



**EXCERPT FROM THE APPROVED MINUTES OF THE  
Non- Academic Personnel Board Meeting  
February 11, 2022 9:00 am  
via Virtual (meet.google.com/ fza-yuup-jiv)**

Review on the recommendation of the VSU Isabel College Personnel Committee to hire Mrs. Emely A. Galler as AO-I vacated by Ms. Fe Daphney C. Ramos. Ms. Galler is currently occupying the Administrative Aide III plantilla position SG-3 and is designated as the Budget Officer of VSU-Isabel. Her knowledge and skills coupled with her good working attitude have led her to be constantly given an Outstanding rating in the IPCR by her immediate supervisor. However, Mrs. Galler is not the next in rank for this position. Another applicant, Mrs. Shary Mae R. Gonzaga is also an applicant currently occupying the plantilla position Admin Asst. III (SG9). Ms. Gonzaga is designated as Internal Control Auditor but ranked second only.

**Deliberation:**

The Board deliberated the justification of VSU-Isabel Personnel Committee. The main concern of the Board was the quantum leap promotion of 7 steps for Mr. Galler if she will be appointed to the AO I position which is SG-10. Pursuant to the revised ORA-OHRA 2017, Section 97, to wit, *"An employee may be promoted to a position which is not more than three (3) salary grade, pay or job grades higher than the employee's present position. All appointments issued in violation of this policy shall be disapproved/invalidated except when promotional appointment falls within the purview of any of the exceptions"*.

Likewise, the Board observed that Ms. Galler's educational degree is BS Secondary Education major in Technology and Home Economics while Ms. Gonzaga is a Bachelor of Science in Business Administration major in Management Accounting and currently pursuing Master in Management. The latter's degree is more relevant to the position. Also, Ms. Gonzaga, the qualified next-in-rank for having met the minimum requirements did not waive for the position. Hence, Ms. Galler's promotional appointment, in case, will not fall within the purview of any of the exceptions in the above-mentioned Sections of ORAOHRA.

Ms. Colis was requested to contact Dr. Luzviminda A. Tajos, Chancellor of VSU Isabel, on this matter. After the phone conversation with Dr. Tajos, Ms. Colis reported back to the Board that she provided to her the consequence of an invalidation if Ms. Galler will be appointed as AO I based on the provision in Section 97 and 98 of the CSC's 2017 ORA-OHRA (Revised 2018). She added that upon verification with Dr. Tajos, both applicants are not currently assigned in Cashier's Office, Ms. Galler assigned at the Budget Office and Ms. Gonzaga at the Book keeping section and designated as an Internal Auditor.

Finally, the Board decided to recommend for appointment of Ms. Gonzaga to the AO I position for being the qualified next-in-rank having met qualification standard for the position and that her appointment will not pose an invalidation by CSC as provided for in Sec. 97 and 98 of the CSC's 2017 ORA-OHRA (Revised 2018).



Plantilla Item No.: VISCAB-ADOF1-34-2004

Position: Administrative Officer I (Cashier)

