



**EXCERPT FROM THE APPROVED MINUTES OF THE
Non- Academic Personnel Board Meeting
July 2, 2021 at 1:15 pm
via Virtual (meet.google.com/ rwr-kpus-agt)**

Recommendation of VSU-Tolosa Personnel Committee for the renewal of the appointment of Ms. Gaylieza F. Delos Santos and Ms. Lea E. Pagpagon as casual employees for the period July 1, 2021 to December 31, 2021.

Name	Position	IPCR Rating
Ms. Gaylieza F. Delos Santos	AA III	Outstanding
Ms. Lea E. Pagpagon	AA I	Very Satisfactory

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

**NAPB Resolution No. 198
Series of 2021**

Recommending approval for the renewal of the VSU Tolosa administrative staff as presented.

July 2, 2021

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Ms. Quenstein D. Lauzon**, *Chancellor VSU Tolosa*



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Recommendation of VSU-Tolosa for Mr. Henry B. Velasco as Security Guard II under Permanent status of appointment.

NAME	AGE	ELIG.	EDUCATION (15%)		EX P. (15 %)	PERF (20%)	POTENTIAL (10%)		TRNG. (5%)	AWAR D (5%)	PCPT (15%)	SKILLS (15%)	TOTAL (100%)	Rank
			Degree	Pts.	Pts.	Pts.	Sup. (5%)	NAPB (5%)	Pts.	Pts.	Pts.	Pts.		
Philip L. Ibañez		Security Guard License	B.S in Industrial Technolog y	14	9.09	17.98	4.75	3.93	5	0	11.25	10	76	3
Henry B. Velasco		Security Guard License	Diploma in Fisheries Tech.	13	11.3 9	17.95	4.9	4.21	5	2	11.49	10	79.94	1
Antonio C. Mercado Jr.		Security Guard License	High School Graduate	10	15.0 0	17.96	4.85	4.25	5	0	12.78	10	79.84	2

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

**NAPB Resolution No. 199
Series of 2021**

Pending action subject for review of the relevant experience of the candidates.
July 2, 2021

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Ms. Quenstein D. Lauzon, Chancellor VSU Tolosa**



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Recommendation of Ms. Alicia M. Flores, Head of SPMO for Mr. Servando Latras, a JO worker for more than ten (10) years to be given a casual/permanent position.

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

**NAPB Resolution No. 200
Series of 2021**

Held in abeyance as Ms. Pancito is requested by the board to check balances on the casual position. To open casual position if funds will be available.

July 2, 2021

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Ms. Alicia M. Flores, Head, SPMO**



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Letter request of VSU Isabel Personnel Committee to hire 3 JO clerks to assist the Head of Library, RDE and Supply Office charged to VSU-Isabel STF.

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

NAPB Resolution No. 201
Series of 2021
Recommending approval for VSU-Isabel to hire three (3) JO clerks
charged to VSU-Isabel STF.
July 2, 2021

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

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



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Letter request of Ms. Jessamine C. Ecleo, Head of Procurement Office regarding the intent of Mr. Rebuyas, driver-canvasser, to go on leave on August 2021. She is recommending Mr. Lester Layola, a back-up canvasser, to assume the duties of Mr. Rebuyas while on leave, however Mr. Layola is a JO worker and can only drive within VSU area. The request for a driver was turned down by PPO because according to Engr. Burlas, PPO has a limited number of drivers. In line with this, Ms. Ecleo is requesting to give Mr. Layola a casual driver-canvasser position as replacement of Mr. Rebuyas.

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

**NAPB Resolution No. 202
Series of 2021**

Held in abeyance as Ms. Pancito is requested by the board to check balances on the casual position. To open casual position if funds will be available.

