



**114<sup>TH</sup> BOARD OF REGENTS MEETING**

**BOR RESOLUTION NO. CA**  
Series of 2024

**APPROVING THE APPOINTMENT OF NORMAN O. VILLAS TO THE POSITION INFORMATION TECHNOLOGY OFFICER I (PLANTILLA NO. ITO1-19-2023), WITH SALARY GRADE 19**

**Whereas**, Section 18, Rule V of CHED Memorandum Order No. 3, s. 2002 otherwise known as the Implementing Rules and Regulations of Republic Act 8292 provides for the Powers and Duties of Governing Board (GB);

**Whereas**, the Board of Regents is granted the power to appoint upon recommendation of the University President vice-presidents, deans, directors and heads of campuses, faculty members, and other officials and employees of the University;

**Whereas**, the Board through Resolution No. 14, s. 2006 granted the President, among others, the authority to appoint non-teaching and administrative personnel to positions with salary grade 17 and below subject to confirmation of the Governing Board while positions with salary grade 18 and above are subject to Board approval;

**Whereas**, the position presented is part of the new administrative positions which the Department of Budget and Management granted the University pursuant to National Budget Circular (NBC) No. 589, also known as Revised Organization and Staffing Standards (OSS) for SUCs – Phase I;


**Whereas**, the University Administrative Council endorses the appointment Mr. Norman O. Villas to the position Information Technology Officer I, SG 19 with Plantilla Item No. ITO1-19-2023 in its meeting on February 29, 2024;

**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 Mr. Norman O. Villas to the position Information Technology Officer I, Plantilla Item No. ITO1-19-2023 with salary grade 19.


**IN WITNESS** of our approval thereof, we hereby affix our signatures this 7<sup>th</sup> 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. MYLENE C. ROSALES**  
Regional Director, National Economic and  
Development Authority Regional Office VIII  
Member, VSU BOR

*absent*  
**HON. ANDREW RODOLFO T. ORAIS**  
Regional Executive Director, Department of  
Agriculture-R08  
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. ALAN CHARLES J. VELOSO**  
Member, VSU BOR  
Villaba, Leyte

  
**HON. RUPERTO O. APPARRI, III**  
Member, VSU BOR  
Tacloban City, Leyte



**EXCERPT FROM THE APPROVED MINUTES OF THE  
Non-Academic Personnel Board Meeting  
February 26, 2024 at 1:30 PM  
Virtual meeting via Google Meet: (:meet.google.com/vos-bbnp-imx)**

The Presentation of Final Comparative for the republish Information Technology Officer I for ICTMC, was presented and deliberated.

Plantilla Item No.: ITOI-19-2023  
Position: INFORMATION TECHNOLOGY OFFICER I  
Educ. Requirement: Bachelor's degree relevant to the job (preferably in Information Technology and Computer Science or any related courses)  
Elig. Requirement: Career Service Professional/ Second Level Eligibility & preferably with EDPSE  
Experience Requirement: 2 years relevant experience on the formulation, development and maintenance of government & academic information systems using open source and ICT network services  
Training Requirement: 8 hours of relevant training on Data Privacy Act, Systems Analysis and Design, Computer Programming courses of JAVA, MS Access or Visual Basic.  
Salary Grade: 19 (P51, 357.00)  
Job Code: SDZNQB

NAME	AGE	ELIG	EDUCATION (15%)		EXP (15%)	PERF (20%)	POT (10 %)	TRNG (5%)	AWD (5%)	PCP T (15%)	SKIL LS (15%)	TOTAL	RANKING
			Degree	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.		
VILLAS, Norman O	33	CSP EDP Specialist (Comp. Prog.)	BS in Computer Science Grad.	10	8.23	9.88	10.0 0	5	0	14.3 4	14.00	71.45	1 <sup>st</sup>
SUMACOT, Rannic M	23	CSP	MIS in Information Tech (33 units) BS in Information Technology grad.	11	2.20	7.36	9.00	5	0	11.9 4	12.00	58.50	2 <sup>nd</sup>

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

**NAPB Resolution No. 76  
Series of 2024**

Adopting the results of the final comparative assessment of the two (2) shortlisted applicants in the first and second publications to the vacant position of Information Technology Officer I for ICTMC with Mr. Norman O. Villas as the top-rank candidate. For the appointing officer to select the deemed most qualified for appointment to the vacant position and subject to UADCO endorsement and BOR approval.

February 26, 2024

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

Certified True and Correct:

  
**JENNIFER E. ANDO**  
NAPB Secretary

cc: **Engr. Sean O. Villagonzalo, Head, ICTMC**  
**Mr. Norman O. Villas**





EXCERPTS FROM THE MINUTES OF THE  
**114<sup>TH</sup> BOARD OF REGENTS' MEETING**  
Board Room, VSU, Baybay City  
07 June 2024

*Agenda Item* : 2.10, Annex "N"  
*Proposal* : Appointment of Non-Teaching Personnel with SG 19

The Board passed:

**BOR Resolution No. 64, s. 2024**

APPROVING THE APPOINTMENT OF NORMAN O. VILLAS TO THE POSITION  
INFORMATION TECHNOLOGY OFFICER I (PLANTILLA NO. ITO1-19-2023), WITH SALARY  
GRADE 19.

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

Certified True and Correct:

  
**HAZELLE V. ASALDO**  
Board and University Secretary





### ADMINISTRATIVE STAFF RECOMMENDED FOR RE-APPOINTMENT

	OFFICE	NAME	Position	SG	Plantilla No.
From	ICTMC	VILLAS, Norman O.	Computer Programmer I	11	Casual
To	ICTMC	VILLAS, Norman O.	Information Technology Officer I	19	IT01-19-2023

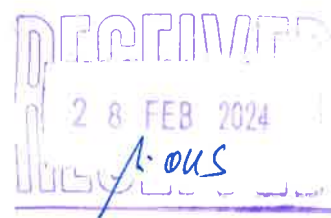
Submitted:

  
**EDGARDO E. TULIN**

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

Recommending for UADCO and BOR Approval:

  
**DANIEL LESLIE S. TAN**  
OIC-University President *0162/28/24*

  
*1.045*

### NAPB Action:

### Resolution No. 76

Adopting the results of the final comparative assessment of the two (2) shortlisted applicants in the first and second publications to the vacant position of Information Technology Officer I for ICTMC with Mr. Norman O. Villas as the top-rank candidate. For the appointing officer to select the deemed most qualified for appointment to the vacant position and subject to UADCO endorsement and BOR approval.

February 26, 2024

### Final Comparative Assessment Result:

NAME	AGE	ELIG	EDUCATION (15%)		EXP (15%)	PERF (20%)	POT (10%)	TRNG (5%)	AWD (5%)	PCPT (15%)	SKILLS (15%)	TOTAL	RANKING
			Degree	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.		
VILLAS, Norman O.	33	CSP EDP Specialist (Comp. Prog.)	BS in Computer Science Grad.	10	8.79	9.88	10.00	5	0	14.34	14.00	72.01	1 <sup>st</sup>
SUMACOT, Rannie M.	25	CSP	MS in Information Tech (33 units) BS in Information Technology grad.	11	2.62	7.36	9.00	5	0	11.94	12.00	58.92	2 <sup>nd</sup>