

**EXCERPT FROM THE APPROVED MINUTES OF THE
6th Non-Academic Personnel Board Meeting**

Via Zoom: Meeting ID: 920 7657 4188

March 14, 2025

The Presentation of Final Comparative for the Administrative Assistant II (Disbursing Officer II) for Cashiering, was presented and deliberated.

Plantilla Item No.:	ADAS2-78-2023
Position:	Administrative Assistant II (Disbursing Officer II)
Educ. Requirement:	Completion of two years studies in college
Elig. Requirement:	Career Service (Subprofessional) First Level Eligibility
Experience Requirement:	1 year of relevant experience
Training Requirement:	4 hours of relevant training
Salary Grade:	8 (P19, 744.00)
Job Code:	BWMJHZ
Designated Office:	Cashiering

NAME	AGE	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.		
LORETO, Gina A.	56	Brgy. Official Elig.	BS in Business Administration Grad.	12	11.12	9.43	7.90	5.00	0.00	12.69	12.07	70.21	3 rd

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

NAPB Resolution No. 88
Series of 2025

Submitting the result of the final comparative assessment of the four (4) shortlisted applicants for the position of Administrative Assistant II (Disbursing Officer II) for Cashiering. For the appointing officer to select the deemed most qualified for appointment to the vacant position, subject to the approval authority of the Commission on Elections (COMELEC).

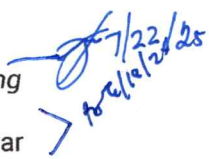
March 14, 2025

President's Notation: "Appointing the third-in-rank applicant, Ms. Gina A. Loreto"

Certified True and Correct:


LUVILLA G. ALCOBER
NAPB, Secretary

Cc: **Ms. Queen-ever Y. Atupan**, Head, Cashiering
Ms. Gina A. Loreto
Mr. Raymund Igcasama, University Registrar





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Page 1 of 1
FM-VSU-10
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