



**EXCERPT FROM THE APPROVED MINUTES OF THE**

**Non- Academic Personnel Board Meeting**

June 1, 2022 8:30 am

(Virtual meeting via Zoom <https://vsu-edu-ph.zoom.us/j/6338518985?pwd=UGZzVXBTZm5pbmdscGMvQ3JBem5Gdz09>)

**Shortlisting of the New Applicants for Administrative Officer-V (Budget Officer)**

Plantilla Item No.: ADOF5-16- 2004 (SG 18) for Budget Office  
Position: Administrative Officer V (Budget Officer III)  
Educ. Requirement: Bachelor's degree relevant to the job  
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%)		EXPERIENCE (15%)		TOTAL	Remarks
			Degree	Pts.	No. of Years	Pts.		
LABAN, John V.	42	LET	Diploma in Prof. Education AB English	10.00	0.00	0.00	10.00	Dq on yrs. of relevant exp.
GABON, Remi Martin R.	25	RA1080: CPALE PD 907	BS Accountancy/ BS Accounting Technology (Cum Laude)	10.00	2.51	1.88	11.88	Dq on yrs. of relevant exp.
UY, Emelyn S.	36	None	BS Commerce - Bus. Administration major	-	-	-	-	Dq on elig. requirement

**Deliberation:**

Since the AO-V publication is about to expire last May 24, 2022 and BOR Meeting is still set on June 3, 2022, the NAPB through its referendum dated May 20, 2022 decided to re-publish the said position. Re-publication and posting was set for 10-day policy of the posting as provided in the VSU Merit System for Admin. Those who already filed their applications earlier are automatically considered applicants and not need to apply. The new applicants were subjected to shortlisting for further deliberation. However, all the new applicants fell short on the minimum qualification standard in terms of experience and eligibility requirement.

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

**NAPB Resolution No. 125**

Series of 2022

The board pursue the recommendation to appoint Ms. Alicia Flores as AO-V (Budget Officer III) for BOR approval.



**VISAYAS**  
STATE UNIVERSITY

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

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*June 1, 2022*

Certified True and Correct:

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

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



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Letter of Dr. Julius V. Abela, Head, OUDRRM requesting to prioritize the hiring for casual/regular position the current security personnel whom many are on Job Order (JO) employment status. An applicant who is not currently employed at VSU is considered for the regular position. Said process, where outsiders will be given chances to be hired will create low morale among colleagues who were the first to render service to the university. Moreover, requesting the administration to prioritize the promotion of the current security personnel.

**Deliberation:**

The board fully understands the sentiments raised by Dr. Abela. However, in compliance with Section 5. Equal Opportunity for Employment of RA 7277 and the policies established in the CSC ORA-OHRA Revised 2018 and the approved VSU Merit System for Adm. Staff in the recruitment and selection of applicants to a vacant position/s are expected to be strictly complied with the university. Below are the pertinent provisions of the said policies:

- Section 1.3 of Chapter 1 of the CSC-approved Merit System for Admin (Revised 2018) provides that:

*In accordance with Section 83 of ORAOHRA, this Revised Merit System shall cover career and non-career positions in the first and second levels of administrative positions at the Visayas State University and shall include original appointments and other related human resource actions.*

*There shall be no discrimination in the selection of employees on account of age, gender, civil status, disability, religion, ethnicity, or political affiliation.*

- Chapter 2.3.2 of Recruitment, Selection, and Placement, the basic guidelines in Recruitment and Selection:

*2.3.2. Equal employment opportunity principle shall be fully implemented in the selection of employees. Discrimination on account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity or political affiliation shall not be allowed. Specifically, the following policies to implement the equal employment opportunity principle shall be followed:*



*a. The vacancy announcement should clearly indicate that diverse but qualified applicants are encouraged to apply for the vacant position as long as the applicant can perform the functions required of the position.*

➤ Section 2.3.30.d. of the VSU Merit System provides the criterion on experience:

*d. Experience -15%*

- *with a ratio of 1 point per year of service with the University and 0.75 point per year for experience outside the University*

Based on the aforementioned criterion on experience, internal applicants are given higher equivalent points compared to those external applicants whose experience are acquired from other agencies/offices.

Rest assured that the NAPB is very religious in conducting a deep selection of applicants for any vacant positions, notwithstanding that recruitment and selection is primarily based on merit and fitness.

Certified True and Correct:

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

cc: **Dr. Julius V. Abela**, *Head, OUDRRM*