



**EXCERPT FROM THE APPROVED MINUTES OF THE
Non- Academic Personnel Board Meeting
March 4, 2022 9:30 am**

(Zoom via <https://vsu-edu-ph.zoom.us/j/6338518985?pwd=UGZzVXBtZm5pbmdscGMvQ3JBem5Gdz09>)

The clarification on the possible of hiring of JO driver, was presented and deliberated.

Deliberation

Dr. Yu informed the board that as per Atty. Guinocor's advised, it is not possible for a job order driver to travel outside VSU and in case of unfortunate events no one will be held liable since JO has no employer-employee relationship. It was further suggested to arrange with Engr. Burlas for drivers every time the Infirmary will need one. Another option as well is to request that the replacement of the vacated position of Mr. Primo Tumalak, Admin Aide I will be detailed at the VSU Infirmary. If none, will explore the possibility of hiring a Driver with Casual status.

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

NAPB Action:

To advise Dr. Yu to talk with Engr. Burlas for the possibility to utilize the current regular VSU drivers to operate the ambulance in case of emergency, to explore the possibility that the Admin Aide (I) position vacated by Mr. Primo Tumalak who retired from the service will be detailed at the VSU Infirmary and to explore the possibility of hiring a driver on casual position.

March 4, 2022

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Dr. Elwin Jay V. Yu**, *Chief of Hospital*
Engr. Marlon Burlas, *Head, Motorpool*



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The retirement letter of Mr. Tirso Igot effective November 22, 2022, was presented and deliberated.

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

NAPB Resolution No. 67
Series of 2022
Noted.
March 4, 2022

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Dr. Elwin Jay V. Yu**, *Chief of Hospital, USHER*
Mr. Tirso Igot, *USHER*



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The application letter of Mr. Lorbert G. Mazo to apply for the position vacated by Mr. Armando Albarico, was presented and deliberated.

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

NAPB Resolution No. 68

Series of 2022

Mr. Lorbert G. Mazo to be included in the shortlisted of candidates for the Admin Aide VI position for CET.

March 4, 2022

Certified True and Correct:

JENNIFER E. ANDO

NAPB Secretary

cc: **Mr. Lorbert G. Mazo, DABE**



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The resignation letter of Mr. Bryan Rebuyas, Admin Aide III. Even though he requested one year leave of absence while pursuing graduate studies in Canada, he decided to resign from his post to replace him as driver/canvasser at the Procurement Office, was presented and deliberated.

Deliberation

Dr. Yu suggested, that if possible, the Admin Aide III (Casual) of the Procurement Office vacated by Mr. Rebuyas will be detailed at USHER. This has to be in consultation with the Office of the Head of Procurement Office yet.

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

**NAPB Resolution No. 69
Series of 2022
Recommending approval.**

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Mr. Bryan Rebuyas, SPMO**
Ms. Jessamine C. Ecleo, Head, SPMO



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The retirement letter of Ms. Carmela Yamada effective March 1, 2023, was presented and deliberated.

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

**NAPB Resolution No. 70
Series of 2022
Recommending approval.
March 4, 2022**

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Ms. Carmela Yamada, DYDC**
Dr. Rotacio S. Gravoso, Station Manager, DYDC



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The retirement letter of Mr. Carlito V. Ranchez effective August 14, 2022, AO I of DAS, was presented and deliberated.

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

**NAPB Resolution No. 71
Series of 2022**

Noted. To be posted at HRIS as early as July 13, 2022. It was suggested that the board will deliberate as to where will this item be assigned before its posting and to consult with Dr. Manuel D. Gacutan regarding this plan.

March 4, 2022

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Mr. Carlito V. Ranchez, DAS**
Dr. Manuel D. Gacutan Jr., Head, DAS



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The retirement letter of Mr. Jaime B. Berondo effective January 15, 2022, was presented and deliberated.

