



## **VISAYAS STATE UNIVERSITY**

6521-A Visca, City of Baybay, Leyte, Philippines

### **BOR RESOLUTION NO. 30, s. 2010**

#### **A RESOLUTION APPROVING THE PROMOTION OF SOME ADMINISTRATIVE STAFF**

**WHEREAS**, the Visayas State University has to regularly promote deserving employees whenever vacant positions exist;

**WHEREAS**, there are 14 vacant positions: one (1) item for the position of College Librarian II (SG-15); three (3) items for the position of Administrative Aide VI (SG-6); five (5) items for the position of Administrative Aide IV (SG-4); one (1) item for the position of Farm worker II (SG-4); one (1) item for the position of Agricultural Technician I (SG-6); one (1) item for the position of Education Program Specialist II (SG-16); and two (2) items for the position of Security Guard II;

**WHEREAS**, the Non-Academic Personnel Board, after careful deliberation during in its 25 March 2010 meeting held at the Conference Room of the Vice-President for Administration and Finance, ranked the applicants for these 14 vacant positions;

**WHEREAS**, the NAPB has determined that:

- 1) Ms. Karina Immaculada B. Apale is the top ranked applicant for the position of College Librarian II (SG-15);
- 2) Ms. Faye Aileen S. Mascariñas is one of the three (3) top ranked applicants for the position of Administrative Aide VI (SG-6);
- 3) Ms. Nenita V. Flores is one of the three (3) top ranked applicants for the position of Administrative Aide VI (SG-6);
- 4) Ms. Dalisay F. Andres is one of the three (3) top ranked applicants for the position of Administrative Aide VI (SG-6);
- 5) Ms. Alicia M. Flores is one of the five (5) top ranked applicants for the position of Administrative Aide IV (SG-4);
- 6) Mr. Antonio Y. Abayabay is one of the five (5) top ranked applicants for the position of Administrative Aide IV (SG-4);
- 7) Ms. Gilda P. Nayre is one of the five (5) top ranked applicants for the position of Administrative Aide IV (SG-4);
- 8) Ms. Norieta B. Bustillo is one of the five (5) top ranked applicants for the position of Administrative Aide IV (SG-4);
- 9) Mr. Carlito O. Suganob is one of the five (5) top ranked applicants for the position of Administrative Aide IV (SG-4);

- 10) Mr. Laureano S. Maranguit is the 1<sup>st</sup> ranked applicant for the position of Farm Worker II (SG-4);
- 11) Mr. Juanito F. Poliquit is the 1<sup>st</sup> ranked applicant for the position of Agricultural Technician I (SG-6);
- 12) Ms. Maria Epifania G. Tudit is the 1<sup>st</sup> ranked applicant for the position of Education Program Specialist II (SG-16);
- 13) Mr. Ciriaco G. Tabat is one of the two (2) top ranked applicants for the position of Security Guard II (SG-5); and
- 14) Mr. Rodolfo A. Balericia is one of the two (2) top ranked applicants for the position of Security Guard II (SG-5).


**WHEREAS**, the NAPB has determined that the aforementioned employees are very well qualified for the positions and has strongly recommended to the Board of Regents the promotion of the 14 employees.

**THEREFORE, BE IT RESOLVED AS IT IS HEREBY RESOLVED** to approve the promotion of *Ms. Karina Immaculada B. Apale* for the position of College Librarian II; *Ms. Faye Aileen S. Mascariñas* for the position of Administrative Aide VI; *Ms. Nenita V. Flores* for the position of Administrative Aide VI; *Ms. Dalisay F. Andres* for the position of Administrative Aide VI; *Ms. Alicia M. Flores* for the position of Administrative Aide IV; *Mr. Antonio Y. Abayabay* for the position of Administrative Aide IV; *Ms. Gilda P. Nayre* for the position of Administrative Aide IV; *Ms. Norieta B. Bustillo* for the position of Administrative Aide IV; *Mr. Carlito O. Suganob* for the position of Administrative Aide IV; *Mr. Laureano S. Maranguit* for the position of Farm Worker II; *Mr. Juanito F. Poliquit* for the position of Agricultural Technician I; *Ms. Maria Epifania G. Tudit* for the position of Education Program Specialist II; *Mr. Ciriaco G. Tabat* for the position of Security Guard II; and *Mr. Rodolfo A. Balericia* for the position of Security Guard II, effective on the dates indicated.

