



VISAYAS
STATE UNIVERSITY

HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

EXCERPT FROM THE APPROVED MINUTES OF THE 1st Non-Academic Personnel Board Meeting

Via Zoom: Meeting ID: 949 2438 9505
January 17, 2025

**OVERPRG
RECEIVED**

DATE: 02/04/25

BY: *[Signature]*

The Presentation of Final Comparative for the Planning Officer I for Planning Office, was presented and deliberated.

Plantilla Item No.: PLO1-6-2023
Position: Planning Officer I
Educ. Requirement: Bachelor's degree relevant to the job
Elig. Requirement: Career Service (Professional) Second Level Eligibility
Experience Requirement: None required
Training Requirement: None required
Salary Grade: 11 (P27, 000.00)
Job Code: EDBTOV
Designation Office: Planning Office

March 3

Nov. 12-22, 2024

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.		
BORLEO, Michelle A.	38	CSP	BS in Statistics Graduate/ Master of Management (42units)	12	3.35	9.58	9.00	5.00	0.00	12.63	11.00	62.56	1 st

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

NAPB Resolution No. 21 Series of 2025

Since the additional shortlisted applicant for the position in the re-publication of the vacant position waived the application during the scheduled interview, the Board would like to adopt the previous result on the final assessment as presented in the approved NAPB Res. No. 384 dated November 05, 2024: "Submitting the result of the final comparative assessment of the seven (7) shortlisted applicants for the position of Planning Officer I for the Planning Office with Ms. Michelle A. Borleo as the top-rank applicant. For the appointing officer to select the deemed most qualified for appointment to the vacant position."

January 17, 2025

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

Certified True and Correct:

[Signature]
JENNIFER E. ANDO
NAPB, Secretary

Cc: **Mr. Toni Marc L. Dargantes, Director, Planning**
Ms. Michelle A. Borleo
Dr. Jannet C. Bencure, Dean, Faculty of Engineering

[Signature] 2/4/25



**RECRUITMENT, SELECTION, PLACEMENT AND
PERSONNEL RECORDS OFFICE**
Visayas State University, Baybay City, Leyte
Email: personnel@vsu.edu.ph
Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1060



Management
System
ISO 9001:2015
www.tuv.com
ID 9108658749



Page 1 of 1
FM-VSU-10
V03 01-23-2025
No. 012-25-21