



Office of the Secretary of the University
and of the Board of Regents

**EXCERPT FROM THE APPROVED MINUTES OF THE
45th VSU Board of Regents Meeting
29 October 2009 * VSU, Visca, Baybay, Leyte**

Proposed Reclassification of Positions

Board Resolution No. 77, s. 2009

Approving the proposed reclassification of some administrative positions for the Main campus and External Campuses, as presented.

(see attached copy of the proposed administrative positions)

BOARD ACTION: **APPROVED**
Date : 29 October 2009

Certified True and Correct:


DANIEL M. TUOTUD JR.
Board Secretary

cc: OP
HRMO
External Campuses

VISAYAS STATE UNIVERSITY

Baybay , Leyte

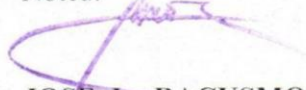
PROPOSED RECLASSIFICATION OF POSITIONS

| | EXISTING POSITION | SG | PROPOSED POSITION | SG | INCUMBENT |
|------------------------------|---|----|---|----|------------------------|
| A. Main Campus | | | | | |
| A.1 | Administrative Officer I (Cashier I) | 10 | Administrative Officer III (Cashier II) | 14 | PANCITO, Myrna S. |
| A.2 | Administrative Assistant III (Senior Bookkeeper) | 9 | Administrative Officer II (Budget Officer I) | 11 | GODOY, Anita G. |
| A.3 | Administrative Assistant II (Farm Foreman) | 8 | Machine Shop Foreman | 11 | SANICO, Remegio M. |
| A.4 | Security Guard II | 5 | Security Guard III | 8 | BANDALAN, Antonio P. |
| A.5 | Security Guard II | 5 | Security Guard III | 8 | LASQUITES, Jaime M. |
| A.6 | Security Guard II | 5 | Security Guard III | 8 | MASCARIÑAS, Rafael C. |
| A.7 | Administrative Aide IV (Accounting Clerk I) | 4 | Administrative Assistant III (Senior Bookkeeper) | 9 | TIU, Sandra C. |
| A.8 | Nursing Attendant I | 4 | Nursing Attendant II | 6 | REYES, Ma. Fedelina B. |
| A.9 | Administrative Assistant II (Clerk IV) | 8 | Administrative Assistant III | 9 | SACRIS, Anacorita B.* |
| B. Alang-alang Campus | | | | | |
| B.1 | Administrative Officer IV | 15 | Administrative Officer V | 18 | CHUA, Sarah M. |
| B.2 | Administrative Officer II (Accountant I) | 11 | Administrative Officer III | 14 | DE LOS REYES, Elda V. |
| B.3 | Administrative Aide VI (Clerk III) | 6 | Administrative Assistant II (Clerk IV) | 8 | ALETIN, Lilia P. |
| B.4 | Administrative Aide VI (Storekeeper II) | 6 | Administrative Assistant II | 8 | MELCHOR, Leonilo S. |
| B.5 | Administrative Aide IV (Clerk II) | 4 | Administrative Aide VI (Clerk III) | 6 | MASENDO, Evelyn S. |
| B.6 | Security Guard I | 3 | Security Guard II | 5 | PERMITO, Crisogono T. |
| B.7 | Administrative Aide III (Clerk I) | 3 | Registrar I | 11 | (Vacant) |
| B.8 | Administrative Aide I (Utility Worker I) | 1 | Administrative Aide II (Messenger) | 2 | LAGADAY, Gregoria S. |
| C. Isabel Campus | | | | | |
| C.1 | Administrative Officer IV | 15 | Administrative Officer V | 18 | ROJAS, Myrna A. |
| C.2 | Accountant I | 12 | Accountant II | 16 | ATUPAN, Queen Ever Y. |
| C.3 | Guidance Counselor III | 13 | Guidance Coordinator II | 14 | ELLORIMO, Gina A. |
| C.4 | Administrative Officer I (Cashier I) | 10 | Administrative Officer III (Cashier II) | 14 | ESPAÑOL, Charito B. |
| C.5 | Administrative Officer I (Supply Officer I) | 10 | Administrative Officer III (Supply Officer II) | 14 | VILLARMINO, Dominga P. |
| C.6 | Administrative Aide VI (Accounting Clerk II) | 6 | Administrative Assistant II (Clerk IV) | 8 | ABLEN, Editha J. |
| C.7 | Administrative Aide III (Driver I) | 3 | Administrative Aide IV (Driver II) | 4 | CABORNIDA, Fred O. |
| C.8 | Security Guard I | 3 | Security Guard II | 5 | GONTIÑAS, Climaco S. |
| C.9 | Security Guard I | 3 | Security Guard II | 5 | SURIGAO, William C. |
| C.10 | Watchman I | 2 | Security Guard I | 3 | GALLER, Jennefer C. |
| C.11 | Light Equipment Operator | 2 | Administrative Aide IV (Electrician I) | 4 | SUMALINOG, Gerry G. |
| C.12 | Farm Worker I | 2 | Administrative Aide IV | 4 | BREGILDO, Rodrigo C. |

