



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

BOR RESOLUTION NO. 37, s. 2023

**A RESOLUTION COURSED THROUGH REFERENDUM APPROVING THE PROMOTION OF
MS. VIVIAN V. BALBARINO FROM ADMINISTRATIVE OFFICER III (SG 14) TO
ADMINISTRATIVE OFFICER V (SG 18)**

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 which was later renamed Visayas State University (VSU) by virtue of R.A. 9437;

WHEREAS, Section 7 of R.A. 9158 specifically empowers the Board of Regents of the University to *“exercise all the powers granted to the Directors of a corporation under Section 36 of Batas Pambansa Blg. 68 otherwise known as the Corporate Code of the Philippines”*;

WHEREAS, Paragraph (b), Section 7 of R.A. 9158 provides: *“To receive and appropriate all sums as may be provided, for the support of the University in the manner it may determine, in its discretion, to carry out the purposes and functions of the University”*;

WHEREAS, VSU is a CHED Center for Excellence (COE) in Agriculture and a National University in Region VIII, it is mandated to provide leadership in developing highly competitive human resource, relevant scientific knowledge, and innovative technologies to support the sustainable development of the Visayas Region in particular and the whole of the Philippines in general;

WHEREAS, the vacancy for Administrative V position of the VSU Main Campus was published and posted at the Civil Service Commission website, VSU website, and bulletin boards with the minimum qualification requirements stating the Plantilla Item No. ADOF5-12-2004, Position of Supply Officer V (SG 18), an Educational Requirement of Bachelor’s Degree, Eligibility Requirement of Career Service (Professional) Second Level Eligibility, Eight Hours of Relevant Training, and a relevant experience requirement of at least three years;

WHEREAS, criteria and percentages have been established as provided for in the BOR and CSC approved Merit System for Administrative Staff on university have been used as basis in the ranking of candidates such as Education (15%), Experience (15%), Performance (20%), Potential (10%), Training (5%), Award (5%), Physical Characteristics and Personality Traits (PCPT) (15%), and Skills (15%) with a sum total of 100%;

WHEREAS, there were five candidates shortlisted for the position which comprise of four VSU permanent employees and one external applicant who underwent rigid screening and assessment processes including interview for the PCPT, written skills and examination and assessment of the candidates’ potentials where Ms. Miriam M. de la Torre who is currently holding a position of Administrative Officer III (SG 14) ranked first and Ms. Vivian Balbarino (SG 14) ranked second among the shortlisted candidates;

WHEREAS, Section 97 of the Omnibus Rules on Appointments and Other Human Resource Actions (Revised July 2018) states that an employee may be promoted to a position which is not more than three salary grade, pay, or job grades higher than the employees present position; all appointments issued in violation of this policy shall be disapproved/invalidated *except when the promotional appointment falls within the purview of the following exceptions – letter c, the candidates passed through a deep selection process, taking into consideration the candidates’ superior qualifications in regard to Educational Achievements, Highly Specialized Trainings, Relevant Work Experience, and Consistent High Performance Rating/Ranking*;

WHEREAS, Section 98 of the Omnibus Rules on Appointments and Other Human Resource Actions (Revised July 2018) states that the three-salary grade limitation shall apply only to promotion within the agency and that the prohibition shall not apply to Human Resource Actions which involve issuance of an appointment referring to a. transfer incidental to promotion provided that the appointee was subjected to deep selection, b. reappointment involving promotion from non-career to career provided the appointee was subjected to deep selection, c. reappointment from career to non-career position, d. reemployment, and e. reclassification position;

WHEREAS, Ms. Miriam de la Torre who ranked first had been recommended for promotional appointment to the Registrar III position while Ms. Vivian Balbarino who ranked second and currently holding Administrative Officer III (SG 14) position at the Office of the University and Board Secretary, is recommended for the promotional appointment to the Administrative Office V (Supply Officer III) (SG 18) and has also attended relevant trainings on procurement law and other supervisory skills;

WHEREAS, based on hierarchical arrangement of positions within the Supply and Property Office (SPO), there is no incumbent employee holding an Administrative Officer Position while the Current Head is a designated position only and is currently holding an Administrative Officer V (Budget Officer III) position;

WHEREAS, after a process of rigid screening, evaluation, and ranking, Ms. Balbarino ranked second and therefore recommended by the Non-academic Personnel Board of the University to be appointed to the vacant Administrative Officer V (Supply Officer III) position;

WHEREAS, the VSU Administrative and Academic Committee has endorsed the proposal to the Full Board for approval during its 05 June 2023 Hybrid Meeting;

Resolved as it is thereby resolved to APPROVE the promotion of Ms. Vivian V. Balbarino from Administrative Officer III (SG 14) to Administrative Officer V (SG 18).

IN WITNESS of our approval thereof, we hereby affix our signatures this 6th day of June 2023.

VSU BOARD OF REGENTS



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*CHED Chairperson and Chairperson
VSU-Board of Regents*




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