



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

BOR RESOLUTION NO. 136, s. 2020

A RESOLUTION APPROVING THE PROMOTION OF MS. MARWEN CASTAÑEDA FROM
GUIDANCE COORDINATOR III (SG-16) TO REGISTRAR IV (SG-22)

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 on 27 April 2007;

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 power shall be vested exclusively in the Board of Regents*”;

WHEREAS, Section 7 Paragraph (b) of R.A. 9158 empowers the Governing Board “*to receive and appropriate all sums as may be provided for the support of the University in the manner it may determine, in its discretion, to carry out the purposes and functions of the University*”;

WHEREAS, the vacancy for a Registrar IV position was opened and published in the Civil Service Commission and also, in the Human Resource Information System of Visayas State University wherein five (5) shortlisted applicants who tendered their applications underwent the rigid screening and assessment processes which include interview, written examination and assessment of the candidates’ potentials in addition to the credentials they submitted;

WHEREAS, following criteria and percentage weights as provided for in the BOR & CSC approved Merit System for Administrative Staff of the university were used as basis in the ranking of candidates to wit;

<u>Criteria</u>	<u>Percentage Weight</u>
Education	15%
Experience	15%
Performance	20%
Potential	10%
Training	5%
Award	5%
Physical Characteristics & Personality Traits (PCPT)	15%
Skills	15%
	100%

WHEREAS, the University Non-Academic Personnel Board (NAPB) follows the policies and rules and regulations as provided for in the BOR and CSC approved Revised MERIT SYSTEM for NON-ACADEMIC PERSONNEL of the VISAYAS STATE UNIVERSITY (VSU) Per 2017 ORAORHA as revised July 2018 (approved by the VSU Board of Regents per BOR Resolution No. 127, s. 2017 and by the Civil Service Commission on November 23, 2018);

WHEREAS, Ms. Marwen A. Castañeda was one of the interested candidates and after the Non-Academic Personnel Board conducted the series of screening and assessment activities, the points earned per criteria and the final ranking of the candidates were presented below;

Name	Age	Eligibility	Education	Educ. (15%)	Exp. (15%)	Perf. (20%)	Pot. (10%)	Trng. (5%)	Award (5%)	PCPT (15%)	Skills (15%)	Total	Rank
CASTAÑEDA, Marwen A.	61	RA 9258: Guidance & Counselling RA1080: LET CSSP	MAED Guidance & Counselling (Grad.)	10.00	14.42	9.61	9.67	5.00	0	14.57	12.83	76.1	1
GONZALEZ, Maria Dulce S.	56	CSP CSSP RA1080: Civil Eng'g. RA1080: LET	Doctor of Education - Educ. Ad. (48 units)	12.67	15.00	6.00	7.47	5.00	0	13.37	12.99	72.5	2
PALLO, Valentina A.	46	RA1080: LET	Juris Doctor Ph.D. - Educ. Ad. (61 units)	13.39	9.13	7.96	9.64	5.00	0	14.24	12.56	71.92	3
BALDOS, Jesus Freddy M.	52	CSP KBP Announcer	Ph.D. - Dev. Com. (44 units)	12.44	8.32	9.34	8.21	5.00	0	14.13	12.62	70.06	4
BARRO, May Melina N.	39	RA1080: LET	College of Law (30 units) Doctor of Mgt (63 units)	13.50	10.75	9.84	8.28	5.00	0	11.27	9.96	68.6	5

WHEREAS, Section 97 of the 2017 Omnibus Rules on Appointments and other Human Resource Actions (Revised July 2018) states that an employee may be promoted to a position which is not more than three (3) salary grade, pay or job grades higher than the employee's present position. All appointments issued in violation of this policy shall be disapproved/invalidated, **except when the promotional appointment falls within the purview of any of the following exceptions:**

- a. The position occupied by the person is next-in-rank to the vacant position as identified in the Merit Selection Plan and the System of Ranking Positions (SRP) of the agency.
- b. The vacant position is a lone or entrance position, as indicated in the agency staffing pattern.
- c. The vacant position is hard to fill, such as Accountant, Medical Officer/Specialist, Attorney, or Information Technology Officer/Computer Programmer positions.
- d. The vacant position is unique and/or highly specialized, such as Actuarial, Airways Communicator positions.
- e. **The candidates passed through a deep selection process, taking into consideration the candidates' superior qualifications in regard to:**
 - Educational achievements
 - Highly specialized trainings
 - Relevant work experience
 - Consistent high performance rating/ranking
- f. The vacant position belongs to the closed career system, i.e., those that are scientific, or highly technical in nature that include the faculty and academic staff of state colleges and universities, and the scientific and technical positions in scientific or research institutions, all of which establish and maintain their own merit systems.