| | EXISTING POSITION | SG | PROPOSED POSITION (REMO II) | SG | INCUMBENT |
|--------------------------|---|----|---|----|----------------------|
| C.13 | Farm Worker I | 2 | Administrative Aide III (Utility Worker II) | 3 | BANDINO, Rodolfo D. |
| D. Tolosa Campus | | | | | |
| D.1 | Administrative Officer IV | 15 | Administrative Officer V | 18 | SABULAO, Elvira L. |
| D.2 | Administrative Officer I (Cashier I) | 10 | Administrative Officer III (Cashier II) | 14 | CAYANONG, Gilda A. |
| D.3 | Administrative Officer I (Supply Officer I) | 10 | Administrative Officer III (Supply Officer II) | 14 | DAYA, Felinita P. |
| D.4 | Administrative Assistant III (Senior Bookkeeper) | 9 | Accountant I | 11 | (Vacant) |
| D.5 | Administrative Aide IV (Mechanical Plant Operator) | 4 | Administrative Aide VI (Disbursing Officer I) | 6 | TRINCHERA, Nelson S. |
| D.6 | Security Guard I | 3 | Security Guard II | 5 | PETRONIO, Diego R. |
| D.7 | Security Guard I | 3 | Security Guard II | 5 | MALATE, Hermilina B. |
| D.8 | Security Guard I | 3 | Security Guard II | 5 | PEREZ, Elmo R. |
| D.9 | Farm Worker I | 2 | Administrative Aide III (Utility Worker II) | 3 | DE ASIS, Ases G. |
| D.10 | Farm Worker I | 2 | Administrative Aide III (Utility Worker II) | 3 | BALLERAS, Danilo T. |
| D.11 | Watchman I | 2 | Security Guard I | 3 | MAGNAWA, Jovito P. |
| D.12 | Administrative Aide I (Utility Worker I) | 1 | Administrative Aide III (Carpenter I) | 3 | IBAÑEZ, Hipolito V. |
| D.13 | Administrative Aide I (Utility Worker I) | 1 | Administrative Aide III (Utility Worker II) | 3 | MERCADO, Larry M. |
| E. Villaba Campus | | | | | |
| E.1 | Administrative Officer II (Budget Officer I) | 11 | Administrative Officer III | 14 | JUANERO, Teresita P. |
| E.2 | Administrative Officer I (Cashier I) | 10 | Administrative Officer III (Cashier II) | 14 | TUMAMAK, Anita B. |
| E.3 | Administrative Officer I (Supply Officer I) | 10 | Administrative Officer III (Supply Officer II) | 14 | SALAS, Rodolfo M. |
| | Administrative Assistant III (Senior Bookkeeper) | 9 | Administrative Assistant IV | 10 | CARPIO, Aurora A. |
| E.4 | Administrative Aide IV (Clerk II) | 4 | Administrative Officer IV) | 15 | (Vacant) |
| E.5 | Farm Worker I | 2 | Farm Worker II | 4 | PELAYO, Orlando C. |
| E.6 | Farm Worker I | 2 | Farm Worker II | 4 | DELA RAMA, Danilo T. |
| E.7 | Light Equipment Operator | 2 | Administrative Aide III (Driver I) | 3 | DUMAPE, Rustico O. |
| E.8 | Administrative Aide I | 1 | Administrative Aide III (Utility Worker II) | 3 | DOMAEL, Aurelio L. |

Submitted by:

Noted:


JOSE L. BACUSMO
 President


TERESITA L. QUINANOLA
 Sup. Administrative Officer

The NAPB in its meeting on October 23, and 26, 2009 at 9:40 a.m. held at the Conference Room of the Office of the Vice President for Adm. and Finance, recommends approval to reclass/upgrade the following: (pls see attached copy of minutes)