July 2, 2021

President's Notation: *Please prioritize this to facilitate procurement*

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Ms. Jessamine C. Ecleo**, *Head, Procurement Office*



**EXCERPT FROM THE APPROVED MINUTES OF THE
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Letter request of Dr. Armecin to increase the number of days of Ms. Vanessa B. Milan (JO) Admin Aide Clerk/dDRC effective July 1, 2021 from 15 days to 22 days. Ms. Milan is the only support staff at Eco-FARMI who did the clerical and administrative work because the assigned regular staff (i.e. Ms. Pagalan) is at the same time designated as BAC Secretariat that requires most of her time during biddings, pre-procurement meetings and other related activities. She also serves as focal person, frontliner/front desk representative or DdRC most of the time.

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

**NAPB Resolution No. 203
Series of 2021**

Recommending approval to increase the number of days of Ms. Vanessa B. Milan effective July 1, 2021 from 15 working days to 22 working days.
July 2, 2021

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Dr. Romel B. Armecin**, *Director, Eco-Farmi*



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Application letter of Mr. Gaspar S. Arpoceple for Administrative Assistant III to be vacated by Mr. Armando P. Albarico.

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

NAPB Resolution No. 204

Series of 2021

To be included in the shortlist of applicants for further assessment and evaluation.

July 2, 2021

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Mr. Gaspar S. Arpoceple**, *Administrative Assistant III, GSD*



**EXCERPT FROM THE APPROVED MINUTES OF THE
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Request of Mr. Jed Asaph D. Cortes, Head of VSU Web Team for a masterlist of current VSU employees and JO workers (main campus & component colleges), and to allow them to propose a system for VSU Web team to be promptly updated of new hires, turnovers (resignation, retirement, non-renewal), transfers and promotions so they could process their accounts accordingly.

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

**NAPB Resolution No. 205
Series of 2021**

ODHRM to provide updated masterlist and coordinate with Mr. Cortes on this matter.

July 2, 2021

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Mr. Jed Asaph D. Cortes**, Head, VSU Web Team



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Appeal of DAS Personnel Committee to increase salary of caretakers from P 6, 364.10 to P 7,747.60 charged to the budget allocation intended for Ms. Aragon under the VSU General Fund. Due to the exigency of their labor force, the increase of P1,383.50 per day for all the 6 laborers will be charged to the budget allocation of Ms. Aragon with an internal arrangement of 5 hours per day for 23 working days per month. Ms. Aragon's salary will be charged to the DAS STF Income from Animal Project since as of June 2021 they still have a remaining balance of P 132, 014.50.

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

**NAPB Resolution No. 206
Series of 2021**

Recommending approval for DAS to increase the salary rate of their caretakers to be indicated in the contract their 5 hours per day for 23 working days charged to VSU GF while Ms. Aragon's salary will be charged to DAS STF Income from Animal Project. To inform Dr. Gacutan that next year's budget will be based on the availability of funds for 2022.

July 2, 2021

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Dr. Manuel D. Gacutan Jr., Head, DAS**



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Retirement letter of Ms. Norma O. Villas, Admin. Aide VI from Registrar's office effective September 2, 2021.

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

NAPB Resolution No. 207
Series of 2021
Noted.
July 2, 2021

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: Ms. Norma O. Villas, Admin. Aide VI, Registrar's Office



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Request of ITEEM Personnel Committee to hire one (1) Admin. Aide III who will be assigned at the Aquatic Ecosystems Division vice Mr. Noel M. Alkuino who retired from the government service effective July 1, 2021.

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

NAPB Resolution No. 208

Series of 2021

Vacancy was already posted at HRIS to attract more qualified applicants.

July 2, 2021

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Dr. Eliza D. Espinosa**, *Director, ITEEM*



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Recommendation of VSU-Tolosa Personnel Committee of Ms. Gaylieza F. Delos Santos as Administrative Officer I under permanent status.

