



EXCERPT FROM THE APPROVED MINUTES OF THE

Non- Academic Personnel Board Meeting

April 16, 2021 at 10:30 AM

via Virtual ([meet.google.com/ kog-msoq-hou](https://meet.google.com/kog-msoq-hou))

The shortlisting of Education Program Specialist II during the March 12, 2021 approved Minutes, was presented and deliberated.

NAPB Action:

Pending for re-evaluation waiting for the CSC's opinion on its eligibility based on the QS posted and to be presented on the next NAPB meeting.

President's Notation

I recognized that ODIE is also a very important component of OVPA and is new office and deserve also (1) one position. However, as we are moving into an equally important activity in internationalization of graduate program in the university, I suggest that we give the EPS II position to the Graduate School (GS). The GS has no regular admin position to handle matter related to internationalization and this position will boosts the capacity of the unit for this demanding activity. OVPA has an EPS II position already among others. Moreover, we will provide ODIE with Education Research Assistant (ERA) (SG9) as additional staff.

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

NAPB Resolution No. 122

Series of 2021

EPS-II will be deployed to the graduate school while ERA (Casual) will be deployed to ODIE.

April 16, 2021

President's Notation

The ERA vacated by Ms. Ogalesco will be retained to OGS. Also, the converted SRs to ERA will be given to ODIE.

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary



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

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The letter of Prof. Alan B. Loreto address to Dr. Edgardo E. Tulin requesting to hire additional personnel under the Office of the Director for Innovation, was presented and deliberated. Attached as well is the revised proposal as per NAPB Res. No. 193 and a copy of MOA between IPOPHL and VSU as ITSO Host Institution.

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

NAPB Resolution No. 123

Series of 2021

Recommending approval for the Office of the Director for Innovation to hire (2) JO personnel charged to the internationalization fund while waiting for the approval of the proposed plantilla submitted to DBM.

April 16, 2021

Certified True and Correct:

JENNIFER E. ANDO

NAPB Secretary

cc: **Prof. Alan B. Loreto**, Director for Innovation



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The letter request of Dr. Julius Abela in connection with the hiring of Mr. Arnold Kabristante as radio communication operator not as a security guard for OUDRRM-SSS, was presented and deliberated. Further, Mr. Kabristante will be a watchman to conduct coastal patrolling during nighttime at the VSU Sanctuary.

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

**NAPB Resolution No. 124
Series of 2021**

Recommending approval for the OUDRRM-SSS to hire Mr. Kabristante as Radio Communications Operator and Watchman of VSU Coastal Area subject to six-month probation and with close supervision and surveillance as promised by Dr. Abela.

April 16, 2021

President's Notation

Pending action due to comment of Dr. Yu in the last page. NAPB is requested again, to discuss this matter.

Dr. Yu's Comment: *The need of the Security Office is a Security Guard not a radio communication operator. However, since there are issues that led to non hiring of Mr. Kabristante as a security guard or watchman, the need was ignored and changed to a radio operator. Thus, it may seem an accommodation. The sanctuary can be managed by the barangay. I suggest we hire a security guard and be assigned to the USHER as required by DOH. Further I suggest that the security clerk be trained to operate the radio (base) including other guards.*

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary



cc: **Dr. Julius V. Abela**, *Head, OUDRRM*

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The letter request of PhilRootcrops Personnel Committee to hire Ms. Cynthia Godoy as Chemist job order basis with a daily wage of P1, 802.27 for a maximum of 15 days service per month, was presented and deliberated. With her license she will be able to assist and facilitate the preparation of requirements for the acquisition of a certificate of authority to operate a chemical laboratory. Although Ms. Insik, a DOPAC faculty and licensed chemist is assigned as OIC for the laboratory, she cannot be present at all-time due to her teaching workload.

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

**NAPB Resolution No. 125
Series of 2021**

Recommend approval for PhilRootcrops to hire Ms. Godoy subject to the same salary rate of existing Job Orders such as Med Tech and Pharmacist. Further recommends to reduce the number of working hours and to post the vacant position vacated by Ms. Godoy at HRIS to attract more qualified applicants.

