



VISAYAS  
STATE UNIVERSITY



HUMAN RESOURCE  
MANAGEMENT  
OFFICE

**EXCERPT FROM THE APPROVED MINUTES OF THE  
42<sup>nd</sup> Non-Academic Personnel Board Meeting**

Via Zoom: Meeting ID: 927 0545 3225  
December 03, 2024

April 25 - May 6, 2024

The Presentation of Final Comparative for the Administrative Aide III (Clerk I) for TVET, was presented and deliberated.

Plantilla Item No.: ADA3-189-2004  
Position: ADMINISTRATIVE AIDE III (CLERK I)  
Educ. Requirement: Completion of 2 years studies in college  
Elig. Requirement: Career Service (Subprofessional) / First Level Eligibility  
Experience Requirement: None Required  
Training Requirement: None Required  
Salary Grade: 3 (P 14, 678.00)  
Job Code: URODCT  
Designation Office: TVET

Jan. 2

NAME	AGE	ELIG	EDUCATION (15%)		EXP (15%)	PERF (20%)	POT (10%)	TRNG (5%)	AWD (5%)	PCPT (15%)	SKILLS (15%)	TOTAL	RANKING
			Degree	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.		
NAZAL, Vanessa W.	35	CSSP	Associate in Computer Technology Graduate	10	13.10	10.00	9.50	5.00	0.00	13.44	11.80	72.84	1 <sup>st</sup>

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

**NAPB Resolution No. 425**  
Series of 2024

Submitting the result of the final comparative assessment of the five (5) shortlisted applicants for the position of Administrative Aide III (Clerk I) for TVET with Ms. Vanessa W. Nazal as the top-rank applicant. For the appointing officer to select the deemed most qualified for appointment to the vacant position.

December 03, 2024

**President's Notation:** "Appointing top-rank Applicant."

Certified True and Correct:

**HONEY SOFIA V. COLIS**  
Director, HRMO

Cc: Engr. Nilo L. Leorna, Head, TVET  
Ms. Vanessa W. Nazal  
Dr. Ma. Rachel Kim L. Aure, Director, Instruction and Evaluation Office

Received by: V. Nazal 12/27/24

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