



**MINUTES OF THE 10<sup>th</sup> NON-ACADEMIC PERSONNEL BOARD MEETING**

March 2, 2022 9:00 am

(Zoom: <https://vsu-edu-ph.zoom.us/j/6338518985?pwd=UGZzVXBtZm5pbmdscGMvQ3JBem5Gdz09>)

The notation of Atty. Rysan C. Guinocor on the request for the conduct of BI of Ms. Pagalan for College Librarian I.

**Notation:** *“BI was conducted last October 4, 2019. She was competent. In fact, her employer made it clear they don’t want to let go of her. Her employer is the same, this I think her competency will not change”.*

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

NAPB Action:

**NAPB Resolution No. 53**  
Series of 2022

Noted. Further, the Board suggested if BI result on job applicant to be appointed is favorable, it has to be acted immediately for appointment. If not favorable, it needs to be discussed en banc by the NAPB for further deliberation.

March 2, 2022

Certified True and Correct:

**JENNIFER E. ANDO**  
NAPB Secretary

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



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The letter of the Dean of the College of Nursing requesting replacement of Mr. Lemuel Llano on his previous post as RLE Skills Laboratory aid cum utility staff.

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

NAPB Action:

**NAPB Resolution No. 54**  
Series of 2022

Recommending approval to hire a JO Lab Aide/Utility staff as replacement of Mr. Lemuel Llano for RLE Skills Laboratory.

*March 2, 2022*

Certified True and Correct:

**JENNIFER E. ANDO**  
*NAPB Secretary*

cc: Dr. Joel Rey U. Acob, Dean, CON



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The follow-up letter request of Mr. Rommel Garrido, Dept. head of DPBG for one (1) regular Lab Aide/Asst.

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

NAPB Action:

**NAPB Resolution No. 55**  
Series of 2022

The Board cannot favorably act on the request as there is no available regular position as of this time. Regular lab aide/asst. positions for all departments that offered laboratory classes will be included in the prioritization of positions once the Enhanced ROSSSS will be implemented.

March 2, 2022

Certified True and Correct:

**JENNIFER E. ANDO**  
NAPB Secretary

cc: **Mr. Rommel Garrido, Head, DPBG**



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The remarks of Ms. Louella C. Ampac, Financial Management Director, on the following requests to hire Job Order worker from different offices/department.

<b>Name of Office/Head of Office/Dept.</b>	<b>Number of JO Personnel Request</b>	<b>Reasons/Justification</b>	<b>Duration</b>	<b>Remarks of FM Director</b>
Office of the Head of L&D and HR Accreditation (OHLDHRA)  Ms. Jennifer E. Ando	One (1) JO Training Assistant  SG-8 based on CSC rate if not possible request SG-4 or SG 3	Internal Audit findings specified that there is a need for a training assistant to assist in the conduct of in-house related trainings and monitor and evaluate L&D activities.	Yearly	6 mos with SG 4 rate (during peak period of training at 18 days/month) charge to tuition or at the fac. and staff dev.
Office of the Director for Instruction and Evaluation  Dr. Ma. Rachel Kim L. Aure	One (1) JO Clerk	Assists the current JO to work on the TPES which requires extensive and rigorous process. TPES is laborious and needs to be finished before the next semester since the data is one of the requirements of faculty for their renewal.	Yearly	6 mos. at 18 days/month charge to tuition
Office of the Head of Instructional Materials Development  Dr. Nancy D. Abunda	One (1) JO Clerk	The JO will assist the current VSUEE technical support staff and manage all the faculty and students concern in relation to its operation and system maintenance. During normal regular days, 100 faculty and staff requests are received but during enrollment 1000 faculty and students are catered	Yearly	6 mos at 18 days/mo. charge to tuition – instruction share
Department of Economics	One (1) JO Clerk	Due to upcoming accreditation such as	Yearly	until accreditation period only (18 days per mo.)



