



**EXCERPT FROM THE APPROVED MINUTES OF THE**

**Non- Academic Personnel Board Meeting**

*August 6, 2021 at 8:30 am via Virtual (meet.google.com/ usc- [rjt-wrbe-kxk](#))*

*August 9, 2021 at 1:30 pm via Virtual (meet.google.com/ usc- [fuj-tcaw-rwv](#))*

The approved minutes dated 9 July 2021, was presented and deliberated:

**President's Notation:** *On all items No. 2 (a-k). To avoid disruption, grant the promotional positions but they should retain in their original offices and to open positions vacated by them and give them to the offices which require these positions. These are for the clerical positions only.*

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

**NAPB Resolution No. 251**

Series of 2021

Noted. The Board also suggested that those newly promoted administrative staff should submit their complete requirements as soon as possible so that processing of their appointments for promotion will be speedily processed and corresponding vacated positions will be published and posted soon. It was also agreed upon to meet twice a week to fast track and expedite the RSP process.

*August 6, 2021*

Certified True and Correct:

**JENNIFER E. ANDO**  
*NAPB Secretary*

cc: **Ms. Honey Sofia V. Colis**, OIC- Director, ODHRM



**EXCERPT FROM THE APPROVED MINUTES OF THE**

**Non- Academic Personnel Board Meeting**

*August 6, 2021 at 8:30 am via Virtual (meet.google.com/ usc- rjt-wrbe-kxk)*

*August 9, 2021 at 1:30 pm via Virtual (meet.google.com/ usc- fuj-tcaw-rwv)*

**Requests of PhilRootcrops:**

- a) Request of PhilRootcrops Personnel Committee to retain the position vacated by Mr. Bathan in their Department and be posted for possible applicants.

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

**NAPB Resolution No. 252**

Series of 2021

Noted. To post the position of Mr. Bathan at HRIS to attract more qualified applicants.

*August 6, 2021*

- b) Retirement letter of Mr. Demetrio V. Belmonte Jr. as Science Aide at Philrootcrops effective February 12, 2022.

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

**NAPB Resolution No. 253**

Series of 2021

Noted.

*August 6, 2021*

Certified True and Correct:

**JENNIFER E. ANDO**

*NAPB Secretary*



cc: **Dr. Edgardo E. Tulin**, Director, PhilRootcrops  
**Ms. Lisa I. Arce**, Assistant Director, PhilRootcrops

**EXCERPT FROM THE APPROVED MINUTES OF THE  
Non- Academic Personnel Board Meeting**

August 6, 2021 at 8:30 am via Virtual ([meet.google.com/usc-rijt-wrbe-kxk](https://meet.google.com/usc-rijt-wrbe-kxk))  
August 9, 2021 at 1:30 pm via Virtual ([meet.google.com/usc-fuj-tcaw-rwv](https://meet.google.com/usc-fuj-tcaw-rwv))

**Shortlisting of the following applicants:**

a.) Accountant IV vice Ms. Erlinda S. Esguerra

Plantilla Item No.:	A4-1-1998
Position:	ACCOUNTANT IV
Educ. Requirement:	Bachelor's degree in Commerce/Business Administration major in Accounting with at least 18 masteral units, preferably in management
Elig. Requirement:	RA 1080
Experience Requirement:	3 year of relevant experience
Training Requirement	16 hours of relevant training

NAME	AGE	ELIGIBILITY	EDUCATION (15%)	EXPERIENCE (15%)	TOTAL	REMARKS		
<b>Online Applicants</b>								
Torres, Maria Christina	59	RA 1080 CPA	Bs Accountancy/ Master Bus. Ad 45 Units	12.00	17.56	13.17	<b>25.17</b>	<b>1</b>
Eli, Danilita	31	RA 1080 CPA	Bs Accountancy/ Master of Management	10.00	9.56	7.74	<b>17.74</b>	<b>2</b>
Amarado, Caressa Jovi	27	RA 1080 CPA	Bs Accountancy/ Master Bus. Ad from 2019	10.00	4.25	3.19	<b>13.19</b>	<b>3</b>
Prima, Elaine Jean	28	RA 1080 CPA	BS Accountancy	10.00	6.58	4.93	<b>14.93</b>	<b>DQ</b>
Manalo, Rodel	30	RA 1080 CPA	BS Accountancy	10.00	18.51	11.45	<b>21.45</b>	<b>DQ</b>
<b>Walk-in Applicants</b>								
Arbis , Renelyn Jean	23	RA 1080 CPA	Bs Accountancy	10.00	2.87	2.15	<b>12.15</b>	<b>DQ</b>
Yodong, Michael	34	RA 1080 CPA	Bs Accountancy	10.00	12.45	9.70	<b>19.70</b>	<b>DQ</b>

