



VISAYAS
STATE UNIVERSITY

HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

EXCERPT FROM THE APPROVED MINUTES OF THE 5th Non-Academic Personnel Board Meeting

Via Zoom: Meeting ID: 991 8922 1503
February 20, 2025

March 25

The Presentation of Final Comparative for the Administrative Officer I (Records Officer I) for RAO, was presented and deliberated.

Plantilla Item No.:	ADOF1-55-2023
Position:	Administrative Officer I (Records Officer I)
Educ. Requirement:	Bachelor's degree
Elig. Requirement:	Career Service (Professional) Second Level Eligibility
Experience Requirement:	None Required
Training Requirement:	None Required
Salary Grade:	10 (P23,176.00)
Job Code:	BMUYJT
Designated Office:	RAO

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.		
ANDRES, Dalisay F.	55	CSP CSSP	Master in Public Administration Grad. BS in Commerce Grad.	12	15.00	9.72	8.82	5.00	0.00	12.90	11.86	75.30	1 st

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


NAPB Resolution No. 62 Series of 2025

Submitting the result of the final comparative assessment of the three (3) shortlisted applicants for the position of Administrative Officer I (Records Officer I) for RAO with Ms. Dalisay F. Andres as the top-rank applicant. For the appointing officer to select the deemed most qualified for appointment to the vacant position and subject to exemption from the transfer ban.



February 20, 2025

President's Notation: "Appointing the top-rank Applicant."

Certified True and Correct:


JENNIFER E. ANDO
NAPB, Secretary

Cc: **Ms. Maria Roberta S. Mirafior**, Head, Records Management and Archives
Ms. Dalisay F. Andres
Dr. Glenn G. Pajares, Vice President for Planning and Development

 2/11/25


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