



VISAYAS
STATE UNIVERSITY

HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

EXCERPT FROM THE APPROVED MINUTES OF THE 32nd Non-Academic Personnel Board Meeting

Via Zoom: Meeting ID: 970 8649 4547
September 30, 2025

The Presentation of Final Comparative for the Administrative Aide VI (Clerk III) for NCRC-V, was presented and deliberated.

Plantilla Item No.: ADA6-98-2004
Position: Administrative Aide VI (Clerk III)
Educ. Requirement: Completion of two years studies in college
Elig. Requirement: Career Service (Subprofessional) First Level Eligibility
Experience Requirement: None Required
Training Requirement: None Required
Salary Grade: 6 (18,957.00)
Job Code: GXAOQC
Designated Office: NCRC-V

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.		
CIRCULADO, Almera D.	28	F	LEA 3/25/26	BS in Agriculture Graduate	12	4.96	9.80	9.95	5.00	0.00	13.35	12.00	67.06	1 st

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

NAPB Resolution No. 343 Series of 2025

Submitting the result of the final comparative assessment of the five (5) shortlisted applicants for the position of Administrative Aide VI (Clerk III) for NCRC-V. For the appointing officer to select the deemed most qualified candidate for appointment to the vacant position. The appointment is subject to a favorable background investigation (BI) results if the selected candidate is not currently employed at VSU.

September 30, 2025

President's Notation: "Appointing the top-ranked applicant, Ms. Almera D. Circulado."

Certified True and Correct:


LUVILLA G. ALCOBER
NAPB, Secretary

Cc: **Dr. Moises Neil V. Serioño**, Vice President for Administration and Finance *y d 10/24/25*
Ms. Almera D. Circulado
Dr. Marisel A. Leorna, Director, National Coconut Research Center - Visayas

10/27/25



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