



115TH BOARD OF REGENTS MEETING

BOR RESOLUTION NO. 94
Series of 2024

APPROVING THE APPOINTMENT OF FE DAPHNEY C. RAMOS TO THE POSITION ADMINISTRATIVE OFFICER V (PLANTILLA NO. ADOF5-1-2005) WITH SALARY GRADE 18.

Whereas, the NAPB through Resolution No. s. 2024 endorsed to the University President the results of the selection process for Administrative Officer V;

Whereas, the NAPB ensured that the selection process was rigorous, fair and compliant with provisions under the Omnibus Rules on Appointment and Other Human Resource Actions (ORA-OHRA), and that the candidates were qualified for the position;

Whereas, confident that the endorsed candidates have been thoroughly evaluated and have demonstrated exceptional qualifications, skills and knowledge necessary for the positions they are being considered for, the University President for Administrative Office V with a salary grade of 18, has chosen and recommended to the Governing Board the appointment of Ms. Fe Daphney C. Ramos, a top-ranked candidate based on the criteria and results of the recruitment and selection process;

Whereas, the proposal was presented to the University Administrative Council at its meeting on May 23, 2024 and obtained favorable action;

Now, therefore, on motion, duly seconded, and unanimously approved, be it;

Resolved, as it is hereby resolved, that the Board of Regents of Visayas State University approves the appointment of Ms. Daphney C. Ramos as Administrative Officer V with salary grade 18 and further authorizes the University President to sign the appointment paper.

IN WITNESS of our approval thereof, we hereby affix our signatures this 7th day of June 2024 at VSU, Baybay City, Philippines.

VSU BOARD OF REGENTS


HON. ETHEL AGNES P. VALENZUELA

CHED Commissioner and Chairperson
VSU-Board of Regents

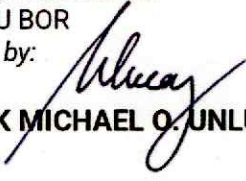

HON. PROSE IVY G. YEPES

VSU President, Vice Chairperson
VSU-Board of Regents

HON. ALLAN PETER S. CAYETANO

Chairperson, Senate Committee on Higher,
Technical and Vocational Education
Member, VSU BOR
Represented by:

HON. MARK O. GO

Chair, Committee on Higher & Technical Education
House of Representatives
Member, VSU BOR
Represented by: 

HON. BERNADETTE REMALLA-MAYBITUIN

HON. MARK MICHAEL O. UNLU-CAY


HON. MEYLENE C. ROSALES

Regional Director, National Economic and
Development Authority Regional Office VIII
Member, VSU BOR


HON. ANDREW RODOLFO T. ORAIS

Regional Executive Director, Department of
Agriculture-RO8
Member, VSU BOR


HON. ERNESTO F. BULAYOG

Faculty Regent - VSU System Faculty Union of
Baybay Leyte
Member, VSU BOR


HON. OSCAR B. POSAS

President, VSU Federated Alumni Association
Member, VSU BOR


HON. SHAINA MAE F. LACABA

Student Regent - VSU Student Council Federation
Member, VSU BOR

Private Sector Representatives:


HON. ALAIN CHARLES J. VELOSO

Member, VSU BOR
Villaba, Leyte


HON. RUPERTO O. APARRI, III

Member, VSU BOR
Tacloban City, Leyte



VISAYAS
STATE UNIVERSITY

BOR & UNIVERSITY SECRETARY

EXCERPTS FROM THE MINUTES OF THE
115TH BOARD OF REGENTS' MEETING
Board Room, VSU, Baybay City
07 June 2024

Agenda Item : 2.23, Annex "Z"
Proposal : Appointment of Non-Teaching Personnel with SG 18

The Board passed:

BOR Resolution No. 94, s. 2024

APPROVING THE APPOINTMENT OF FE DAPHNEY C. RAMOS TO THE POSITION
ADMINISTRATIVE OFFICER V (PLANTILLA NO. ADOF5-1-2005), WITH SALARY GRADE 18.

BOARD ACTION : **APPROVED**
Date : 07 June 2024

Certified True and Correct:


HAZELLE V. ASALDO
Board and University Secretary



**ADMINISTRATIVE STAFF
RECOMMENDED FOR PROMOTION**

	OFFICE	NAME	Position	SG	Plantilla No.
From	HRM Office	RAMOS, Fe Daphney C.	Admin Officer III	14	ADOF3-8-2010
To	Administration and Finance Services Office	RAMOS, Fe Daphney C.	Admin Officer V	18	ADOF5-1-2005



Submitted:

[Signature]
EDGARDO E. TULIN

OIC-Vice President for Administration & Finance
& Chairperson, Non-Academic Personnel Board

Recommending for UADCO and BOR Approval:

[Signature]
PROSE IVY G. YEPES
University President

For BOR approval

NAPB Action:

NAPB Resolution No. 97
Series of 2024

Submitting the valid endorsement of VSU-Isabel on the final assessment of the applicants for Administrative Officer V with Mrs. Fe Daphney C. Ramos as the top-rank applicant. For the appointing officer to select the deemed most qualified for appointment to the vacant position and subject to UADCO endorsement and BOR approval.