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

NAPB Resolution No. 72
Series of 2022
Recommending approval.
March 4, 2022

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Mr. Jaime B. Berondo, DFS**
Dr. Anatolio N. Polinar, Head, DFS



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The shortlisting of Administrative Officer II of OGS, was presented and deliberated.

Plantilla Item No.: ADOF2-31- 2004 for OGS
Position: Administrative Officer II
Educ. Requirement: Bachelor's Degree
Elig. Requirement: Career Service (Professional)
Exp. Requirement: 3 years of relevant experience
Training Requirement: none required

NAME	AGE	ELIG	EDUCATION (15%)		EXPERIENCE (15%)		TOT AL	Remarks
			Degree	Pts.	No. of Years	Pts.		
Lumacad, Aniceta M.	54	CS Prof, Lic. Agric.	BS in Agriculture, Teacher Cert. Program 18 units, MS 55 units	11.00	5.00	5.00	16.00	Shortlisted
Tangog, Jonalyn B.	23	CS Prof	BS in Computer Science	10.00	4.05	3.13	13.13	Shortlisted
Cidro, Erick O.	35	Lic. Agriculturist	BS in Agribusiness	10.00	3.22	2.41	12.41	DQ on rel exp
Sanchez, Rejane A.	31	CS Prof	BS in Management Accounting	10.00	2.25	1.69	11.69	DQ on rel exp
Oliveros, Maria Trisha P.	23	CS Prof	Bachelor of Arts in Communication- Media	10.00	2.06	1.55	11.55	DQ on rel exp
De La Torre, Hazel May V.	24	CS Prof	BS in Agribusiness, MS in Business Management (36 units)	11.00	0.71	0.53	11.53	DQ on rel exp
Chua, Michelle Ann S.	27	CS Prof	BS in Accoounting Technology & BS in Accountancy	10.00	0.00	0.00	10.00	DQ on rel exp
Brehonio, Shara Liz D.	24	CS Prof	BS in HRM major in Cruise Ship Management	10.00	0.00	0.00	10.00	DQ on rel exp
Nodalo, Chyrl Mae B.	24	LET	BS Education	10.00	0.00	0.00	10.00	DQ on rel exp

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

**NAPB Resolution No. 73
Series of 2022**

Recommending approval for Mss. Lumacad & Ms. Tangog, to be short-listed for further assessment and evaluation.



VISAYAS
STATE UNIVERSITY

**OFFICE OF THE HEAD OF
RECRUITMENT, SELECTION,
PLACEMENT AND PERSONNEL
RECORDS**

Visca Baybay City, Leyte 6521-A, Philippines
Phone/Fax: 565-0600 local 563-7323
Email Address: prpeo@vsu.edu.ph
Website: www.vsu.edu.ph

March 4, 2022

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Ms. Honey Sofia V. Colis**, *OIC-Director, ODHRM*



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The letter request of Ms. Louella C. Ampac, Financial Management Director, to extend the services of Ms. Ederlina S. Diano until April 30, 2022 since Budget Office is undermanned due to the retirement of Ms. Manatad January 30, 2022 and waiting for the replacement. The newly promoted employee is pregnant and was advised for bed rest for few months, was presented and deliberated.

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

**NAPB Resolution No. 74
Series of 2022**

Recommending approval to extend the services of Ms. Ederlina S. Diano until April 30, 2022.
March 4, 2022

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Ms. Louella C. Ampac**, *Financial Management Director*



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The letter of Ms. Marily V. Seville to report back to work effective February 15, 2022 after her maternity leave, was presented and deliberated.

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

NAPB Resolution No. 75
Series of 2022
Noted.
March 4, 2022

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Ms. Marily V. Seville, OHRSPPR**
Ms. Jennifer E. Ando, OIC-Head, OHRSPPR



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The letter of Mr. Jemuel A. Ocañada to avail the flexible time from 9:00 am-6:00 pm. He is a father of a 1-year and 9-month-old twins without babysitter for now as their house help left to take care of her sick father. His wife is also working thus they have a hard time managing their twins, was presented and deliberated.

