



**Visayas State University**  
Visca, Baybay, Leyte  
6521-A Philippines

**Office of the Secretary of the University  
And of the Board of Regents**

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

**BOR RESOLUTION NO. 16, s. 2014**

**A RESOLUTION CONFIRMING THE UPGRADING OF FIVE (5) ADMINISTRATIVE  
STAFF FROM THE VSU MAIN AND VSU ALANGALANG *SUBJECT TO EXISTING  
RULES, REGULATIONS AND GUIDELINES GOVERNING SUCH  
APPOINTMENTS EFFECTIVE ON THE DATES INDICATED***

**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 periodically upgrades some administrative positions as a result of the abolition and/or collapsing of positions which the University finds insignificant to augment the salaries assigned to the upgraded position;

**WHEREAS**, Paragraph k, Section 4 of Rule III of the Omnibus Rules on Appointments and Other Personnel Actions provide:

*“Upgrading refers to the change in position title with the corresponding increase in salary grade. Positions are upgraded in order to attain effectively the functions and duties attached to the position and for the employee to perform an all-around adaptability in meeting diverse work assignments. This requires issuance of appointment”;*

**WHEREAS**, the Non-Academic Personnel Board (NAPB), the Selection and Promotion Board for Administrative Personnel of the Visayas State University, met several times at the Conference Room of the Vice-President for Administration and Finance for the purpose of deliberating on upgrading of the positions of five (5) administrative staff due to their increased responsibilities;

**WHEREAS**, the NAPB, after careful deliberation found the request in order and is strongly recommending to the Department of Budget and Management (DBM), the upgrading of the following personnel:

1. Ms. Lilia P. Aletin – VSU Alangalang - from Administrative Assistant II (SG-8) to Administrative Assistant III (SG-9);
2. Ms. Evelyn S. Masendo – VSU Alangalang – from Administrative Aide VI (SG-6) to Administrative Assistant II (SG-8);
3. Mr. Salvador Alcober – VSU Alangalang – from Administrative Aide I (SG-1) to Administrative Aide III (SG-3);

4. Mr. Permito Crisogono – *VSU Alangalang* – from Security Guard I (SG-3) to Security Guard II (SG-5); and
5. Ms. Carmela G. Filipino – *VSU Main* – from Administrative Aide VI (SG-6) to Administrative Assistant II (SG-8).

**WHEREAS**, the University President has approved the appointments of Ms. Lilia P. Aletin, Ms. Evelyn S. Masendo, Mr. Salvador Alcober, Mr. Crisogono Permito and Ms. Carmela G. Filipino and is endorsing the same to the Board of Regents for Confirmation *subject to* existing rules, regulations and guidelines governing such appointments.

**THEREFORE, BE IT RESOLVED AS IT IS HEREBY RESOLVED** to Confirm the upgrading of the positions of the following staff effective on the dates indicated:

Name	From <i>Position Title</i>	SG	To <i>Position Title</i>	SG	NAPB Mtg
<b>ALETIN</b> , Lilia P.	Admin. Asst. 2	8	Admin. Asst. 3	9	10/07/2013
<b>MASENDO</b> , Evelyn S.	Admin. Aide 6	6	Admin. Asst. 2	8	10/07/2013
<b>ALCOBER</b> , Salvador	Admin. Aide 1	1	Admin. Aide 3	3	10/07/2013
<b>PERMITO</b> , Crisogono	Security Guard 1	3	Security Guard 2	5	10/07/2013
<b>FILIPINO</b> , Carmela G.	Admin. Aide 6	6	Admin. Asst. 2	8	10/07/2013

**IN WITNESS** of our approval thereof, we hereby affix our signatures this 15<sup>th</sup> day of February 2014 at Elizabeth Hotel, Archbishop Reyes Avenue, Cebu City.



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VSU-Board of Regents*

  
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