March 11, 2024

Final Comparative Assessment Result:

NAME	AGE	ELIG	EDUCATION (15%)		EXP (15%)	PERF (20%)	POT (10%)	TRN G (5%)	AW D (5%)	PCPT (15%)	SKILL S (15%)	TOTAL	RANKING
			Degree	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.		
RAMOS, Fe Daphney C.	35	PD 907	Juris Doctor (34units) Masters in Mgmt. (9 units) BS in Mgmt. Accounting Grad.	11	12.95	9.67	9.13	5	0	13.44	11.80	72.98	1 st
HERMOSO, Angelyn F.	35	CSP	Master in Bus. Mgmt. (36units)	10	12.67	9.72	9.14	5	0	13.31	11.60	71.44	2 nd

*for BOR approval
subject to UADCO endorsement*

Vision:
Mission:

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.

			BS in Mgmt. Grad.										
GONZAG A, Sharymae R.	34	CSP	Master of Mgmt. Grad. BS in Business Administration Grad.	12	8.43	9.64	9.18	5	0	13.13	11.85	69.22	3 rd
JAIME, Roy Roger B.	50	CSP	BS in Comp. Engineering Grad.	10	15.00	7.70	8.88	5	0	11.63	9.85	68.05	4 th
GRANAD A, Domingo G.	46	CSP	Bachelor of Laws Grad. Bachelor of Arts Grad.	12	1.85	6.00	6.90	5	0	11.69	9.90	53.34	5 th



May 27, 2024

DR. PROSE IVY G. YEPES
University President
Visayas State University
Visca, Baybay City, Leyte

Thru: DR. ELWIN JAY V. YU
VP for Administration & Finance
Chairman, VSU Administrative Scholarship Committee

Sir:

May we have the honor to resubmit the comparative assessment showing the top five applicants for the Administrative Officer V (Administrative Officer III) position, Salary Grade 18 with plantilla item No. VISCAB-ADOF5-1-2005 which was one of the new Items provided for in ROSS.

All the top four applicants are insiders, the top three are all permanent employees serving VSU – Isabel as head of offices while the forth-in-rank is currently our part-time instructor. On the other hand, the fifth-in-rank applicant is an outsider.

Attached are the comparative assessment and other related documents for your perusal.

Thank you.


Sincerely yours,

Campus Personnel Committee:


CATHERINE L. CHAN
Member


ALBERTO S. PASANA
Member

- applicant -
FE DAPHNEY C. RAMOS
Member


LUZVIMINDA A. TAJOS
Chancellor

Recommending Approval:


DR. ELWIN JAY V. YU
VP for Admin. & Finance

Approved:

PROSE IVY G. YEPES
President



BACKGROUND INVESTIGATION REPORT

Name of Applicant: **MRS. FE DAPHNEY C. RAMOS**

Position applied for: **ADMINISTRATIVE OFFICER V**

Mrs. Fe Daphney C. Ramos is currently occupying the Administrative Officer III position (Salary Grade 13), and is designated as Head, HRM Office here in VSU Isabel.

As stated by Dr. Chan, Mrs. Ramos excels in her role as Human Resource Head. She is highly adept at her job and demonstrates a remarkable approachability that allows her to connect effectively with her colleagues. Additionally, she has a talent for blending well with others but is always firm with her decision as HR manager. She is also known for her down-to-earth demeanor. Overall, she reveals a strong work ethic and an exceptional ability to foster positive relationships within the workplace.

According to Mr. Ele, Mrs. Ramos can easily adapt to the different tasks given as HR head, she will accept comments and suggestions from her heads and colleagues, such as lacking information dissemination in HR matters, but after all, she tries her best to accommodate whatever changes that can benefit all the faculty and staff.

Mrs. Ramos' performance as an HR manager showcases a commendable level of flexibility, particularly in expediting the necessary documents for APB and NAPB submissions. Her ability to adapt swiftly to changing circumstances and prioritize tasks effectively speaks of her dedication and proficiency in streamlining processes. With her proactive approach and agility in handling document submissions, Mrs. Ramos demonstrates a key strength that significantly benefits the efficiency of the APB and NAPB submissions process, thereby helping in the school's quest for a more improved quality of service to its stakeholders.


LUZVIMINDA A. TAJOS, Ph.D.