April 16, 2021

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary



cc: **Dr. Edgardo E. Tulin**, *Director, PhilRootcrops*
Ms. Lisa I. Arce, *Assistant Director, PhilRootcrops*

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The letter request of Ms. Lisa Arce, Asst. Director of PhilRootcrops to hire a JO with a daily wage rate of P553.40 for a maximum of 10 days per month for 3 months (April-June 2021) to perform the following, was presented and deliberated:

- Retrieve and compile all available library materials
- Assist the faculty-researcher in charge of the activity in indexing/cataloguing of the recovered materials
- Create a data base of the information materials available.

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

NAPB Resolution No. 126
Series of 2021
Recommending approval charged to Centralized Research Fund.
April 16, 2021

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary



cc: **Ms. Lisa Arce**, Assistant Director, PhilRootcrops

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The letter request of Ms. Lisa Arce, Asst. Director of PhilRootcrops to hire a JO with a daily wage rate of P553.40 for a maximum of 15 days per month as replacement of Ms. Jennifer Tinaja the former clerk who was transferred to Cash Division as AAIII, was presented and deliberated.

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

NAPB Resolution No. 127
Series of 2021
Recommending approval charged to Centralized Research Fund.
April 16, 2021

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary



cc: **Ms. Lisa Arce**, Assistant Director, PhilRootcrops

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The letter of Mr. Jed Asaph Cortes, Head of VSU Printing Press and MMDCS to hire Engr. Jucel Marie T. Guatlo as graphic designer and layout artist on individual contract of service (ICS) from May to July 2021. Further request rate of P553.40/day at 22 days= P12,174.80/month for three months, was presented and deliberated.

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

**NAPB Resolution No. 128
Series of 2021**

Recommending approval for Printing Press and MMDC to hire. Engr. Guatlo charged to internationalization or common funds as since no more funds are available in the GAA allocation.

April 16, 2021

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary



cc: **Mr. Jed Asaph Cortes**, *Head of VSU Printing Press and MMDCS*

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The letter of Engr. Nilo L. Leorna expressing his gratitude to VSU for giving him an opportunity to pursue graduate study and allowing him for an extension from December 1, 2020 to March 31, 2021 to finish his MS Degree in Agricultural Eng'g, was presented and deliberated. He had already completed the requirements for the degree and reinstated to work effective April 1, 2021.

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

NAPB Resolution No. 129
Series of 2021
Noted with congratulations.
April 16, 2021

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Engr. Nilo L. Leorna**, *Faculty, TVET*



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The letter of Mr. Vicente Gilos, Chief Librarian in connection of the request of Chancellor Luzviminda Tajos to assign one College Librarian from VSU Main to report physically to VSU Isabel for their application for Certificate of Program Compliance (COPC) of the BSEd and BEEd curricular program. Said request was favorably endorsed by the University Library Committee with the following conditions, was presented and deliberated:

- Provide assistance to essential library services through Google Meet or zoom meetings in order to protect the health and safety of library personnel.
- Regular emergency and library online instruction sessions/consultation meetings will be done using various communication channels including but not limited to e-mail, social media, and online meeting platforms via Zoom, Google Meet, Messenger.
- If travel restrictions will be lifted and gradual re-opening of classes will take place, an alternative work arrangement will be agreed among the main campus and component college librarians, upon consultation with and approval of their Chancellor, Chief Librarian and University President. VSU Isabel will shoulder the travel and other expenses subject to the usual accounting and auditing procedures.

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

NAPB Resolution No. 130
Series of 2021
Recommending approval.
April 16, 2021

Certified True and Correct:



JENNIFER E. ANDO
NAPB Secretary

cc: Mr. Vicente Gilos, Chief Librarian

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The letter of Ms. Imelda Tidoy to defer her retirement schedule on June 30, 2021 to July 14, 2022 or until her 60th birthday, was presented and deliberated.

