

April Montalban



VISAYAS
STATE UNIVERSITY

HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

EXCERPT FROM THE APPROVED MINUTES OF THE 33rd Non-Academic Personnel Board Meeting

June 27 - July 10, 2025

Via Zoom: Meeting ID: 941 3146 6076
October 09, 2025

Officer Nov. 5, 2024

The Presentation of Final Comparative for the Administrative Aide IV (Clerk II) for University Registrar, was presented and deliberated.

Plantilla Item No.: ADA4-134-2004
Position: Administrative Aide IV (Clerk II)
Educ. Requirement: Completion of two years studies in college
Elig. Requirement: Career Service (Subprofessional) First Level Eligibility
Experience Requirement: None Required
Training Requirement: None Required
Salary Grade: 4 (16,833.00)
Job Code: HXDIVA
Designated Office: University Registrar

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.		
MONTALBAN, April Ann O.	42	F	Brgy Offical Eligibility	BS in Agribusiness Graduate	12	8.52	9.66	9.35	5.00	0.00	13.92	11.38	69.82	2 nd

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

NAPB Resolution No. 350 Series of 2025

Submitting the result of the final comparative assessment of the six (6) shortlisted applicants for the position of Administrative Aide IV (Clerk II) for University Registrar. For the appointing officer to select the deemed most qualified candidate for appointment candidate to the vacant position.

October 09, 2025

President's Notation: "Appointing the second-in-ranked applicant, Ms. April Ann O. Montalban."

Certified True and Correct:


LUVILLA G. ALCOBER
NAPB, Secretary

Cc: **Mr. Raymund Igcasama, University Registrar**
Ms. April Ann O. Montalban



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