



**VISAYAS**  
STATE UNIVERSITY

## HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

**EXCERPT FROM THE APPROVED MINUTES OF THE  
24<sup>th</sup> Non-Academic Personnel Board Meeting**

Via Zoom: Meeting ID: 975 9114 3488  
June 27, 2025

April 14, 2025 -  
April 25, 2026  
promotion

The Presentation of Final Comparative for the Administrative Assistant III (Computer Operator II) for OVPPD, was presented and deliberated.

Plantilla Item No.:	ADAS3-65-2023
Position:	Administrative Assistant III (Computer Operator II)
Educ. Requirement:	Completion of 2 years studies in college or High School Graduate with relevant vocational/ trade course
Elig. Requirement:	Career Service (Subprofessional) Data Encoder (MC 11 s. 96 - Cat I) First Level Eligibility
Experience Requirement:	1 year of relevant experience
Training Requirement:	4 hours of relevant training
Salary Grade:	9 (23,226.00)
Job Code:	MRBVJF

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.		
VILBAR, Carren Mae B.	34	F	CSP	BS in Nursing (196units)	11	11.12	9.82	9.67	5.00	0.00	13.71	13.39	73.71	1st

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

**NAPB Resolution No. 230**  
Series of 2025

Submitting the result of the final comparative assessment of the six (6) shortlisted applicants for the position of Administrative Assistant III (Computer Operator II) for OVPPD. For the appointing officer to select the deemed most qualified for appointment to the vacant position.

June 27, 2025

**President's Notation:** "Appointing the top-ranked applicant, Ms. Carren Mae B. Vilbar."

Certified True and Correct:

  
**LUVILLA G. ALCOBER**  
NAPB, Secretary

Cc: **Dr. Glenn G. Pajares**, Vice President for Planning and Development  
**Ms. Carren Mae B. Vilbar**  
**Ms. Honey Sofia V. Colis**, Director, Human Resource Management and Development



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



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