**IN WITNESS** of our approval thereof, we hereby affix our signatures this 17<sup>th</sup> day of June 2010 at LNU Conference Room, Leyte Normal University, Tacloban City, Leyte.

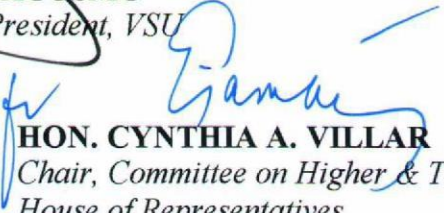


**VSU BOARD OF REGENTS**

  
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*VSU-Board of Regents*

  
**HON. JOSE L. BACUSMO**  
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*Chair, Committee on Higher & Tech. Educ.*  
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*Represented by:*


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*Gov't. Center, Palo, Leyte*

  
**HON. LEO P. CAÑEDA**  
*Regional Executive Director*  
*Department of Agriculture-RO8*  
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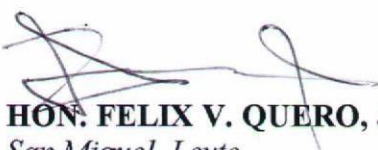
  
**HON. ALAN L. PRESBITERO**  
*Faculty Regent – VSU System*  
*Visayas State University, Visca, Baybay, Leyte*

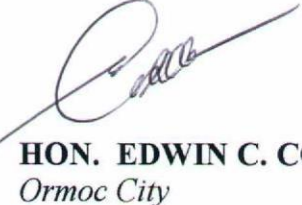
  
**HON. EDGARDO M. ESPERANCILLA**  
*Regional Executive Director*  
*Dept. of Science and Technology*  
*Government Center, Palo, Leyte*

  
**HON. ATOZA A. VASQUEZ**  
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**HON. EDGARDO E. TULIN**  
*President, VSU Federated Alumni Assn.*  
*Visayas State Univ., Visca, Baybay, Leyte*

*Private Sector Representatives:*

  
**HON. FELIX V. QUERO, JR.**  
*San Miguel, Leyte*

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

MINUTES OF THE NON-ACADEMIC PERSONNEL BOARD MEETING  
HELD AT THE OFFICE OF THE VICE PRESIDENT  
FOR ADMINISTRATION & FINANCE  
AT 3:00 A.M. ON March 25, 2010

**Present:**

Dr. Roberto C. Guarte	- Chairman
Dr. Lourdes B. Cano	- Member/secretary
Ms. Roberta C. Lemos	- Member
Dr. Elwin Jay V. Yu	- Member
Ms. Adelina B. Bulawan	- Member

**Absent:**

Mr. Daniel M. Tudtud, Jr.	- Member, attending UAC meeting
Prof. Alan B. Loreto	- Member, attending UAC meeting

The meeting called to order at 3:30 p.m. As agreed the March 24, 2010 meeting, the main agenda for this meeting is to finalize the ranking of candidates for the various administrative positions. The final result of the evaluation and the ranking per vacant administrative positions are as follows:

Position Title	No. of Vacancies	Name of Candidate	Total Points	Rank
1. Engineer III	1	Valenzona, Mario Lilio P.	68.79	1
		Gumaod, Celso	68.52	2
		Encierto, Apolonio M	65.14	3
NAPB Action:	Submitting to the University President for his final decision the ranking of the candidates for the Engineer III position.			
2. College Librarian II	2	APALE, Karina Immaculada B.	71.78	1
		MABUAN, Jovelyn H.	63.26	2
NAPB Action:	Recommending approval to give the vacant College Librarian II position to the top ranking candidate.			
3. Admin. Aide VI	3	MASCARIÑAS, Faye Aileen S.	85.03	1
		FLORES, Nenita V.	83.60	2
		ANDRES, Dalisay F.	83.05	3
		SOLIS, Reminita J.	82.53	4
		Y AMON, Violeta V.	82.45	5
		TIU, Sandra C.	82.18	6
		TABINAS, Julia A.	82.11	7
		ISRAEL, Felicisima P.	81.69	8
		ABING, Paulina P.	80.68	9
		GONZALES, Edna L.	79.13	10
NAPB Action:	Recommending approval to give the three (3) vacant Administrative Aide VI positions to the top three (3) ranking candidates			
4. Admin. Aide IV	5	FLORES, Alicia M.	81.51	1
		ABAYABAY, Antonio Y.	81.10	2
		NAYRE, Gilda P.	81.16	3
		BUSTILLO, Norieta B.	80.31	4



