

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

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EXCERPT FROM THE APPROVED MINUTES OF THE

Non- Academic Personnel Board Meeting

October 12, 2022 8:30 am
(Virtual meeting via meet.google.com/ yzz-jsvg-gmi)

The Comparative Assessment of Bookkeeper (Admin Asst. III) in Accounting Office, was presented and deliberated.

Plantilla Item No.

Position:

Educ. Requirement: Elig. Requirement:

Exp. Requirement: Training Requirement: ADAS3-2-2010Administrative Officer II

Administrative Assistant III (Bookkeeper II) Completion of 2 years studies in college CS (Subprofessional) First Level Eligibility

3 years of relevant experience 4 hours of relevant training

NAME	AGE	ELIG.	EDUCATION (15%)		EXP. (15%)	PERF (20%)	POTENTIAL (10%)		TRNG (5%)	AWD (5%)	PCPT (15%)	SKILL S (15%)	TOTAL (100%)	Rank
			Degree	Pts.	Pts.	Pts.	Sup. (5%)	NAPB (5%)	Pts.	Pts.	Pts.	Pts.		
BUSTILLO, Norieta B.	58	CSSP	MM - Bus. Mgmt. (34 units) BS Commerce - Accounting	13.00	15.00	9.71	4.95	5.00	5.00	0.00	14.31	12.96	79.93	1

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

NAPB Resolution No. 225

Series of 2022

Recommending approval to appoint the top ranked candidate, Ms. Norieta B. Bustillo, as Admin. Asst. III (Bookkeeper II) for Accounting Office.

October 12, 2022

Certified True and Correct:

JENNIFER E. ANDO NAPB Secretary

Ms. Norieta B. Bustillo, Administrative Aide VI, Accounting Office Mr. Nick Freddy R. Bello, OIC Head, Accounting Office

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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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