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**Visayas State University**  
Visca, Baybay, Leyte  
6521-A Philippines

**Office of the Secretary of the University  
And of the Board of Regents**

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

**BOR RESOLUTION NO. 30, s. 2012**

**A RESOLUTION CONFIRMING THE CHANGE IN  
POSITION TITLE OF MS. MERLE N. GRAVADOR FROM  
ADMINISTRATIVE AIDE I (CASUAL) TO ADMINISTRATIVE AIDE III  
(CASUAL) AND MS. MA. FE L. LIMSIACO FROM ADMINISTRATIVE AIDE II  
(CASUAL) TO ADMINISTRATIVE AIDE IV (CASUAL) EFFECTIVE ON THE DATES  
INDICATED AND SUBJECT TO EXISTING RULES, REGULATIONS AND  
GUIDELINES**

**WHEREAS**, the University is granted lump sum appropriation for salaries and wages of contractual personnel who will be performing functions that cannot be handled by the regular employees;

**WHEREAS**, Section 2, par. F, Rule III of the Revised Omnibus Rules on Appointments and Other Personnel Actions under Civil Service Commission Memorandum Circular No. 40, s. 1998 provides, to wit:

“f. Casual – Issued for essential and necessary services where there are not enough regular staff to meet the demands of the service”

**WHEREAS**, the Non-Academic Personnel Board (NAPB), the Selection and Promotion Board for Administrative Personnel of the Visayas State University, has determined that both employees are underpaid based on their actual functions;

**WHEREAS**, the NAPB, after careful deliberation during in its meetings held last 24 January 2012 at the Conference Room of the Vice-President for Administration and Finance, decided to change the position titles of the two administrative personnel that most closely fit their actual functions, as follows:

- 1) **Ms. Merle N. Gravador**, from Administrative Aide I (*Casual*) to Administrative Aide III (*Casual*), based on his qualifications, experience and years of service to the University;
- 2) **Ms. Ma. Fe. L. Limsiaco**, from Administrative Aide II (*Casual*) to Administrative Aide IV (*Casual*), based on his qualifications, experience and years of service to the University;

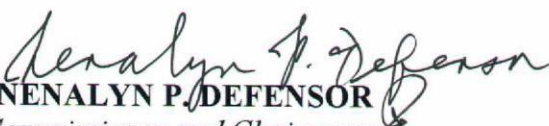
**WHEREAS**, the University President is strongly recommending the change in the position titles of the two (2) administrative employees and is endorsing the same to the Board of Regents for Confirmation *subject to* existing rules, regulations and guidelines governing such appointments.

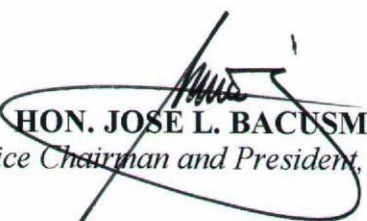
**THEREFORE, BE IT RESOLVED AS IT IS HEREBY RESOLVED** to confirm the change in position title of **Ms. Merle N. Gravodor** to Administrative Aide III (*Casual*) and **Ms. Ma. Fe L. Limsiaco** to Administrative Aide IV (*Casual*).

**IN WITNESS** of our approval thereof, we hereby affix our signatures this 30<sup>th</sup> day of May 2012 at Patio Victoria, Tacloban City, Leyte.



**VSU BOARD OF REGENTS**


  
**HON. NENALYN P. DEFENSOR**  
*CHED Commissioner and Chairperson*  
*VSU-Board of Regents*

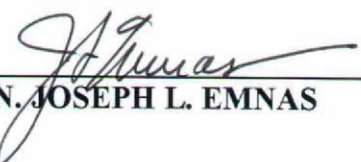
  
**HON. JOSE L. BACUSMO**  
*Vice Chairman and President, VSU*

**HON. EDGARDO J. ANGARA**  
*Chair, Committee on Education, Arts & Culture*  
*Senate of the Philippines*

**HON. JUAN EDGARDO "SONNY" ANGARA**  
*Chair, Committee on Higher & Tech. Educ.*  
*House of Representatives*

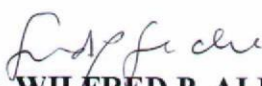
*Represented by:*

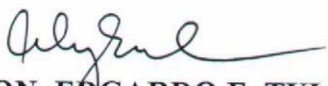
  
**HON. CARMEN L. CARI**


  
**HON. JOSEPH L. EMNAS**

  
**HON. BONFICACIO G. UY**  
*Regional Executive Director*  
*National Economic & Dev. Authority-RO8*  
*Gov't. Center, Palo, Leyte*


**HON. ANTONIO G. GERUNDIO**  
*Regional Executive Director*  
*Department of Agriculture-RO8*  
*Tacloban City*

  
**HON. WILFRED P. ALFECHE**  
*Student Regent – VSU System*  
*VSU, Visca, City of Baybay, Leyte*

  
**HON. EDGARDO E. TULIN**  
*President, VSU Federated Alumni Assn.*  
*VSU, Visca, City of Baybay, Leyte*

  
**HON. ALAN L. PRESBITERO**  
*Faculty Regent – VSU Faculty Association*  
*VSU, Visca, City of Baybay, Leyte*

*Private Sector Representatives:*

  
**HON. EDWIN C. CODILLA**  
*Ormoc City*