

EXCERPT FROM THE APPROVED MINUTES OF THE 32nd Non-Academic Personnel Board Meeting

Via Zoom: Meeting ID: 970 8649 4547
September 30, 2025

promotion

The Presentation of Final Comparative for the Administrative Assistant III (Computer Operator II) for OVPAA, was presented and deliberated.

Plantilla Item No.:	ADAS3-64-2023
Position:	Administrative Assistant III (Computer Operator II)
Educ. Requirement:	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course
Elig. Requirement:	Career Service (Subprofessional) Data Encoder (MC 11, s. 96 - Cat. I) First Level Eligibility
Experience Requirement:	1 year of relevant experience
Training Requirement:	4 hours of relevant training
Salary Grade:	9 (23,226.00)
Job Code:	WEVTXA
Office:	OVPAA

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.		
SOLIS, Remenita J.	63	F	CSSP	Bachelor in Business Admin Grad.	12	15.00	9.72	7.90	5.00	2.00	12.54	7.95	72.11	1 st

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

NAPB Resolution No. 342 Series of 2025

Submitting the result of the final comparative assessment of the six (6) shortlisted applicants for the position of Administrative Assistant III (Computer Operator II) for OVPAA. For the appointing officer to select the deemed most qualified candidate for appointment to the vacant position.

September 30, 2025

President's Notation: "Appointing the top-ranked applicant, Ms. Remenita J. Solis."

Certified True and Correct:

LUVILLA G. ALCOBER
NAPB, Secretary

Cc: **Dr. Rotacio S. Gravoso**, Vice President for Academic Affairs
Ms. Remenita J. Solis
Dr. Suzette B. Lina, Dean, Faculty of Agriculture and Food Science



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