NAME	AGE	ELIG.	EDUCATION (15%)		EX P. (15 %)	PERF (20%)	POTENTIAL (10%)		TRN G. (5%)	AWARD (5%)	PCPT (15%)	SKILLS (15%)	TOTAL (100%)	Rank
			Degree	Pts.			Sup. (5%)	NAPB (5%)						
Maria Alva Athena S. Pundavela	42	CSC Prof.	BS Commerce	10	8.25	19.20	4.79	4.48	5	0	12.72	15	79.44	2
Gaylieza F. Delos Santos	46	Prof	BS Accountancy	10	11.39	18.70	4.89	4.09	5	0	12.48	15	81.55	1
Nelia A. Cayanong	60	Prof	BS Commerce	10	15	18.70	3.89	3.57	0	0	10.71	10	71.87	5
Althea Mae L. Jacer	24	Prof	BS Office Adm.	10	2.92	19.70	4.63	4.18	5	0	12.54	15	73.97	4
Jonna A. Gallaron	28	Prof	BS Office Adm	10	5.75	19.30	4.63	4.03	5	2	12.09	15	77.80	3
Christyl L. Quimbo	34	Prof	BS Accountancy	10	0	0	0	3.57	0	0	10.77	15	39.34	8
Kathleen P. Robedillo	36	Prof	BS Accountancy	10	0	8	0	3.93	0	0	12.36	15	49.29	7
Irish Naagas	27	Prof	BS Computer Science	10	0	8	0	4.64	4	4	13.53	15	55.17	6

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

NAPB Resolution No. 209

Series of 2021

Pending action subject for review of the relevant experience of the candidates.

July 2, 2021

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Dr. Quenstein D. Lauzon**, Chancellor VSU Tolosa



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Recommendation of VSU-Isabel Personnel Committee for Ms. Fe Daphney C. Ramos
Administrative Officer III.

NAME	AGE	ELIG.	EDUCATION (15%)		EX P. (1 5 %)	PERF (20%)	POTENTIAL (10%)		TR NG. (5%)	AWARD (5%)	PCPT (15%)	SKILLS (15%)	TOTAL (100%)	Rank
			Degree	Pts.	Pts.	Pts.	Sup. (5%)	NAPB (5%)	Pts.	Pts.	Pts.	Pts.		
Ramos, Fe Daphney C.	32	CSE- Honor Graduate	BS in Management- Cum Laude	10	10.75	18.42	4.61	4.36	5	.5	12.97	13.82	80.42	1
Ralota, Danilo Q.	39	CSP Prof.	BS in Commerce	10	5.17	18.54	4.64	4.26	5	0	13.43	13.01	74.05	2
Grava, Kryz Ellaisa	22	Regis- tered Psych- ometrian	BS in Psychology- Cum Laude	10	1.56	18.54	4.64	4.39	5	0	13.56	14.16	71.84	3

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

**NAPB Resolution No. 210
Series of 2021**

Pending action. The board requested that VSU-Isabel Personnel Committee
to present the 1st-3rd batch of applicants and the final shortlisted candidates.
July 2, 2021

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

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



***EXCERPT FROM THE APPROVED MINUTES OF THE
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Letter of Dr. Aleli A. Villocino, VP for Student Affairs Services requesting to increase the number of working days of Mr. Danilo Gofredo from 15 days to 18 days. He will be assisting the DDRC since there is no alternate. At present, OVPSAS has only one (1) regular administrative staff.

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

**NAPB Resolution No. 211
Series of 2021**

Recommending approval to increase the number of working days of Mr. Gofredo from 15 days to 18 days.

July 2, 2021

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Dr. Aleli A. Villocino**, *VP for Student Affairs Services*



**EXCERPT FROM THE APPROVED MINUTES OF THE
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Letter of Dr. Julius V. Abela addressed to Dr. Tulin that the OUDRRM is in need of Radio operator and monitor the CCTV from 8:00 am-5:00 pm. A new SOP of OUDRRM is attached. He further recommends SG Alex O. Elorcha as Radio Operator stationed at Base 1 and in charge to monitor the CCTV from 8:00 am to 5:00 pm. He also recommends Mr. Arnold Kabristante to function as lookout of the VSU lower campus to take part of SG Elorcha's duty from 8:00 am to 5:00 pm. Mr. Kabristante will also serve as a lookout of our sanctuary during the night time for any possible incident that might happen since he is already accredited by BFAR after finishing a Fishery Law and Enforcement Team training.