Name and Signature of the Background Investigator

March 6, 2024

Date



COMPARATIVE ASSESSMENT APPLICANTS

Position: Administrative Officer V (Administrative Officer III)
Educ. Requirement: Bachelor's Degree
Elig. Requirement: CSC (Professional) Second Level Eligibility
Exp./Training Requirement: 2 years of relevant experience / 8 hours of relevant training

Name	AGE	ELIGIBILITY	EDUCATION (15%)		EXPERIENCE (15%)		PERFORMANCE (20%)		POTENTIAL (10%)				TRAINING (5%)		AWARDS (5%)	PCPT (15%)		SKILLS (15%)		TOTAL	RANK
			Degree	Pts.	No. of Years	Pts.	Sup.	Pts.	Sup.(5%) Score	Pts.	NAPB(5%) Score	Pts.	HOURS	Pts.		Score	Pts.	Score	Pts.		
1 Ramos, Fe Daphney C.	35	PD 907	Juris Doctor (34unit) Master of Management (9units) Bachelor of Science in Management Accounting	11.00	14.62	12.95	9.670	9.67	93.000	4.65	4.86	4.48	348.00	5.00	0	4.48	13.44	11.80	11.80	72.99	1
2 Hermoso, Angelyn F.	35	Career Service Professional Eligibility	Master of Management (36units) Bachelor of Science in Management	10.00	16.1	12.67	9.720	9.72	94.000	4.70	4.44	4.44	104.00	5.00	0.0	4.44	13.31	11.60	11.60	71.44	2
3 Gonzaga, Sharymae R.	34	Career Service Professional Eligibility	Master of Management Bachelor of Science in Business Administration	12.00	9.61	8.43	9.640	9.64	96.000	4.80	4.38	4.38	248.00	5.00	0	4.38	13.13	11.85	11.85	69.23	3
4 Jaime, Roy Roger B.	50	Career Service Professional Eligibility	Bachelor of Science in Computer Engineering	10.00	24.99	15.00	7.700	7.70	100.000	5.00	3.88	3.88	376.00	5.00	0	3.88	11.63	9.85	9.85	68.06	4
5 Granada, Domingo G.	46	Career Service Professional Eligibility	Bachelor of Law Bachelor of Arts	12.00	13.04	1.85	6.000	6.00	60.000	3.00	3.90	3.90	80.00	5.00	0	3.90	11.69	9.90	9.90	53.34	5

Prepared by:

LUZVIMINDA A. TAJOS, Ph.D.
Chairperson, CPC

Certified Correct:

CATHERINE L. CHAN
Member, CPC

ALBERTO S. PASANA
Member, CPC

FE DAPHNEY C. RAMOS
Member, CPC



COMPARATIVE ASSESSMENT APPLICANTS

Position: Administrative Officer V (Administrative Officer III)
Educ. Requirement: Bachelor's Degree
Elig. Requirement: CSC (Professional) Second Level Eligibility
Exp./Training Requirement: 2 years of relevant experience / 8 hours of relevant training

Name	AGE	ELIGIBILITY	EDUCATION (15%)		EXPERIENCE (15%)		PERFORMANCE (20%)		POTENTIAL (10%)				TRAINING (5%)		AWARDS (5%)	PCPT (15%)		SKILLS (15%)		TOTAL	RANK
			Degree	Pts.	No. of Years	Pts.	Sup.	Pts.	Sup.(5%) Score	Pts.	NAPB(5%) Score	Pts.	HOURS	Pts.		Score	Pts.	Score	Pts.		
1 Ramos, Fe Daphney C.	35	PD 907	Juris Doctor (34unit) Master of Management (9units) Bachelor of Science in Management Accounting	11.00	14.62	12.95	9.670	9.67	93.000	4.65	4.86	4.48	348.00	5.00	0	4.48	13.44	11.80	11.80	72.99	1
2 Hermoso, Angelyn F.	35	Career Service Professional Eligibility	Master of Management (36units) Bachelor of Science in Management	10.00	16.1	12.67	9.720	9.72	94.000	4.70	4.44	4.44	104.00	5.00	0.0	4.44	13.31	11.60	11.60	71.44	2
3 Gonzaga, Sharymae R.	34	Career Service Professional Eligibility	Master of Management Bachelor of Science in Business Administration	12.00	9.61	8.43	9.640	9.64	96.000	4.80	4.38	4.38	248.00	5.00	0	4.38	13.13	11.85	11.85	69.23	3
4 Jaime, Roy Roger B.	50	Career Service Professional Eligibility	Bachelor of Science in Computer Engineering	10.00	24.99	15.00	7.700	7.70	100.000	5.00	3.88	3.88	376.00	5.00	0	3.88	11.63	9.85	9.85	68.06	4
5 Granada, Domingo G.	46	Career Service Professional Eligibility	Bachelor of Law Bachelor of Arts	12.00	13.04	1.85	6.000	6.00	60.000	3.00	3.90	3.90	80.00	5.00	0	3.90	11.69	9.90	9.90	53.34	5

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Chairperson, CPC

Certified Correct:

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ALBERTO S. PASANA
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FE DAPHNEY C. RAMOS
Member, CPC