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

NAPB Resolution No. 131
Series of 2021
Noted.
April 16, 2021

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Ms. Imelda Tidoy**, *Administrative Aide IV, Philrootcrops*



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The comparative Assessment of Engineer III vacated by Engr. Encierto, was presented and deliberated.

Plantilla Item No.:	ENG-3-1-1998 vacated by Engr. Apolonio Encierto
Position:	Engineer III (Mechanical Engineering)
Educ. Requirement:	Bachelor's Degree in Mechanical Engineering
Elig. Requirement:	RA1080: M.E.
Exp./Training Requirement:	2 years of relevant experience / 8 hours of relevant training

NAME	AGE	ELIG.	EDUCATION (15%)		EXP. (15%)	PER F(20 %)	POTENTIAL (10%)		TRNG (5%)	AWA RDS (5%)	PCPT (15%)	SKILLS (15%)	TOT AL (100 %)	Rank
			Degree	Pts.	Pts.	Pts.	Sup. (5%)	NAPB (5%)	Pts.	Pts.	Pts.	Pts.		
BURLAS, Marlon G.	38	RA 1080 M.E	BS Mechani cal Eng'g.	10. 00	7.13	9.36	4.45	4.71	5	0	13.89	13.71	67.53	1
			BS Geother mal Eng'g.											

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

**NAPB Resolution No. 132
Series of 2021**

Recommending approval to appoint the lone applicant Engr. Burlas as Engineer III vacated by Engr. Encierto of PPO and to endorse the position to UADCO subject for BOR approval.

April 16, 2021



Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Engr. Marlon G. Burlas**, OIC, *Head of Motor Pool Services*

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The comparative Assessment of Admin Assistant V vacated by Mr. Remegio Sanico, was presented and deliberated.

Plantilla Item No.:	ADAS5-6-2010 vacated by Mr. Remegio Sanico
Position:	Administrative Assistant V (Mechanical Shop Foreman)
Educ. Requirement:	High School Graduate with relevant vocational / trade course
Elig. Requirement:	Mechanic (Automotive Servicing) (MC 10, s. 2013 - Cat II)
Exp./Training Requirement:	running vehicles and as shop foreman/ 8 hours of relevant training 8 hours of relevant training and NC II Mechanic

NAME	AGE	ELIG.	EDUCATION (15%)		EXP. (15 %)	PER F(20 %)	POTENTIAL (10%)		TRN G. (5%)	AWA RDS (5%)	PCPT (15%)	SKILL S (15%)	TOT AL (100 %)	Rank
			Degree	Pts.	Pts.	Pts.	Sup. (5%)	NAPB (5%)	Pts.	Pts.	Pts.	Pts.		
ARMADA, Amiel R.	47	Automotive Mechanic	BS Industrial Tech- Auto Mechanic	14	15	8.61	4.15	4.29	5	0	12.8	12.43	76.23	1

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

**NAPB Resolution No. 133
Series of 2021**

Recommending approval to appoint the lone applicant Mr. Armiel R. Armada as Admin Assistant V (Mechanical Shop Foreman) vacated by Mr. Remegio Sanico of GSD.

April 16, 2021



Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Engr. Marlon G. Burlas**, OIC, Head of Motor Pool Services

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The comparative Assessment of Casual Administrative Aide III vacated by Ms. Merle Gravador, was presented and deliberated

Position: Administrative Aide III (Clerk I) Casual
Educ. Requirement: Completion of 2 years studies in college
Elig. Requirement: CSC Sub Prof
Exp./Training Requirement: None Required

NAME	AGE	ELIG.	EDUCATION (15%)		EXP. (15 %)	PER F(20 %)	POTENTIAL (10%)		TRN G. (5%)	AWA RDS (5%)	PCPT (15%)	SKILL S (15%)	TOTAL (100%)	Rank
			Degree	Pts.	Pts.	Pts.	Sup. (5%)	NAPB (5%)	Pts.	Pts.	Pts.	Pts.		
SEVILLE, Marily	40	RA10 80: LEA	BSA - Ag. Econ.	12. 00	3.23	9.70	4.80	4.14	5	0	12.60	11.71	63.18	1
LUMBRE, Jacob	32	CSP NAP OLC OM	BS Com. Sci.	12. 00	2.14	9.60	4.3	4.25	5.00	0	13.23	12.62	63.14	2