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

**NAPB Resolution No. 254**

Series of 2021

Recommending approval for the top 3 candidates Msses Torres, Eli and Amarado to be included in the shortlisted candidates for further assessment and evaluation.

August 6, 2021



b.) Administrative Aide IV vacated by Ms. Pearl Vistal

Plantilla Item No.: ADA4-150-2004  
Position: Administrative Aide IV (Clerk II)  
Educ. Requirement: Completion of 2 years studies in college  
Elig. Requirement: CS Subprofesional  
Experience Requirement: None Required  
Training Requirement: None Required

NAME	AGE	ELIGIBILITY	EDUCATION (15%)	EXPERIENCE (15%)	TOTAL	REMARKS		
<b>Next-in-rank Staff (Current Adm. Aide III)</b>								
TABROSA, Lucilyn L.	47	CS Sub Prof	BS Accountancy	12.00	22.37	15.00	<b>27.00</b>	<b>1</b>
SUYOM, Sheryl M.	29	CSP RA 1080 Ag	BS Agribusiness /MS 40 units	14.00	7.63	7.63	<b>21.63</b>	<b>2</b>
BANDALAN, Marvin B.	29	CS Prof	BS Food Technology	12.00	7.98	7.98	<b>19.98</b>	<b>3</b>
ESCALA, Leopoldo S. Jr.	38	CSSP	4th BS Agriculture	11.00	9.58	7.33	<b>18.33</b>	<b>4</b>
PAMAOS, Les Andre B.	27	CS Professional	BS in Agribusiness/ MS 27 units	13.00	4.90	4.90	<b>17.90</b>	<b>5</b>
VILLAS, Jansel Joi C.	26	CS Prof.	BS Statistics	12.00	4.16	4.16	<b>16.16</b>	
VILBAR, Carren Mae	30	CS Prof	BS Nursing	11.00	4.03	4.03	<b>15.03</b>	
<b>Online applicants</b>								
Arcillas, Dexter	22	PRC License	BSED	12.00	5.39	4.04	<b>16.04</b>	
Piamonte, Raizel	33	CSC Prof	BS HRTM	12.00	3.67	3.67	<b>15.67</b>	
Dajao, Frances Louise	22	CSC Prof	BS in Accounting Technology	12.00	1.12	0.97	<b>12.97</b>	
Roche, Hazeel May	24	License Agriculturist	BS Dev Ed	12.00	0.08	0.08	<b>12.08</b>	
Lumayag, Rachelle Anne	26	CS Sub-Prof	College Graduate	12.00	0.24	0.00	<b>12.00</b>	
Luminario, Alexander	26	CS Prof	BS Animal Science	12.00	0.38	0.00	<b>12.00</b>	
Castaño, Glenda	22	LET	BSED	12.00	0.00	0.00	<b>12.00</b>	
Dalmacio, Rer Aubre	24	LET	BEED	12.00	4.08	0.00	<b>12.00</b>	
Balbarino, Elvie	23	None	BA in English Language	12.00	0.00	0.00	<b>12.00</b>	<b>DQ</b>
Jabillo, Mariana Clarice	23	None	BS in Agriculture	12.00	0.00	0.00	<b>12.00</b>	<b>DQ</b>

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

**NAPB Resolution No. 255**  
Series of 2021



Recommending approval for the top 5 candidates Msses. Tabrosa, Suyom, Pamaos and Messrs. Bandalan and Escala to be included in the shortlisted candidates for further assessment and evaluation.

