



VISAYAS
STATE UNIVERSITY



HUMAN RESOURCE
MANAGEMENT
OFFICE

EXCERPT FROM THE APPROVED 1st ENDORSEMENT

June 06, 2024

Non-Academic Personnel Board

Oct. 16, 2024

The Final Comparative for the Supervising Administrative Officer (Administrative Officer IV) for the Administrative Service Office.

Plantilla Item No.: SADO-9-2004
Position: Supervising Administrative Officer (Administrative Officer IV)
Educational Requirement: Bachelor's Degree
Eligibility Requirement: Career Service (Professional) Second Level Eligibility
Experience Requirement: 3 years of relevant experience (Preferably on planning, directing, coordinating and supervising personnel administration)
Training Requirement: 16 hours relevant training (Preferably on Supervisory Development Course)
Salary Grade/Salary: 22 (71,511.00/month)
Job Code: XSZVAB

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.		
COLIS, Honey Sofia V.	56	CSP	Doctor in Mgmt. (35units) Master in Mgmt. Grad. BS in Agriculture Grad.	14.00	15.00	9.91	10.00	5.00	2.00	14.67	14.57	85.15	1 st

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

NAPB action through referendum dated June 06, 2024:

Submitting the result of the final comparative assessment of the five (5) shortlisted applicants for the position of Supervising Administrative Officer (Administrative Officer IV) for the Administrative Service Office with Ms. Honey Sofia V. Colis as the top-rank applicant. For the appointing officer to select the deemed most qualified for appointment to the vacant position and subject to UADCO endorsement and BOR approval.

President's Notation: "Appointing the Top-rank Applicant for Board Approval through UADCO Endorsement"

Certified True and Correct:


JENNIFER E. ANDO
NAPB, Secretary

Cc: **Atty. Rysan C. Guinocor**, Director, Administrative Services Office
Ms. Honey Sofia V. Colis

ALDO-00 7-1-24

**RECRUITMENT, SELECTION,
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