1	GONZAGA, Ernesto Jr. A.	77.88	5
2	CAPRICHIO, Joserose B.	77.77	6
3	<b>SUGANOB, Carlito O.</b>	<b>77.63</b>	<b>7 ✓</b>
4	APAS, Thelma P.	76.68	8
5	D URAN, Gilda D.	76.06	9
6	RACHO, Glenda E.	76.04	10

7

8 NAPB Action: Recommending approval to give the five (5) vacant Administrative Aide IV positions to the top ranking candidates 1, 2, 3, 4 and 7. Ranking candidate no. 5 was just promoted effective September 1, 2009 while ranking candidate no. 6 was promoted effective July 1, 2009, hence, this recommendation.

13	5. Admin. Aide III	7	<b>BABILONIA, Marissa P.</b>	<b>81.25</b>	<b>1 ✓</b>
14			<b>MONTAJES, Rosita S. *</b>	<b>79.81</b>	<b>2 ✓</b>
15			<b>SARZONA, Clarita M. *</b>	<b>79.13</b>	<b>3 ✓</b>
16			<b>SACRO, Celso F.</b>	<b>77.75</b>	<b>4 ✓</b>
17			<b>ABAMO, Lorna B.</b>	<b>77.72</b>	<b>5 ✓</b>
18			<b>CANONO, Regina M. *</b>	<b>77.25</b>	<b>6</b>
19			<b>OCEÑA, Albino M. *</b>	<b>77.20</b>	<b>7</b>
20			SUBERE, Eva S. *	75.88	8
21			GALENZOGA, Avelina V. *	74.42	9
22			LIONG, Luciano Jr. G.	73.90	10 ✓
23			FORNES, Mercedes V.	72.3	11 ✓

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25 \*do not possess CSC eligibility, hence, not qualified for a Clerk I position.

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28 NAPB Action: Although there are seven vacant Administrative Aide III positions, only two are available for non-eligibles being formerly Driver I positions and the five (5) are clerical positions as an anticipated vacancy as a result of the promotion of the five (5) Administrative Aide III (Clerk I) to Administrative Aide IV (Clerk II). Recommending therefore approval to give the five (5) vacant Administrative Aide III (Clerk I) positions to the top ranking candidate No. 1, 4, 5, 10 & 11 while the remaining two (2) Administrative Aide III positions ranking candidate No. 2 & 3.

37	6. Admin. Aide I	1	<b>MODINA, Henry P.</b>	<b>71.50</b>	<b>1 ✓</b>	<i>Transfer to HRTM</i>
38			CASTILLO, Bonifacio E.	70.71	2	
39			ALKUINO, Pedro O.	65.55	3	
40			PERNITO, Anelito C.	68.18	4	
41			GODOY, Celso P.	68.10	5	
42			MONTAJES, Carlos B.	67.10	6	
43			ALKUINO, Pedro O.	65.55	7	
44			SOLANO, Ernesto G.	62.76	8	
45			GRAVADOR, Merle N.	62.76	9	
46			BAGARINAO, Alex P.	61.57	10	

47 NAPB Action: Recommending approval to give the vacant **Adm. Aide I** position to the top ranking candidate.

50	7. Administrative Assistant VI (Computer Operator III)	1	<b>Miraflor, Ma. Robertq S.</b>	<b>77.385</b>	<b>1 ✓</b>
51			Sacro, Celso F.	77.052	

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55 NAPB Action: Recommending approval to give the vacant Administrative Assistant VI (Computer Operator III) position to the top ranking candidate.

