



**EXCERPT FROM THE APPROVED MINUTES OF THE  
Non- Academic Personnel Board Meeting  
October 29, 2021, 1:30 pm  
via Virtual (meet.google.com/ uwu-dxgq-tan)**

Interview of Administrative Officer V applicant (OVPPRGAS)

*(Invited Supervisor: Dr. Dilberto O. Ferraren)*

- **Geraldine T. Baro** (next-in-rank)
  - 45 years old
  - Graduate of MS in Library and Information Science (CHED scholarship awardee)
  - Graduated Magna Cum Laude for MA Theology in Christian Leadership
  - LET & Librarian Licensure Exam Passer
  - Presently College Librarian II at the VSU Library
  - Former Teacher and Head Librarian at Mandaue Christian School, Inc from 2002 to 2014
  - Part-Time Teacher at Training Extension Office, Cebu from 2001-2002
  - Church/ Social Worker at BCP Converge Phils. from 1997-2001
  - Library Student Assistant at Baptist Theological College Library from 1993-1996
  - Has special skills in abstracting and indexing, good communication and IT skills, playing guitar, teaching special children and basic sign language

Certified True and Correct:

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

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



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The letter of DOH Personnel Committee endorsing Ms. Febie Allyssa Badilla JO for AACCUP (PHD Horticulture) to perform the job vacated by Mr. Aldwin Paul Parac (JO AACCUP for MS Horti Level II) due to health reasons. Further request for a new contract of twenty-two (22) days starting October-December 2021 to expedite consolidation of documents due to limited time in the preparation of AACCUP documents.

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

**NAPB Resolution No. 335**

Series of 2021

Recommending approval for Ms. Febie Allyssa Badilla to perform the duties and responsibilities in lieu of Mr. Parac and to grant the twenty-two (22) working days effective October-December 2021.

*October 29, 2021*

Certified True and Correct:

**JENNIFER E. ANDO**

*NAPB Secretary*

**cc: Dr. Rosario A. Salas, Head, DOH**



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The letter request of DOH Personnel Committee for the services of Mr. Edmedio Pastoril, the previous driver of the department. The service vehicle of DOH is already repaired and functional thus, a driver is very much needed for different research, extension and production projects, was presented and deliberated.

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

**NAPB Resolution No. 336**

Series of 2021

Recommending approval for Mr. Edmedio Pastoril to be transferred back to his mother unit, Dept. of Horticulture (DOH).

*October 29, 2021*

Certified True and Correct:

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

**cc: Dr. Rosario A. Salas, Head, DOH**



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The letter of Mr. Nick Freddy R. Bello requesting for the posting and hiring process of the vacant position of Ms. Nilda D. Gacutan (Admin Asst. II) to be expedited considering the year is ending and it is expected that the office will have voluminous works, was presented and deliberated.

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

**NAPB Resolution No. 337**

*Series of 2021*

Noted, the said position is already posted at HRIS to attract more qualified applicants.

*October 29, 2021*

Certified True and Correct:

**JENNIFER E. ANDO**

*NAPB Secretary*

**cc: Mr. Nick Freddy R. Bello, OIC- Head, Accounting**



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The letter of Ms. Mikaela Gongora to inform the Board that she waived for the MPS position. She decided to stay at PhilRootcrops considering that her current job is more in line with her career, skills and passion, was presented and deliberated.

Plantilla Item No.:	MPXS2-1-1998
Position:	MEDIA PRODUCTION SPECIALIST II
Educ. Requirement:	Bachelor's degree relevant to the job
Elig. Requirement:	CS Professional Eligibility
Experience Requirement:	1 year relevant experience
Training Requirement:	4 hours relevant training

NAME	AGE	ELIG.	EDUCATION (15%)		EXP. (15%)	PERF (20%)	POTENTIAL (10%)		TRNG (5%)	AWRD (5%)	PCPT (15%)	SKILLS (15%)	TOTAL (100%)	Rank
			Degree	Pts.	Pts.	Pts.	Sup. (5%)	NAPB (5%)	Pts.	Pts.	Pts.	Pts.		
Gongora, Mikaela M.	23	Honor Graduate	BS Devcom (Magna Cum Laude)	10.00	2.32	9.40	4.85	4.83	5.00	0.00	13.80	13.00	<b>63.20</b>	1
Gongora, Ganessa Rose L.	22	Honor Graduate	BS Devcom (Cum Laude)	10.00	1.92	10.00	4.60	4.67	5.00	0.00	13.71	10.93	60.83	2

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

**NAPB Resolution No. 338  
Series of 2021**

Noted. Recommending approval for the 2<sup>nd</sup> ranking candidate Ms. Ganessa Rose L. Gongora in lieu of Ms. Mikaela M. Gongora who waived for the position.

*October 29, 2021*

Certified True and Correct:

**JENNIFER E. ANDO**  
NAPB Secretary

cc: **Mr. Norman O. Villas**, In-Charge, MIS  
**Ms. Ganessa Rose L. Gongora**, MIS



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The letter of Dr. Julius V. Abela to retain Mr. Jemuel A. Ocañada at the OUDDRM since he is already trained to prepare sensitive office reports. Mr. Ocañada ranked first as Administrative Aide III Casual for DPB, was presented and deliberated.

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

**NAPB Resolution No. 339**

*Series of 2021*

Recommending disapproval to retain Mr. Ocañada at OUDDRM for it will set a precedence that other offices can retail staff who are promoted. For the meantime, Security Office should explore the possibility of hiring a JO as replacement of Mr. Ocañada.

*October 29, 2021*

Certified True and Correct:

**JENNIFER E. ANDO**

*NAPB Secretary*

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



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The letter request of Dr. Judith B. Jomadiao, VSU Alangalang Chancellor to borrow one (1) Accountant-I item from the main campus due to the voluminous reports and documents required by local and national offices. Said responsibility cannot be delegated to the current Casual Accountant Mr. Allain Loyd C. Borer, as presented and deliberated.

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

**NAPB Resolution No. 340**

Series of 2021

The Board cannot favorably act on the said request due to unavailability of position as of this time and DBM is still using prior years staffing standards.

*October 29, 2021*

Certified True and Correct:

**JENNIFER E. ANDO**

*NAPB Secretary*

**cc: Dr. Judith B. Jomadiao, VSU Alangalang Chancellor**