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

NAPB Resolution No. 134

Series of 2021

Recommending approval to appoint the first-ranked candidate Ms. Marily Seville as Casual Admin Aide III vacated by Ms. Merle Gravador



April 16, 2021

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

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

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Shortlisting of applicants

a. Casual Administrative Aide III (Clerk I)

Position: **Casual Administrative Aide III (Clerk I) vacated by Ms. Balbarino**

Educ. Requirement: Completion of 2 years studies in college

Elig. Requirement: None required

Exp./Training Requirement: None required

NAME	AGE	ELIGIBILITY	EDUCATION (15%)		EXPERIENCE (15%)		TOTAL	Remarks
			Degree	Pts.	No. of Years	Pts.		
Online Applicants								
De Leon, Yanny P.	31	LEA	BS Agribusiness	12.00	2.64	1.98	13.98	1
Santos, Frances A.	26	None	BS Nursing	12.00	1.62	1.62	13.62	2
Balbarino, Elvie D.	33	None	Bachelor of Arts in English Language	12.00	0.90	0.68	12.68	3
Suello, Jessa R.	23	None	BSEd - Filipino (4th yr. level)	12.00	0.69	0.52	12.52	4
Flandez, Sherwin S.	28	None	BS in Agribusiness	12.00	0.39	0.29	12.29	5
Naputo, Krishia Norimel B.	23	CSP	BS Accountancy	12.00	0.21	0.16	12.16	6
Rupa, Vicente E.	23	CSP PD 907: Honor Grad. NAPOLCOM	BS Accounting Tech. (Cum Laude)	12.00	0.10	0.07	12.07	7
Rodriguez, Zyrach F.	26	None	BA English Language	12.00	0.00	0.00	12.00	8
Fernandez, Christian Mae A.	22	None	BS Biology	12.00	0.00	0.00	12.00	9



Hubilla, Jovic N.	29		BS Office Adm. - Office Mgt.	12.00	0.00	0.00	12.00	10
Jayme, Dave Peter G.	26		BS Computer Science (33 units)	0	8.83	8.83	8.83	Disqualified

Deliberation:

The next-in-rank JOs were already interviewed on the April 8, 2021 NAPB Meeting. It was therefore decided by the board to select the top 3 on-line applicants for the short-listing.

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

NAPB Resolution No. 135

Series of 2021

Recommending the following Mss. De Leon, Santos and Balbarino as shortlisted candidates to be further assessed for selection of the Casual Administrative Aide III (Clerk I).

April 16, 2021

b. Supervising Administrative Officer

Plantilla Item No.: SADO - 9 -2004 vacated by Ms. Teresita L. Quiñanola

Position: Supervising Administrative Officer (Human Resource Mgt. Officer IV)

Educ. Requirement: Bachelor's Degree with at least 18 units of Masteral units (preferably in human resource management)

Elig. Requirement: Career Service (Professional) 2nd Level Eligibility

Exp./Training Requirement: 3 years of relevant experience & 16 hours of relevant training

NAME	AGE	ELIGIBILITY	EDUCATION (15%)		EXPERIENCE (15%)		TOTAL	Remarks
			Degree	Pts.	No. of Years	Pts.		
Colis, Honey Sofia V.	53	RA1080: LEA	Doctor in Mgt - HRM Master in Mgt. BSA - Plant Prot.	13.00	21.34	15.00	28.00	
Limsiaco, Renato L., Jr.	49	CESB RA1080: CPA	Doctor of Mgt - HRM (48 units) Master of Public Adm. BS Commerce - Acctg. (Cum Laude)	12.00	13.24	9.93	21.93	
Carlson, Mary Claire M.	42	CSP CSSP	Master in Bus. Ad. Master in Teaching Special Educ. (18 units) BS Psychology	10.00	10.47	7.86	17.86	
Risos, Juancho C.	48	CSP CSSP	Master of Management (36 units) Diploma in Sec. Teaching Bachelor of Arts	11.00	4.19	3.14	14.14	