Educ. Requirement: Bachelor's Degree

Eligibility: Career Service (Professional) Second Level Eligibility

Exp/Training Requirement: 3 years of relevant experience

NAME	AGE	ELIG.	EDUCATION (15%)		EXP. (15%)	PERF (20%)	POTENTIAL (10%)		TRNG (5%)	AWD (5%)	PCPT (15%)	SKILLS (15%)	TOTAL (100%)	Rank
			Degree	Pts.	Pts.	Pts.	Sup. (5%)	NAPB (5%)	Pts.	Pts.	Pts.	Pts.		
Galler, Emely A.	42	LET Passer	Bachelor of Secondary Education - THE	10.00	13.824	19.06	4.77	4.53	5	0.00	12.67	10.95	80.79	1
Gonzaga, Sharymae R.	32	Career Service Professional Eligibility	Bachelor of Science in Business Administration - Management Accounting	12.00	6.260	18.84	4.71	4.47	5	0.00	12.28	8.63	72.19	2
Molina, Mylene C.	30	Career Service Professional Eligibility	Bachelor of Science in Business Administration - Financial Management	10.00	3.208	20	5	4.27	0	0	12.71	10.28	65.46	3
Jao, Nicole Marie			BS in Accountancy	10	0	19.04	4.76	3.89	0	0	11.59	9.96	59.56	4
Micansus, Fe C.	52	Career Service Professional Eligibility	Bachelor of Science in Commerce	12.00	0	17.83	4.46	3.61	0	0	10.74	6.37	55.01	5
Ralota, Danilo	39	Career Service Professional Eligibility	Bachelor of Science in Commerce	10.00	0	19.08	4.77	3.44	0	0	11.20	0	48.49	6
Uy, Ebeth P.	38	Career Service Professional Eligibility	Bachelor of Science in Accountancy	10.00	7.37	0	0	3.54	0	0	11.20	8.63	40.64	7
Albarico, Joy R.	47	CSE-Honor Graduate	Bachelor of Science in Accountancy	10.00	6.16	0	0	3.27	0	0	11.12	0	30.56	8
Maraveles, Joycorazon C.	35	Career Service Professional Eligibility	BS Commerce in Banking & Finance	10.00	0	0	0	3.16	0	0	9.70	4.20	27.06	9

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

**NAPB Resolution No. 41**

Series of 2022

Recommending approval to appoint Ms. Sharymae R. Gonzaga as Admin Officer I for VSU Isabel.

**President's Notation:** *Pls. review the points for related experience to clarify.*



**VISAYAS**  
STATE UNIVERSITY

**OFFICE OF THE HEAD OF  
RECRUITMENT, SELECTION,  
PLACEMENT AND PERSONNEL  
RECORDS**

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Email Address: prpeo@vsu.edu.ph  
Website: www.vsu.edu.ph

Certified True and Correct:

**JENNIFER E. ANDO**  
*NAPB Secretary*

cc: **Dr. Luzviminda A. Tajos**, *Chancellor VSU Isabel*



**Vision:** A globally competitive university for science, technology, and environmental conservation.  
**Mission:** 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.



**EXCERPT FROM THE APPROVED MINUTES OF THE**

**Non- Academic Personnel Board Meeting**

*February 11, 2022 9:00 am*

*via Virtual (meet.google.com/ fza-yuup-jiv)*

Interview of the following applicants:

a.) Science Research Assistant of Eco-Farmi

Invited Head of Office: *Mr. Dhenber C. Lusanta*

• **Reynante G. Macapanas**

- BSA major in Soil Science graduate (2019)
- SRA NARC (2018-present)
- Co-authored journal article of MAM Barbadillo together with RB Armecin "Reformulation of vermicast as organic fertilizer for corn.2021"
- Attended training in Vermicomposting on June 30, 2021
- Hardworking and can work under pressure
- Can make terminal reports and proposal
- Willing to help to enhance in the enhancement and maintenance to vermi production
- Willing to train and introduce vermicomposting to farmers

b.) Administrative Aide VI for Registrar

Invited Head of Office: *Ms. Marwen A. Castañeda*

• **Pamela B. Oraño**

- Master in Managment graduate
- Designated as University DRC
- Currently Admin Aide-IV at ODQA
- Willing to be transferred in case she gets the job
- Welcomes new challenges and can be trained
- Can work under pressure and a team player

• **Erlly S. Esguerra**

- MM in Agribusiness Management (34 units)
- dDRC of Procurement Office
- Knows how to make reports
- Expert in monitoring and canvassing
- Knows how to handle with difficult person
- Can work under pressure
- Willing to be transferred in case she gets the job but prefer to stay in her current office if possible



- Valerie Y Vergis
  - Master of Management (40 units)
  - dDRC of Accounting Office
  - Admin Aide IV at the Accounting Office
  - Computer literate and hard working
  - Can work under pressure and accomodating
  - Willing to be transferred in case she gets the job but prefer to stay in her current office if possible
- Susana B. Miñoza
  - Master of Management (40 units)
  - dDRC of RERC
  - Admin Aide IV at RERC
  - Prepares annual reports, financial reports, minutes of meeting, terminal reports and R&D In-house review reports
  - Familiar with records inventory and appraisal
  - Willing to be transferred in case she gets the job
  - Can adopt to change and willing to learn
- Florante G. Didal
  - AB English Graduate
  - Admin Aide IV at OHPLB
  - Experts in making vouchers/payroll
  - Computer literate
  - Assists the leave administrator
  - In-charge of payroll of Casual, Contractual and Part time
  - Willing to be transferred in case he gets hired but if possible, to stay in the same office