COMPARATIVE ASSESSMENT APPLICANTS

Position: Administrative Officer V (Administrative Officer III)
Educ. Requirement: Bachelor's Degree
Elig. Requirement: CSC (Professional) Second Level Eligibility
Exp./Training Requirement: 2 years of relevant experience / 8 hours of relevant training

Name	AGE	ELIGIBILITY	EDUCATION (15%)		EXPERIENCE (15%)		PERFORMANCE (20%)		POTENTIAL (10%)				TRAINING (5%)		AWARDS (5%)	PCPT (15%)		SKILLS (15%)		TOTAL	RANK
			Degree	Pts.	No. of Years	Pts.	Sup.	Pts.	Sup.(5%) Score	Pts.	NAPB(5%) Score	Pts.	HOURS	Pts.		Score	Pts.	Score	Pts.		
1 Ramos, Fe Daphney C.	35	PD 907	Juris Doctor (34unit) Master of Management (9units) Bachelor of Science in Management Accounting	11.00	14.62	12.95	9.670	9.67	93.000	4.65	4.86	4.48	348.00	5.00	0	4.48	13.44	11.80	11.80	72.99	1
2 Hermoso, Angelyn F.	35	Career Service Professional Eligibility	Master of Management (36units) Bachelor of Science in Management	10.00	16.1	12.67	9.720	9.72	94.000	4.70	4.44	4.44	104.00	5.00	0.0	4.44	13.31	11.60	11.60	71.44	2
3 Gonzaga, Sharymae R.	34	Career Service Professional Eligibility	Master of Management Bachelor of Science in Business Administration	12.00	9.61	8.43	9.640	9.64	96.000	4.80	4.38	4.38	248.00	5.00	0	4.38	13.13	11.85	11.85	69.23	3
4 Jaime, Roy Roger B.	50	Career Service Professional Eligibility	Bachelor of Science in Computer Engineering	10.00	24.99	15.00	7.700	7.70	100.000	5.00	3.88	3.88	376.00	5.00	0	3.88	11.63	9.85	9.85	68.06	4
5 Granada, Domingo G.	46	Career Service Professional Eligibility	Bachelor of Law Bachelor of Arts	12.00	13.04	1.85	6.000	6.00	60.000	3.00	3.90	3.90	80.00	5.00	0	3.90	11.69	9.90	9.90	53.34	5

Prepared by:

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Chairperson, CPC

Certified Correct:

CATHERINE L. CHAN
Member, CPC

ALBERTO S. PASANA
Member, CPC

FE DAPHNEY C. RAMOS
Member, CPC

Plantilla Item No.: VISCAB-ADOF5-1-2005
 Position: Administrative Officer V (Administrative Officer III)
 Educ. Requirement: Bachelor's Degree
 Elig. Requirement: CSC (Professional) Second Level Eligibility
 Experience Requirement: 2 years of relevant experience
 Training Requirement: 8 hours of relevant training
 Salary Grade 18: 46,725.00

NAME	AGE	ELIGIBILITY	EDUCATION (15%)		EXPERIENCE (15%)		PERFORMANCE (20%)						TRAINING (5%)		AWARDS (5%)	TOTAL
			Degree	Pts.	No. of Years	Pts.	Sup. (10%)	UT/T	0.01 (5%)	LV	0.1 (5%)	Pts.	No. of Hrs.	Pts.	Pts.	
RAMOS, Fe Daphney C.	35	PD 907	Juris Doctor (34units) Masters in Mgmt. (9units) <i>No attachment</i> BS in Mgmt. Accounting Grad.	11	14.62	12.95	9.67		0		0	9.67	348	5	0	38.62
JAIME, Roy Roger B.	50	CSP	BS in Comp. Engineering Grad.	10	24.99	15.00	7.70		0		0	7.70	376	5	0	37.70
HERMOSO, Angelyn F.	35	CSP	Master in Bus. Mgmt. (36units) <i>No attachment</i> BS in Mgmt. Grad.	10	16.10	12.67	9.72		0		0	9.72	104	5	0	37.39
GONZAGA, Sharymae R.	34	CSP	Master of Mgmt. Grad. BS in Business Administration Grad.	12	9.61	8.43	9.64		0		0	9.64	248	5	0	35.07
GRANADA, Domingo G.	46	CSP	Bachelor of Laws Grad. Bachelor of Arts Grad.	12	13.04	1.85	6.00		0		0	6.00	80	5	0	24.85

