

## OFFICE 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**

November 2, 2022; 9:30 am (Virtual meeting via meet.google.com/ zza-qfyb-vei)

The final Comparative Assessment of Administrative Officer I for Cash Office, was presented and deliberated.

Plantilla Item No.

Position:

Educ. Requirement:

Elig. Requirement:

Exp. Requirement: Training Requirement: ADOF1-30-2004

Administrative Officer I Bachelor's Degree

CS (Professional) Second Level Eligibility

None required but relevant work experience will be given preference

None required but training related to cash disbursement, collecting and accounting will be

given preference

NAME	AGE	ELIG.	EDUCATION (15%)		EXP. (15%)	PERF (20%)	POTENTIAL (10%)		TRNG (5%)	AWD (5%)	PCPT (15%)	SKILLS (15%)	TOTAL (100%)	RANK
			Degree	Pts.	Pts.	Pts.	Sup. (5%)	NAPB (5%)	Pts.	Pts.	Pts.	Pts.		
VALENZONA, Valerie C.	27	CSP	MM Agrib. Mgt. (40units) BS Agribusiness	12.00	5.33	9.84	5.00	4.80	5.00	0	13.80	12.65	68.42	1

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

## NAPB Resolution No. 223

Series of 2022

Recommending approval to hire the top ranked candidate, Ms. Valerie Circulado-Valenzona as Administrative Officer I for Cash Office.

November 2, 2022

Certified True and Correct:

MIRIAM M. DE LA TORRE

NAPB Secretary

Ms. Queen-ever Y. Atupan, Head Cash Office
Ms. Valerie Circulado-Valenzona, Cash Office





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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