



VISAYAS
STATE UNIVERSITY

HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

EXCERPT FROM THE APPROVED MINUTES OF THE 5th Non-Academic Personnel Board Meeting

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

March 25

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

Plantilla Item No.:	ADA6-119-2023
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	ZCBRDS
Designated Office	OVPPD

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.		
VILLAS, Jansel Joi C.	30	CSP	Master in Pub. Administration Grad. BS in Statistics Grad.	14	8.04	9.31	8.80	5.00	0.00	13.11	13.71	71.97	3 rd

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


NAPB Resolution No. 66 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 OVPPD with Ms. Jansel Joi C. Villas as the third-in-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 third-in-rank Applicant."

Certified True and Correct:


JENNIFER E. ANDO
NAPB, Secretary

Cc: **Dr. Glenn G. Pajares, Vice President for Planning and Development** - 
Ms. Jansel Joi C. Villas
Mr. Vicente A. Gilos, University Librarian } -  3/11/25



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Page 1 of 1
FM-VSU-10
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