Certified True and Correct:

**JENNIFER E. ANDO**  
*NAPB Secretary*

cc: **Ms. Honey Sofia V. Colis**, *OIC-Director, ODHRM*



**EXCERPT FROM THE APPROVED MINUTES OF THE**

**Non- Academic Personnel Board Meeting**

*February 11, 2022 9:00 am*

*via Virtual (meet.google.com/ fza-yuup-jiv)*

Recommendation of VSU Villaba Personnel Committee to hire Ms. Phyllis Faye D. Giva as Admin Aide III (Casual)

Position: Administrative Aide III (Casual)  
Educ. Requirement: Completion of Two years Studies in College  
Elig. Requirement: None required  
Experience Requirement: None required  
Training Requirement: None required

NAME	AGE	ELIG.	EDUCATION (15%)		EXP. (15%)	PE RF (20 %)	POTENTIAL (10%)		TRNG (5%)	AWD (5%)	PCPT (15%)	SKILLS (15%)	TOTAL (100%)	Rank
			Degree	Pts.	Pts.	Pts.	Sup. (5%)	NAPB (5%)	Pts.	Pts.	Pts.	Pts.		
Phyllis Faye Giva	40	None	BS IT with MS units	14	15	14.8	5	4.25	5	0.00	12.45	15	85.1	1
Jecil D. Yuzon	33	None	BS in Envi. Sci. and w/ MS units	14	12.21	15	5	4.66	5	0.00	12.3	15	84.31	2
Edverlyn Demellites	41	None	BEED and w/ MS units	14	6.5	15	5	4.38	5	0.00	12.72	15	77.6	3

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

**NAPB Resolution No. 42**

**Series of 2022**

Recommending approval to appoint the first-ranked candidate Ms. Phyllis Faye Giya as Administrative Aide III (Casual) for VSU Villaba.

*February 11, 2022*

Certified True and Correct:

**JENNIFER E. ANDO**  
*NAPB Secretary*

cc: **Dr. Maria Jehan P. Libre**, *Chancellor VSU Villaba*



**EXCERPT FROM THE APPROVED MINUTES OF THE**

**Non- Academic Personnel Board Meeting**

*February 11, 2022 9:00 am*

*via Virtual (meet.google.com/ fza-yuup-jiv)*

Comparative Assessment of the following position:

**Science Research Specialist (Permanent) PhilRootcrops**

Plantilla Item No.: SRAS2-1-1998  
Position: Science Research Specialist II (Permanent)  
Educ. Requirement: Bachelor's degree relevant to the job (Preferably BS in Chemistry)  
CS (Professional) Second Level Eligibility/  
(Preferably RA 10657)  
Elig. Requirement:  
Experience Requirement: with 2 years relevant experience (Preferably in laboratory analysis)  
Training Requirement: 4 hours relevant training

NAME	AGE	ELIG.	EDUCATION (15%)		EXP. (15%)	PE RF (20 %)	POTENTIAL (10%)		TRNG (5%)	AWD (5%)	PCPT (15%)	SKILLS (15%)	TOTAL (100%)	Rank
			Degree	Pts.	Pts.	Pts.	Sup. (5%)	NAPB (5%)	Pts.	Pts.	Pts.	Pts.		
Verra, Mary Grace O.	24	CS Prof/Ch emist	BS in Chemistry (Cum Laude)	10.00	2.08	0.0	3.33	4.80	5	0.00	13.53	13.63	52.37	1

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

**NAPB Resolution No. 43**

Series of 2022

Recommending approval to appoint the lone applicant Ms. Mary Grace O. Verra as Science Research Specialist for PhilRootcrops subject to favorable BI to be conducted by Atty. Rysan C. Guinocor, CAO & Chief Legal Officer.

