



VISAYAS
STATE UNIVERSITY

HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

EXCERPT FROM THE APPROVED MINUTES OF THE 30th Non-Academic Personnel Board Meeting

Via Zoom: Meeting ID: 986 9301 8230
August 28, 2025

Sept. 17

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

enrolled

Plantilla Item No.: ADA4-132-2004
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: PYXQGB
Designated Office: DSS

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.		
ORIAS, Julie Ann	29	F	CSP	BS in Agribusiness Graduate	12	6.89	9.25	9.45	5.00	0.00	13.20	14.00	69.79	1 st

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

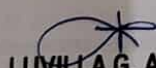
NAPB Resolution No. 308 Series of 2025

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


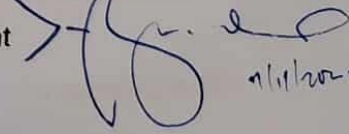
August 28, 2025

President's Notation: "Appointing the top-ranked applicant, Ms. Julie Ann Orias."

Certified True and Correct:


LUVILLA G. ALCOBER
NAPB, Secretary

Cc: Dr. Deejay M. Lumanao, Head, Department of Soil Science
Ms. Julie Ann Orias
Ms. Doryn Jan Avila, Head, Department of Business and Management



11/11/2025
11/11/2025



**RECRUITMENT, SELECTION, PLACEMENT AND
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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

Efficiency Sept. 1, 2025

May 15, 2025 -
June 4, 2025

The Presentation of Final Comparative for the Administrative Assistant V (ECET III) for DYDC, was presented and deliberated.

Plantilla Item No.: ADAS5-154-2004
Position: Administrative Assistant V (Electronics and Communications Equipment Technician III)
Educ. Requirement: Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course
Elig. Requirement: Electronics Equipment Technician (MC 10, s. 2013 - Cat II)
Experience Requirement: 2 years of relevant experience
Training Requirement: 8 hours of relevant training
Salary Grade: 11 (30,024.00)
Job Code: WSIAPB
Office: DYDC

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.		
DO, Louis	51	M	1st Class Radioteletype Operator's License (6/16/2027)	2-year Course of General Radio Communication Operator Grad.	10	15.00	9.64	9.75	0.00	2.00	13.83	8.63	68.85	1 st

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

NAPB Resolution No. 294 Series of 2025

Submitting the result of the final comparative assessment of the four (4) shortlisted applicants for the position of Administrative Assistant V (ECET III) for DYDC. 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, Mr. Louis P. Prado."

Certified True and Correct:


LUVILLA G. ALCOBER
NAPB, Secretary

Cc: Dr. Christina A. Gabrillo, Station Manager, DYDC
Mr. Louis P. Prado

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HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

EXCERPT FROM THE APPROVED MINUTES OF THE 30th Non-Academic Personnel Board Meeting

Via Zoom: Meeting ID: 986 9301 8230
August 28, 2025

Sept. 1, 2025

March 27 - April 6, 2025

The Presentation of Final Comparative for the Science Aide (Contractual) for PhilRootcrops, was presented and deliberated.

Plantilla Item No.: LS
Position: Science Aide
Educ. Requirement: Completion of two years studies in college
Elig. Requirement: None Required
Experience Requirement: None Required (preferably agriculture related work and farm maintenance)
Training Requirement: None Required
Salary Grade: 4 (Php 16,833.00)
Job Code: ZHVWRS
Designated Office: PRCRTC

NAME	AGE	SEX	ELIG	EDUCATION (15%)		EXP (15%)	PERF (20%)	PDT (10%)	TRNG (5%)	AWD (5%)	PCPT (15%)	SKILLS (15%)	TOTAL	RANK
				Degree	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.		
Belmonte, Precila C.	34	Female	None	BS in Biotechnology Graduate	12	6.81	10.00	9.62	5.00	0.00	14.19	14.00	71.62	1 st

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

NAPB Resolution No. 311 Series of 2025

Submitting the result of the final comparative assessment of the five (5) shortlisted applicants for the position of Science Aide (Contractual) for PhilRootcrops. For the appointing officer to select the deemed most qualified for appointment to the vacant position.

August 28, 2025

President's Notation: "Appointing the top-ranked applicant, Ms. Precila C. Belmonte."

Certified True and Correct:

LUVILLA G. ALCOBER
NAPB, Secretary

Cc: **Mr. Marlon M. Tambis**, Director, PhilRootcrops
Ms. Precila C. Belmonte

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**EXCERPT FROM THE APPROVED MINUTES OF THE
30th Non-Academic Personnel Board Meeting**

Via Zoom: Meeting ID: 986 9301 8230
August 28, 2025

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

Profile Item No.: ADAA-100-2004
Position: ADMINISTRATIVE AIDE IV (Clerk II)
Education: Completion of two years college course
Edu. Requirement: Graduate Service (Subprofessional) First Level Eligibility
Exp. Requirement: None Required
Experience Requirement: None Required
Training Requirement: 4 (Pho 16,200.00)
Salary Grade: C-1BPRZ
Job Code: C-1BPRZ
Designated Office: PROCTC

NAME	AGE	SEX	ELBO	EDUCATION		EQT (10%)	P&B (20%)	POT (10%)	TRAIN (5%)	AWD (5%)	P&ST (15%)	SKILLS		TOTAL	RANK
				Degree	Phd.							Phd.	Phd.		
Ms. Joana Lin	36	F	CSP	BS in HTM Graduate	12	1.64	10.00	9.40	5.00	0.00	13.99	14.50		65.53	1st

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

**NAPB Resolution No. 309
Series of 2025**

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

August 28, 2025

President's Notation: "Appointing the top-ranked applicant, Ms. Joana Lin C. Sy."

Certified True and Correct:

LUVILA G. ALCOVER
NAPB, Secretary

Cc: **Mr. Marlon M. Tambis, Director, PhilRootcrops**
Ms. Joana Lin C. Sy
Ms. Doreen B. Alba, OIC Head, Supply and Property Management

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