59	8. Educational Research Assistant I	1	<b>Antipaso, Connel D.</b>	<b>81.40</b>	<b>1 ✓</b>
60			Cordero, Vicente	80.59	2
61			Duatin, Cecil Joy Y.	79.88	3
62			Rosolada, Nathaniel B.	79.14	4

1			Florentino, Nicolasa N.	73.42	5
2					
3	NAPB Action:		Recommending approval to give the vacant Educational Research Assistant I		
4			position to the top ranking candidate.		
5					
6					
7	9. Farm Worker II	1	MARANGUIT, Laureano S.	69.32	1 ✓
8	NAPB Action:		Recommending approval to give the vacant Farm Worker II position to the lone		
9			candidate.		
10					
11	10. Agricultural	1	POLIQUEIT, <b>Juanito F.</b>	<b>70.84</b>	<b>1</b>
12	Technician I		LAMO, Victorino M.	59.13	3
13			MAZO, Herminigildo A.	54.01	4
14			BULAWAN, Virgilio R.	48.51	5
15					
16	NAPB Action:		Recommending approval to give the vacant Agricultural Technician I position to		
17			the top ranking candidate.		
18	11. Educational	1	TUdTUD, Ma. Epifania G.	89.79	1 ✓
19	Program Specialist II				
20					
21					
22	NAPB Action:		Recommending approval to give the vacant Educational Program Specialist II		
23			position to the lone candidate.		
24					
25	12. Security Guard II	2	Tabat, Ciriaco G.	76.00	1 ✓
26			Balerecia, Rodolfo A.	71.00	2 ✓
27					
28	NAPB Action:		Recommending approval to give the vacant (2) Security Guard II positions to the		
29			top ranking candidate.		
30					
31	13. Security Guard I	2	<b>Godoy, Raul S.</b>	<b>74.54</b>	<b>1 ✓</b>
32			<b>Posas, Henry P.</b>	<b>74.32</b>	<b>2 ✓</b>
33			Tan, Basilio E.	72.57	3
34			Cano, Gregorio C. Jr.	71.94	4
35			Lopez, Nemia A.	71.4	5
36			Zapatos, Sotico A.	71.32	6
37			Espinosa, Antonio C.	70.93	7
38			Caintic, Jeremy S.	70.02	8
39			Rabor, Alexander P.	69.07	9
40			Bengalan, Antonio P.	68.67	10
41					
42					
43	NAPB Action:		Recommending approval to give the vacant (2) Security Guard I positions to the		
44			top two (2) ranking candidate.		
45					
46					
47	14. Senior Agriculturist	1	<b>BERGANTIN, Reynaldo V.</b>	<b>85.45</b>	<b>1 ✓</b>
48	Science Research		<b>UMPAD, Ma. Elsa M</b>	<b>84.90</b>	<b>2 ✓</b>
49	Assistant	1	PALERMO, Victoria G.	83.63	3
50			BANCALE, Gloria E.	83.26	4
51			ASIO, Luz G.	82.97	5
52			MALASAGA, Edralin	82.41	6
53			MAURILLO, Leonarda A.	81.55	7
54			ABOGADIE, Enrique B.	81.24	8
55			OCON, Felix L.	80.59	9
56			PEQUE, Elizabeth C.	80.9	10
57					
58	NAPB Action:		Recommending approval to give the vacant Senior Agriculturist position to		
59			ranking candidate no. 1 while vacant Science Research Assistant I position to the		
60			second ranking candidate. The top ranking candidate possesses a Masters degree		
61			in Agronomy.		



15. Administrative Aide III (Villaba Campus)	1	AUREO, Maricel V.	68.9	1 ✓
		CABALHIN, Grace Angel P.	53	2
		DY, Angelyn B.	52.5	3
		YAP, Danasola C.	45.3	4


NAPB Action: Recommending approval to give the vacant Administrative Aide III position to the top ranking candidate.

16. Adm. Aide VI Disbursing Officer I (Alang-alang Campus)	1	PEDROSA, Sonia L	53.41	1 ✓
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NAPB Action: Recommending approval to give the vacant Administrative Aide VI position to the lone candidate.

There being no other matters to take up, the meeting was adjourned at 5:50 P.M.

Certified Correct:

  
**LOURDES B. CANO**  
 Member/Secretary

Recommending Approval:


  
**ROBERTO C. GUARTE**  
 Chairman

  
**ROBERTA C. LEMOS**  
 Member

(Absent)  
**DANIEL M. TUdTUD, JR.**  
 Member

  
**ELWIN JAY V. YU**  
 Member

(Absent)  
**ALAN B. LORETO**  
 Member

  
**ADELINA B. BULAWAN**  
 Member

APPROVED:

  
**JOSE L. BACUSMO**  
 President