

EXCERPT FROM THE APPROVED MINUTES OF THE 19th Non-Academic Personnel Board Meeting

Via Zoom: Meeting ID: 943 1118 6227
May 16, 2025

Jan. 31 - Feb. 11, 2025

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

Plantilla Item No.: ADA4-141-2004
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 16,209.00)
Jobe Code: KVLGQD
Designated Office: IHK

June 9

NAME	AGE	SEX	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.		
UNAJAN, Roderick M.	43	M	CSP	Computer System Design and Programming Graduate / BS in Computer Science (no TOR/Diploma)	10	9.54	9.85	7.40	5.00	0.00	13.92	15.00	70.71	1 st

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

NAPB Resolution No. 170 Series of 2025

Submitting the result of the final comparative assessment of the six (6) shortlisted applicants for the position of Administrative Aide IV (Clerk II) for IHK. For the appointing officer to select the deemed most qualified for appointment to the vacant position, subject to compliance with the Commission on Elections (COMELEC) Resolution No. 11059.

May 16, 2025

President's Notation: "Appointing the top-rank applicant, Mr. Roderick M. Unajan."

Certified True and Correct:



LUVILLA G. ALCOBER
NAPB, Secretary

Cc: **Dr. Andrew A. Mazo**, Head, Institute of Human Kinetics
Mr. Roderick M. Unajan

Unajan
6/9/2025



**RECRUITMENT, SELECTION, PLACEMENT AND
PERSONNEL RECORDS OFFICE**
Visayas State University, Baybay City, Leyte
Email: personnel@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
V03 01-23-2025
No. 012-25- **170**