*August 6, 2021*

Certified True and Correct:

**JENNIFER E. ANDO**  
*NAPB Secretary*

**cc: Ms. Honey Sofia V. Colis, OIC-Director, ODHRM**



**EXCERPT FROM THE APPROVED MINUTES OF THE**

**Non- Academic Personnel Board Meeting**

*August 6, 2021 at 8:30 am via Virtual (meet.google.com/ usc- rjt-wrbe-kxk)*

*August 9, 2021 at 1:30 pm via Virtual (meet.google.com/ usc- fuj-tcaw-rwv)*

**Interview of the following applicants:**

a.) Guidance Coordinator for USSO:

*Invited Supervisor: Prof. Manolo B. Loreto Jr.*

- Ms. Mary Ann Cobico (next-in-rank)
  - Guidance Counselor III
  - Master of Education Guidance & Counseling
  - Assigned as Head of the Office of the Career and Job Placement Services
  - MA in Psychology major in Industrial/Organizational Psychology (57 units including Clinical Psychology)
  - Registered Guidance Counselor for 11 years
  - Giving Psycho Education trainings
  - Provides counselling to students
  - Coordinates and Designs Programs for the students
- Ms. Chona A. Brit (next-in-rank)
  - Guidance Counselor III
  - Master of Education Guidance & Counseling
  - Guidance Counselor of VSU for 23 years
  - Assigned as Head Office of the Student Welfare Services
  - Coordinates and Designs Programs for the students

b.) Media Production Specialist II

*Invited Supervisor: Dr. Allen Glennie P. Lambert*

- Ms. Mikaela Gongora
  - BS Dev Com
  - Magna Cum Laude
  - Worked previously as Communication Officer at PENRO
  - Pursuing MS Dev Com in VSU
  - Currently an SRA of PhilRootcrops
  - Designs and produces IEC materials for the center
  - Documents and makes reports on extension activities of the center



- Willing to work overtime/beyond office hours

- Ms. Ganessa Rose Gongora
  - BS Devcom graduate on 2019
  - Cum Laude
  - Currently working as Computer Operator I at VSU MIS
  - Prepares the Information System Strategic Plan approved by the DICT
  - Willing to work overtime/beyond office hours

c.) Registrar II

*Invited Head of Office: Ms. Marwen A. Castañeda*

- Ms. Kathleen Amor Berones
  - BS Biology graduate in UP Tacloban
  - Juris Doctor (115 units)
  - Registrar I at DepEd from 2017-2020
  - Have records management experience and ISO related matters
  - DdRC of ISO 9001:2015 in their Office
  - Currently an AO III (Records Officer) at Mines and Geosciences Bureau- Central Office
- Mr. Homer Lois P. Napoles
  - BS in Computer Science
  - School Credits Evaluator assigned at the OUR since 2019 until present
  - Proposed process for students
  - Familiar on evaluation of students

d.) Casual Administrative Aide III (Clerk I)

*Invited Head of Office: Mr. Rommel M. Garrido, Jr.*

- Mr. Jemuel Ocañada
  - BS Agribusiness graduate of VSU 2014
  - JO Clerk on Security Office from March 2020 until present
  - DdRC of Security Office
  - Good interpersonal and customer skills
  - Computer and Microsoft proficient
- Ms. Raizel Piamonte
  - BS HRTM graduate of VSU
  - Front Desk/Office Clerk of VSU Hostel from 2017-July 2021
  - Office Clerk of Property Office Aug 2021-present





- Computer and Microsoft proficient
- Good communication skills

e.) Casual Administrative Aide I (Laborer) for NCRC

*Invited Head of Office: Dr. Marisel A. Leorna*

**Deliberation:**

Dr. Marisel Leorna raised an issue as to why Mr. Hernan Ciabu, one of the applicants was not shortlisted for interview even though he has been working in NCRC IGP since 1998. Based on the preliminary assessment and the resume he submitted, his job experience in VSU started 2016.