NAME OF APPLICANTS	From	To	RELEVANT EXPERIENCE			Position	Employer	Remarks
			No. of days	No. of Years	Points			
GONZAGA, Sharymae R.	3/24/2022	2/2/2024	680	1.86	1.86	Admin Officer I	Cashier's Office, VSU- Isabel	
	12/1/2018	3/23/2022	1208	3.31	3.31	Admin Asst. III	Accounting office, VSU- Isabel	
	1/3/2017	11/30/2018	696	1.91	1.91	Admin Aide III	Accounting office, VSU- Isabel	
	8/25/2015	12/31/2016	494	1.35	1.35	Admin Aide I	AFSO/HR Office, VSU- Isabel	
	8/4/2014	10/8/2015	430	1.18	0.00	Accounting Clerk	EEl Corp.	(No COE)
				9.61	8.43			
GRANADA, Domingo G.	2/18/2023	2/2/2024	349	0.96	0.00	HR Supervisor	Phil. Phosphate Fertilizer Corp.	(No COE)
	7/2/2020	2/17/2023	960	2.63	0.00	Senior Personnel Analyst	Phil. Phosphate Fertilizer Corp.	(No COE)
	9/16/2019	7/1/2020	289	0.79	0.00	Personal Analyst	Phil. Phosphate Fertilizer Corp.	(No COE)
	1/21/2017	9/15/2019	967	2.65	0.00	Industrial Comm. Relations Coord.	Phil. Phosphate Fertilizer Corp.	(No COE)
	1/1/2015	1/20/2017	750	2.05	0.00	Industrial Comm. Relations Asst.	Phil. Phosphate Fertilizer Corp.	(No COE)
	7/8/2013	12/31/2014	541	1.48	0.00	Personnel Asst.	Phil. Phosphate Fertilizer Corp.	(No COE)
	7/24/2012	7/7/2013	348	0.95	0.72	Gov. Remittances Officer	Isabel Bay Multi-Purpose Coop.	
	11/1/2009	9/30/2010	333	0.91	0.68	Admin Staff/ Laborer	City Engineer's Office- LGU Ormoc City	
	9/1/2009	10/31/2009	60	0.16	0.12	HR Division Staff/ Laborer	HRMD - LGU Ormoc	
	6/9/2009	8/9/2009	61	0.17	0.13	HR Generalist	Metro Ormoc Community Coop. (OCCCI)	
	2/23/2009	6/3/2009	100	0.27	0.21	Admin- HR Senior Asst.	Specialty Pulp Manufacturing Inc.	
				13.04	1.85			
HERMOSO, Angelyn F.	3/3/2016	2/2/2024	2892	7.92	7.92	Registrar I	Registrar's Office, VSU-Isabel	
	6/6/2011	3/2/2016	1731	4.74	4.74	J.O Clerk	AFSO/HR, VSU-Isabel	
	11/5/2009	5/15/2011	556	1.52	0.00	Admin Asst.	Asia's Best Industrial Sales Corp.	(No COE)
	6/1/2009	4/30/2011	698	1.91	0.00	Private Tutor	N/A	(No COE)
				16.10	12.67			
JAIME, Roy Roger B.	6/15/2005	2/2/2024	6806	18.65	18.65	Instructor I	VSU- Isabel	
	2/1/2000	6/4/2005	1950	5.34	0.00	System Representative	MB Philippines Inc.	(No COE)
	2/1/1999	1/31/2000	364	1.00	0.00	Science Research Specialist	EVIARC, DA RFO 8	(No COE)
				24.99	18.65			
RAMOS, Fe Daphney C.	1/1/2022	2/2/2024	762	2.09	2.09	Admin Officer I (HR)	HR's Office, VSU-Isabel	
	8/24/2021	12/31/2021	129	0.35	0.35	Admin Officer III (HR)	HR's Office, VSU-Isabel	
	2/22/2011	8/23/2021	3835	10.51	10.51	Admin officer I/ Cashier	Cashier's Office, VSU-Isabel	
	9/21/2009	2/18/2011	515	1.41	0.00	Accounting Staff	Harbour City Smsum House Co., Inc.	(No COE)
	5/18/2009	8/21/2009	95	0.26	0.00	Accounting Staff	Cyprea International Inc.	(No COE)
				14.62	12.95			

