



**EXCERPT FROM THE APPROVED MINUTES OF THE
Non- Academic Personnel Board Meeting
August 31, 2021
via Virtual (meet.google.com/ ghm-tkxw-fji)**

The letter request of Dr. Jannet Bencure, Dean CET reiterating the request of Dr. Roberto C. Guarte last year to hire one (1) Administrative Staff for the Dean of CET in response to the customer feedback made by the ODQA, was presented and deliberated. The request was approved by the President, but hiring did not push through due to COVID-19 pandemic. Hence, Dr. Bencure would like to appeal and allow them to hire one (1) JO personnel to be assigned in preparing College Course Catalogue, Newsletter and other promotional materials for the college as well as assist the DdRC in preparing the accreditation activities of the college.

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

**NAPB Resolution No. 287
Series of 2021**

Recommending approval to hire one JO Clerk for Sept-December 2021. Allocation for next year will depend on the availability of funds and should therefore make another request for next year's JO Clerk.

August 31, 2021

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

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



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The letter request of Mr. Nick Freddy R. Bello, OIC Head, Accounting Office to hire one (1) JO clerk as replacement of Ms. Gina Loreto who got promoted as AAIV, was presented and deliberated. The hired JO will prepare the journal entries/vouchers for 101 Trust projects and more. The salary of the JO will be charged to 164-Special Trust Fund.

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

NAPB Resolution No. 288

Series of 2021

Recommending approval to hire one (1) JO clerk from September 2021-December 2021 charged to General Trust Fund.

August 31, 2021

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

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



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The letter of Engr. Marlon G. Burlas, Head PPO/MPS making an appeal that Mr. Edgardo J. Maranguit, a tractor operator of the university as job order for more than 30 years and is now 64 years old be given at least a casual position due to his dedication and loyal service to the university, was presented and deliberated.

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

NAPB Resolution No. 289

Series of 2021

Pending action. For verification if there are still available casual position.

August 31, 2021

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Engr. Marlon G. Burlas, Head PPO/MPS**



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The letter of Ms. Marwen A. Castañeda to allow hiring Ms. Norma O. Villas as job order (JO) at the OUR who is on mandatory retirement on Sept. 2, 2021 while waiting for the replacement. Ms. Villas agreed to work as JO starting Sept. 6-December 2021, was presented and deliberated.

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

**NAPB Resolution No. 289
Series of 2021**

Recommending approval to hire Ms. Villas after her mandatory retirement due to the exigency of her job. She is living in the campus and therefore has easy access to the office. However, Ms. Castañeda should write a letter to the President considering that Mrs. Villas is already of mandatory retirement age which should follow IATF rules.

August 31, 2021

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: Ms. Marwen A. Castañeda, Head, University Registrar



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The resignation letter of Ms. Lyditt Issa B. Galban Accountant I of VSU Tolosa effective 23 August 2021 for the reason that she is currently on her 4th year as Juris Doctor enrolled on executive classes (weekends) mixed with classes scheduled on weekdays for this school year. An endorsement letter from VSU Tolosa Personnel Committee was received amending the effectivity of her resignation to September 1, 2021 in order for her to prepare her monthly reports needed for the month of August, was presented and deliberated.

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

NAPB Resolution No. 290
Series of 2021
Recommending approval.
August 31, 2021

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Ms. Quenstein D. Lauzon**, *Chancellor VSU Tolosa*
Ms. Lyditt Issa B. Galban, *Accountant I, Tolosa*



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Comparative Assessment of the following positions:

Security Guard III:

Plantilla Item No.: SECG3-4-2010 vice Mr. Jaime Lasquites
Position: Security Guard III
Educ. Requirement: High School Graduate
Elig. Requirement: Security Guard License
Exp./Training Requirement: 1 year of relevant experience and 4 hours of relevant training

NAME	AGE	ELIG.	EDUCATION (15%)		EXP (15%)	PER F(20 %)	POTENTIAL (10%)		TRN G. (5%)	AW ARD S (5%)	PCPT (15%)	SKIL LS (15%)	TOTAL (100 %)	Rank
			Degree	Pts.			Sup. (5%)	NAPB (5%)						
ESCASINAS Virgilio A.	60	Security Guard Lic	BS Custom Admin 1st Yr college	11.00	15.00	8.98	4.75	4.67	5.00	0.00	13.95	12.33	75.68	1
ESTOY , Eduardo D.	59	Security Guard Lic	Asso Marine Eng'g	15.00	9.02	9.02	4.65	4.50	5	0.00	13.29	12.17	75.63	2
POSAS , Edgar P.	53	Security Guard Lic	2nd Yr Coll (BSF)	15.00	9.04	9.04	4.55	3.67	5	0.00	12.57	12.33	74.16	3
VILLASICA , Leonides D., Jr.	37	Security Guard Lic	BS Crim(1st Year College)	11.79	9.94	9.94	3.7	3.50	5		11.79	10.50	67.22	4

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

NAPB Resolution No. 291

Series of 2021

Recommending approval to appoint the first-ranked candidate, Mr. Virgilio A. Escasinas as Security Guard-III.

