

ma.lilia.vega



VISAYAS
STATE UNIVERSITY

HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

EXCERPT FROM THE APPROVED MINUTES OF THE 34th Non-Academic Personnel Board Meeting

Aug. 7 - 18, 2025

Via Zoom: Meeting ID: 949 9074 5521

October 23, 2025

The Presentation of Final Comparative for the Administrative Assistant II (Media Production Assistant) for ACRO, was presented and deliberated.

Plantilla Item No.: ADAS2-45-2004
Position: Administrative Assistant II (Media Production Assistant)
Educ. Requirement: Completion of two years studies in college
Elig. Requirement: Career Service (Subprofessional) First Level Eligibility
Experience Requirement: 1 year of relevant experience
Training Requirement: 4 hours of relevant training
Salary Grade: 8 (21,448.00)
Job Code: DTRYUM
Designated Office: ACRO

NAME	AGE	SEX	ELIG	EDUCATION (15%)		EXP (15%)	PERF (20%)	POT (10%)	TRNG (5%)	AWD (5%)	PCPT (15%)	SKILLS (15%)	TOTAL	RANK
				Degree	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.		
VEGA, Maria Lilia P.	58	F	CSP	MM in Business Mgmt. Grad. BS in Dev. Comm. Grad.	14	4.78	9.65	8.40	5.00	0.00	13.77	10.56	66.16	1 st

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

NAPB Resolution No. 362 Series of 2025

Submitting the result of the final comparative assessment of the seven (7) shortlisted applicants for the position of Administrative Assistant II (Media Production Assistant) for ACRO. For the appointing officer to select the deemed most qualified for appointment to the vacant position. The appointment is subject to a favorable background investigation (BI) results if the selected candidate is not currently employed at VSU.

October 23, 2025

President's Notation: "Appointing the top-ranked applicant, Ms. Maria Lilia P. Vega."

Certified True and Correct:


LUVILLA G. ALCOBER
NAPB, Secretary

Cc: **Engr. Jeffrey Lloyd L. Cagande**, Director, Alumni and Community Relations
Ms. Maria Lilia P. Vega
Dr. Joel Rey U. Acob, Director, Quality Assurance

 11/13/25

 11/13/25



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