

THE HEAD OF RECRUITMENT, SELECTION, PLACEMENT AND PERSONNEL RECORDS

Visca Baybay City, Leyte 6521-A, Philippines Phone/Fax: 565-0600 local 563-7323 Email Address: prpeo@vsu.edu.ph Website: www.vsu.edu.ph

EXCERPT FROM THE APPROVED MINUTES OF THE

Non- Academic Personnel Board Meeting

October 12, 2022 8:30 am (Virtual meeting via meet.google.com/ yzz-jsvg-gmi)

The Comparative Assessment of Admin Aide IV (Office of the Chief Librarian), was presented and deliberated.

Plantilla Item No.

Position:

Educ. Requirement: Elig. Requirement:

Exp. Requirement: Training Requirement: ADA4-108-2004

Administrative Aide IV (Clerk II)

Completion of 2 years studies in college CS (Subprofessional) First Level Eligibility

None Required

None Required (but any applicant with ISO 9001:2015 awareness seminar and with training and sufficient experience as document records controller under ISO 9001:2015 will be selected over

those who do not have or with lesser experience)

NAME	AGE	ELIG.	EDUCATION (15%)		EXP. (15%)			POTENTIAL (10%)		AWD (5%)	PCPT (15%)	SKILL S (15%)	TOTAL (100%)	Rank
			Degree	Pts.	Pts.	Pts.	Sup. (5%)	NAPB (5%)	Pts.	Pts.	Pts.	Pts.		
VILLAS, Jansel Joi C.	26	CS Prof	Masters in Public Administratio n (36 units) Masters of Management (6 units) BS Statistics	14.00		9.70	4.30	4.80	5.00	0.00	13.95	12.67	69.08	1

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

NAPB Resolution No. 226

Series of 2022

Recommending approval to appoint the top ranked candidate, Ms. Jansel Joi C. Villas, as Admin Aide IV for the Office of the Chief Librarian.

October 12, 2022

Certified True and Correct:

NAPB Secretary

cc: Mr. Vicente A. Gilos, Office of the Chief Librarian

Ms. Jansel Joi C. Villas, OVPPRGAS

Dr. Dilberto O. Ferraren, VP, Planning, Resource Generation & Auxiliary Services



Vision: Mission: A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Page 1 of 1 FM-VSU-10 v1 06-11-2020

No. W5-34