

## OFFICE OF THE HEAD OF RECRUITMENT, SELECTION, PLACEMENT AND PERSONNEL RECORDS

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

January 11, 2023

Via Google meet: https://meet.google.com/zvn-jjwj-czq

Final Comparative Assessment of Administrative Assistant II (DEMO II) for OUR, was presented and deliberated.

Plantilla Item No.
Position:

Educ. Requirement: Elig. Requirement: Exp. Requirement: Training Requirement: ADAS2-42-2004 vice Arnulfo T. Galenzoga

Administrative Assistant II (Data Entry Machine Operator II) Completion of 2 yrs. Studies in College or HS Grad. With

CS (Sub Prof) First Level Eligibility 1 year relevant Experience 4 hours of relevant training

NAME	AGE	ELG.	EDUCATION (15%)		EXP. (15%)	PERF. (20%)	POTEN. (10%)	TRNG. (5%)	AWDS . (5%)	PCPT (15%)	SKILLS (15%)	TOTAL	Rank
			Degree	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.		
RESTOR, Christan Mikael D.	30	CS (Prof)	MM major in Bus. Mngt. Grad. BS Com. Sci.	14	8.07	9.19	8.77	5.00	0	13.20	11.67	69.89	1st

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

## NAPB Resolution No. 20

Series of 2023

Recommending approval to appoint the top rank candidate, Mr. Christan Mikael D. Restor for Administrative Assistant II (Demo II) of OUR.

Certified True and Correct

MIRIAM M. DE LA TORRE NAPB Secretary

cc: Ms. Marwen Castañeda, Office of the University Registrar Mr. Christan Mikael D. Restor, OUR





Vision: Mission: A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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No. 005-450