Deliberation:

Dr. Yu suggested to verify the experience points of Ms. Colis experience in terms of HR functions. On the Education criteria, Mr. Lambert also further inquired if the corresponding points are the final scores of the applicants. Dr. Patindol said that every additional 18 units has a corresponding one point. Therefore, the Secretary is tasked to verify the experience and education points.

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

NAPB Resolution No. 136

Series of 2021

To re-assess for further evaluation and to include the next-in-rank in the shortlisting.

April 16, 2021

c. Administrative Aide I (Utility I) Permanent

Position: ADA1-165-2004 for Adm. Aide I (Utility I)
Administrative Aide I (Utility I) vacated by Mr. Pedro Alkuino

Educ. Requirement: Elementary School Graduate

Elig. Requirement: None required

Exp./Training Requirement: None required

NAME	AGE	ELIGIBILITY	EDUCATION (15%)		EXPERIENCE (15%)		TOTAL	Remarks
			Degree	Pts.	No. of Years	Pts.		
Bagarinao, Junvic B.		N/A	BAS (2nd yr. level)	15.00	12.24	11.74	26.74	Next-in-rank
Honrada, Miguel, Jr.	39	N/A	High School Graduate	14.00	11.75	11.75	25.75	Next-in-rank
Piamonte, Alan M.	39	N/A	High School Graduate	15.00	11.35	10.47	25.47	Next-in-rank
Lingatong, Nicasio D.	32	N/A	High School Graduate	14.00	10.25	10.25	24.25	Online applicant
Managbanag, Marlo L.	43	N/A	High School Graduate	14.00	10.25	10.09	24.09	Next-in-rank
Pugata, Sonny Boy A.	32	N/A	High School Graduate	14.00	9.97	9.97	23.97	Online applicant
Rivera, Juanito M.	35	NC II: Elec. Inst. & Maint.	Sea Farer (28 units)	14.00	9.24	9.24	23.24	Online
Jayme, Dave Peter G.	29	N/A	BS Computer Sci. (33 units)	14.00	8.83	8.83	22.83	Online
Cativo, Antonio E.	40	N/A	High School (2nd yr. level)	12.00	10.25	10.25	22.25	Online/Hand in



Llano, Lemuel T.	32	N/A	High School Graduate	14.00	7.98	7.98	21.98	Online/Hand in
Gofredo, Danilo M., Jr.	25	Brgy. Official Elig.	High School Graduate	14.00	6.00	6.00	20.00	Hand in
Sulga, Jessel	24	N/A	High School Graduate	14.00	2.24	2.24	16.24	Hand in
Marinay, Alfe Mae Ann E.	22	CSP	BSBA	15.00	1.81	1.81	16.81	Online
Modina, Gilbert D.	39	N/A	High School Graduate	14.00	1.75	1.75	15.75	Online
Santos, Christian A.	34	NC II: Bartending & Commercial Cooking	Associate of Computer Technology	15.00	0.51	0.38	15.38	Online
Doron, Arnel G.	33	NA	Nursing Aide (2 yrs.)	15.00	0.00	0.00	15.00	Hand in
Flandez, Sherwin S.	23	N/A	BS Agribusiness	15.00	0.00	0.00	15.00	Online
Gonzaga, John Wilfred G.	32	NCII: Housekeeping	BSHRTM (4th yr. level)	15.00	0.00	0.00	15.00	Hand in
Soria, Nemesio R., Jr.	47	NCII: SMAW	High School Graduate	14.00	0.25	0.25	14.25	Hand in
Espina, Francis D.	33	NC II: Bldg. Wiring Inst.	High School Graduate	14.00	0.00	0.00	14.00	Online
Mascariñas, Rico B.	42	N/A	High School Graduate	14.00	0.00	0.00	14.00	Hand in
Ciabu, Hernan P.	44	NC II: Shielded Metal Arc Welding	Elementary Graduate	10.00	0.00	0.00	10.00	Hand in

