



VISAYAS
STATE UNIVERSITY
VISCA, CITY OF BAYBAY, LEYTE

**OFFICE OF THE SECRETARY OF
THE BOARD AND THE UNIVERSITY**

Republic of the Philippines
VISAYAS STATE UNIVERSITY
Visca, Baybay, Leyte

BOR RESOLUTION NO. 111, s. 2015

**A RESOLUTION CONFIRMING/APPROVING THE PROMOTION OF TWO (2)
ADMINISTRATIVE STAFF FROM THE MAIN CAMPUS EFFECTIVE ON THE
DATES INDICATED, *SUBJECT TO EXISTING POLICIES, RULES AND GUIDELINES*
GOVERNING SUCH PROMOTIONS**

WHEREAS, the Leyte State University was created by virtue of Republic Act 9158 which converted the then Visayas State College of Agriculture (ViSCA) into a state university last 11 August 2001 and was later renamed Visayas State University (VSU) by virtue of R.A. 9437;

WHEREAS, Section 4 of R.A. 9158 specifically provides that the University "*shall have the general powers of a corporation as set forth in the Corporation Law. The Administration of the University and the exercise of its powers shall be vested exclusively in the Board of Regents*";

WHEREAS, the Visayas State University has to regularly promote deserving employees whenever vacant positions exist;

WHEREAS, there are two (2) vacant Administrative Aide positions in the Main Campus;

WHEREAS, the Civil Service defines promotion as: "*the movement of an employee to a higher position within the same department or agency with corresponding increase in duties and responsibilities, usually accompanied by an increase in salary*";

WHEREAS, Section 7, Paragraph (g) of R.A. 9158 empowers the Governing Board "*to appoint, upon the recommendation of the President of the University, vice-presidents, deans, directors, heads of department, faculty members and other officials and employees of the University*";

WHEREAS, the BOR passed BOR Resolution No. 14, s. 2006 entitled "A Resolution Approving the Authority Delegated to the LSU President and the Board Secretary" last 21 February 2006 on the occasion of the 23rd BOR Meeting held at the Sabin Resort Hotel, Ormoc City, Leyte;

WHEREAS, the Governing Board empowered the University President to "appoint non-teaching and administrative personnel to positions up to SG-17" *subject to Confirmation* by the Board of Regents;

WHEREAS, the Non-Academic Personnel Board (NAPB), the Selection and Promotion Board for Administrative Personnel of the Visayas State University, went through a rigorous selection process;

BOR Resolution No. 111, s. 2015 – A Resolution Confirming the Promotion of two (2) administrative staff from the VSU Main Campus, effective on the dates indicated and *subject to* existing policies, rules and guidelines on such promotions.

WHEREAS, the NAPB, as a matter of policy, determines the most deserving of the applicants based on merit and fitness of the applicant to the position as set forth under Section 5 of the Omnibus Rules Implementing Book V of Executive Order No 292 as amended (2003 *ed.*);

WHEREAS, the NAPB, after careful deliberation during in its meetings held last 19 March 2015 at the Conference Room, Office of the Vice-President for Administration and Finance, the applicants for the four (4) vacant positions in the Main Campus were ranked;

WHEREAS, the NAPB has determined that for the two (2) vacant positions in the Main Campus, the following administrative personnel were endorsed to the University President:

- 1) Ms. Herminia R. Alvarado, for the position of Administrative Aide 4 (SG-4) based on her qualifications, experience and years of service to the University; and
- 2) Ms. Erlinda V. Impas, for the position of Administrative Aide 4 (SG-4) based on her qualifications, experience and years of service to the University.

WHEREAS, the NAPB has determined that the two aforementioned employees are very well qualified for the positions and has strongly recommended to the Board of Regents the promotion of the two (2) administrative employees;

WHEREAS, the University President has approved the provisional appointments of the two (2) administrative employees and is endorsing the same to the Board of Regents for Confirmation *subject to* existing rules, regulations and guidelines governing promotions.

THEREFORE, BE IT RESOLVED AS IT IS HEREBY RESOLVED to Approve/Confirm the promotion of Ms. Herminia R. Alvarado as Administrative Aide 4 (SG-4); and Ms. Erlinda V. Impas as Administrative Aide 4 (SG-4), effective on the dates indicated.

IN WITNESS of our approval thereof, we hereby affix our signatures this 3rd day of December 2015 at the Commission on Higher Education – Central Office, C.P. Garcia Avenue, UP Diliman, Diliman, Quezon City.

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BOR Resolution No. 111, s. 2015 – A Resolution Confirming the Promotion of two (2) administrative staff from the VSU Main Campus, effective on the dates indicated and *subject to* existing policies, rules and guidelines on such promotions.