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

NAPB Resolution No. 76

Series of 2022

Recommending approval to avail the flexible time from February 23-March 4, 2022 only. Flexi-time request cannot be retroactive, it should be requested ahead of time.

March 4, 2022

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Mr. Jemuel A. Ocañada, OUDRRM**



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The letter request of Dr. Dilberto O. Ferraren to hire one casual/regular utility messenger to assist their admin staff in maintaining cleanliness and orderliness of their office, was presented and deliberated.

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

**NAPB Resolution No. 77
Series of 2022**

The Board cannot favorably endorse the request as there is no available regular position as of the moment. The board further suggests to explore the possibility hiring a JO utility/messenger subject to availability of funds.

March 4, 2022

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Dr. Dilberto O. Ferraren**, *Vice President, PRGAS*



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The recommendation of Dr. Elwin Jay V. Yu, Chief of Hospital, USHER to hire Ms. Hadassah A. Esperidion effective February 16, 2022-June 30, 2022 as JO nurse as a replacement for Ms. Maria Regina F. Dela Cerna who decided not to renew her contract last January 2022, was presented and deliberated.

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

**NAPB Resolution No. 78
Series of 2022**

Recommending approval to hire Ms. Hadassah A. Esperidion effective February 16, 2022-June 30, 2022 as JO nurse.

March 4, 2022

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: Dr. Elwin Jay V. Yu, *Chief of Hospital, USHER*



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The letter request of VSUIHS Personnel committee to hire a replacement of Mr. Fernando Montajes who retired from the service last January 19, 2022, was presented and deliberated.

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

**NAPB Resolution No. 79
Series of 2022**

Noted. The vacated position of Mr. Montajes was already posted at HRIS to attract more qualified applicant.

March 4, 2022

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Dr. Shalom Grace C. Sugano**, *Principal, VSUIHS*



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The comparative Assessment of Accountant I for VSU Tolosa, was presented and deliberated.

Plantilla Item No.: VISCAB-A1-1-2018
Position: Accountant I
Educ. Requirement: Bachelor's Degree in Commerce/Business Administration major in Accounting
Elig. Requirement: RA 1080
Experience Requirement: None required
Training Requirement: None required

NAME	AGE	ELIG.	EDUCATION (15%)		EXP. (15%)	PERF (20%)	POTENTI AL (10%)		TRNG (5%)	AWD (5%)	PCPT (15%)	SKILLS (15%)	TOTAL (100%)	Rank
			Degree	Pts.	Pts.	Pts.	Sup. (5%)	NAPB (5%)	Pts.	Pts.	Pts.	Pts.		
Nelia Ecija	47	RA 1080	BS Accountancy	10	9.02	0	0	3.86	5	0	11.82	8.18	47.88	1
Ivan Jazten Dela Cruz	24	RA 1080	BS Accountancy & BS Accounting Technology	10	.90	0	0	4.26	0	0	13.77	8.34	37.27	2
Irma Lego	38	RA 1080	BS Accountancy	10	0	0	0	3.46	4	0	10.77	6.03	34.26	3
Michelle Mercado	27	RA 1080	BS Accountancy	10	1.35	0	0	2.98	2	0	9.90	5.96	32.19	4
Rodelio Boljuran	24	RA 1080	BS Accountancy	10	0	0	0	2.76	0	0	9.78	5.94	28.48	5

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

**NAPB Resolution No. 80
Series of 2022**

Recommending approval to appoint the first ranked candidate, Ms. Nelia Ecija, as Accountant-I of VSU Tolosa.

March 4, 2022

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Ms. Quenstein D. Lauzon**, Chancellor VSU Tolosa



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The letter request of DFS Head, Dr. Anatolio Polinar to replace the vacated position of Mr. Jaime Berondo Forest Ranger/Forest Guard, was presented and deliberated.