*February 11, 2022*

Certified True and Correct:

**JENNIFER E. ANDO**  
*NAPB Secretary*

cc: **Ms. Lisa I. Arce**, Assistant Director, PhilRootcrops  
**Atty. Rysan C. Guinocor**, CAO & Chief Legal Officer



**EXCERPT FROM THE APPROVED MINUTES OF THE**

**Non- Academic Personnel Board Meeting**

February 11, 2022 9:00 am

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Comparative Assessment of the following position:

**Science Aide (Casual) PhilRootcrops**

Position: Science Aide  
Educ. Requirement: Completion of 2 years in College  
Elig. Requirement: None  
Experience Requirement: None \*Experience in experimental analysis esp HCN and other chemical analysis will be given preference  
Training Requirement: None

NAME	AGE	ELIG.	EDUCATION (15%)		EXP. (15%)	PER F (20%)	POTENTIAL (10%)		TRNG (5%)	AWD (5%)	PCPT (15%)	SKILLS (15%)	TOTAL (100%)	Rank
			Degree	Pts.	Pts.	Pts.	Sup. (5%)	NAPB (5%)	Pts.	Pts.	Pts.	Pts.		
Gumba, Michelle E.	34	none	BSA Major in Soil Science	13.00	2.08	9.60	4.45	4.20	5	0.00	12.51	12.63	64.01	1

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

**NAPB Resolution No. 44**

Series of 2022

Recommending approval to appoint the lone applicant Ms. Michelle E. Gumba as Science Aide (Casual) for PhilRootcrops.

February 11, 2022

Certified True and Correct:

**JENNIFER E. ANDO**  
NAPB Secretary

cc: **Ms. Lisa I. Arce**, Assistant Director, PhilRootcrops  
**Ms. Michelle E. Gumba**, PhilRootcrops





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Comparative Assessment of the following position:

**Administrative Aide III (Casual) Procurement Office**

Position: Administrative Aide III (CLERK I)  
Educ. Requirement: Completion of 2 years studies in college  
Elig. Requirement: Preferably Career Service (Sub Professional)  
Experience Requirement: None Required  
Training Requirement: None Required

NAME	AGE	ELIG.	EDUCATION (15%)		EXP. (15%)	PER F (20%)	POTENTIAL (10%)		TRNG (5%)	AWD (5%)	PCPT (15%)	SKILLS (15%)	TOTAL (100%)	Rank
			Degree	Pts.	Pts.	Pts.	Sup. (5%)	NAPB (5%)	Pts.	Pts.	Pts.	Pts.		
Layola, Lester G.	33	none	2nd year Col Level/108 units	10	5.96	9.60	5.00	5	5	0.00	13.83	14.00	68.39	1
Dajao, Frances Louise B.	23	Professional	BS in Accounting Technology	12	0.78	0	3.90	3.80	5	0.00	12.45	11.63	49.55	2
Wenceslao, Val Reymund	27	none	BS in Customs Administration	12	0	0	0	3.50	0	0.00	11.37	9.25	36.12	3

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

**NAPB Resolution No. 45**

Series of 2022

Recommending approval to appoint the top ranked candidate Mr. Lester G. Layola as Admin Aide III (Casual) for Procurement Office.

February 11, 2022

Certified True and Correct:

**JENNIFER E. ANDO**  
NAPB Secretary

cc: **Ms. Jessamine C. Ecleo**, Office of the Head for Procurement  
**Mr. Lester G. Layola**, Procurement Office



**EXCERPT FROM THE APPROVED MINUTES OF THE**

**Non- Academic Personnel Board Meeting**

February 11, 2022 9:00 am

via Virtual (meet.google.com/ fza-yuup-jiv)

Comparative Assessment of the following position:

**Administrative Aide III (Casual) OURDRRM**

Position: Administrative Aide III (Clerk I) Casual  
Educ. Requirement: Completion of 2 years studies in college  
Elig. Requirement: None required but preferably with CS (Sub-prof) First Level Eligibility  
Experience Requirement: None required  
Training Requirement: None required

