



VISAYAS
STATE UNIVERSITY



HUMAN RESOURCE
MANAGEMENT
OFFICE

EXCERPT FROM THE APPROVED 1st ENDORSEMENT

June 06, 2024

Non-Academic Personnel Board

Oct. 16, 2024

The Final Comparative for the Administrative Officer V (Records Officer III) for the Records and Archives Office.

Plantilla Item No.: ADOF5-27-2023
Position: Administrative Officer V (Records Officer III)
Educational Requirement: Bachelor's degree
Eligibility Requirement: Career Service (Professional) Second Level Eligibility
Experience Requirement: 2 years of relevant experience
Training Requirement: 8 hours of relevant training
Salary Grade/Salary: 18 (46,725.00/month)
Job Code: QX10MH

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.		
MIRAFLOR, Ma. Roberta S.	45	CSP/CSSP	MM minor in Bus. Management (40 units) BS in Computer Science Graduate	12	7.29	9.80	9.63	5.00	0.00	13.95	13.63	71.30	1 st


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

NAPB action through referendum dated June 06, 2024:

Submitting the result of the final comparative assessment of the two (2) shortlisted applicants for the position of Administrative Officer V (Records Officer III) for the Records and Archives Office with Ms. Ma. Roberta S. Miraflor as the top-rank applicant. For the appointing officer to select the deemed most qualified for appointment to the vacant position and subject to UADCO endorsement and BOR approval.

President's Notation: "Appointing the Top-rank Applicant for Board Approval through UADCO Endorsement"

Certified True and Correct:


JENNIFER E. ANDO
NAPB, Secretary

Cc: **Atty. Rysan C. Guinocor**, Director, Administrative Services Office - *ALOKAN 7-1-24*
Ms. Ma. Roberta S. Miraflor - *7/1/24*

**RECRUITMENT, SELECTION,
PLACEMENT AND PERSONNEL
RECORDS OFFICE**

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