Deliberation:

Dr. Abela was invited by the board to explain his request. He explained why he wanted to at least hire Mr. Kabristante even for a short period of time due to his skills and knowledge in terms of radio operation and patrolling of the VSU sanctuary. He further informed that as per Atty. Guinocor's advise only those regular Security Guards can use and operate the radio, however, majority of the regular SG are not highly trained on radio operation.

Concerns raised by the following members of the board:

- Dr. E. Yu
 - A rehearse request on the previous request. What is with Mr. Kabristante that they look for ways to accommodate him?
 - How necessary is it to have a radio operator? Is it really necessary and why only from 8:00 am – 5:00 pm?
 - If Mr. Kabristante acts as look out, it seems his function is like that of a security guard.
 - Previous recommendation and approved by the President is to train Security guard to radio operations and operate radio.
 - Reiterated that his previous recommendation that for security purposes he cannot allow Mr. Kabristante being a watchman even with his experience.
 - CCTV is monitored by UIMDC, it is a matter of coordination between the two offices.
 - Sanctuary cannot be maintained twice a week only, therefore, security force should be trained how to patrol sanctuary



- Why SG Elorcha will be detailed who has no radio operator/CCTV training yet?
 - Being a lookout is same as the function of a watchman wherein Mr. Kabristante has some issues on his personality based on the result of the neuro-psychiatric exam possessing a narcissistic personality which is critical as function of watchman.
 - Mr. Kabristante has no personality as trainor on radio operation. He only possesses skills on radio operations but not certified by appropriate agency i.e. NTC
 - Empower security forces to be trained so that they will be qualified to perform their mandates and functions.
- Ms. C. Antipaso
 - Is SG Elorcha qualified to be a radio operator?
 - SG Elorcha as supervisor should act as the lookout but it seems to defeat its purpose since he will man the radio.
 - Mr. Kabristante has no license to qualify as trainor on radio operation.
 - How long is Mr. Kabristante needed in the Security office?
 - Suggested that all Security Guards should be trained to be licensed radio operators.
 - Training should be conducted by qualified trainors in basic radio operations.
- Ms. H. Colis
 - The function Mr. Kabristante is to handle is the same in their previous recommendation, a security service. Further added, that based on the result of his neuro-psychiatric test, Mr. Kabristante has a narcissistic trait and if his function is as look-out, which is more or less the same as security guard, it is risky to hire him.
 - Though we recognize and support the rehabilitation program of the government, Mr. Kabristante may be considered for hiring for a job other than security work.

After hearing all the concerns, the Chairperson finally decided to bring the request directly to the President's final action.

Relative to the current request, the following are the APB Resolutions approved/noted by the University President on previous requests of Dr. Abela:

NAPB Resolution No. 124
Series of 2021



Recommending approval for the OUDRRM-SSS to hire Mr. Kabristante as Radio Communications Operator and Watchman of VSU Coastal Area subject to six-month probation and with close supervision and surveillance as promised by Dr. Abela.

April 16, 2021

• **President's Notation**

Pending action due to comment of Dr. Yu in the last page. NAPB is requested again, to discuss this matter.