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

NAPB Resolution No. 137

Series of 2021

Recommending approval to the following Messrs. Bagarinao, Honrada, Piamonte, Lingatong, Managabang, Pugata as shortlisted candidates to be further assessed for selection of the Permanent Administrative Aide I (Utility).

April 16, 2021

Certified True and Correct:

JENNIFER E. ANDO

NAPB Secretary



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

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The update on the SAO Lead Auditor Application of Ms. Elvira Ong, *was presented and deliberated.*

Deliberation:

Dr. Villocino followed up on the hiring of a Lead Auditor.

The Secretary was tasked to inquire to CSC regarding the application of Ms. Ongy for SAO who is currently on study leave. A phone call was made by the Secretary to Dir. Uy to inquire regarding the application of Ms. Ongy for SAO who is on study leave.

Director's Uy Reply: Ms. Ongy is allowed to apply and to be included among shortlisted candidates. However in terms of her scholarship, she has to pay the consequences or whatever obligations she has if she cannot finish her graduate study. Other option would be if VSU can wait for her to finish her graduate study and appoint her on a year after. However, ODQA could no longer wait due to the exigency of the duties and responsibilities at ODQA.

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

NAPB Resolution No. 138

Series of 2021

The board recommends Ms. Ongy to the shortlisted applicants for further assessment and deliberation

April 16, 2021



Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Dr. Aleli A. Villocino**, *Vice President for Student Affairs and Services*

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The update on the request of Dr. Villocino on hiring an AO for the new office, was *presented and deliberated*.

Deliberation:

Dr. Villocino made a follow-up on her request to hire an AO of the new office, OVPRGAS. Said request was taken up during the March 26, 2021 NAPB minutes and it was not favorably endorsed due to budgetary constraint.

Dr. Patindol informed Dr. Villocino that a proposal for additional administrative plantilla position including an AO was submitted to DBM for approval. As of writing, no feedback yet

The Secretary made query through phone call to the Budget Officer, Ms. Pancito, however she said that there is no more budget allocation to the said request.

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

NAPB Resolution No. 139
Series of 2021

The NAPB maintains its previous action on Dr. Villocino's request due to unavailability of funds.

April 16, 2021



President's Notation

Dr. Villocino is requested to train Ms. Lemos while waiting for available position.

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Dr. Aleli A. Villocino**, Vice President for Student Affairs and Services

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Interview of Applicants

a. Chief Administrative Officer vacated by Dr. Lourdes B. Cano

- **Rysan C. Guinocor**

Atty. Guinocor graduated BS Med Tech in 2002 at Velez College, Cebu City and took and passed the board exam in the same year. He worked as Med Tech at Perpetual Soccor Hospital from 2003-2005. By June 2005, he enrolled Bachelor of Laws at the University of San Carlos, finished in 2009, took the bar exam and became a lawyer in 2010. From 2010-2012 he was on private practice, became consultant and a Part-time Instructor of the DBM. In 2012, he applied for Attorney III and now Attorney IV and he is currently Chief Legal Officer. He is also currently designated as Data Protection Officer, OIC Director of the Office of the Director for Administration Services and Head of the General Services Division handling the Utility and Messengers.

Dr. Patindol asked his advantage in applying for CAO being the current Legal Officer of VSU. Atty. Guinocor said that apart from being located at the ODHRM Office manned by Dr. Cano until retirement, he was able to observe her responsibilities and as Legal Officer part of his function is to look for ways to avert issues from administrative cases. He has been exposed to different problems in terms of relationships between



employees and VSU and vice-versa which developed his administrative skills.

