

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

Visca Baybay City, Leyte 6521-A, Philippines Phone/Fax: 565-0600 local 563-7323 Email Address: prpeo@vsu.edu.ph Website: www.vsu.edu.ph

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

June 30, 2023; 8:30 am

Virtual meeting via Google Meet: https://meet.google.com/hsd-ktww-bri

The presentation of Final Comparative Assessment for Administrative Officer III (Records Officer II) for RAO, was presented and deliberated.

Plantilla Item No.:

ADAF3-21-2004 vice Alicia M. Flores

Position:

ADMINISTRATIVE OFFICER III (Records Officer II)

Educ. Requirement:

Bachelor's Degree

Elig. Requirement:

Career Service (Professional) Second Level Eligibility

Exp. Requirement: Training Requirement: 1 year relevant Experience

4 hours relevant Training

NAME	AGE	ELIG	Current Position	EDUCATION (15%)		EXP (15%)	PERF (20%)	POTENTIAL (10%)		TRNG (5%)	AWD (5%)	PCPT (15%)	SKILL (15%)	TOTAL	REMARKS
				Degree	Pts.	Pts.	Pts.	Sup. (5%)	NAPB (5%)	Pts.	Pts.	Pts.	Pts.		
MIRAFLOR, MA. Roberta	45	CSP / CSSP	Admin Officer II	MM mjr in Bus. Management (40 units) BS in Computer Science Grad.	12.00	15.00	9.88	4.95	5.00	5	0	14.55	14.33	80.71	1st

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

NAPB Resolution No. 191

Series of 2023

Recommending approval to appoint the top-rank applicant Ms. Maria Roberta S. Miraflor for the Administrative Officer III (Records Officer II) position of RAO.

June 30, 2023

Certified True and Correct:

MIRIAM M. DE LA TORRE NAPB Secretary

Ms. Ma. Roberta S. Miraflor, Head, Records and Archives Office -Atty. Rysan C. Guinocor, Director, Administrative Services Office

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