NAME OF APPLICANTS	TITLE OF TRAININGS & SEMINARS	FROM	TO	No. of hrs	POINTS
GONZAGA, Sharymae R.	Accounting for Non-Accountants	7/24/2023	7/27/2023	32	
	Laws & Rules on Gov. Expenditures	5/21/2019	5/24/2017	32	
	In-House Training on Republic Act 9184 & the 2016 Revised Implementing Rules & Regulations	6/10/2019	6/12/2019	24	
	Virtual Training on RA 9184 and Its Revised Implementing Rules and Regulations	5/17/2021	5/21/2021	40	
	Orientation on Program to Institutionalize Meritocracy & Excellence in Human Resource Mgmt. (PRIME-HRM)	11/6/2018	11/6/2018	8	
	2018 Eastern Visayas Human Resource Mgmt. Practitioners Excellence Summit	10/24/2018	10/25/2018	16	
	Seminar-Workshop on the 2017 Omnibus Rules on Appointments & Other Human Resource Actions	5/9/2018	5/10/2018	16	
	Leave Administration Course for Effectiveness	9/27/2017	9/28/2017	16	
	Orientation on the Omnibus Rules on Appointments and other Human Resource Actions (ORA-OHRA)	11/20/2017	11/21/2017	16	
	Cash Mgmt. and Control System	9/4/2023	9/6/2023	24	
	Appraisal & Disposal of Gov. Properties	8/29/2023	8/31/2023	24	
				248	5
GRANADA, Domingo G.	2nd Quarter Western Leyte Tripartite Industrial Peace Council Meeting	6/27/2014	6/27/2014	8	
	Labor Education Seminar	6/26/2014	6/26/2014	8	
	Construction Safety Orientation	5/7/2014	5/7/2014	8	
	Defensive Driving Seminar	10/30/2013	10/30/2013	8	
	Echo-Awareness Seminar	2/18/2009	2/20/2009	24	
	Seminar/Orientation on Civil Service Rules & Laws	3/26/2010	3/26/2010	8	
	Leadership Training Seminar	3/4/2000	3/4/2000	8	
	Orientation on D.O. 174 series of 2017 or the (Rule Implementing Articles 106 to 109 of the Labor Code, as amended on contracting & subcontracting) and other pertinent updates on labor laws & policies including special legislations	4/18/2017	4/18/2017	8	
				80	5
HERMOSO, Angelyn F.	1st Service Excellence Summit for Leaders	9/22/2017	9/22/2017	8	
	Leave Administration Course for Effectiveness	9/27/2017	9/28/2017	16	
	Orientation on the Omnibus on Appointments & other Human Resource Actions (ORA-OHRA)	11/20/2017	11/21/2017	16	
	Personality Dev. & Health Awareness Seminar	9/24/2018	9/24/2018	8	
	Orientation on Program to Institutionalize Meritocracy & Excellence in Human Resource Mgmt. (PRIME-HRM)	11/6/2018	11/6/2018	8	
	Virtual Training on RA 9184 and its Revised Implementing Rules & Regulations	5/3/2021	5/7/2021	40	
	Workshop on the 2022 SWOT, ROAM, OTPs, NEIP and WFP	12/28/2021	12/28/2021	8	
				104	5
JAIME, Roy Roger B.	Bridge System Engineer Training in 2009, under the support of METI, Ministry of Economy, Trade and Industry, Japan	12/1/2009	12/11/2009	88	
	Bridge System Engineer Training in 2009, under the support of METI, Ministry of Economy, Trade and Industry, Japan	1/19/2010	2/16/2010	232	
	Leadership Challenge in Service & Risk Mgmt. (LCSRM) Seminar	8/15/2014	8/15/2014	8	
	Seminar on Anti Red Tape Act and Rules on Admin Cases	7/30/2013	7/30/2013	8	
	Orientation Seminar on Strategic Human Resource Plan (SHRP)	6/21/2013	6/21/2013	8	
	Performance Mgmt. System Office Performance Evaluation System (PMS-OPES) Seminar	10/22/2008	10/22/2008	8	
	Re-Orientation Seminar on CSC Rules and Regulations	5/23/2007	5/24/2007	16	
	Re-Orientation on SPMS and Orientation of the VSU Policies in the Availment of Service Credits	9/29/2014	9/29/2014	8	
				376	5

RAMOS, Fe Daphney C.	National Convention cum Seminar with the theme: "Innovate, Motivate, Integrate"	8/30/2022	9/1/2022	24
	2023 Visays-wide Continuing Professional Education for HR Practitioners	3/6/2023	3/8/2023	16
	2022 Conversations with Local Leaders in Eastern Visayas	11/28/2022	11/29/2022	16
	Seminar on the 2017 Rules on Admin Cases in the Civil Service (2017 RACCS)	4/21/2021	4/22/2021	12
	Philippine Government Electronic Procurement System (PhilGEPS) v1.1 Training for Buyers	3/13/2012	3/14/2012	16
	Seminar Workshop on Performance Evaluation System	7/16/2012	7/16/2012	8
	Orientation Workshop on Statement of Assests, Liabilities & Net Worth (SALN) & Updates on the latest DBM Circular No. 2012-1 re: Grant of Uniform/ Clothing Allowance	3/30/2012	3/30/2012	8
	Echo Seminar on Individual Performance Commitment & Review/ IPCR	7/3/2015	7/3/2015	8
	Orientation Seminar on Strategic Human Resource Plan (SHRP)	6/21/2013	6/21/2013	8
	Orientation-Seminar on the Guidelines for the Preparation of the Instructional Materials (Ims)	6/21/2013	6/21/2013	8
	Seminar on Counterfeit Detection & Familiarization of Local Currency	6/19/2013	6/19/2013	8
	Seminar on "Anti-Red Tape Act" & "Rules on Admin Cases"	7/30/2013	7/30/2013	8
	"Re-Orientation on SPMS" & "Orientation & Re-orientation of the VSU Policies in the Availment of Service Credits	9/29/2014	9/29/2014	8
	Cash Mgmt. & Control System (CMCS)	8/8/2016	8/10/2016	24
	Strategic Planning Workshop	7/19/2017	7/20/2017	16
	Orientation Seminars on s "The Practice of Good House Keeping" and on the Revised Personal Data Sheet & Team Building of Admin Staff	4/28/2017	4/28/2017	8
	Orientation on PhilHealth Updates & Benefits	9/15/2017	9/15/2017	8
	Seminar on 5s: The Practice of Good Housekeeping	9/26/2017	9/26/2017	8
	Laws on Rules on Gov. Expenditures	10/3/2017	10/6/2017	32
	2nd Quarterly Seminar & Meeting with the thme: ASEAN Integration & Public Financial Mgmt. Reforms Towards Sustainable Shared Growth	5/2/2018	5/5/2018	32
	Full Length Training on R.A 9184 & the 2016 Revised Implementing Rules & Regulations (IRR)	9/6/2017	9/8/2017	24
	Personality Development & Health Awareness Seminar	9/24/2018	9/24/2018	8
	Orientation on Program to Institutionalize Meritocracy & Excellence in Human Resource Mgmt. (PRIME-HRM)	11/6/2018	11/6/2018	8
	Seminar on "Anti-Red Tape Act"	9/28/2016	9/28/2016	8
	Know Your Money & Counterfeit Detection	2/26/2021	2/26/2021	8
	Orientation Seminar on Revised Organization & Staffing Standards (ROSS) Phase 1 of the VSU-Isabel	11/17/2023	11/17/2023	8
	Awareness-Seminar on Data Privacy Act of 2012 (RA 10173), Privacy Impact Assessment (PIA) and RA 11032	11/17/2023	11/17/2023	8