NAME	AGE	ELIG.	EDUCATION (15%)		EXP. (15%)	PERF (20%)	POTENTI AL (10%)		TRNG (5%)	AWD (5%)	PCPT (15%)	SKILLS (15%)	TOTAL (100%)	Rank
			Degree	Pts.	Pts.	Pts.	Sup. (5%)	NAPB (5%)	Pts.	Pts.	Pts.	Pts.		
Vega, Maria Lilia P.	54	none	MM Bus Mgt	14	15	9.8	5	4.20	5	0.00	12.24	12.00	77.24	1
Degenion, Jonna Grace V.	45	none	BS Animal Science	12	15	9.3	3.70	4.50	5	0.00	12.90	11.25	73.65	2
Dampios, Marlon V.	37	none	BSAB	12	12.34	9.90	4.90	4.20	5	0.00	12.00	11.13	71.47	3
Valenzona, Brenda Me P.	38	none	BS Biology - Ecology	12	10.59	9.50	4	4.00	5	0.00	11.79	13.00	69.88	4
Nazal, Vanessa W.	32	none	Assoc in Comp Tech Grad, Undergrad	10	11.86	10	4.80	4.40	5	0.00	12.24	11.50	69.80	5
Cuevas, Haide Bagarinao	38	none	BS Animal Science	12	11.07	9.6	4.50	4.00	5	0.00	12.06	11.13	69.36	6

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

**NAPB Resolution No. 46**

Series of 2022

Recommending approval to appoint the top ranked candidate Ms. Maria Lillia P. Vega as Admin Aide III (Casual) for OURDRRM.

February 11, 2022

**President's Notation:** *Although she will be awarded with the position, her deployment is held in abeyance because of the exigency of her services in ODQA which is undergoing many accreditations service.*



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Email Address: prpeo@vsu.edu.ph  
Website: www.vsu.edu.ph

Certified True and Correct:

**JENNIFER E. ANDO**  
*NAPB Secretary*

cc: **Dr. Julius V. Abela**, *Head, OUDRRM*  
**Maria Lilia P. Vega**, *ODQA*



**Vision:** A globally competitive university for science, technology, and environmental conservation.  
**Mission:** 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.



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February 11, 2022 9:00 am  
via Virtual (meet.google.com/ fza-yuup-jiv)**

Comparative Assessment of the following position:

**Administrative Officer V (Budget Officer III)**

Plantilla Item No.: ADOF5-16- 2004 (SG 18) for Budget Office  
Position: Administrative Officer V (Budget Officer III)  
Educ. Requirement: Bachelor's Degree  
Elig. Requirement: Career Service ( Professional Second Level Eligibility)  
Exp. Requirement: 3 years of relevant experience  
\*exp. on **accounting, budgeting & supervisory** will be given preference  
Training Requirement: 8 hours relevant training

NAME	AGE	ELIG.	EDUCATION (15%)		EXP. (15 %)	PER F (20 %)	POTENTIAL (10%)		TRNG (5%)	AWD (5%)	PCPT (15%)	SKILLS (15%)	TOTAL (100%)	Rank
			Degree	Pts.			Sup. (5%)	NAPB (5%)						
Flores, Alicia M.	53	CSP	Ma. ED- Major in Public Administration (36) units	12.00	15.00	9.75	5.00	5.00	5.00	0.00	13.92	13.71	79.38	1
Quijano, Analiza C.	42	CSP	BS Accountancy / MM in Public Management 36 units	12.00	10.35	9.00	4.95	3.67	4.00	0.00	12.63	12.71	69.31	2
Olleras, Merzeth Blaire B.	27	CPA	BS in Accountancy (Cum Laude)	10.00	4.42	8.82	4.50	4.00	5.00	0.00	12.90	12.43	62.07	3

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

**NAPB Resolution No. 47**

Series of 2022

Recommending approval to appoint the top ranked candidate Ms. Alicia M. Flores as Admin Officer V (Budget Officer III) for Budget Office subject to UADCO deliberation and BOR approval. A justification on the issue of quantum leap shall be prepared, from AO III to AO V.