Dr. Yu asked if how difficult or how easy would it be to replace Dr. Cano. Atty. Guinocor responded that he cannot even exceed 50% of Dr. Cano's achievement. The fact that Dr. Cano is one of his mentor when he became a public servant, he cannot compare himself to her. But he wanted professional growth and looking into the Chief Administrative Officer, it is the highest among the positions in Admin, so he opted to try his luck. He said the being CAO is not an easy job, there is no way he can replace Dr. Cano but if ever he gets the position he will try his very best to fit in the position.

Mr. Lambert asked about his observations in his office that needs improvement. Atty. Guinocor told the body that handling two among the most complained offices is a great challenge for him. The newly created Procurement Office and Supply and Property Office are under his supervision. According to him, *"I think we need a concrete system. In fact this time, ang Supply and Procurement Office nagka problema kay SPMIS ang system and the current working computerization dili daw mo dagan sa atong SPMIS. Kinahanglan nga manually I encode ang data dri sa SPMIS i-migrate ba lisud naa incompatibilities."*

However he is fortunate enough that the two heads of the offices are hardworking and as the OIC Director, he was there to guide and lead them. He saw how efficient and effective the offices are but there's always room for improvement.

Meanwhile Ms. Colis asked his most challenging problem and what are his actions and outcomes. Atty. Replied, *"During the time of Dr. Cano sometimes dili ko ka delineate wholly as the director for admin and sometimes as human resource"*. He mentioned that it was really challenging in terms of employees grievances and how to patch-up differences of every individuals. *"Akong na learn kay Dr. Cano, between the benefit sa VSU, or iya personal feelings, kaayuhan sa VSU iya ginauna. She doesn't want VSU ma put into bad light. One example. There was a complainant who wanted to file an admin or criminal case against an individual, mi adto jud siya mi hangyo nga dili ipadayon ang case."*

For the Admin side, he remembered during the ISO, Dr. Cano was assigned and designated to a certain division because of her vast experience in the administration. *"As Director for Admin, how you handle offices, unsaon nga smooth sailing pagpadagan, bisag Sabado ug Dominggo meetingan, meet the deadlines. Kinahalanglan pa involve ang heads ila responsibilities, ila jud dapat buhaton."*

b. Agriculture Technician I vacated by Ms. Elizabeth Peque



- Mark Anthony M. Balunan

Mr. Balunan is currently working at Sto. Niño College of Ormoc as PE Instructor for about 1 year until present. He finished Bachelor in Secondary Education major in MAPEH. He is currently enrolling a Master's Degree in Administration and Supervision at the Western Leyte College. He passed the Board Examination last 2018. He teaches Junior High School and College. He also has an experience at Ormoc City Hall as Office Secretary and Liaison for 4 months as JO status.

The job he was applying requires skills related to Agricultural Technology, Dr. Patindol inquired how he would prepare himself since his background is very much different from this. He answered, *"I will be conducting a research first so that I can get ideas about the job."*

Meanwhile, Dr. Salas, Head of the Department of Horticulture asked if he has any experience about agriculture since he will be managing the pomology projects of the department if he will be hired. He answered, *"Not yet, but based on my experience since my father is a farmer, I have gained knowledge on taking good care of fruit bearing plants."*

Dr. Patindol also asked if he experienced dealing with difficult personalities in his job and how he handled it. He said, *"Yes as I am facing multi-cultural diverse students who are in the high school. I just disciplined and challenged them through giving performance tasks."*

Ms. Pancito also questioned if he experienced working in a team, his contribution to the group and why he got the courage to apply for the Ag. Tech. position. He said that last year 2019 when they celebrated their yearly Sinulog festival, he participated in the monitoring and choreography of the dance performance of their student-delegates for the said event. He decided to apply for the job for security of tenure because he felt not being well compensated on his work now, as his salary will depend on the number of enrollees.

