



VISAYAS
STATE UNIVERSITY
VISCA, CITY OF BAYBAY, LEYTE

OFFICE OF THE SECRETARY OF
THE BOARD AND THE UNIVERSITY

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

BOR RESOLUTION NO. 112, s. 2015

A RESOLUTION CONFIRMING THE APPOINTMENTS OF SEVEN (7) CASUAL ADMINISTRATIVE PERSONNEL TO VACANT REGULAR POSITIONS IN THE MAIN CAMPUS AND TOLOSA CAMPUS *SUBJECT TO* EXISTING POLICIES, RULES AND

GUIDELINES ON SUCH APPOINTMENTS

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 and was later renamed Visayas State University (VSU) by virtue of R.A. 9437;

WHEREAS, Section 4 of R.A. 9158 specifically provides that the University "*shall have the general powers of a corporation as set forth in the Corporation Law. The Administration of the University and the exercise of its powers shall be vested exclusively in the Board of Regents*";

WHEREAS, Section 7, Paragraph (g) of R.A. 9158 empowers the Governing Board "*to appoint, upon the recommendation of the President of the University, vice-presidents, deans, directors, heads of department, faculty members and other officials and employees of the University*";

WHEREAS, the Visayas State University has to regularly fill-up vacant positions with the most qualified candidates whenever it exists;

WHEREAS, there are seven (7) vacant administrative positions in the roster of the University, five (5) coming from the Main Campus and two (2) from the Tolosa Campus, as follows:

Five (5) regular items for the position of Administrative Aide III (SG-3) – Main Campus

One (1) regular item for the position of Administrative Officer I (SG-10) – Tolosa Campus

One (1) regular item for the position of Farm Worker II (SG-4) – Tolosa Campus

WHEREAS, the Non-Academic Personnel Board, after careful deliberation during in its meeting held last and 25 August 2015 at the Conference Room, Vice-President for Administration and Finance, ranked all the applicants for these vacant positions;

WHEREAS, the NAPB has determined that:

- 1) Ms. **CERNA, Norma C.** is the top ranked applicant for the position of Administrative Aide III (SG-3) in the Main Campus;

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- 2) Ms. **HERMANO**, *Ma. Agnes P.* is the second ranked applicant for the vacant position of Administrative Aide III (SG-3), in the Main Campus;
- 3) Ms. **CACHUELA**, *Luzviminda G.* is the third ranked applicant for the position of Administrative Aide III (SG-3) in the Main Campus;
- 4) Ms. **LE MOS**, *Shiela Marie C.* is the fourth ranked applicant for the position of Administrative Aide III (SG-3) in the Main Campus;
- 5) Ms. **MIÑOSA**, *Susana B.* is the fifth ranked applicant for the position of Administrative Aide III (SG-3) in the Main Campus;
- 6) Ms. **YEPES**, *Precy V.* is the top ranked applicant for the position of Administrative Officer I (SG-10) in the Tolosa Campus; and
- 7) Mr. **DALINO**, *Melona E.* is the top ranked applicant for the position of Farm Worker II (SG-4) in the Tolosa Campus;

WHEREAS, the NAPB has determined that the aforementioned applicants to the vacant positions are well qualified for said positions and has strongly recommended to the Board of Regents the hiring of these casual administrative employees to fill-up the vacant administrative positions;

WHEREAS, the University President is strongly endorsing to the Board of Regents, the Confirmation of the appointments *subject to* existing rules, regulations and guidelines governing such appointments.

THEREFORE, BE IT RESOLVED AS IT IS HEREBY RESOLVED to approve the issuance of a regular appointment to: *Ms. Norma c. Cerna*, for the position of Administrative Aide III; *Ms. Ma. Agnes P. Hermano*, for the position of Administrative Aide III; *Ms. Luzviminda G. Cachuela*, for the position of Administrative Aide III; *Ms. Shiela Marie C. Lemos*, for the position of Administrative Aide III; *Ms. Susana B. Miñosa*, for the position of Administrative Aide III; *Ms. Precy V. Yepes*, for the position of Administrative Officer I; and *Mr. Melona E. Dalino*, for the position of Farm Worker II, effective on the dates of the appointments.

IN WITNESS of our approval thereof, we hereby affix our signatures this 3rd day of December 2015 at the Commission on Higher Education – Central Office, C.P. Garcia Avenue, UP Diliman, Diliman, Quezon City.

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