



**VISAYAS**  
STATE UNIVERSITY

# HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

## EXCERPT FROM THE APPROVED MINUTES OF THE 18<sup>th</sup> Non-Academic Personnel Board Meeting

Via Zoom: Meeting ID: 933 1453 6398  
May 14, 2025

The Presentation of Final Comparative for the Computer Maintenance Technologists I for ICTMC, was presented and deliberated.

Plantilla Item No.: CTMT1-17-2023  
Position: Computer Maintenance Technologist I  
Educ. Requirement: Bachelor's degree relevant to the job (preferably a graduate of Information Technology and Computer Science or any related courses)  
Career Service (Professional) Second Level Eligibility  
Elig. Requirement:  
Experience Requirement: None Required  
Training Requirement: None Required  
Salary Grade: 11 (Php 27,000.00)  
Job Code: STHGER

NAME	AGE	SEX	ELIG	EDUCATION (15%)		EXP (15%)	PERF (20%)	POT (10%)	TRNG (5%)	AWD (5%)	PCPT (15%)	SKILLS (15%)	TOTAL	RANKING
				Degree	Dte	Dte	Dte	Dte	Dte	Dte	Dte	Dte		
DOQUE, Cherubim N.	31	M	CSP	BS in Information Technology Grad.	10	4.27	6.00	9.42	5.00	0.00	13.29	9.00	56.98	2 <sup>nd</sup>

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

### NAPB Resolution No. 164 Series of 2025

Submitting the result of the final comparative assessment of the five (5) shortlisted applicants for the position of Computer Maintenance Technologists I for ICTMC. For the appointing officer to select the deemed most qualified for appointment to the vacant position, subject to a favorable background investigation.

May 14, 2025

**President's Notation:** "Appointing the second-in-rank applicant, Mr. Cherubim N. Doque."

Certified True and Correct:

**LUVILLA G. ALCOBER**  
NAPB, Secretary

Cc: Engr. Sean O. Villagonzalo, Director, UICTS  
Atty. Karen Abegail S. Monteron, Director, Legal Affairs and Services



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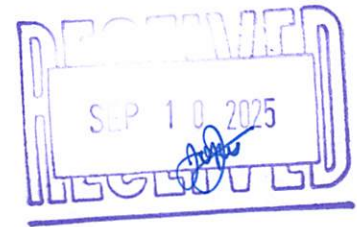
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FM-VSU-10  
V03 01-23-2025  
No. 012-25- 144



**BACKGROUND INVESTIGATION REPORT**

Name of Applicant: CHERUBIM N. DOQUE

Position Applied for: Computer Maintenance Technologist I



On September 9, 2025, I conducted a background investigation through phone call regarding the application of Cherubim N. Doque for Computer Maintenance Technologist I position in the Visayas State University as per Non-Academic Personnel Board (NAPB) excerpt. Hence, I contacted the following persons indicated as his character references, namely: (1) Mr. Clark Anthony Ben Salva, *Client Support Supervisor*; 2) Reliane Bejarasco, *Area Cashiering Supervisor*; and 3) Rose Monido, *HR Supervisor-Leysam Area*, all are working at Prince Retail Group of Companies.

MR. CLARK ANTHONY BEN SALVA

Mr. Salva mentioned that he became acquainted with Mr. Doque three (3) years ago when he was employed in Prince Retail Group of Companies. The latter was assigned to his department before transferring to another department that deals with network & internet servers.

Mr. Salva was impressed by Mr. Doque's outstanding skills in repairs and hard wares. He was also impressed with the latter's knowledge in network and internet. He described him as a diligent worker and can work without supervision. Moreover, the latter can deliver his works on time. Mr. Salva was saddened when Mr. Doque was transferred to another department because the latter was a good worker.

When it comes to his attitude towards his co-workers and supervisor, Mr. Doque has a good relationship with them. There was no recorded conflict with anyone in their workplace even with difficult people. Mr. Doque was described as approachable, calm and humorous person. He was also calm in dealing with stressful situation.

Mr. Salva said that he would accept Mr. Doque back to his department again if transferred and gave his skills a rate of 10 out of 10.

MS. RELIANE BEJARASCO

Ms. Bejarasco became acquainted with Mr. Doque since 2022 when she became the supervisor of area cashiering at their company. She described Mr. Doque's personality as diligent, kind, and a solution-oriented person. The latter would always find a way to answer or solve their queries or concern. He is mostly calm dealing with stressful situations and in solving issues.

Ms. Bejarasco said that Mr. Doque is knowledgeable in IT related skills, mostly on hard wares. Additionally, Mr. Doque was once awarded by the Prince Retail Group of Companies as Most Outstanding ICT personnel.

Furthermore, no observed conflicts with co-workers and supervisors. In fact, Ms. Bejarasco commended his attitude, and considered him as an asset to the company. She highly recommended Mr. Doque in the position in VSU. Lastly, she rated his skills as 9.5 out of 10, and 10 out of 10 on his attitude.

## ROSE MONIDO

Ms. Monido became acquainted with Mr. Doque sometime in 2019 or 2020 when he the latter was transferred from their head office. She stated that Mr. Doque is their go to person when it comes to internet and technical problems. He is easy to communicate with and always find a way to solve their problems. He is also very responsive to their queries. Moreover, he works beyond office hours and provides immediate assistance.

In addition, Ms. Monido stated that he deals his co-workers and supervisors professionally. He also works diligently and independently. When it comes to dealing with stressful situations, he is mainly focused. Also, he does not bring his issues at home to work. He deals difficult people professionally. No observed conflict or complaints with his co-workers and supervisors.

Furthermore, Ms. Monido considered Mr. Doque as an asset in their company. He always ensures the system is in good condition, and meet the expectations of his supervisors. He had an outstanding skills in software.

Ms. Monido highly recommends Mr. Doque for the position in the Visayas State University. She rated Mr. Doque's attitude as 8.5 out of 10, while his skills are 9.5 out of 10.

### **Conclusion:**

In conclusion, Mr. CHERUBIM S. DOQUE is highly recommended for the position of Computer Maintenance Technologist I of the Visayas State University due to his outstanding skills, good attitude, and working capabilities. It is also good to note that he was described as an asset in his company, and was once awarded as Most Outstanding ICT of their company. Moreover, it was observed that he was an independent, responsive, a problem solver, and diligent worker. Conflicts and complaints with co-workers were not observed. Lastly, he was highly rated by all of his character reference.

  
**ATTY. KAREN ABEGAIL S. MONTERON**

Background Investigator

September 9, 2025

Date