Finally, Ms. Colis asked him to site an incident or personal problem relating to gender sensitivity or equality and how he handled it. He answered that as part of the code of ethics he did not let himself be attached to students, even if some students will make fun of them yet he tried his best to keep away from temptations. He was also an advocate for gender equality. Since his competency is not more on technical aspect, he was asked concerning to adopting to different personalities. He answered, *"I can easily adjust to different personalities."*

- Christian Rey D. Cagara



Mr. Cagara is 25 years old from Dulag, Leyte, a graduate of BS in Agriculture major in Horticulture and passed the Board Examination for Agriculturists. He is currently working as a Science Research Assistant (SRA) at the Department of Horticulture under the supervision of Dr. Rosario Salas for almost 3 years.

Since the position he is applying is of lower level than his current work as an SRA, Dr. Patindol asked if he will not be disappointed in terms of monetary compensation. He answered, *"Not totally sir, my goal now is to have a regular job."*

Meanwhile, Ms. Pancito inquired about his relevant experiences related to the Agricultural Technician position. He said, *"I can do asexual propagation like marcotting, grafting, preparation to harvesting of vegetables, and management of farm."*

As an SRA, Mr. Cagara emphasized that he is actually working more on fieldworks. Dr. Yu asked what improvements he can still do. He said that as of now, his field supervisor is making a proposal to improve their area structures. He was also asked where their income goes. He said that it is a part of the Income Generating Project of the university. But as of this time of pandemic, it could not sustain due to delivery problem of vegetables.

Dr. Salas inquired about problems he experienced with the laborers and how he managed it. He answered, *"Related to my experience with the laborers, it's quite hard but dapat imo lang sila pakisamahan. I also helped and worked with them so that they will have nothing to say about me as their leader."* Moreover, he was asked if he will take the chance whenever there are open vacancies from other agencies with higher pay. He said, *"I still cannot decide for that as of now, my goal for the moment is to have a regular job."*

Furthermore, Dr. Patindol asked if there is a particular project he is working and what aspect of research he is doing in that project. He said that he is doing a project on vegetable landscape gardening. *"We have treatments applied to the project."*

Ms. Colis pointed out that as an Agricultural Technician, his task is not solely for IGP but it has also an instruction component. He was asked if he is willing to do the task of a laboratory instructor in case his service is requested. He answered, *"Absolutely ma'am, I am willing to be a substitute laboratory instructor."* He was also asked on his suggestion for the improvement of the different horticultural practices. He said on the availability of tools so that it is easier to demonstrate the methods of propagation to the students. He also needs more skills trainings to impart his knowledge to the laborers under him.

c. Admin Aide VI to be assigned at IHK



- Rene Jemmar G. Alkuino

Mr. Alkuino graduated BS Agribusiness in VSU. He is working as SRA at the RCCRDC. He studied 18 units for Basic Education and passed the licensure exam. As SRA he was able to manage the inventory of the equipment that are being delivered at the Center.

Dr. Limbo asked what motivates him to apply for the position as Property Custodian in the Institute. Mr. Alkuino said that ever since as a student and varsitarian before, he dreamed to work at IHK.

Further, Dr. Limbo inquired why he decided to apply. He said that he is currently on Job Order basis. Since he already had an eligibility, he wanted to try for a greener pasture and apply for a casual or permanent job.

Hypothetically he was asked what to do if one of his close friends in IHK be it student/teacher/coach asked him to release a sports equipment. *"No Ma'am it's a government property, we cannot release it even to a personal friend. We have to go to the legal process if he or she would borrow"*, Mr. Alkuino answered.

Follow-up question made by Dr. Limbo *"How about if a faculty member would like to borrow equipment without consent from the head?"*

Mr. Alkuino said "Still no Ma'am. As Property Custodian, I should know the process. The borrowing and processing of equipment should be approved by the head of the department."

Dr. Patindol asked if he had encountered working with difficult personalities and how he handled it. He said that for almost 4 years of working at the Center he did not experience working with difficult people because he considered him as family.

But supposing he has a very demanding client and needs the request right away, what will he do? He said he will listen intently to the client's request and if the request is doable he will process it immediately.

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary



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