

## RECRUITMENT, SELECTION, PLACEMENT AND PERSONNEL RECORDS OFFICE

Visca Baybay City, Leyte 6521-A, Philippines Phone/Fax: 565-0600 local 563-7323 Email Address: prpeo@vsu.edu.ph Website: www.vsu.edu.ph

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

May 26, 2023; 8:30 am
Virtual meeting via Google Meet: https://meet.google.com/umf-wshv-jpu

The presentation of final comparative assessment for Administrative Assistant II (Media Production Assistant) for ACRO, was presented and deliberated.

Plantilla Item No.:

ADAS2-45-2004 vice Aniceta M. Lumacad

Position:

ADMINISTRATIVE ASSISTANT II (Media Production Assistant)

Educ. Requirement:

Completion of 2 years studies in College

Elig. Requirement:

Career Service (Sub-professional) First Level Eligibility

Exp. Requirement:
Training Requirement:

1 year of relevant Experience4 hours of relevant Training

NAME	AGE	ELIG	EDUCATION (15%)		EXP (15%)	PERF (20%)	POTENTIAL (10%)			TRNG (5%)	AWAD (5%)	PCPT (15%)	SKILL (15%)	TOTAL	REMARKS
			Degree	Pts.	Pts.	Pts.	Sup (5%)	NAPB (5%)	Pts.	Pts.	Pts.	Pts.	Pts.		
ESTROSAS, Maria Fatima B.	30	CSP	MS Agricultural Extension (21 units) BS in Development Communication	13.00	6.54	9.56	4.20	5.00	9.20	0	0	14.07	13.50	65.87	

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

## NAPB Resolution No. 158

Series of 2023

Recommending approval to appoint Ms. Maria Fatima Estrosas as an Administrative Assistant II (Media Production Assistant) for ACRO being the top-rank applicant

May 26, 2023

Certified True and Correct:

MIRIAM M. DE LA TORRE NAPB Secretary

Ms. Corazon A. Padilla, Head, Alumni and Community Relations Office 6/12/2013

Ms. Maria Fatima B. Estrosas- Chavez, Vice President for Research, Extension and Innovation

Dr. Maria Juliet C. Ceniza, Vice President for Research, Extension and Innovation

RECRUITEMENT, SELECTION, PLACEMENT AND PERSONNEL RECORDS OFFICE

Visayas State University, Baybay City, Leyte Email: odahrd@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 1 FM-VSU-10 v2 05-09-2023

005-158