February 11, 2022

Certified True and Correct:

**JENNIFER E. ANDO**  
NAPB Secretary

cc: **Ms. Louella C. Ampac**, Financial Management Director  
**Ms. Alicia M. Flores**, Budget Office



**EXCERPT FROM THE APPROVED MINUTES OF THE**

**Non- Academic Personnel Board Meeting**

*February 11, 2022 9:00 am*

*via Virtual (meet.google.com/ fza-yuup-jiv)*

Comparative Assessment of the following position:

**Administrative Officer V Planning Officer (OVPRGAS)**

Plantilla Item No.:	ADO5-12-2004 (SG 18) for <b>OVPRGAS</b>
Position:	Administrative Officer V
Educ. Requirement:	Bachelor's Degree
Elig. Requirement:	Career Service (Professional) Second Level Eligibility
Exp. Requirement:	3 years of relevant experience
	*exp. on <b>planning</b> and <b>supervisory</b> will be given preference
Training Requirement:	8 hours of relevant training

**Deliberation:**

The secretary is assigned by the board to inquire for the actual experiences of both candidates in terms of supervisory and planning functions experiences.

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

**NAPB Resolution No. 48**

Series of 2022

Held in abeyance. For further deliberation and evaluation.

*February 11, 2022*

Certified True and Correct:

**JENNIFER E. ANDO**  
*NAPB Secretary*

cc: **Ms. Honey Sofia V. Colis**, OIC-Director, ODHRM  
**Dr. Dilberto O. Ferraren**, VP, PRGAS



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February 11, 2022 9:00 am

via Virtual (meet.google.com/ fza-yuup-jiv)

Comparative Assessment of the following position:

**Security Guard-I for VSU Tolosa**

Position: SG I Permanent  
Plantilla: VISCAB-SECG1-3-2010  
Educ: HS Grad  
Elig and Exp: none  
Training: None

NAME	AGE	ELIG.	EDUCATION (15%)		EXP. (15%)	PERF (20%)	POTENTIAL (10%)		TRNG (5%)	AWD (5%)	PCPT (15%)	SKILLS (15%)	TOTAL (100%)	Rank
			Degree	Pts.	Pts.	Pts.	Sup. (5%)	NAPB (5%)	Pts.	Pts.	Pts.	Pts.		
Roberto A. Arellano Jr.	35	Security License	BSED 1st year college	11	5.54	9.95	4.7	4.27	4	0.00	12.12	8.63	64.91	1
Fortunato Felipe C. Acala	53	Security License	High School Graduate	10	10.01	9.95	4.3	3.42	5	0.00	10.05	6.5	63.53	2
Gideon G. Macaray	35	Security License	BS Criminology	14	1.91	9.8	4.45	3.83	0	0.00	11.73	6.1	56.27	3
Ian A. Indic	32	Security License	BS Criminology	14	2.08	10	4.4	3.79	0	0.00	10.35	6.48	55.50	4
Jeffrey Millarada	36	Security License	BS Criminology	14	0	0	0	3.6	5	0.00	10.5	6.71	39.81	5

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

**NAPB Resolution No. 49**

Series of 2022

Recommending approval to appoint the top ranked candidate, Mr. Roberto A. Arellano Jr., as Security Guard-I for VSU Tolosa.

February 11, 2022

Certified True and Correct:

**JENNIFER E. ANDO**  
NAPB Secretary

cc: **Dr. Quenstein D. Lauzon, Chancellor VSU Tolosa**



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Comparative Assessment of the following position:

**Casual Aide III for VSU Tolosa**

Position: Administrative Aide III (CLERK I)  
Educ. Requirement: Completion of 2 years studies in college  
Elig. Requirement: None Required  
Experience Requirement: None Required  
Training Requirement: None Required

