



**EXCERPT FROM THE APPROVED MINUTES OF THE
Non- Academic Personnel Board Meeting
January 28, 2022 9:00 am
via Virtual (meet.google.com/ fza-yuup-jiv)**

The Comparative Assessment for the following position was presented and deliberated.

Supervising Administrative Officer (SAO)

Deliberation:

Prior to the presentation of the assessment, Ms. Honey Sofia V. Colis requested to leave the meeting temporarily being a candidate of the said position.

There was a question raised by the NAPB if said position has not exceeded the nine-month period validity. The secretary informed the board that said position was already beyond the validity. On November 15, 2021 a request was sent to the CSC for the republication of the said position. However, the action was not brought up to the Board for approval. The secretary explained to the board that the main reason for the republication was due to the delay of the conduct of the skills test and said position needs UADCO and BOR approval hence, it has exceeded the nine (9) month period. Considering after the republication of said position with no applicants, the previous candidates was included in the final assessment.

After a thorough discussion and deliberation, the board agreed that republication should be disregarded since the board was unaware of the reposting of the said position and there were also new sets of NAPB members who were not able to attend the interview of the candidates thus, final assessment presented is considered null and void. The board decided to republish the SAO position and previous applicants are still considered as candidates along with new applicants if there are any.

Moreover, it was decided by the board that those who were previously shortlisted will have to go through again in the initial process along with the new additional applicants once opened. It was also suggested that a sub-committee with two (2) or three (3) members of the board will be formed to come up with the new set of skills test for the said position. The secretary was tasked to contact the previous applicants and to inform them to go through the initial process from the interview down to the final assessment due to the republication.

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



NAPB Resolution No. 28

Series of 2022

- To republish the publication upon approval from the CSC for ten (10) business days.
- Sub-committee composed of two (2) or three (3) members to craft the new skills test for SAO
- Previous applicants will have to go through again in the initial process, scores back to zero (0) and open to new applicants

January 28, 2022

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

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



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The Comparative Assessment for the following position was presented and deliberated.

Heavy Equipment Operator I (HEO)

Plantilla Item No.: HEO1-2-1998
Position: Heavy Equipment Operator I
Educ. Requirement: HS Graduate or Completion of relevant vocational/ trade course
Elig. Requirement: Heavy Equipment Operator (and with Prof. driver's license with restriction code 1,2 & 3)
Experience Requirement: None required
Training Requirement: None required (but applicant with TESDA NC II certificate will be preferred)

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.		
Pausanos, Mike B.	41	with Driver's license restriction code 1, 2, 3	AB Psychology (Undergraduate) (60 units)	11.00	14.23	8.75	4.15	4.75	4	0.00	13.35	9.19	69.42	1
Sopa, Eric B.	38	with Driver's license restriction code 1, 2, 3	HS Graduate	10.00	11.59	8.60	4.35	4.00	5	0.00	12.69	10.54	66.77	2

Deliberation:

During the presentation of the final assessment, Engr. Marlon Burlas was invited in the meeting. He informed the body that he overheard that Mr. Pausanos who ranked first has the intention to waive the position. Skills test-wise, Engr. Burlas informed the board that Mr. Sopa is more experienced in driving the manlift vehicle as it is his current job while Mr. Pausanos is the existing driver of NARC.

Mr. Pausanos was informed regarding the final result and should he agree to accept the HEO position, he will go back to a temporary status for a year to comply with MC 10, s. 2013-Cat II of CSC to become permanent status. Mr. Pausanos opted to waive the said position. Further, Mr. Pausanos is required to put his waiver to the position in writing.



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

NAPB Resolution No. 29

Series of 2022

Recommending approval to appoint Mr. Eric B. Sopa as Heavy Equipment Operator-I after the first-ranked candidate waived for the position.

January 28, 2022

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Engr. Marlon G. Burlas**, Head, PPO
Mr. Eric B. Sopa



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The Comparative Assessment for the following position was presented and deliberated.

Heavy Equipment Operator II

Plantilla Item No.: HEO2-1-1998
HEO2-1-2002
Position: Heavy Equipment Operator II
Educ. Requirement: HS Graduate or Completion of relevant vocational/ trade course
Elig. Requirement: Heavy Equipment Operator (and with Prof. driver's license with restriction code 1,2 & 3)
Experience Requirement: 1 year of relevant experience
Training Requirement: None required (but applicant with TESDA NC II certificate will be preferred)

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.		
Sopa, Eric B.	38	with Prof. driver's license with restriction code 1,2 & 3)	High School Graduate	10.00	11.59	8.60	4.35	4.00	5.00	0.00	13.20	10.54	67.28	
Vecina, Jonell B.	31	with Prof. driver's license with restriction code 1,2 & 3)	High School Graduate	10.00	7.75	9.30	4.35	4.00	5.00	0.00	13.20	13.28	66.88	
Cortez, Arniel S.	41	with Prof. driver's license with restriction code 1,2 & 3)	High School Graduate	10.00	6.44	8.70	4.05	5.00	5.00		14.10	10.84	64.13	
Bohol, Florian	49	CSC Prof with Prof. driver's license with restriction code 1,2 & 3	BS in Commerce major in Business Mgt.	14.00	3.75	0.00	0.00	5.00	5.00		13.20	10.65	51.60	



Deliberation:

Engr. Burlas pointed out that he wanted to ensure to hire the right person. An HEO-II has more challenging responsibilities and should be able to drive the backhoe and loader. According to Engr. Burlas, Mr. Sopa is only familiar with the manlift truck but not with other heavy equipment like the backhoe excavator. The board further suggest to verify the actual experience of Mr. Sopa in terms of his operation on the manlift engine vis-à-vis when the said vehicle was purchased by the university. Dr. Yu voluntarily took the task to verify at SPPMO. The assessment is for further verification and study.

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

NAPB Resolution No. 30

Series of 2022

Held in abeyance. For further study.

January 28, 2022

Certified True and Correct:

JENNIFER E. ANDO

NAPB Secretary

cc: **Engr. Marlon G. Burlas**, Head, PPO
Ms. Honey Sofia V. Colis, *OIC-Director, ODHRM*



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The letter request of Dr. Jannet C. Bencure, CET College dean to hire additional personnel to serve as Property Custodian for the entire College, was presented and deliberated.

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

**NAPB Resolution No. 31
Series of 2022**

The board cannot favorably act on the said request as there is no available permanent position as of the moment. Further suggest to designate the regular property custodian or laboratory technician in the department to be assigned in the college for the meantime.

January 28, 2022

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: Dr. Jannet C. Bencure, Dean, CET



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The recommendation of VSU Isabel College Personnel Committee to hire Mrs. Emely A. Galler as Adm. Officer-I vacated by Ms. Fe Daphney C. Ramos, was presented and deliberated.

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

NAPB Resolution No. 32
Series of 2022
Pending action subject to submission of updated comparative assessment.
January 28, 2022

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

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



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The letter of appeal of Ms. Jessamine C. Ecleo to retain Mr. Leopoldo Escala Jr. in the Procurement office instead of the deployment to DTHM, was presented and deliberated. Said request was already approved by the university president.

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

NAPB Resolution No. 33
Series of 2022
Noted.
January 28, 2022

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: Ms. Jessamine C. Ecleo, Head, Procurement Office