Dr. Yu's Comment: *The need of the Security Office is a Security Guard not a radio communication operator. However, since there are issues that led to non hiring of Mr. Kabristante as a security guard or watchman, the need was ignored and changed to a radio operator. Thus, it may seem an accommodation. The sanctuary can be managed by the barangay. I suggest we hire a security guard and be assigned to the USHER as required by DOH. Further I suggest that the security clerk be trained to operate the radio (base) including other guards.*

NAPB Resolution No. 147

Series of 2021

The board support Dr. Yu's comment to hire a JO Security Guard to be detailed at USHER as a requirement of DOH and further recommends training the Security Admin staff for Radio Communications Operations and Monitoring on CCTV. The Head of OUDRRM should also look into possibility for some Security Guards to be trained with BFAR on Coastal Resource Management to be able to patrol the sanctuary as part of the emergency response plan of the university.

May 28, 2021

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

NAPB Resolution No. 212

Series of 2021

Cannot make any recommendation on the request of hiring Mr. Kabristante to be a watchman and trainor on radio operation. Further suggests that this concern will be raised to the President. Recommend that Dr. Abela will look for licensed trainor on radio operations and Bantay Dagat.

July 2, 2021

President's Notation: *Pending action. I will take to Dr. Abela regarding this.*

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

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



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Letter of Dr. Deejay Lumanao requesting for 1 utility worker and 1 administrative staff in exchange of the ERA. The utility worker was from MMDC and since they transferred, they no longer have a utility worker to process their documents and do other tasks. They requested to have one utility worker, if possible, with a regular position. The ERA position originally in OPO will be transferred to another unit. They would like to request replacement for the said position since they are undermanned especially for the upcoming AACUP this July 2021.

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

**NAPB Resolution No. 213
Series of 2021**

The ERA (Casual) will be posted at HRIS to be assigned to OPO. It should be noted there are two (2) existing regular staff currently at the OPO, an Administrative Assistant and an Administrative Officer V. The request for utility worker cannot be granted because no position is available. Further suggests to share with the utility worker of OGS for the meantime.

July 2, 2021

President's Notation: *Since OPO has an AA and an AO, no need for ERA. We will give ERA to other office who need it badly. They need 1 JO utility worker. They should recruit more students.*

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Dr. Deejay Lumanao, Head, OPO**



EXCERPT FROM THE APPROVED MINUTES OF THE

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via Virtual (meet.google.com/ rwr-kpus-agt)

Deployment on the vacancy of Ms. Wenifreda T. Oclnaria, Administrative Officer II.

Deliberation:

According to Ms. Antipaso, the AO-II position is not originally at the OGS. Prior to her transfer to OGS she was assigned at OVPRGEA. Where will the AO II be assigned? She recalled that that during Dr. Alkuino's time, there was a proposal that all Vice-Presidents should be provided an Administrative Officer. She further suggested that considering the need of the OVPSAS of an AO and being currently undermanned, the AO-II position vacated by Ms. Oclnaria be given to OVPSAS.

The Board enumerated the three offices of VPs with no existing AO: OVPRGEA, OVPREI and OVPAF. Nevertheless, Ms. Colis clarified that OVPRGEA has an Admin Officer-V position vacated by Ms. Bibera, which is still open for filling up and reposting at HRIS. For OVPAF, the AO II position vacated by Ms. Alice Flores is suggested since Ms. Flores was promoted to AO III position vacated by Ms. Aster Sevilla of the Records Office, and is retained at Supply and Property Office. The other OVP without an Administrative Officer is OVPREI.

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

NAPB Resolution No. 214

Series of 2021

The Board recommended/proposed that the AO-II position vacated by Ms. Oclnaria be assigned at OVPSAS.

July 2, 2021

President's Notation: *The AO II shall remain at the OGS because they already have assigned responsibilities vacated by Ms. Oclnaria. The ERA from OPO maybe given to either OVPSAS or OVPREI.*

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Ms. Honey Sofia V. Colis**, OIC-Director, ODHRM



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via Virtual (meet.google.com/ rwr-kpus-agt)

Job publication and deployment of the position of Adm. Assistant III vacated by Mr. Armando Albarico.

