



VISAYAS  
STATE UNIVERSITY



HUMAN RESOURCE  
MANAGEMENT  
OFFICE

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

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

Ms. Antonette S. Cruz submitted intent to formally waive the promotion to the position of Administrative Assistant III (Secretary II (A)) of OUS.

Plantilla Item No.: ADAS3-63-2023  
Position: Administrative Assistant III (Secretary II (A))  
Educ. Requirement: Completion of two years studies in college  
Elig. Requirement: Career Service (Sub-Professional) First Level Eligibility  
Experience Requirement: 1 year of relevant experience  
Training Requirement: 4 hours of relevant training  
Salary Grade: 9 (P21,211.00)  
Job Code: ORVYQF

P: 06/25/24 - 07/6/2024

Jan. 10

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.		
ANDUYAN, Caroline B.	40	CSP	BS in Business Ad. Grad. Assoc. in Office Admin Grad.	12	9.88	9.88	8.85	5.00	0.00	12.03	12.03	69.68	3 <sup>rd</sup>

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

**NAPB Resolution No. 392  
Series of 2024**

Noted. Re-submitting the result of the final comparative assessment of the four (4) shortlisted applicants for the position of Administrative Assistant III (Secretary II (A)) for OUS with Mr. Pacada (2nd rank), Ms. Anduyan (3rd rank) and Mr. Posas (4th rank) for the appointing officer to select the deemed most qualified for appointment to the vacant position."

November 25, 2024

**President's Notation: "Appointing the third-in-rank Applicant."**

Certified True and Correct:

**HONEY SOFIA V. COLIS**  
Director, HRMO

Cc: Ms. Hazelle Villa-Asaldo, BOR & University Secretary - and 12/26/2024  
Dr. Santiago T. Peña Jr., Vice President for Research, Extension and Innovation  
Ms. Caroline B. Anduyan - 12/25  
Ms. Antonette S. Cruz - 12/26/24

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

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