



**VISAYAS**  
STATE UNIVERSITY

## HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

### EXCERPT FROM THE APPROVED MINUTES OF THE 5<sup>th</sup> Non-Academic Personnel Board Meeting

Via Zoom: Meeting ID: 991 8922 1503  
February 20, 2025

The Presentation of Final Comparative for the Administrative Aide VI (Clerk III) for OVPAF, was presented and deliberated.

Plantilla Item No.: ADA6-121-2023  
Position: Administrative Aide VI (Clerk III)  
Educ. Requirement: Completion of two year studies in college  
Elig. Requirement: Career Service (Sub-Professional) First Level Eligibility  
Experience Requirement: None Required  
Training Requirement: None Required  
Salary Grade: 6 (P17,553.00)  
Job Code: UVSYTI  
Designated Office: OVPAF

Sept. 8- 15, 2024

| NAME                 | AGE | ELIG        | EDUCATION<br>(15%)         |      | EXP<br>(15%) | PERF<br>(20%) | POT<br>(10%) | TRNG<br>(5%) | AWD<br>(5%) | PCPT<br>(15%) | SKILLS<br>(15%) | TOTAL | RANKING         |
|----------------------|-----|-------------|----------------------------|------|--------------|---------------|--------------|--------------|-------------|---------------|-----------------|-------|-----------------|
|                      |     |             | Degree                     | Pts. | Pts.         | Pts.          | Pts.         | Pts.         | Pts.        | Pts.          | Pts.            |       |                 |
| MONDAL,<br>Nelsie F. | 47  | CSP<br>CSSP | BS in Agriculture<br>Grad. | 12   | 11.78        | 9.90          | 7.90         | 5.00         | 0.00        | 14.31         | 13.17           | 74.06 | 1 <sup>st</sup> |

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

### NAPB Resolution No. 67 Series of 2025

Submitting the result of the final comparative assessment of the six (6) shortlisted applicants for the position of Administrative Aide VI (Clerk III) for OVPAF with Ms. Nelsie F. Mondal as the top-rank applicant. For the appointing officer to select the deemed most qualified for appointment to the vacant position and subject to exemption from the transfer ban.

February 20, 2025

**President's Notation: "Appointing the top-rank Applicant."**

Certified True and Correct:

**JENNIFER E. ANDO**  
NAPB, Secretary

Cc: Dr. Moises Neil V. Serino, Vice President for Administration and Finance  
Ms. Nelsie F. Mondal  
Dr. Rotacio S. Gravoso, Vice President for Academic Affairs

3/11/2025



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