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Performance Rating*

Name of Applicant(s)	Perormance Rating/IPCR		Total (10%)
	Jan-June2023	July-Dec.2023	
GRANADA, Domingo G.	3.00	3.00	6.00
JAIME, Roy Roger B.	4.70	3.00	7.70
	July-Dec.2022	Jan-June2023	
HERMOSO, Angelyn F.	4.84	4.88	9.72
	Jan-June2022	July-Dec.2022	
GONZAGA, Sharymae R.	4.74	4.90	9.64
RAMOS, Fe Daphney C.	4.82	4.85	9.67

(No IPCR attached)

*based on two (2) latest IPCR rating periods

COMPETENCY ASSESSMENT

RAMOS, Fe Daphney C.	C1	C2	C3	C4	C5	C6	F1	F5	F6	F13	F19	F26	Average
Rater 1: LUZVIMINDA A. TAJOS	5	5	5	5	5	5	5	5	5	4	5	5	4.92
Rater 2: CATHERINE L. CHAN	4.5	4.5	4.5	4.5	4.5	4.5	4	4	4	4	4	4	4.25
Rater 3: ALBERTO S. PASANA	5	5	5	5	5	4	4	5	5	4	5	4	4.67
Rater 4: DANILITA C. ELI	5	5	5	5	4	5	3	3	3	4	4	3	4.08
													4.48

JAIME, Roy Roger B.	C1	C2	C3	C4	C5	C6	F1	F5	F6	F13	F19	F26	Average
Rater 1: LUZVIMINDA A. TAJOS	4	4	5	4	5	5	4	3	4	5	4	4	4.25
Rater 2: CATHERINE L. CHAN	3.5	3.5	3.5	3.5	3.5	3.5	3	3	3	4	2	2	3.17
Rater 3: ALBERTO S. PASANA	5	4	5	5	5	4	3	5	4	5	5	4	4.50
Rater 4: DANILITA C. ELI	4	5	5	4	4	5	3	2	3	3	3	2	3.58
													3.88

GONZAGA, Sharynne R.	C1	C2	C3	C4	C5	C6	F1	F5	F6	F13	F19	F26	Average
Rater 1: LUZVIMINDA A. TAJOS	5	5	5	4	5	5	5	5	5	4	4	4	4.67
Rater 2: CATHERINE L. CHAN	4	4	4	4	4	4	4	4	4	4	4	4	4.00
Rater 3: ALBERTO S. PASANA	5	5	5	5	5	4	5	5	5	4	5	4	4.75
Rater 4: DANILITA C. ELI	5	5	4	5	5	5	4	3	3	3	4	3	4.08
													4.38

HERMOSO, Angelyn F.	C1	C2	C3	C4	C5	C6	F1	F5	F6	F13	F19	F26	Average
Rater 1: LUZVIMINDA A. TAJOS	5	5	5	5	5	5	5	5	5	5	4	4	4.83
Rater 2: CATHERINE L. CHAN	4	4	4	4	4	4	4	4	4	4	4	4	4.00
Rater 3: ALBERTO S. PASANA	5	5	5	5	5	4	5	5	5	4	5	5	4.83
Rater 4: DANILITA C. ELI	5	5	5	5	4	5	3	3	3	4	4	3	4.08
													4.44