The basis of the prelim assessment was the documents submitted by the applicants such as the education requirement and experience. However, the minimum standard of the Casual Admin Aide I for NCRC is an Elementary Graduate only. Experience, eligibility and training is not required. Ms. Colis further explained that in order to come up with the qualified applicants, the length of experience an applicant acquired was given points during the shortlisting. Dr. Yu further suggested to device a system that will not require to shortlist the experience of an applicant.

It was further suggested that Mr. Ciabu will submit a certificate of employment prior to the 2016 work experience. The board unanimously agreed to include Mr. Ciabu during the interview.

- Mr. Roland Managbanag (walk-in-applicant)
  - Elementary Graduate
  - Laborer DOH 1999-2008
  - Laborer ACIAR Project 2009-2021
  - does planting, pruning, welding, carpentry
- Mr. Samuel Cuevas
  - Associate in Industrial Technology (major in Automotive, 1<sup>st</sup> year College)
  - NC II Agricultural Crops Production
  - NC II SMAW
  - Welder, Paloma Welding Shop 2014-2015
  - Laborer DA Project-VSU 2015-2017
  - Laborer YRRP 2017-2018
  - Laborer ACIAR-GAP Project 2018-present
- Mr. Hernan Ciabu
  - Elementary School Graduate
  - NC II SMAW
  - Skilled Carpenter under Processing and Utilization Engineering Section of NCRC-V 2016 until present





- does carpentry, masonry, welding, chainsaw and grass cutter operator

**NAPB Action:**

Applicants will further be assessed based on their credentials. Transcript of the interviews will be submitted for approval once done.

Certified True and Correct:

**JENNIFER E. ANDO**  
*NAPB Secretary*

cc: **Ms. Honey Sofia V. Colis**, *OIC-Director, ODHRM*



**EXCERPT FROM THE APPROVED MINUTES OF THE**

**Non- Academic Personnel Board Meeting**

*August 6, 2021 at 8:30 am via Virtual (meet.google.com/ usc- rjt-wrbe-kxk)*

*August 9, 2021 at 1:30 pm via Virtual (meet.google.com/ usc- fuj-tcaw-rwv)*

The letter of Mr. Lorbert G. Mazo applying for the position of Mr. Albarico who retired from the service last June 30, 2021, was presented and deliberated. He is a graduate of Bachelor of Science in Technical Education Major in Mechanical Technology.

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

**NAPB Resolution No. 256**

**Series of 2021**

To be included in the shortlist of candidates for further evaluation/assessment.

*August 9, 2021*

Certified True and Correct:

**JENNIFER E. ANDO**

*NAPB Secretary*

cc: **Mr. Lorbert G. Mazo, DABE**



**EXCERPT FROM THE APPROVED MINUTES OF THE**

**Non- Academic Personnel Board Meeting**

*August 6, 2021 at 8:30 am via Virtual (meet.google.com/ usc- [rjt-wrbe-kxk](#))*

*August 9, 2021 at 1:30 pm via Virtual (meet.google.com/ usc- [fuj-tcaw-rwv](#))*

The letter of Atty. Rysan C. Guinocor, Chief Legal Officer and OIC Head of the General Services Office (GSO) requesting to hire one JO Clerk to be assigned at GSO, was presented and deliberated.

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

**NAPB Resolution No. 257**

Series of 2021

Recommending approval to hire one (1) JO Clerk for GSO.

*August 9, 2021*

Certified True and Correct:

**JENNIFER E. ANDO**

*NAPB Secretary*

cc: **Atty. Rysan C. Guinocor**, Chief Legal Officer and OIC Head of (GSO)



**EXCERPT FROM THE APPROVED MINUTES OF THE  
Non- Academic Personnel Board Meeting**

*August 6, 2021 at 8:30 am via Virtual (meet.google.com/ usc- [rjt-wrbe-kxk](#))  
August 9, 2021 at 1:30 pm via Virtual (meet.google.com/ usc- [fuj-tcaw-rwv](#))*

The letter request of Ms. Jennifer E. Ando, L&D In-Charge and OIC Head, RSSPRO requesting to hire one JO Clerk to assist and help the office fast track the RSP and L&D related matters, was presented and deliberated.

