. Yu inquired if it is possible for the applicant to submit additional documents within the day. The board decided not to entertain anymore



additional documents to be fair to all applicants and that they were given enough time and deadline in the submission of supporting documents.

In relation to the transparency of the hired applicants, it was suggested that those successful applicants will be posted at the bulletin board outside OVPAF to address the transparency issue.

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

NAPB Resolution No. 361

Series of 2021

Recommending approval to appoint the top ranked candidate Mr. Lemuel Llano as Administrative Aide-I (Utility) for OVPAF.

December 3, 2021

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Dr. Joel Rey U. Acob**, *Dean, CoN*
Mr. Lemuel T. Llano, *CoN*