NAME	AGE	ELIG.	EDUCATION (15%)		EXP. (15 %)	PER F (20 %)	POTENTIAL (10%)		TRNG (5%)	AWD (5%)	PCPT (15%)	SKILLS (15%)	TOTAL (100%)	Rank
			Degree	Pts.	Pts.	Pts.	Sup. (5%)	NAPB (5%)	Pts.	Pts.	Pts.	Pts.		
Alhea Mae L. Jacer	25	CSC Prof	Master in Public Resource Mgt 36 units	14	3.33	9.80	4.90	4.35	5	0.00	13.05	15	69.43	1
Cristy L. Vivero	30	None	BSBA major in Entrep Mgt	12	6.83	9.20	4.45	3.93	0	0.00	11.58	15	62.99	2
Ma. Beatrice M. Abit	26	CSC Prof	BS in Statistics	12	1.84	0	4.90	4.55	5	0.00	13.17	15	56.46	3

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

**NAPB Resolution No. 50**

Series of 2022

Recommending approval to appoint the top ranked applicant, Ms. Alhea Mae L. Jacer, as Administrative Aide III Casual for VSU Tolosa.

February 11, 2022

Certified True and Correct:

**JENNIFER E. ANDO**  
NAPB Secretary

cc: **Dr. Quenstein D. Lauzon, Chancellor VSU Tolosa**



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*via Virtual (meet.google.com/ fza-yuup-jiv)*

Comparative Assessment of the following position:

**Registrar I for VSU Villaba**

Position: Registrar I  
Educ. Requirement: Bachelor's Degree  
Elig. Requirement: Career Service Professional (Second Level Eligibility)  
Experience Requirement: None required  
Training Requirement: None required

NAME	AGE	ELIG.	EDUCATION (15%)		EXP. (15%)	PERF (20%)	POTENTIAL (10%)		TRNG (5%)	AWD (5%)	PCPT (15%)	SKILLS (15%)	TOTAL (100%)	Rank
			Degree	Pts.	Pts.	Pts.	Sup. (5%)	NAPB (5%)	Pts.	Pts.	Pts.	Pts.		
Carmela B. Maliper	22	Psychometrician	Bachelor of Arts (Psychology) Supplemental (18 units) Master Units (6 units)	10	1.83	14.65	5	5	5	0.00	14.66	15	66.26	1
Teodulo B. Pulminar	27	LET	BEEEd	10	5.5	14.50	4.3	4.42	5	0.00	11.74	15	65.63	2
Eleonor Lovely Lolor	29	LET CSE	BS in Business Administration Major in Marketing Mgt. Diploma in Professional Educ	10	11.25	15	0	4.17	5	0.00	11.56	15	61.98	3

**Commented [1]:** Jing, ato iverify why no score sa potential sa supervisor. If perfect cya at 5 points mo rank 1 cya.

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

**NAPB Resolution No. 51**

Series of 2022

Recommending approval to appoint the top ranked applicant, Ms. Carmela B. Maliper, as Registrar I for VSU Villaba.

*February 11, 2022*





**VISAYAS**  
STATE UNIVERSITY

**OFFICE OF 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

Certified True and Correct:

**JENNIFER E. ANDO**  
*NAPB Secretary*

cc: **Dr. Maria Jehan P. Libre**, *Chancellor VSU Villaba*



**Vision:** A globally competitive university for science, technology, and environmental conservation.  
**Mission:** 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.



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**EXCERPT FROM THE APPROVED MINUTES OF THE  
Non- Academic Personnel Board Meeting  
February 11, 2022 9:00 am  
via Virtual (meet.google.com/ fza-yuup-jiv)**

The letter request of Engr. Marcelo T. Abrera Jr., OIC Head, Infrastructure Project Development, Management and Monitoring on hiring one (1) JO draftsman to assist in the preparation of detailed engineering drawings and detailed cost estimates for proposed project hiring rate at least P553.40 per day, for at least six months or until the completion of the engineering design for all Proposed Projects for 2023 which was approved by the University President, was presented and deliberated.

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

**NAPB Resolution No. 52  
Series of 2022  
Noted.  
February 11, 2022**

Certified True and Correct:

**JENNIFER E. ANDO**  
*NAPB Secretary*

cc: **Engr. Marcelo T. Abrera Jr., OIC Head, Infrastructure Project  
Development, Management and Monitoring**



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

No.