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

**NAPB Resolution No. 258**

Series of 2021

Recommending approval to hire one (1) JO Clerk.

*August 9, 2021*

Certified True and Correct:

**JENNIFER E. ANDO**  
*NAPB Secretary*

cc: **Ms. Jennifer E. Ando, OIC- Head, RSPPRO**



**EXCERPT FROM THE APPROVED MINUTES OF THE  
Non- Academic Personnel Board Meeting**

*August 6, 2021 at 8:30 am via Virtual (meet.google.com/ usc- rit-wrbe-kxk)  
August 9, 2021 at 1:30 pm via Virtual (meet.google.com/ usc- fuj-tcaw-rwv)*

Letter request of Dr. Elwin Jay V. Yu recommending Ms. Rachelle Ann L. Santos effective August 10, 2021-December 31, 2021 as job order nurse as a replacement for Ms. Aubrey Mae T. Sincero who decided not to renew her contract upon its expiration last June 30, 2021. Miss Santos underwent screening and interview by the USHER Personnel Section and Promotion Committee.

Name of Applicant	Educational Attainment 35%	Work Experience 25%	Relevant training and seminars 5%	Written exam 20%	Interview 15%	TOTAL
SANTOS, Rachelle Ann L.	21	19	8	18.5	12.65	79.15

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

**NAPB Resolution No. 259  
Series of 2021**

Recommending approval to hire Ms. Rachelle Ann L. Santos as JO Nurse effective August 10, 2021-December 31, 2021.

*August 9, 2021*

Certified True and Correct:

**JENNIFER E. ANDO**  
*NAPB Secretary*

cc: **Dr. Elwin Jay V. Yu, Chief of Hospital**



**Vision:** A globally competitive university for science, technology, and environmental conservation.  
**Mission:** Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.



**EXCERPT FROM THE APPROVED MINUTES OF THE  
Non- Academic Personnel Board Meeting**  
*August 6, 2021 at 8:30 am via Virtual (meet.google.com/ usc- rjt-wrbe-kxk)*  
*August 9, 2021 at 1:30 pm via Virtual (meet.google.com/ usc- fuj-tcaw-rwv)*

**Comparative Assessment:**

- Farm Worker II for Dept. of Horticulture

Plantilla Item No.:	FAWK2-4-1998
Position:	Farm Worker II
Educ. Requirement:	Elem. School Grad
Elig. Requirement:	None Required (MC 10 S. 2003 Cat. III)
Experience Requirement:	1-year relevant experience
Training Requirement:	None Required

NAME	AGE	ELIG.	EDUCATION (15%)		EXP. (15%)	PER F(20%)	POTENTIAL (10%)		TRNG (5%)	AWARDS (5%)	PCPT (15%)	SKILLS (15%)	TOTAL (100%)	Rank
			Degree	Pts.	Pts.	Pts.	Sup. (5%)	NAPB (5%)	Pts.	Pts.	Pts.	Pts.		
<b>PANTOJA, Noel</b>	58	None	Elementary Graduate	10.00	15.00	10.00	5.00	4.57	0.00	0.00	13.11	0	57.68	1
<b>MANAGBANAG, Roland</b>	41	None	Elementary Graduate	10.00	15.00	6.00	4.90	3.57	5.00	0.00	11	0	55.45	2
<b>CIRCULADO, George S.</b>	43	None	Elementary Graduate	10.00	12.68	8.48	3.50	3.50	2	0.00	10.77	0	50.93	3
<b>NAYRE, Rodel A</b>	31	None	High School Graduate	14.00	2.41	10.00	5.00	3.43	5.00	0.00	13.35	0	72.94	4
<b>BAGARINAO, Roldan</b>	47	None	High School Graduate	14.00	2.92	8.80	3.85	3.57	0.00	0.00	10.50	0	43.64	5
<b>SULGA, Jayssel</b>	24	None	1 <sup>st</sup> Year High School	11.00	3.02	9.30	4.20	3.14	0.00	0.00	10.17	0	40.83	6

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

**NAPB Resolution No. 260**  
Series of 2021

Recommending approval to hire the first-ranked candidate, Mr. Noel Pantoja as Farm Worker II.  
*August 9, 2021*