DOE Personnel Committee		AACCUP and ISO, flexible learning schemes there has been an increase volume of work. To assist the current regular clerk and will act as assistant dDRC.		charge to Curriculum dev. tuition
Alumni and Community Relations Office  Prof. Elsie E. Salamat	One (1) JO	During the ISO Internal audit, it was recommended to have an additional staff to focus on alumni engagement such as writing the alumni notes/newsletter and other content of the Alumni Segment at the VSU Website	Six (6) months amounting to P49,824.00/P 8304.00 per month	6 mos. at 18 days/mo. only charge to tuition
SPMO  Ms. Alicia Flores	Two (2) JOs  One (1) for SPMO Bodega 1  One (1) for Bodega 3	To be assigned in the Bodega Office for fast and efficient delivery of supplies.  Received delivered goods from suppliers  Sorting/grouping of delivered goods from designated inspectors  Recording/posting of deliveries in the bin/stock card  Loading of materials/properties for delivery to different end users	Yearly	Only 1 JO for 6 mos. at 18 days/mo. charge to tuition
Office of Head of Planning  Mr. Toni Marc L. Dargantes	Two (2) JOs for Office Clerk	For Institutional section to help and assists the conduct of initial assessment on the OPCR, collect and analyze data. For Physical Planning, will assist in the administrative services on the physical development plans of the university	Yearly	One JO clerk only for 6 months
Office of the Head of Admission	One (1) JO CAT Lay out	Layout brochure for the 15-degree	February-May 2022	Hired already



Dr. Nancy Dumaguing	artist	programs identified for inclusion in the campaign prior to the virtual College Admission Test	22 daysx553.40= 12,174.80 per month	
USHER Dr. Elwin Jay V. Yu	One (1) JO emergency nurse attendant or any medical grad of allied fields  One (1) Driver  One (1) dispatcher/utility	Deficiencies identified by DOH. Regulatory requirement set by DOH to ensure quality service being provided and maintain its license to operate as Infirmary  Institutional worker to assist the nurse	Yearly	One JO Nurse attendant for 18 days/month  Not favorably acted. JO driver is not allowed to drive a VSU vehicle outside the campus.  15 days only

The Board recommends approval based on the remarks from the Finance Office, specifically the last column, in terms of the duration and the number of days for JO workers.

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

NAPB Action:

**NAPB Resolution No. 56**  
Series of 2022

Recommending approval to hire JO workers/clerks as presented based on the remarks provided by the Financial Management Director except for the one (1) JO driver request by Dr. Yu.

March 2, 2022

Certified True and Correct:

**JENNIFER E. ANDO**  
NAPB Secretary

cc: **Ms. Louella C. Ampac**, Financial Management Director  
**Ms. Jennifer E. Ando**, In-Charge OHLDHRA  
**Dr. Ma. Rachel Kim L. Aure**, Director, ODIE  
**Dr. Nancy D. Abunda**, Office of the Head of Instructional Materials Development  
**Dr. Elwin Jay V. Yu**, Chief of Hospital



**VISAYAS**  
STATE UNIVERSITY

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

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**Dr. Nancy Dumaguing**, *Office of the Head of Admission*

**Ms. Alicia Flores**, *Head, SPMO*

**Prof. Elsie E. Salamat**, *Head, ACRO*

**Dr. Hazel I. Bellezas**, *Head DOE*

**Mr. Toni Marc L. Dargantes**, *Head, Planning Office*



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The letter of appeal of Engr. Marlon Burlas requesting that the vacant position of Mr. Generoso Tumalak Admin Aide I be honorary to Mr. Edgardo J. Maranguit until he reached mandatory age of 65.

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

NAPB Action:

**NAPB Resolution No. 57**  
**Series of 2022**

To be included in the shortlisted of candidates for the Admin Aide I position vacated by Mr. Tumalak.

*March 2, 2022*

Certified True and Correct:

**JENNIFER E. ANDO**  
*NAPB Secretary*

**cc: Engr. Marlon G. Burlas, Head, HELVMU**





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The follow up letter request of Mr. Vicente Gilos, Chief Librarian who is in need of Information Systems Analyst or Information Technology personnel with a Bachelor's Degree in Computer Science or BS in Information Technology. Right now, they are having problems with whom they will assign the maintenance of about 40 library computers, printers, online databases, network systems, and Library Management System including those at the VSU-Integrated High School Library. In addition, the library has a program in implementing the online circulation of books to the faculty this year. The success of this undertaking greatly rests on the availability of IT personnel who can really monitor the process and can troubleshoot if things go wrong.

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

NAPB Action:

**NAPB Resolution No. 59**

**Series of 2022**

Library fees funds as of January 31, 2022 is not sufficient for the salary of an IT personnel. If payment of 1<sup>st</sup> Semester SY 2021-2022 from CHED will be received, said request may be considered. From that time on, they can hire JO worker at SG-3 charged against library fees.

*March 2, 2022*

Certified True and Correct:

**JENNIFER E. ANDO**  
*NAPB Secretary*

cc: **Mr. Vicente A. Gilos**, Chief Librarian



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### Comparative assessment for additional one (1) HEO II.

