



**VISAYAS**  
STATE UNIVERSITY

# HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

## EXCERPT FROM THE APPROVED MINUTES OF THE 24<sup>th</sup> Non-Academic Personnel Board Meeting

Via Zoom: Meeting ID: 975 9114 3488  
June 27, 2025

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

Plantilla Item No.: ADA6-114-2023  
Position: ADMINISTRATIVE AIDE VI (CLERK III)  
Educ. Requirement: Completion of 2 years studies in college  
Elig. Requirement: Career Service (Subprofessional) First Level Eligibility  
Experience Requirement: None Required (preferably with work experience on IT systems)  
Training Requirement: None  
Required Salary Grade: 6 (Php 18,957.00)  
Job Code: CFSHBZ (B2EJAL)  
Designated Office: OUS

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.		
MAHINLO, Raymond V.	31	M	CSP	BS in Information Technology Graduate	12	0.50	6.00	3.20	0.00	0.00	12.30	10.50	44.50	2nd

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

### NAPB Resolution No. 228 Series of 2025

Submitting the result of the final comparative assessment of the three (3) shortlisted applicants for the position of Administrative Aide VI (Clerk III) for OUS. For the appointing officer to select the deemed most qualified for appointment to the vacant position.

June 27, 2025

**President's Notation:** "Appointing the second-in-ranked applicant, Mr. Raymond V. Mahinlo."  
**Note:** "Subject to favorable Background Investigation (BI)."

Certified True and Correct:

  
**LUVILLA G. ALCOBER**  
NAPB, Secretary

Cc: Ms. Hazelle Villa-Asaldo, University and Board Secretary

Legal Affairs and Services - 7/24/25



**RECRUITMENT, SELECTION, PLACEMENT AND  
PERSONNEL RECORDS OFFICE**  
Visayas State University, Baybay City, Leyte  
Email: [personnel@vsu.edu.ph](mailto:personnel@vsu.edu.ph)  
Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)  
Phone: +63 53 565 0600 Local 1060



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No. 012-25- 228