Deliberation:

Ms. Colis presented to the Board that the position was originally from the PPO which is a Mechanic III and suited for PPO. The Board then suggested that the said item be returned to PPO. Considering the new and old infrastructure projects of VSU, a regular Plumber Foreman is vital to install and/or maintain water utilities. Currently, the Plumber Foreman is on a casual status.

Ms. Colis checked the DBM Index of Positions and found out that Plumber Foreman is SG-8 whereas the position of Mr. Albarico is Adm. Asst. III (SG-9). Meanwhile, based on HR records, the Adm. Asst. II (SG 8) position vacated by Mr. Fabian Alberio of DYDC is still available since the applicant to be hired, Engr. Kim Nativo, declined the job offer. Verifying with the DBM Index of Occupational Services, a Broadcast Operations Technician is SG-9. The Board then agreed that the Adm. Asst. III (SG 9) will be deployed at DYDC as Broadcast Operations Technician and the Adm. Asst. II (SG 8) be deployed at PPO as Plumber Foreman. Ms. Colis reported upon pre-consultation with the CSC-Western Leyte Field Office, that the office opined that the swapping of position is feasible as long as it is in consonance with DBM Index of occupational services.

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

NAPB Resolution No. 215

Series of 2021

Recommending approval that the Admin Asst. III position be converted to a Broadcast Operations Technician and given to DYDC, while the Adm. Asst. II position vacated by Mr. Alberio be changed to Plumber Foreman (SG 8) to be assigned to the PPO.

July 2, 2021

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Ms. Honey Sofia V. Colis**, *OIC-Director, ODHRM*
Engr. Mario Lilio P. Valenzona, *Director, PPO*
Dr. Rotacio S. Gravoso, *Station Manager, Radio Station DYDC*



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Comparative Assessment of the following positions:

a. Medical Officer-III (Casual)

Position:	Medical Officer III (Casual)
Educ. Requirement:	Doctor of Medicine
Elig. Requirement:	RA 1080
Experience Requirement:	1 year of relevant experience
Training Requirement:	4 hours of relevant training

NAME	AGE	ELIG.	EDUCATION (15%)		EXP. (15%)	PER F(20%)	POTENTIAL (10%)		TRNG (5%)	AWARDS (5%)	PCPT (15%)	SKILLS (15%)	TOTAL (100%)	Rank
			Degree	Pts.	Pts.	Pts.	Sup. (5%)	NAPB (5%)	Pts.	Pts.	Pts.	Pts.		
Tabada, Sarah Aurora W.	26	RA 1080: Lic. Physician	Doctor of Medicine	10.00	0	0	0	4.50	0	0	13.08	13.40	40.98	1
Zafico, Ervin Ryan O	28	RA 1080: Lic. Physician/ Pharmacist	Doctor of Medicine	10.00	0.18	00	0	4.67	0	0	13.17	12.85	40.87	2

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

NAPB Resolution No. 216

Series of 2021

Recommending approval to appoint the first-ranked Dr. Sarah Auora W. Tabada as Medical Officer-III (Casual)

July 2, 2021

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

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



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b. Administrative Aide III (Clerk I) casual for DDC

Position: Administrative Aide III (Clerk I) casual for DDC
Educ. Requirement: Completion of 2 years studies in college
Elig. Requirement: Preferably with CSC Sub-Professional Eligibility
Exp./Training Requirement: None required

