

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

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## EXCERPT FROM THE APPROVED MINUTES OF THE Non- Academic Personnel Board Meeting

January 11, 2023 Via Google meet: https://meet.google.com/zvn-jjwj-czq

Final Comparative Assessment of Administrative Aide III (Clerk I) permanent for OVPREI, was presented and deliberated.

Plantilla Item No.

ADA3-162-2004; ADA3-186-2004; ADA3-190-2004; & ADA3-194-2004 (For OVPREI, DCE, DMATH, DBM) ADMINISTRATIVE AIDE III (CLERK I)

Position: Educ. Requirement: Completion of 2 years studies in college

Elig. Requirement: Exp. Requirement: Civil Service (Sub-Professional) First Level Eligibility

None Required None Required

Training Requirement:

NAME	AGE	ELIG.	EDUCATION (15%)		EXP (15%)	PERF (20%)	POTEN. (10%)	TRNG. (5%)	AWDS (5%)	PCPT (15%)	SKILLS (15%)	TOTAL	Remarks
			Degree	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.		
ANDUYAN, Caroline B.	38	CSSP	Assoc. in Office Administration BSBA - Finance & Mgt. Acctg.	12.00	9.87	9.80	9.20	5	0	12.66	12.11	70.64	For OVPREI

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

## NAPB Resolution No. 21

Series of 2023

Recommending approval to hire the top rank applicant of Administrative Aide III (Clerk I) permanent position for OVPREI, Ms. Caroline B. Anduyan.

January 11, 2023

Certified True and Correct:

MIRIAM M. DE LA TORRE NAPB Secretary

Dr. Maria Juliet C. Ceniza, VP, OVPREI Ms. Caroline B. Anduyan, Legal Office

Atty. Rysan C. Guinocor OIC, Chief Legal Officer



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

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