



VISAYAS
STATE UNIVERSITY

HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

EXCERPT FROM THE APPROVED MINUTES OF THE 34th Non-Academic Personnel Board Meeting

Via Zoom: Meeting ID: 949 9074 5521
October 23, 2025

July-10-21, 2025

Effective:

The Presentation of Final Comparative for the Administrative Aide III (Clerk I) Casual for Accounting, was presented and deliberated.

Plantilla Item No.: LS
Position: Administrative Aide III (Clerk I)
Educ. Requirement: Completion of 2 years studies in college (preferably related to accounting, business administration and other related course)
Eligibility Requirement: None Required (preferably with at least Civil Service Sub-Professional Eligibility)
Experience Requirement: None Required (with at least 6 months experience in accounting, bookkeeping, external fund management)
Training Requirement: None Required (preferably on public financial management / RA 9184)
Job Code: JZEVOA
Salary Grade: 3 (Php 15,852.00)
Designated Office: Accounting

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.		
CATIBO, Marites E.	32	F	LEA cert of passing	BS in Agribusiness Graduate	12	4.42	9.50	9.95	5.00	0.00	14.43	10.50	65.80	1 st

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

NAPB Resolution No. 370 Series of 2025

Submitting the result of the final comparative assessment of the five (5) shortlisted applicants for the Casual position of Administrative Aide III (Clerk I) for Accounting. For the appointing officer to select the deemed most qualified for appointment to the vacant position.


October 23, 2025

President's Notation: "Appointing the top-ranked applicant, Ms. Marites E. Catibo."

Certified True and Correct:


LUVILLA G. ALCOBER
NAPB, Secretary

Cc: **Mr. Nick Freddy R. Bello**, Head, Accounting
Ms. Marites E. Catibo

Received by 



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