August 31, 2021

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Dr. Julius V. Abela**, Head, OUDRRM
Mr. Virgilio A. Escasinas, Security Guard



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Comparative Assessment of the following positions:

Four (4) Security Guard II:

Plantilla Item No.: SECG-3; 10; 11; 12; - 1998
Position: Security Guard II (4 vacancies)
Educ. Requirement: High School Graduate
Elig. Requirement: Security Guard License
Exp./Training Requirement: 1 year of relevant experience / No required training

NAME	AGE	ELIG.	EDUCATION (15%)		EXP. (15%)	PERF (20%)	POTENTIAL (10%)		TRNG (5%)	AWARDS (5%)	PCPT (15%)	SKILLS (15%)	TOTAL (100%)	Rank
			Degree	Pts.	Pts.	Pts.	Sup. (5%)	NAPB (5%)	Pts.	Pts.	Pts.	Pts.		
PASILABAN Noe A.	44	Security Guard Lic	1st Yr - BS Maritime Transportation	11.00	15.00	8.99	3.80	4.83	5.00	0.00	12.9	12.67	74.19	1
CAINTIC , Jeremy S.	51	Security Guard Lic	Asso. Marine Eng'g.	12.00	15.00	9.15	3.80	4.60	5.00	0.00	12.00	12.50	74.05	2
POSAS , Henry P.	55	Security Guard Lic	2 nd year College	12.00	15.00	8.88	3.85	4.20	5.00	0.00	11.94	12.17	73.04	3
CANO , Gregorio C. Jr.	58	Security Guard Lic	BEEEd (2 nd yr.)	12.00	15.00	8.89	3.75	4.25	5.00	0.00	11.67	10.83	71.39	4
RABOR , Alexander P.	61	Security Guard Lic	High School Grad	10.00	15.00	8.89	3.80	4.4	5.00	0.00	11.94	12.17	71.20	5
TAN , Basilio Jr. E.	59	Security Guard Lic	High School Grad	10.00	15.00	9.07	3.75	4.67	5.00	0.00	12.09	11.17	70.75	6
BENGALAN , Antonio P.	52	Security Guard Lic	High School Grad. Trade Tech Educ	10.00	15.00	9.14	3.85	4.50	5.00	0.00	11.79	11.17	70.45	7
ESPINOSA , Antonio C.	61	Security Guard Lic	High School Grad	10.00	15.00	8.73	3.40	4.25	5.00	0.00	11.43	10.83	68.64	8

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



NAPB Resolution No. 292

Series of 2021

Recommending approval to appoint the top four ranked candidates, Mssers. Pasliban, Noe, Caintic, Jeremy, Posas, Henry and Cano, Gregorio as Security Guard-II.

August 31, 2021

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Dr. Julius V. Abela**, *Head, OUDRRM*
Mr. Noe A. Pasilaban, *Security Guard*
Mr. Jeremy S. Caintic, *Security Guard*
Mr. Henry P. Posas, *Security Guard*
Mr. Gregorio C. Cano Jr., *Security Guard*



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The letter request of Ms. Louella C. Ampac recommending the appointment of Ms. Alice Flores OIC, Budget Officer, was presented and deliberated. She is already mentored by Ms. Pancito on the operations of the office and preparation of various reports. The said designation is very vital for the operation of the university considering that obligations emanate from the Budget. Ms. Pancito is retiring effective August 31, 2021.

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

NAPB Resolution No. 293

Series of 2021

Recommending approval to designate Ms. Alice M. Flores as OIC, Budget Officer until a replacement will be hired. Ms. Flores is also encouraged to apply for the said position that will be posted to HRIS to attract more qualified applicants.

August 31, 2021

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Ms. Louella C. Ampac**, Director for Financial Management



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Review on the Proposed Mental Health Program of the University

NAPB Action:

The said Proposed Mental Health Program of the University was
sent to all NAPB Members for further review and deliberation.
August 31, 2021

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Ms. Honey Sofia V. Colis**, *OIC-Director, ODHRM*
Ms. Jennifer E. Ando, *OIC-Head, RSPPRO*