Plantilla Item Nos.:	HEO2-1-1998 HEO2-1-2002
Position:	Heavy Equipment Operator II
Educ. Requirement:	HS Graduate or Completion of relevant vocational/ trade course
Elig. Requirement:	Heavy Equipment Operator (and with Prof. driver's license with restriction code 1,2 & 3)
Experience Requirement:	1 year of relevant experience
Training Requirement:	None required (but applicant with TESDA NC II certificate will be preferred)

NAME	AGE	ELIG.	EDUCATION (15%)		EXP. (15%)	PERF (20%)	POTENTIAL (10%)		TRNG (5%)	AWD (5%)	PCPT (15%)	SKILLS (15%)	TOTAL (100%)	Rank
			Degree	Pts.	Pts.	Pts.	Sup. (5%)	NAPB (5%)	Pts.	Pts.	Pts.	Pts.		
Vecina, Jonell B.	31	with Prof. driver's license with restriction code 1,2 & 3)	High School Graduate	10.00	7.75	9.30	4.35	4.00	5.00	0.00	13.20	13.28	13.28	1
Cortez, Arniel S.	41	with Prof. driver's license with restriction code 1,2 & 3)	High School Graduate	10.00	6.44	8.70	4.05	5.00	5.00	0.00	14.10	10.84	10.84	2
Sopa, Eric B.	38	with Prof. driver's license with restriction code 1,2 & 3)	High School Graduate	10.00	5.94	8.60	4.35	4.00	5.00	0.00	13.20	10.54	10.54	3
Bohol, Florian	49	with Prof. driver's license with restriction code 1,2 & 3)	BS in Commerce major in Business Mgt.	14.00	3.75	0.00		5.00	5.00	0.00	13.20	10.65	10.65	4

### Deliberation:

The secretary informed the board that there were two (2) vacant positions for the HEO-II, however, only one was recommended and appointed to be hired in the previous NAPB meeting. She added that all candidates presented applied for the two vacant positions that were subjected to deliberation and assessment.

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



NAPB Action:

**NAPB Resolution No. 60**  
Series of 2022

Since there were two vacant HEO II positions published and posted, recommending approval to appoint the 2<sup>nd</sup> ranked candidate, Mr. Arniel S. Cortez, as HEO-II in addition to Mr. Jonell Vecina who was recently recommended to be appointed as HEO II.

*March 2, 2022*

Certified True and Correct:

**JENNIFER E. ANDO**  
*NAPB Secretary*

cc: **Engr. Marlon G. Burlas**, *Head, HELVMU*  
**Arniel S. Cortez**



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The vacant position of Administrative Officer V (AO-V) Planning Officer for OVPRGAS.

Plantilla Item No.:	ADOF5-12-2004 (SG 18) for <b>OVPPRGAS</b>
Position:	Administrative Officer V
Educ. Requirement:	Bachelor's Degree
Elig. Requirement:	Career Service (Professional) Second Level Eligibility
Exp. Requirement:	3 years of relevant experience
	*exp. on <b>planning</b> and <b>supervisory</b> will be given preference
Training Requirement:	8 hours of relevant training

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

**NAPB Action:**

Pending action subject for verification and consultation to CSC.

*March 2, 2022*

Certified True and Correct:

**JENNIFER E. ANDO**  
*NAPB Secretary*

cc: **Dr. Dilberto O. Ferraren, VP, OVPRGAS**



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### Comparative assessment for Plumber Foreman.

Plantilla Item No.: ADAS2-50-2004  
Position: Administrative Assistant II (Plumber Foreman)  
Educ. Requirement: High School Graduate with relevant vocational / trade course  
Elig. Requirement: Pipefitter or Plumber (MC 11 s. 96-Cat 1)  
Exp. Requirement: 1 year of relevant experience  
Training Requirement: 4 hours of relevant training

NAME	AGE	ELIG.	EDUCATION (15%)		EXP. (15%)	PER F (20 %)	POTENTI AL (10%)		TRNG (5%)	AWD (5%)	PCPT (15%)	SKILLS (15%)	TOTAL (100%)	Rank
			Degree	Pts.	Pts.	Pts.	Sup. (5%)	NAPB (5%)	Pts.	Pts.	Pts.	Pts.		
Arpoceple, Gaspar S.	58	Plumber	High School Graduate TESDA Graduate	10.00	15.00	9.15	4.55	4.50	5.00	2.00	12.33	12.75	74.28	1
Singson, Argie P.	50	NC II: Plumbing	High School Graduate	10.00	15.00	8.97	4.20	4.00	5.00	0.00	11.40	11.85	65.42	2

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

NAPB Action:

### NAPB Resolution No. 61 Series of 2022

Recommending approval to appoint the first ranked candidate, Mr. Gaspar S. Arpoceple, as Adm. Assistant II (Plumber Foreman).