Certified True and Correct:

**JENNIFER E. ANDO**  
*NAPB Secretary*

cc: **Dr. Rosario A. Salas**, *Head, DoH*  
**Mr. Noel Pantoja**, *DoH*





**EXCERPT FROM THE APPROVED MINUTES OF THE  
Non- Academic Personnel Board Meeting  
August 6, 2021 at 8:30 am via Virtual (meet.google.com/ usc- rjt-wrbe-kxk)  
August 9, 2021 at 1:30 pm via Virtual (meet.google.com/ usc- fuj-tcaw-rww)**

**Comparative Assessment:**

- **EPS-II (OGS)**

Plantilla Item No.: EPS2 - 1 - 2002 vacated by Mr. Alex Tulin  
Position: Education Program Specialist II  
Educ. Requirement: Bachelor's degree relevant to the job  
Elig. Requirement: CS (Prof) Second Level Eligibility  
Exp./Training Requirement: 1 year of relevant experience / 4 hours of relevant training

NAME	AGE	ELIG.	EDUCATION (15%)		EXP. (15%)	PER F(20%)	POTENTIAL (10%)		TRNG (5%)	AWARDS (5%)	PCPT (15%)	SKILLS (15%)	TOTAL (100%)	Rank
			Degree	Pts.	Pts.	Pts.	Sup. (5%)	NAPB (5%)	Pts.	Pts.	Pts.	Pts.		
<b>QUEVEDO, Mark Joshua S.</b>	29	CSP NC IV: Programming	MS Agronomy (Grad: 50units) MS IT (18 units) BSCS	15.00	5.98	7.90	4.95	4.8	5.00	0.00	14.43	13.86	71.62	1
<b>BALBARINO, Vivian V.</b>	60	CSP	MS Ag. Extn. (30 units) BSA Economics	11.00	15.00	9.95	0	3.86	5	0.00	12.24	Did not take	57.05	2
<b>ABOY, Edgar Joel F.</b>	43	CSP	MBA (18 units) Bachelor in Bus. Mgt.	11.00	0.87	8.60	3.00	3.80	3	0.00	12.57	13.00	55.84	3

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

**NAPB Resolution No. 261  
Series of 2021**

Recommending approval to hire the first-ranked candidate, Mr. Mark Joshua Quevedo as EPS-II.

August 9, 2021



Certified True and Correct:

**JENNIFER E. ANDO**  
*NAPB Secretary*

cc: **Dr. Anabella B. Tulin**, *Dean, OGS*  
**Mark Joshua S. Quevedo**, *OGS*



**EXCERPT FROM THE APPROVED MINUTES OF THE**

**Non- Academic Personnel Board Meeting**

August 6, 2021 at 8:30 am via Virtual (meet.google.com/ usc- [rjt-wrbe-kxk](https://meet.google.com/usc-rjt-wrbe-kxk))

August 9, 2021 at 1:30 pm via Virtual (meet.google.com/ usc- [fuj-tcaw-rwv](https://meet.google.com/usc-fuj-tcaw-rwv))

- ERA (casual) for Office of Graduate School

Position: Education Research Assistant I  
 Educ. Requirement: Completion of 2 years studies in College  
 Elig. Requirement: Preferably will have a CS (SubProf) Eligibility  
 Experience Requirement: 1 year of relevant experience (\*experience in production of journals, handbook, videos and websites content and other promotional materials is preferable)  
 Training Requirement 4 hours of relevant training

NAME	AGE	ELIG.	EDUCATION (15%)		EXP. (15%)	PER F(20%)	POTENTIAL (10%)		TRNG (5%)	AWARDS (5%)	PCPT (15%)	SKILLS (15%)	TOTAL (100%)	Rank
			Degree	Pts.	Pts.	Pts.	Sup. (5%)	NAPB (5%)	Pts.	Pts.	Pts.	Pts.		
<b>QUEVEDO, Mark Joshua S.</b>	29	CSP NC IV: Programming	MS Agronomy (Grad: 50units) MS IT (18 units) BSCS	15.00	5.98	7.90	4.95	4.75	5.00	0.00	14.14	14	72.20	1

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

**NAPB Resolution No. 262**

Series of 2021

Since Mr. Mark S. Joshua Quevedo is already appointed as EPS-II, the Board recommends to repost the ERA-I for OGS at the HRIS to attract more qualified applicants.

