

RECRUITENT, SELECTION, PLACEMENT AND PERSONNEL RECORDS OFFICE

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

April12, 2023; 9:00 am

Virtual meeting via google meet: https://meet.google.com/rbh-whob-yfn?hs=224

The final Comparative Assessment of the Adm. Assistant III casual for CVM, was presented and deliberated.

Plantilla Item No.:

L/S (Casual)

Position:

ADMINISTRATIVE ASSISTANT III

Educ. Requirement:

Completion of two years studies in College

Elig. Requirement:

Preferably with Career Service (Subprofessional) First Level Eligibility

Exp. Requirement: Training Requirement:

1 year of relevant experience 4 hours of relevant training

NAME	AGE	ELIG.	EDUCA (15% Degree		EXP. (15%)	PER F. (20%		NTIAL 0%) NAPB (5%)	TRNG. (5%)	AWD. (5%)	PCPT (15%)	SKILLS (15%)	TOTAL
DE LOS REYES, Nneka Mailee C.	27	Licensed Vet. (5/28/202 4)	Doctor of Veterinary Medicine Grad.	12.00	0.78	6.00	3.90	4.75	5.00	0	13.68	13.60	59.71

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

NAPB Resolution No. 108

Series of 2023

Recommending approval to appoint Dr. Nneka Mailee C. De Los Reyes, 1st rank applicant, as an Administrative Assistant III on Casual status for CVM.

Certified True and Correct:

HONEY SOFIA V. COLIS Director, HRMO

cc: Dr. Santiago T. Peña, Jr., Dean, CVM Nneka Mailee C. De Los Reyes 7 4/26/23

Vision:

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.

Page 1 of 1 FM-VSU-10 V2 03-13-2023

No.