NAME	AGE	ELIG.	EDUCATION (15%)		EXP. (15%)	PER F(20 %)	POTENTIAL (10%)		TRNG (5%)	AWA RDS (5%)	PCPT (15%)	SKILLS (15%)	TOT AL (100 %)	Rank
			Degree	Pts.	Pts.	Pts.	Sup. (5%)	NAPB (5%)	Pts.	Pts.	Pts.	Pts.		
Jagonos, Liza Ann C.	35	CSSP	Asso. In Comput er Tech.	10.00	9.35	9.80	4.95	4.25	4.00	0	12.69	10.71	65.75	1
Piamonte, Raizel M.	33	CSSP VSU Cleric al Exam	BS HRTM	12.00	3.41	9.90	4.50	4.50	5.00	0	13.08	13.00	65.39	2
Pogado, Jhad Y.	28	CSP	BS-ED - Physica l Science s	12.00	3.08	6.00	4.95	3.60	0.00	0	11.46	11.71	52.80	3
Maraveles, Joy Corazon C.	35	CSP	HEO (Wheel Loader, Dump Truck & Forklift) BS Comme rce	12.00	3.13	6.00	3.00	3.60	2.00	0	11.13	10.86	51.71	4
Sequena, Maria Michelle M.	30	None	BS Agribusi ness	12.00	3.40	6.00	3.00	3.40	0.00	0	10.56	9.57	47.94	5
Pastoril, Ederlyn			BSHRT M	DECLINED										

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

NAPB Resolution No. 217

Series of 2021

Recommending approval to appoint the first-ranked Ms. Liza Ann C. Jagonos as
Administrative Aide III (Clerk I) for DDC.

July 2, 2021



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: **Dr. Christina A. Gabrillo**, *Head, DDC*



**EXCERPT FROM THE APPROVED MINUTES OF THE
Non- Academic Personnel Board Meeting
July 2, 2021 at 1:15 pm
via Virtual (meet.google.com/ rwr-kpus-agt)**

c. Administrative Aide III (Clerk I) casual for Accounting office

Position: Administrative Aide III (Clerk I) casual for Accounting
Educ. Requirement: Completion of 2 years studies in college
Elig. Requirement: Preferably with CSC Sub-Professional Eligibility
Exp./Training Requirement: None required

NAME	AGE	ELIG.	EDUCATION (15%)		EXP. (15%)	PER F(20 %)	POTENTIAL (10%)		TRNG (5%)	AWA RDS (5%)	PCPT (15%)	SKILLS (15%)	TOT AL (100 %)	Rank
			Degree	Pts.	Pts.	Pts.	Sup. (5%)	NAPB (5%)	Pts.	Pts.	Pts.	Pts.		
Valencerina, Susan M.	50	None	BS Commer ce - Acctg.	12.00	15.0 0	9.80	4.85	4.50	5.00	0	13.14	12.50	76.79	1
Posas, Jubemarie E.	24	None	MM Agrib. Mgt. (40 units) BS Agribusi ness	14.00	5.84	9.80	4.95	4.67	5.00	0	13.05	13.75	71.06	2
Veril, Rannie B.	26	None	MS Agricul ture - Soil Science BSAB	12.00	4.17	9.80	4.90	4.50	5.00	0	12.39	13.50	66.26	3
Mazo, Erlic Jean P.	24	CSP	BS Commer ce	12.00	3.00	6.00	4.10	4.00	2.00	0	12.39	11.00	54.49	4

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

NAPB Resolution No. 218

Series of 2021

Recommending approval to appoint the first-ranked Ms. Susan M. Valencerina
as Administrative Aide III (Clerk I) casual for Accounting.

July 2, 2021

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

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



**EXCERPT FROM THE APPROVED MINUTES OF THE
Non- Academic Personnel Board Meeting
July 2, 2021 at 1:15 pm
via Virtual (meet.google.com/ rwr-kpus-agt)**

Shortlisting of additional applicants:

a. Farm Worker-II (Permanent) vacated by Mr. Maranguit

Plantilla Item No.:	FAWK2-4-1998 vacated by Mr. Laureano Maranguit
Position:	Farm Worker II
Educ. Requirement:	Elem. School Grad
Elig. Requirement:	None Required (MC 10 S. 2003 Cat. III)
Experience Requirement:	1-year relevant experience
Training Requirement	None Required

