



VISAYAS
STATE UNIVERSITY

HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

EXCERPT FROM THE APPROVED MINUTES OF THE 29th Non-Academic Personnel Board Meeting

Via Zoom: Meeting ID: 961 2229 0193
August 06, 2025

effectivity date:
Sept 1, 2025

The Presentation of Final Comparative for the Administrative Assistant II (Air-Conditioning Technician II) for PPO, was presented and deliberated.

emailed ✓

Plantilla Item No.: ADAS2-44-2004
Position: Administrative Assistant II (Air-Conditioning Technician II)
Educ. Requirement: High School Graduate or Completion of relevant vocational/ trade course
Elig. Requirement: Air-Conditioning/ Refrigeration Technician (MC 11, s. 96 - Cat I)
Experience Requirement: 1 year of relevant experience
Training Requirement: 4 hours of relevant training
Salary Grade: 8 (21,488.00)
Job Code: STUGHJ
Office: PPO

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.		
ALQUINO, Wilo T.	52	M	Brgy. Official Eligibility	BS in Electronics & Communications Engineering Grad.	14	8.97	9.50	9.75	3.00	0.00	12.27	6.00	63.49	1 st

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

NAPB Resolution No. 293 Series of 2025

Submitting the result of the final comparative assessment of the three (3) shortlisted applicants for the position of Administrative Assistant II (Air-Conditioning Technician II) for PPO. For the appointing officer to select the deemed most qualified for appointment to the vacant position.

August 06, 2025

President's Notation: "Appointing the top-ranked applicant, Mr. Wilo T. Alquino."

Certified True and Correct:

LUVILLA G. ALCOBER
NAPB, Secretary

Cc: **Engr. Marlon G. Burlas**, Director, General Services
Mr. Wilo T. Alquino

> - *[Signature]* 9/2/25



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