



VISAYAS
STATE UNIVERSITY

HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

EXCERPT FROM THE APPROVED MINUTES OF THE 29th Non-Academic Personnel Board Meeting

Via Zoom: Meeting ID: 961 2229 0193
August 06, 2025

Efficiency Sept. 1, 2025

May 15, 2025 -
June 4, 2025

The Presentation of Final Comparative for the Administrative Assistant V (ECET III) for DYDC, was presented and deliberated.

Plantilla Item No.: ADAS5-154-2004
Position: Administrative Assistant V (Electronics and Communications Equipment Technician III)
Educ. Requirement: Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course
Elig. Requirement: Electronics Equipment Technician (MC 10, s. 2013 - Cat II)
Experience Requirement: 2 years of relevant experience
Training Requirement: 8 hours of relevant training
Salary Grade: 11 (30,024.00)
Job Code: WSIAPB
Office: DYDC

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.		
DO, Louis	51	M	1st Class Radiotelephone Operator's License (6/16/2027)	2-year Course of General Radio Communication Operator Grad.	10	15.00	9.64	9.75	0.00	2.00	13.83	8.63	68.85	1 st

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

NAPB Resolution No. 294 Series of 2025

Submitting the result of the final comparative assessment of the four (4) shortlisted applicants for the position of Administrative Assistant V (ECET III) for DYDC. For the appointing officer to select the deemed most qualified for appointment to the vacant position.

August 06, 2025

President's Notation: "Appointing the top-ranked applicant, Mr. Louis P. Prado."

Certified True and Correct:

LUVILLA G. ALCOBER
NAPB, Secretary

Cc: Dr. Christina A. Gabrillo, Station Manager, DYDC
Mr. Louis P. Prado

RECRUITMENT, SELECTION, PLACEMENT AND PERSONNEL RECORDS OFFICE

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