March 2, 2022

Certified True and Correct:

**JENNIFER E. ANDO**  
NAPB Secretary

cc: Engr. Mario Lilio P. Valenzona, Director, PPO



**MINUTES OF THE 10<sup>th</sup> NON-ACADEMIC PERSONNEL BOARD MEETING**

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Comparative assessment for Admin Aide III (Casual) PhilRootcrops:

Position:	Administrative Aide III, Clerk I, Casual Philrootcrops
Educ. Requirement:	Completion of 2yrs in college
Elig. Requirement:	Preferably will have a CSC Sub-professional Eligibility
Experience Requirement:	none required
Training Requirement:	none required

NAME	AGE	ELIG.	EDUCATION (15%)		EXP. (15%)	PERF (20%)	POTENTIAL (10%)		TRNG (5%)	AWD (5%)	PCPT (15%)	SKILLS (15%)	TOTAL (100%)	Rank
			Degree	Pts.	Pts.	Pts.	Sup. (5%)	NAPB (5%)	Pts.	Pts.	Pts.	Pts.		
Pasa, Janet O.	29	CSP-Prof	BS in Agribusiness	12.00	4.15	9.40	5.00	4.75	5.00	0.00	13.89	13.57	63.61	1
Bengalan, Monna E.	27	CSP-Prof	BS in Statistics	12.00	4.07	9.90	4.30	4.25	5.00	0.00	13.29	11.86	60.60	2

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

NAPB Action:

**NAPB Resolution No. 62**  
Series of 2022

Recommending approval to appoint the first ranked candidate, Ms. Janet O. Pasa, as Admin Aide III (Casual) of PhilRootcrops.

March 2, 2022

Certified True and Correct:

**JENNIFER E. ANDO**  
NAPB Secretary

cc: **Ms. Lisa I. Arce**, OIC Director, PhilRootcrops  
**Dr. Karen Luz Yap**, Head, DAEEEx  
**Ms. Janet O Pasa**



**MINUTES OF THE 10<sup>th</sup> NON-ACADEMIC PERSONNEL BOARD MEETING**

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Comparative assessment for Science Research Assistant (SRA) for Eco-FARMI.

Position:	Science Research Assistant
Educ. Requirement:	Bachelors degree relevant to the job
Elig. Requirement:	Preferably will have a CSC Sub-professional Eligibility
Experience Requirement:	1 year or relevant experience
Training Requirement:	4 hours relevant training

NAME	AGE	ELIG.	EDUCATION (15%)		EXP. (15%)	PERF (20%)	POTENTI AL (10%)		TRNG (5%)	AWD (5%)	PCPT (15%)	SKILLS (15%)	TOTAL (100%)	Rank
			Degree	Pts.	Pts.	Pts.	Sup. (5%)	NAPB (5%)	Pts.	Pts.	Pts.	Pts.		
Macapanas, Reynante G.	25	none	BS in Agriculture	10	3.50	8.90	4.45	5.00	2.00	0.00	13.05	12	58.90	1

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

NAPB Action:

**NAPB Resolution No. 63**  
**Series of 2022**

Recommending approval to appoint the lone shortlisted applicant, Mr. Reynante G. Macapanas, as Science Research Assistant (SRA) of Eco-FARMI.

March 2, 2022

Certified True and Correct:

**JENNIFER E. ANDO**  
NAPB Secretary

cc: Mr. Dhenber C. Lusanta, OIC-Director Eco-Farmi



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(Zoom: <https://vsu-edu-ph.zoom.us/j/6338518985?pwd=UGZzVXBtZm5pbmdscGMvQ3JBem5Gdz09>)

### Shortlisting of Science Research Assistant (Contractual) for NARC:

Position:	SRA Contractual
Educ. Requirement:	Bachelor's degree relevant to the job, preferably BS in Agriculture major in Plant Breeding
Elig. Requirement:	Preferably will have a CSC Sub-professional Eligibility
Experience Requirement:	1 year or relevant experience
Training Requirement:	4 hours relevant training