- g. Other meritorious cases, such as:
- when the appointee is the lone applicant who meets all the requirements of the position and passed through the deep selection process
 - when the qualified next-in-rank employees waived their right over the vacant position in writing
 - when the next-in-rank position, as identified in the agency SRP is vacant
 - **when the next-in-rank employee/s is/are not qualified**
 - **when the qualified next-in-rank employees did not apply (underlining supplied);**

WHEREAS, Section 98 of the 2017 Omnibus Rules on Appointments and other Human Resource Actions (Revised July 2018) states that the three-salary grade limitation shall apply only to promotion within the agency whereby such **prohibition shall not apply to the following human resource actions which involve issuance of an appointment:**

- a. **Transfer incidental to promotion provided that the appointee was subjected to deep selection**
- b. Reappointment involving promotion from non-career to career provided the appointee was subjected to deep selection
- c. Reappointment from career to non-career position
- d. Reemployment
- e. Reclassification of position;”

WHEREAS, the next in rank position is Registrar III which is currently occupied by Mr. Renato Maala who has not applied for the reason that he is **not qualified for not having a Master’s degree which is the minimum educational qualification for the position;**

WHEREAS, according to Section 97 and 98 of the 2017 Omnibus Rules on Appointments and other Human Resource Actions (Revised July 2018), quantum leap would not apply to human resource actions if appointee was **subjected to deep selection process which was what was actually done to all applicants to the Registrar IV position, when the next in rank was not qualified and did not apply;**

WHEREAS, the four shortlisted candidates who were in the government service occupy positions which were not next in rank and the existing salary grade (SG) difference between their existing SGs and that of the vacant Registrar IV all fall within the provision on quantum leap as discernible below;

NAME	Present Position	Agency	Year	Rank
CASTAÑEDA, Marwen A.	Guidance Coordinator III (SG16)	VSU Main Campus	June 2014 to Present	1
GONZALEZ, Maria Dulce S.	College / Senior High Faculty	College of Massin (Private School)	June 2018 to Present	2
PALLO, Valentina A.	Registrar (SG 18)	University of Science & Technology in Southern Philippines	2019 to Present	3
BALDOS, Jesus Freddy M.	Admin. Officer V (SG 18)	VSU Main Campus	December 2008 to Present	4
BARRO, May Melina N.	Registrar I (SG 11)	VSU Villaba	November 2009 to Present	5

WHEREAS, with the comparative ranking above, and although Ms. Castañeda and the rest of the applicants were not the next-in-rank, they were all subjected to a deep selection in which the process of selecting for appointment of a candidate who was not next-in-rank but possessed superior qualifications and competence because the next-in-rank incumbent did not apply and did not qualify for the position due to lack of Master's degree, was carried out;

WHEREAS, after the rigid evaluation, screening and ranking, Ms. Castañeda came out as the top ranking and therefore, was recommended by the Non-Academic Personnel Board to be appointed to the vacant Registrar IV position whereby her guidance and counselling skills as a practicing licensed Guidance Counsellor by profession was a superior qualification which she could maximize in better serving the students and in effectively assisting those problematic students in need of the services of the Registrar's Office as well as her possessing of a superior qualification was another exemption to the 3 salary grade difference (Sec. 97 as quoted above) as long as the candidates underwent a deep selection process which was clearly shown above.

WHEREAS, the proposal was presented for discussion to the University Administrative Council (UADCO) on the occasion of its 150th UADCO Meeting held last 6 October 2020 via teleconference and unanimously endorsed the proposal to the VSU BOR Administration and Academic Committee;

WHEREAS, the VSU BOR Administration and Finance Committee discussed and unanimously approved the proposal, as proposed and is strongly endorsing the same to the VSU Board of Regents for **Approval**.

THEREFORE, BE IT RESOLVED AS IT IS HEREBY RESOLVED to approve the promotion of Ms. Marwen Castañeda from Guidance Coordinator III (SG-16) to Registrar IV (SG-22).

IN WITNESS of our approval thereof, we hereby affix our signatures this 19th day of November 2020.

VSU BOARD OF REGENTS



HON. J. PROSPERO E. DE VERA III
*CHED Chairperson and Chairperson
VSU-Board of Regents*



HON. EDGARDO E. TULIN
Vice Chairperson and President, VSU

HON. EMMANUEL JOEL J. VILLANUEVA
*Chair, Committee on Education, Arts & Culture
Senate of the Philippines*

HON. MARK O. GO
*Chair, Committee on Higher & Tech. Educ.
House of Representatives*

Represented by:



HON. MARK MICHAEL O. UNLU-CAY
Ex-Officio Member, SP-City of Baybay

Absent

HON. CARL NICOLAS C. CARI
Congressman, Fifth District of Leyte



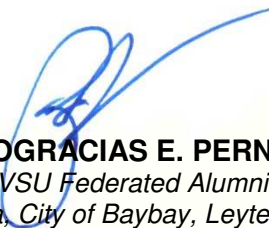
HON. BONIFACIO G. UY
*Regional Executive Director
National Economic & Dev. Authority-RO8
Government Center, Palo, Leyte*



HON. ANGEL C. ENRIQUEZ
*Regional Executive Director
Department of Agriculture-RO8
Tacloban City*



HON. BON ANTHONY F. COSTILLAS
*Faculty Regent - VSU Faculty Association
VSU, Visca, City of Baybay, Leyte*



HON. DEOGRACIAS E. PERNITEZ
*President, VSU Federated Alumni Assn.
VSU, Visca, City of Baybay, Leyte*



HON. TISHA MARIE L. CORTEZ
*Interim Student Regent - VSU System
VSU, Visca, City of Baybay, Leyte*