NAME	AGE	ELIGIBILITY	EDUCATION (15%)		EXPERIENCE (15%)		TOTAL	Remarks
			Degree	Pts.	No. of Years	Pts.		
Next-in-rank Staff								
PANTOJA, Noel	58	None	Elementary Graduate	10.00	30.44	15.00	25.00	1
MANAGBANAG, Roland	41	NONE	ELEMENTARY GRADUATE	10.00	21.67	15.00	25.00	Walk-in applicant
CIRCULADO, George S.	43	None	Elementary Graduate	10.00	12.68	12.68	22.68	2 (Next-in- Rank)
NAYRE, Rodel A	31	None	High School Graduate	14.00	11.40	2.92	16.92	3
BAGARINAO, Roldan	47	None	High School Graduate	14.00	10.16	2.41	16.41	4
SULGA, Jayssel		None	1st Year High School	11.00	3.02	3.02	14.02	5
LAURIÑO, Ronaldo	39	None	College Graduate	15.00	15.08	0.00	15.00	DQ
LLANO, Lemuel	32	None	1st Year College	15.00	10.39	0.00	15.00	DQ

Deliberation:

The Secretary presented the additional walk-in application that was handed over to ODHRM. Based on qualification standards of Farm Worker II, the additional applicant, Mr. Managbang has met the requirements thus the Board agreed that he be included in the shortlisting.

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

**NAPB Resolution No. 219
Series of 2021**

Recommending approval for Mr. Managbang to be included in the short-listed candidates for further assessment and evaluation.

July 2, 2021

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Ms. Honey V. Colis** , OIC-Director, ODHRM



**EXCERPT FROM THE APPROVED MINUTES OF THE
Non- Academic Personnel Board Meeting
July 2, 2021 at 1:15 pm
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b Additional Applicant for Education Research Assistant I (Casual) for ODIE.

Position: Education Research Assistant I (Casual)
Educ. Requirement: Completion of 2 years studies in college
Elig. Requirement: Preferably will have a CS (SubProf) Eligibility
Experience Requirement: 1 year of relevant experience (*experience either as exec. asst. or in the preparation or evaluation of curricular offerings will be given preference)
Training Requirement: 4 hours of relevant training

NAME	AGE	ELIGIBILITY	EDUCATION (15%)	Pts.	EXPERIENCE (15%)	Pts.	TOTAL	Remarks
			Degree		No. of Yrs.			
Online Applicants								
ESTRERA, Aida L.	27	LET	Bachelor Elementary Educ	12.00	3.35	3.35	15.35	1
TORREVILLAS, Esperanza D.	37	None	Bachelor of Arts (Political Science)	12.00	11.00	2.25	14.25	2
CARLON, Mary Claire M.	42	CSP CSSP	Master in Bus. Ad. Master in Teaching Special Educ (18 units) BS Psychology	13.00	1.74	1.31	14.31	Additional applicant
VELASCO, Lisa A.	37	LET	BS Secondary Education	12.00	4.64	0.99	12.99	3
POSAS, Jimbo S.	26	None	MM Agribusiness Mgt (Grad: 42 units) BS in Agribusiness	14.00	4.47	0.12	14.12	Disqualified
UY, Kerry B.	27	CSP	MM Agribusiness Mgt (Grad: 42 units) BS in Agribusiness	14.00	0.00	0.00	14.00	Disqualified
VENTULA, Lyra T.	36	None	BS Biology	12.00	7.00	0.50	12.50	Disqualified

Deliberation:

The Secretary presented the additional walk-in application that was handed over to ODHRM. Based on qualification standards of ERA-I, the additional applicant, Ms. Carlon has met the requirements thus the board agreed that she be included in the shortlisting.

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

NAPB Resolution No. 220

Series of 2021

Recommending approval for Ms. Carlon to be included in the short-listed candidates for further assessment and evaluation.

July 2, 2021

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Ms. Honey V. Colis** , OIC-Director, ODHRM