



VISAYAS
STATE UNIVERSITY



HUMAN RESOURCE
MANAGEMENT
OFFICE

**EXCERPT FROM THE APPROVED MINUTES OF THE
41st Non-Academic Personnel Board Meeting**

Via Zoom: Meeting ID: 939 4501 2664
November 25, 2024

The Presentation of Final Comparative for the Administrative III (Supply Officer II) for SPO, was presented and deliberated.

Plantilla Item No.: ADOF3-24-2004
Position: Administrative Officer III (Supply Officer II)
Educ. Requirement: Bachelor's degree
Elig. Requirement: Career Service (Professional)/ Second Level Eligibility
Experience Requirement: 1 year of relevant experience
Training Requirement: 4 hours of relevant training
Salary Grade: 14 (P33,843.00)
Job Code: PKEMNR
Designated Office: SPO

P: Sept. 17 - 27

Jan. 2

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.		
ALBA, Doreen B.	38	CSP	MM in Business Mgmt. (36units) BS in HRTM Grad.	12	11.14	9.84	9.55	5.00	0.00	13.20	12.58	73.32	1 st

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

**NAPB Resolution No. 403
Series of 2024**

Submitting the result of the final comparative assessment of the three (3) shortlisted applicants for the position of Administrative Officer III (Supply Officer II) for SPO with Ms. Alba B. Doreen as the top-rank applicant. For the appointing officer to select the deemed most qualified for appointment to the vacant position.

November 25, 2024

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

Certified True and Correct:


HONEY SOFIA V. COLIS
Director, HRMO

Cc: Ms. Vivian V. Balbarino, Head, Supply & Property Office
Ms. Alba B. Doreen

> 8 12/27/24

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

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