NAME	AGE	ELIGIBIT Y	EDUCATION (15%)		EXPERIENCE (15%)		TOT AL	Remarks
			Degree	Pts.	No. of Years	Pts.		
Ceniza, Esperanzado E.	56	Licensed Agriculturist	BS in Animal Science	10.00	7.00	7.00	<b>17.00</b>	Shortlisted
Labod, Jake B.	28	None	BS in Agriculture, MS in Horticulture	10.00	4.38	4.32	<b>14.32</b>	Shortlisted
Cinco, Mark Anthony T.	24	None	BS in Agriculture major in Plant Breeding, MS (6units)	10.00	2.25	2.15	<b>12.15</b>	Shortlisted
Begildo, Mildred C.	27	Licensed Agriculturist	BS in Agribusiness, MS 9units	10.00	0.96	0.72	<b>10.72</b>	DQ on experience
Labrador, Krystel Denice L.	23	None	BS in Agriculture Engineering	10.00	0.19	0.14	<b>10.14</b>	DQ on experience
Catiloc, Samantha N.	22	None	BS in Arts in Filipino, CPRT 18units	10.00	0.00	0.00	<b>10.00</b>	DQ on experience
Barbosa, Rachelle Ann A.	32	PD 907	BS in Agriculture	10.00	0.00	0.00	<b>10.00</b>	DQ on experience

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

### NAPB Action:

#### **NAPB Resolution No. 64**

Series of 2022

Recommending approval for Messrs. Esperanzado E. Ceniza, Jake B. Labod and Mark Anthony T. Cinco to be short-listed for further assessment and evaluation.

March 2, 2022





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Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)

Certified True and Correct:

**JENNIFER E. ANDO**  
*NAPB Secretary*

cc: **Dr. Robelyn T. Piamonte**, *Director, NARC*



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The shortlisting of Admin Aide VI for Budget Office, was presented and deliberated.

Plantilla Item No.: ADA6-89-2004  
Position: ADMINISTRATIVE AIDE VI (Clerk III)  
Educ. Requirement: Completion of 2 years studies in college  
Elig. Requirement: Career Service (CS Subprofessional)  
Experience Requirement: None required.

The successful candidate will be assigned at the Budget Office. **Any applicant with training and with at least three (3) years' experience in budgeting /accounting or its related fields will be given preference in hiring/promotion.**

NAME	AGE	ELIG	EDUCATION (15%)		EXPERIENCE (15%)		TOT AL	Remarks
			Degree	Pts.	No. of Years	Pts.		
Esguerra, Erly S.	29	CS Prof RA 1080	MM in Agribusiness Management (34 units) BS in Agribusiness	13.00	8.97	8.97	<b>21.97</b>	Shortlisted
Geraldo, Mona Nena B.	35	CS Prof	BS in Agribusiness	12.00	8.79	7.79	<b>19.79</b>	Shortlisted
Vergis, Valerie Y.	28	CSP	MM (41 units) BS Agribusiness	14.00	3.66	3.17	<b>17.17</b>	Shortlisted
Valenzona, Valerie C.	26	CS Prof	MM in Agribusiness Management (40 units) BS in Agribusiness	14.00	2.99	2.99	<b>16.99</b>	Shortlisted
Yare, Charlie A.	31	CS Prof	BS in Entrepreneurship (Cum Laude)	12.00	2.82	2.12	<b>14.12</b>	Shortlisted

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

### **Deliberation:**

The board decided to include only those Bachelor's Degree relevant to the job as the would-be clerk will be assigned to the Budget Office.

NAPB Action:

### **NAPB Resolution No. 65**

Series of 2022

Recommending approval for Mss. Esguerra, Ms. Geraldo, Vergis, Valenzona and Yare to be short-listed for further assessment and evaluation.

March 2, 2022



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Email Address: prpeo@vsu.edu.ph  
Website: www.vsu.edu.ph

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Certified True and Correct:

**JENNIFER E. ANDO**  
*NAPB Secretary*

cc: **Ms. Alicia M. Flores**, *OIC Head, Budget Office*



**MINUTES OF THE 10<sup>th</sup> NON-ACADEMIC PERSONNEL BOARD MEETING**

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The shortlisting of Nurse III for USHER:

Elig. Requirement:	RA 1080
Experience Requirement:	1 year of relevant experience
Training Requirement	4 hours of relevant training *must possess Emergency Medical Technician Training Certification covering Basic Life Support, Advance Cardiac Life Support, IV Therapy, Mass Casualty and Standard First Aid

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

NAPB Action:

**NAPB Resolution No. 66**  
Series of 2022

Held in abeyance. However, a JO nurse will temporarily be hired in replacement to the vacated position.

March 2, 2022

Certified True and Correct:

**JENNIFER E. ANDO**  
NAPB Secretary

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