



VISAYAS
STATE UNIVERSITY

HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

EXCERPT FROM THE APPROVED MINUTES OF THE 34th Non-Academic Personnel Board Meeting

April 14 - Aug. 11

Via Zoom: Meeting ID: 949 9074 5521
October 23, 2025

The Presentation of Final Comparative for the Administrative Aide III (Clerk I) for SAS, was presented and deliberated.

Plantilla Item No.:	ADA3-213-2004
Position:	ADMINISTRATIVE AIDE III (Clerk I)
Educ. Requirement:	Completion of two years studies in college
Elig. Requirement:	Career Service (Sub Professional) First Level Eligibility
Experience Requirement:	None Required
Training Requirement	None Required
Salary Grade	3 (Php 15,852.00)
Republish Job Code	NWCTZK
Designated Office	SAS (USSO) for Accounting

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.		
EBERO, Jeah Mae C.	26	F	CSP	BS in Agribusiness Graduate	12	4.84	9.50	9.50	5.00	0.00	14.37	13.50	68.71	1 st

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

NAPB Resolution No. 369 Series of 2025

Submitting the result of the final comparative assessment of the six (6) shortlisted applicants for the position of Administrative Aide III (Clerk I) for SAS. For the appointing officer to select the deemed most qualified for appointment to the vacant position. The appointment is subject to a favorable background investigation (BI) results if the selected candidate is not currently employed at VSU.

October 23, 2025

President's Notation: "Appointing the top-ranked applicant, Ms. Jeah Mae C. Ebero."

Certified True and Correct:


LUVILLA G. ALCOBER
NAPB, Secretary

Cc: **Mr. Nick Freddy R. Bello, Head, Accounting**
Ms. Jeah Mae C. Ebero

Received by: 



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Page 1 of 1
FM-VSU-10
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