



VISAYAS
STATE UNIVERSITY



HUMAN RESOURCE
MANAGEMENT
OFFICE

**EXCERPT FROM THE APPROVED MINUTES OF THE
19th Non-Academic Personnel Board Meeting**

Virtual meeting via Zoom: (Meeting ID: 922 6863 5861)
June 27, 2024

July 1, 2024

The letter confirmation of Mr. Marvin B. Bandalan, Administrative Aide IV of IHK to waive his promotion to the position of Administrative Aide VI of NCRC-V. Mr. Bandalan was supposed to be appointed as Admin Aide VI of NCRC-V based on the approved 8th NAPB Minutes Res. No. 132 s. 2024 dated 04 April 2024. Below is the comparative assessment:

Plantilla Item No.:	ADA6-98-2004
Position:	ADMINISTRATIVE AIDE VI (CLERK III)
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	6 (P 17,553.00)
Job Code	VPFMAQ

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.		
LOR, Letty Jean C.	31	CSP	MS in Dev. Sociology (31 units) BS in Environmental Mgmt. Grad.	13	9.98	8.92	9.25	5.00	0.00	12.93	13.00	72.08	2 nd

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


NAPB Resolution No. 222
Series of 2024


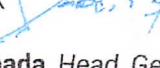

Endorsing the letter confirmation of Mr. Bandalan to waive his promotion to the position of Administrative Aide VI of NCRC-V and to remain at IHK as Administrative Aide IV. Herewith, submitting the result of the final comparative assessment of the seven (7) shortlisted applicants for the position of Administrative Aide VI (Clerk III) for NCRC-V with Ms. Letty Jean C. Lor as the second-in-rank applicant. For the appointing officer to select the deemed most qualified for appointment to the vacant position.

June 27, 2024

President's Notation: "Appointing the Second-in-rank Applicant"

Certified True and Correct:


JENNIFER E. ANDO
NAPB, Secretary

Cc:  **Dr. Andrew A. Mazo, Director, IHK**
 **Mr. Marvin B. Bandalan**
Prof. Ma. Aurora Teresita W. Tabada, Head, Gender Resource Center
Ms. Letty Jean C. Lor
 **Dr. Marisel A. Leorna, Director, National Coconut Research Center- Visayas**

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