



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

May 31, 2023; 8:30 am

Virtual meeting via Google Meet: <https://meet.google.com/buz-uuus-pqq>

The presentation of final comparative of Administrative Aide VI (Clerk III) for IGP, was presented and deliberated.

Plantilla Item No.:  
Position:  
Educ. Requirement:  
Elig. Requirement:  
Exp. Requirement:  
Training Requirement:

ADA6-102-2004 vice Norieta B. Bustillo  
ADMINISTRATIVE AIDE VI (CLERK III)  
Completion of 2 years studies in college  
Career Service (Subprofessional) First Level Eligibility  
None Required  
None Required

NAME	AGE	ELIG	EDUCATION (15%)		EXP (15%)	PERF (20%)	POTENTIAL (10%)		TRNG (5%)	AWD (5%)	PCPT (15%)	SKILL (15%)	TOTAL	RANK/ REMARK
			Degree	Pts.	Pts.	Pts.	Sup. (5%)	NAPB (5%)	Pts.	Pts.	Pts.	Pts.		
ALBA, Doreen B.	37	CSP/CSSP	MM Bus. Mgmt. (38 units) BSHRTM Grad.	14.00	10.35	9.73	5.00	5.00	5	0	12.42	12.50	74.00	1 <sup>st</sup>

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

**NAPB Resolution No. 165  
Series of 2023**

Recommending approval to appoint the top rank applicant, Ms. Doreen B. Alba as Administrative Aide VI (Clerk III) for IGP.

May 31, 2023

**President's Notation:** Retain in Supply Office

Certified True and Correct:

  
**MIRIAM M. DE LA TORRE**  
NAPB Secretary

cc: Prof. Argina M. Pomida, Head, Income Generating Projects Office  
Ms. Doreen B. Alba, Supply & Property Office  
Ms. Alicia M. Flores, Head, Supply & Property Office  
Atty. Rysan C. Guinocor, Director, Administrative Services Office

**RECRUITMENT, SELECTION,  
PLACEMENT AND PERSONNEL  
RECORDS OFFICE**

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v2 05-09-2023  
No. 005-165