



VISAYAS
STATE UNIVERSITY



HUMAN RESOURCE
MANAGEMENT
OFFICE

**EXCERPT FROM THE APPROVED MINUTES OF THE
41st Non-Academic Personnel Board Meeting**

Via Zoom: Meeting ID: 939 4501 2664
November 25, 2024

P- May 2- May 13

The Presentation of Final Comparative for the Administrative Assistant II (Budgeting Assistant) for Budget Office, was presented and deliberated.

Plantilla Item No.: ADAS2-77-2023
Position: Administrative Assistant II (Budgeting Assistant)
Educ. Requirement: Completion of 2 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: AOIXFR
Designated Office: BUO

Jan. 2, 2025

NAME	AGE	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.		
CO, Jocelyn T.	55	CSSP	BS in Commerce Grad.	12	15.00	9.47	9.00	5.00	0.00	14.46	14.00	78.93	1 st

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

**NAPB Resolution No. 405
Series of 2024**

Submitting the result of the final comparative assessment of the seven (7) shortlisted applicants for the position of Administrative Assistant II (Budgeting Assistant) for Budget Office with Ms. Jocelyn T. Co as the top rank applicant. For the appointing officer to select the deemed most qualified for appointment to the vacant position.

November 25, 2024

President's Notation: "Appointing the top-rank Applicant."

Certified True and Correct:

HONEY SOFIA V. COLIS
Director, HRMO

Cc: **Ms. Alicia M. Flores, Head, Budget Office**
Ms. Jocelyn T. Co
Ms. Louella C. Ampac, Director, Financial Management Office

REYNALDO T. SACRA JR.

12-27-24

**RECRUITMENT, SELECTION,
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