



**VISAYAS**  
STATE UNIVERSITY

# HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

## EXCERPT FROM THE APPROVED MINUTES OF THE 11<sup>th</sup> Non-Academic Personnel Board Meeting

Via Zoom: Meeting ID: 950 2912 2113  
March 28, 2025

May 13

The Presentation of Final Comparative for the Administrative Officer I (Cashier I) for Cash Office, was presented and deliberated.

Plantilla Item No.: ADOF1-30-2004  
Position: Administrative Officer I (Cashier I)  
Educ. Requirement: Bachelor's degree  
Elig. Requirement: Career Service (Professional) Second Level Eligibility  
Experience Requirement: None Required  
Training Requirement: None Required  
Salary Grade: 10 (P24, 381.00)  
Job Code: RNIFWK  
Designated Office: Cash Office

NAME	AGE	SEX	ELIG	EDUCATION (15%)		EXP (15%)	PERF (20%)	POT (10%)	TRNG (5%)	AWD (5%)	PCPT (15%)	SKILLS (15%)	TOTAL	RANKING
				Degree	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.		
SACRO, Celso	52	M	CSP CSSP	BS in Commerce Grad. Assoc. in Computer Science Grad.	10	15.00	9.89	8.70	5.00	0.00	14.55	12.17	75.31	1 <sup>st</sup>

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

### NAPB Resolution No. 113 Series of 2025

Submitting the result of the final comparative assessment of the seven (7) shortlisted applicants for the position of Administrative Officer I for Cash Office. For the appointing officer to select the deemed most qualified for appointment to the vacant position, subject to compliance with the Commission on Elections (COMELEC) Resolution No. 11059.

March 28, 2025

**President's Notation:** "Appointing the top-rank applicant, Mr. Celso Sacro."

Certified True and Correct:

**LUVILLA G. ALCOBER**  
NAPB, Secretary

Cc: Ms. Queen-ever Y. Atupan, Head, Cashiering  
Mr. Celso Sacro

7 5/20/25



**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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