

Wilma - brought forward. pt



VISAYAS
STATE UNIVERSITY

HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

EXCERPT FROM THE APPROVED MINUTES OF THE 34th Non-Academic Personnel Board Meeting

Via Zoom: Meeting ID: 949 9074 5521
October 23, 2025

The Presentation of Final Comparative for the Administrative Aide III (Clerk I) Casual for Data Privacy and FOI Services, was presented and deliberated.

Plantilla Item No.:	LS
Position:	ADMINISTRATIVE AIDE III (CLERK I)
Educ. Requirement:	Completion of 2 years studies in college
Elig. Requirement:	None required (preferably with Civil Service Sub-professional Eligibility)
Experience Requirement:	None Required (preferably with experience as ADDRC)
Training Requirement	None Required (preferably with training/seminar on ISO 9001:2015 and Data Privacy Act of 2012)
Salary Grade	3 (Php 15,852.00)
Jobe Code	PAUWKZ
Office	DPFOIS

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.		
GALLEGO, Wilma B.	30	F	CSSP notice of rating	BS in Information Technology Graduate	12	2.99	9.90	9.65	5.00	0.00	12.99	12.75	65.28	1 st

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

NAPB Resolution No. 373 Series of 2025

Submitting the result of the final comparative assessment of the seven (7) shortlisted applicants for the Casual position of Administrative Aide III (Clerk I) for DPFOIS. For the appointing officer to select the deemed most qualified for appointment to the vacant position.

October 23, 2025

President's Notation: "Appointing the top-ranked applicant, Ms. Wilma B. Gallego."

Certified True and Correct:


LUVILLA G. ALCOBER
NAPB, Secretary

Cc: **Atty. Rysan C. Guinocor**, Head, DPFOIS & Director, Administrative Services
Ms. Wilma B. Gallego



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