



**VISAYAS**  
STATE UNIVERSITY

# HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

## EXCERPT FROM THE APPROVED MINUTES OF THE 6<sup>th</sup> Non-Academic Personnel Board Meeting

Via Zoom: Meeting ID: 920 7657 4188

March 14, 2025

The Presentation of Final Comparative for the Administrative Officer III (Records Officer II) for RMA, was presented and deliberated.

Plantilla Item No.: ADOF3-21-2004  
Position: Administrative Officer III (Records Officer II)  
Educ. Requirement: Bachelor's degree  
Elig. Requirement: Career Service (Professional) Second Level Eligibility  
Experience Requirement: 1 year of relevant experience  
Training Requirement: 4 hours of relevant training  
Salary Grade: 14 (P35, 434.00)  
Job Code: VNZFOW  
Designated Office: RMA

May 19

NAME	AGE	ELIG	EDUCATION (15%)		EXP (15%)	PERF (20%)	POT (10%)	TRNG (5%)	AWD (5%)	PCPT (15%)	SKILLS (15%)	TOTAL	RANKING
			Degree	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.		
BANZON, Joan Rosemarie A.	40	CSP	Master of Mgmt. Grad. BS in Information Technology Grad.	12	15.00	9.77	7.97	5.00	0.00	13.77	11.88	75.39	1 <sup>st</sup>

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

### NAPB Resolution No. 85 Series of 2025

Submitting the result of the final comparative assessment of the four (4) shortlisted applicants for the position of Administrative Officer III (Records Officer II) for RMA. For the appointing officer to select the deemed most qualified for appointment to the vacant position, subject to the approval authority of the Commission on Elections (COMELEC).

March 14, 2025

**President's Notation:** "Appointing the top-rank applicant, Ms. Joan Rosemarie A. Banzon subject to COMELEC ban on appointment & promotion and the appointment will be after May election."

Certified True and Correct:

**LUVILLA G. ALCOBER**  
NAPB, Secretary

Cc: **Ms. Maria Roberta S. Miraflor**, Head, Records Management and Archives  
**Ms. Joan Rosemarie A. Banzon**  
**Mr. Raymund Igcasama**, University Registrar



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