



VISAYAS
STATE UNIVERSITY

HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

**EXCERPT FROM THE APPROVED MINUTES OF THE
29th Non-Academic Personnel Board Meeting**

Via Zoom: Meeting ID: 961 2229 0193
August 06, 2025

April 14-25, 2025

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

emailed ✓

Plantilla Item No.: ADA4-135-2004
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 (Php 16,833.00)
Job Code: OAIZEH
Designated Office: Eco-Farmi

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.		
SEVILLE, Marily V.	45	F	Agricultu rist 12/8/26	BS in Agriculture Graduate	12	7.06	9.40	8.90	5.00	0.00	11.64	13.00	67.00	1 st

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

NAPB Resolution No. 287
Series of 2025

Submitting the result of the final comparative assessment of the eight (8) shortlisted applicants for the position of Administrative Aide IV (Clerk II) for Eco-FARMI. For the appointing officer to select the deemed most qualified for appointment to the vacant position.

August 06, 2025

President's Notation: "Appointing the top-ranked applicant, Ms. Marily V. Seville."

Certified True and Correct:


LUVILLA G. ALCOBER
NAPB, Secretary

Cc: Mr. Ed Allan Alcober, Head, Eco-Farmi
Ms. Marily V. Seville
Dr. Jade Dhapnee Z. Compendio, Director, Center for Continuing Education

8/27/25

8/29/25



**RECRUITMENT, SELECTION, PLACEMENT AND
PERSONNEL RECORDS OFFICE**
Visayas State University, Baybay City, Leyte
Email: personnel@vsu.edu.ph
Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1060



Management
System
ISO 9001:2015
www.tuv.com
ID 9108658749



Page 1 of 2
FM-VSU-10
V03 01-23-2025
No. 012-25- 287