

RECRUITMENT, SELECTION, PLACEMENT AND PERSONNEL **RECORDS OFFICE**

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

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

May 10, 2023; 9:00 am Virtual meeting via Google Meet: https://meet.google.com/jxm-kxtm-tep

The presentation of Final Comparative Assessment of Administrative Aide IV (Clerk II) for DTHM, was presented and deliberated.

Plantilla Item No.:

ADA4-136-2004 vice Valerie Y. Vergis

Position:

ADMINISTRATIVE AIDE IV (Clerk II) for DTHM

Educ. Requirement:

Completion of 2 years studies in College

Elig. Requirement:

Career Service (Subprofessional) First Level

Eligibility

Exp. Requirement:

None Required

Training Requirement:

None Required

NAME	AGE	ELIG	EDUCATION (15%)		EXP (15%)	PERF (20%)	POTENTIAL (10%)		TRNG (5%)	AWD (5%)	PCPT (15%)	SKILL (15%)	TOTAL
			Degree	Pts.	Pts.	Pts.	Sup. (5%)	NAPB (5%)	Pts.	Pts. Pts.	Pts.	Pts.	
DAVID, Noessa C.	25	CSS P	BS in Agribusines s Grad.	12	4.05	9.60	4.95	4.50	5	0	13.95	11.83	65.88

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

NAPB Resolution No. 127

Series of 2023

Recommending approval to appoint Ms. Noessa C. David for the Administrative Aide IV (Clerk II) position for DTHM being the top-rank applicant.

May 10, 2023

Certified True and Correct:

MIRIAM M. DE LA TORRE NAPB Secretary

Ms. N. C. David is advised to see Ms. Jenefer B. Jayme of HRMO for the appointment requirements to be complied the soonest possible time. Thank you.

Ms. Hannah Mae E. Quimbo, Head, DTHM -

Ms. Noessa C. David, DFS

Dr. Anatolio N. Polinar, Head, DFS }

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