GRANADA, Domingo G.	C1	C2	C3	C4	C5	C6	F1	F5	F6	F13	F19	F26	Average
Rater 1: LUZVIMINDA A. TAJOS	5	4	5	4	5	5	4	4	4	4	4	5	4.42
Rater 2: CATHERINE L. CHAN	3	3	3	3	3	3	2	2	2	2	2	2	2.50
Rater 3: ALBERTO S. PASANA	5	5	5	5	5	4	5	5	4	4	5	4	4.67
Rater 4: DANILITA C. ELI	5	5	5	5	4	5	3	3	3	3	4	3	4.00
													3.90

NAPB 5%

RATERS	APPLICANTS				
	RAMOS, FD C.	JAIME, RR B.	GONZAGA, S R.	HERMOSO, A F.	GRANADA, D G.
Rater 1: LUZVIMINDA A. TAJOS	4.95	4.60	4.80	4.90	4.75
Rater 2: CATHERINE L. CHAN	4.50	3.50	4.00	4.00	3.00
Rater 3: ALBERTO S. PASANA	5.00	5.00	5.00	5.00	5.00
Rater 4: DANILITA C. ELI	5.00	5.00	5.00	5.00	5.00
AVERAGE:	4.88	4.53	4.70	4.73	4.44

Potential Assessment by Supervisor

using the Competency and Potential Assessment Form (FM-PRO 11)

Applicant(s)	Factors concerning Human Relations, Leadership and Personal Attributes																				Total Score	Points
	1.1	1.2	2.1	2.2	2.3	3.1	3.2	4.1	4.2	II.1	II.2	II.3	II.4	III.1.1	III.1.2	III.2.1	III.2.2	III.2.3	III.3.1	III.3.2		
RAMOS, Fe Daphney C.	5	5	4	4	5	5	5	5	5	5	5	4	4	5	4	4	5	5	5	4	93	4.65
GONZAGA, Sharymae R.	5	5	5	5	5	5	5	5	5	5	5	4	4	5	4	5	5	5	5	4	96	4.80
HERMOSO, Angelyn F.	4	4	5	4	5	5	5	5	5	5	5	5	5	5	4	5	4	4	5	5	94	4.70
GRANADA, Domingo G.	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	60	3.00
JAIME, Roy Roger B.	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	100	5.00

default

RATING FOR SKILLS TEST

consolidated ratings

RATERS		NAME OF CANDIDATES				
		RAMOS, Fe Daphney C.	JAIME, Roy Roger B.	GONZAGA, Sharymae R.	HERMOSO, Angelyn F.	GRANADA, Domingo G.
Rater 1:	LUZVIMINDA A. TAJOS	11	11	11	11	10
Rater 2:	CATHERINE L. CHAN	12	10	12	10	10
Rater 3:	DANILITA C. ELI	14	10	13	11	10
Rater 4:	ALBERTO S. PASANA	10.20	8.40	11.40	14.40	9.60
	Average score/Points	11.80	9.85	11.85	11.60	9.90

*Total score is 15 points



**EXCERPT FROM THE APPROVED MINUTES OF THE
Non-Academic Personnel Board Meeting
March 11, 2024 at 1:30 PM
Virtual meeting via Google Meet: (meet.google.com/ogd-avwh-awd)**

The endorsement letter of the VSU-Isabel Personnel Committee to hire Mrs. Fe Daphney C. Ramos as the top-rank applicant for the Administrative Officer V position.

Plantilla Item No.:	VISCAB-ADOF5-1-2005
Position:	Administrative Officer V (Administrative Officer III)
Educ. Requirement:	Bachelor's Degree
Elig. Requirement:	CSC (Professional) Second Level Eligibility
Experience Requirement:	2 years of relevant experience
Training Requirement:	8 hours of relevant training
Salary Grade	18 (P 46,725.00)

NAME	AGE	ELIG	EDUCATION (15%)		EXP (15%)	PERF (20%)	POT (10%)	TRNG (5%)	AWD (5%)	PCP T (15%)	SKIL LS (15%)	OTAL	RANK ING
			Degree	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.		
RAMOS, Fe Daphney C.	35	PD 907	Juris Doctor (34units) Masters in Mgmt. (9units) BS in Mgmt. Accounting Grad.	11	12.95	9.67	9.13	5	0	13.44	11.80	72.98	1 st

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

**NAPB Resolution No. 97
Series of 2024**

Submitting the valid endorsement of VSU-Isabel on the final assessment of the applicants for Administrative Officer V with Mrs. Fe Daphney C. Ramos as the top-rank applicant. For the appointing officer to select the deemed most qualified for appointment to the vacant position and subject to UADCO endorsement and BOR approval.

March 11, 2024

President's Notation: "Appointing the Top-rank Applicant"

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Dr. Luzviminda A. Tajos, Chancellor, VSU Isabel**

J 4/23/24