



Visayas State University

Visca, Baybay, Leyte
6521-A Philippines

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

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

BOR RESOLUTION NO. 17, s. 2011

**A RESOLUTION CONFIRMING THE PROMOTION OF SOME
ADMINISTRATIVE STAFF *SUBJECT TO* EXISTING RULES, REGULATIONS
AND GUIDELINES GOVERNING SUCH APPOINTMENTS**

WHEREAS, the Civil Service defines promotion as:

“the movement of an employee to a higher position within the same department or agency with corresponding increase in duties and responsibilities, usually accompanied by an increase in salary;

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

WHEREAS, there are five (5) vacant administrative positions, as follows: one (1) item for the position of Security Guard II; one (1) item for the position of Administrative Assistant III; one (1) item for the position of Administrative Aide IV; one (1) item for the position of Administrative Aide III; and one (1) item for the position of Administrative Officer I;

WHEREAS, the Non-Academic Personnel Board (NAPB), the Selection and Promotion Board for Administrative Personnel of the Visayas State University, went through a rigorous selection process;

WHEREAS, the NAPB, as a matter of policy, awards promotions only to the most deserving of the applicants based on merit and fitness of the applicant to the position as set forth under Section 5 of the Omnibus Rules Implementing Book V of Executive Order No 292 as amended (2003 ed.)

WHEREAS, the NAPB, after careful deliberation during in its 24 September 2010 and 07 December 2010 meetings held at the Conference Room of the Vice-President for Administration and Finance, ranked the applicants for the five (5) vacant positions of the Main Campus and the one (1) borrowed position from the Villaba Campus;

WHEREAS, the NAPB has determined that for the six (6) vacant positions of the Main Campus, the following administrative personnel were selected:

- 1) Mr. Constancio A. Alkuino, for the position of Security Guard II based on his age and years of service to the University;
- 2) Mr. Rolando F. Bacalso, for the position of Administrative Assistant II based on his age and years of service to the University;

- 3) Mr. Dionesio P. Managbanag, for the position of Administrative Aide III based on his age and years of service to the University;
- 4) Ms. Gilda D. Duran is the top ranked applicant for the position of Administrative Aide IV;
- 5) Ms. Wenifreda T. Oclitaria is the top ranked for the position of Administrative Officer I; and
- 6) Ms. Thelma P. Apas, for the position of Clerk II, using the plantilla item borrowed from the Villaba Campus.

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 six (6) employees;


WHEREAS, the University President has approved the provisional appointments of the six (6) administrative employees and is endorsing the same to the Board of Regents for Confirmation *subject to* existing rules, regulations and guidelines governing such appointments.

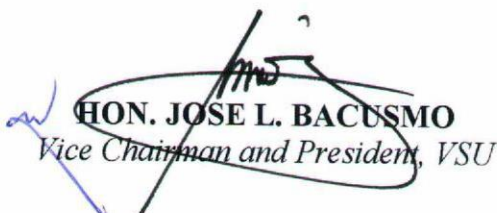
THEREFORE, BE IT RESOLVED AS IT IS HEREBY RESOLVED to confirm the promotion of Mr. Constancio A. Alkuino (*Security Guard II*); Mr. Rolando F. Bacalso (*Administrative Assistant II*); Mr. Dionesio P. Managbanag (*Administrative Aide III*); Ms. Gilda D. Duran (*Administrative Aide IV*); Ms. Wenifreda T. Oclitaria (*Administrative Officer I*); and Ms. Thelma P. Apas (*Clerk II*), effective on the dates indicated.

IN WITNESS of our approval thereof, we hereby affix our signatures this 11th day of March 2011 at LNU Conference Room, Leyte Normal University, Tacloban City, Leyte.



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