



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

BOR RESOLUTION NO. 36, s. 2023

**A RESOLUTION COURSED THROUGH REFERENDUM APPROVING THE PROMOTION
OF MS. MIRIAM DE LA TORRE FROM ADMINISTRATIVE OFFICER III (SG 14) TO
REGISTRAR III (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 Registrar III 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. R3-2-2000, the Position of Registrar III (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 two 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 job order worker of VSU 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 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 is fit for the promotion to the Registrar III (SG 18) position since she has been heavily involved in student services at the University Student Services Office (USSO) as Guidance Counselor for twenty two years as relevant work experience required of the position and currently working as administrative officer for the Recruitment, Selection, and Placement and Personnel Records Office of the Human Resource Management Office;

WHEREAS, although there was one qualified candidate who is currently working at the Registrar's Office holding a Registrar II (SG 15) position in the person of Mr. Homer Napoles, He only ranked third and was bested by two other candidates through deep selection based on education, work, experience, interview, and skills test;

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. Miriam de la Torre from Administrative Officer III (SG 14) to Registrar III (SG 18).

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

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VSU-Board of Regents*




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