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

**NAPB Resolution No. 81
Series of 2022**

To publish and post the vacated position of Mr. Berondo.
March 4, 2022

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Dr. Anatolio Polinar, Head, DFS**



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The letter request of Dr. Janet Bencure inquiring the plantilla position of Property Custodian vacated by Mr. Dominador Lauzon who retired from the service last 2012 and to possibly retrieve the position for the college, was presented and deliberated.

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

NAPB Action:

Pending action. To trace the whereabouts of the property custodian position vacated by Mr. Lauzon.

March 4, 2022

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Dr. Janet Bencure, Head, DGE**



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The follow up on the request of Dr. Lorina A. Galvez on the position of Ms. Valdivieso from Admin Aide I to Laboratory Technician II, was presented and deliberated.

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

**NAPB Resolution No. 82
Series of 2022**

The said position was not processed for upgrading and has not reached BOR for appropriate action due to the disapproval/disallowance of similar request of the university before to DBM RO VIII.

March 4, 2022

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Dr. Lorina A. Galvez, Head, DFST**



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The comparative Assessment of the following positions, was presented and deliberated.

a. Machinist II

Plantilla Item No.: M2-1-2002
Position: Machinist II
Educ. Requirement: High School Graduate or Completion of relevant vocational/trade course
Elig. Requirement: Machinist (MC 11, S. 96-Cat I)
Experience Requirement: None Required
Training Requirement: None Required (preferably NC II - Machining)

NAME	AGE	ELIG.	EDUCATION (15%)		EXP. (15%)	PERF (20%)	POTENTI AL (10%)		TRNG (5%)	AWD (5%)	PCPT (15%)	SKILLS (15%)	TOTAL (100%)	Rank
			Degree	Pts.	Pts.	Pts.	Sup. (5%)	NAPB (5%)	Pts.	Pts.	Pts.	Pts.		
BAGARINAO , Edwin V.	57	None	Industrial Technology (2 yrs.)	12.00	30.18	15.00	4.8	4.25	0.00	0	12.00	12.75	60.80	1
PIEDRAVER DE, Romer C.	29	None	High School Graduate	10.00	8.19	6.14	0	4.00	0.00	0	10.89	3.00	40.28	2
Milana, Jezreel Jose A.	30	None	Fitter Machinist Grad	10.00	2.07	1.55	0	4.00	5.00	0	10.50	9.25	34.05	3

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

**NAPB Resolution No. 83
Series of 2022**

Recommending approval to appoint the first ranked candidate, Mr. Edwin V. Bagarinao as Machinist II.

March 4, 2022

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: Mr. Edwin V. Bagarinao, NARC
Dr. Robelyn T. Piamonte, Director, NARC
Engr. Marlon G. Burlas, Head, Motorpool



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a. ERA for ODGS

Plantilla Item No.: None (Casual)
Position: Education Research Assistant I
Educ. Requirement: Completion of 2 years studies in college
Elig. Requirement: Preferably will have a CSC Sub-Professional Eligibility
Experience: 1 year of relevant experience (Applicant with experience in production of journals, handbook, videos, website contents and other promotional materials is given preference)
Requirement:
Training Requirement: 4 hours of relevant training

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.		
Garduce, Claudette Meli Hoff E.	26	CSP	BS Dev. Com. major in Dev't. Journalism	12.00	3.64	8.90	4.35	4.50	5	0	13.02	13.50	64.91	1
Vega, Maria Lilia P.	54	None	MM major in Bus. Mgt. (46 units) BS Dev. Com. major in Broadcasting	14.00	4.84	9.00	5.00	3.75	5	0	12.39	10.50	64.48	2

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

**NAPB Resolution No. 84
Series of 2022**

Recommending approval to appoint the first ranked candidate, Ms. Claudette Meli Hoff E. Garduce as Education Research Assistant (ERA) for ODGS.

March 4, 2022

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Ms. Claudette Meli Hoff E. Garduce**
Dr. Anabella B. Tulin, Dean, ODGS