August 9, 2021

Certified True and Correct:

**JENNIFER E. ANDO**  
NAPB Secretary

cc: Ms. Honey Sofia V. Colis, OIC- Director, ODHRM





**EXCERPT FROM THE APPROVED MINUTES OF THE  
Non- Academic Personnel Board Meeting  
August 6, 2021 at 8:30 am via Virtual (meet.google.com/ usc- rjt-wrbe-kxk)  
August 9, 2021 at 1:30 pm via Virtual (meet.google.com/ usc- fuj-tcaw-rwv)**

• **Admin Aide I (DAS)**

Plantilla Item No.: ADA1-180-2004  
Position: Administrative Aide I (Laborer) Permanent SG 1  
Educ. Requirement: Elem. School Grad  
Elig. Requirement: None Required (MC 10 S. 2003 Cat. III)  
Experience Requirement: None Required  
Training Requirement: None Required

NAME	AGE	ELIG.	EDUCATION (15%)		EXP. (15%) Pts.	PER F(20%) Pts.	POTENTIAL (10%)		TRNG (5%) Pts.	AWARDS (5%) Pts.	PCPT (15%) Pts.	SKILLS (15%) Pts.	TOTAL (100%)	Rank
			Degree	Pts.			Sup. (5%)	NAPB (5%)						
<b>BOLASTIG, Florentino D., Jr.</b>	46	None	Elementary School Graduate	10.00	13.30	7.60	4.88	4.71	0.00	0.00	13.17	0	53.66	1
DORON, Arnel G.	33	None	Nursing Aide 2nd Year	15.00	0.00	10.00	4.95	3.00	0.00	0.00	12.18	0.00	45.13	2
SULGA, Jaysell M.		None	1st Year High School	11.00	3.02	9.30	4.20	3.71	0.00	0.00	12.09	0.00	43.32	3

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

**NAPB Resolution No. 263  
Series of 2021**

Recommending approval to appoint the first-ranked candidate Mr. Florentino D. Bolastig Jr. as Admin Aide I (laborer) for DAS.

August 9, 2021

Certified True and Correct:

**JENNIFER E. ANDO**  
NAPB Secretary

cc: **Dr. Manuel D. Gacutan Jr., Head, DAS**  
**Mr. Florentino D., Jr. Bolastig, DAS**





**EXCERPT FROM THE APPROVED MINUTES OF THE**

**Non- Academic Personnel Board Meeting**

August 6, 2021 at 8:30 am via Virtual (meet.google.com/ usc- [rjt-wrbe-kxk](https://meet.google.com/usc-rjt-wrbe-kxk))

August 9, 2021 at 1:30 pm via Virtual (meet.google.com/ usc- [fuj-tcaw-rww](https://meet.google.com/usc-fuj-tcaw-rww))

• **Admin Aide III (IHK)**

Plantilla Item No.: ADA3-215-2004  
Position: Administrative Aide III (Utility Worker II) for IHK  
Educ. Requirement: Elem. School Grad  
Elig. Requirement: None Required (MC 10 S. 2003 Cat. III)  
Experience Requirement: None Required  
Training Requirement: None Required

NAME	AGE	ELIG.	EDUCATION (15%)		EXP. (15%) Pts.	PER F(20%) Pts.	POTENTIAL (10%)		TRNG (5%) Pts.	AWARDS (5%) Pts.	PCPT (15%) Pts.	SKILLS (15%) Pts.	TOTAL (100%)	Rank
			Degree	Pts.			Sup. (5%)	NAPB (5%)						
<b>ALBA, Arturo Jr. B.</b>	43	None	3rd yr B Animal Science	15.00	9.50	9.58	4.85	5.00	5.00	2.00	14.10	0.00	65.03	1
<b>BAGARINA O, Raul T.</b>	49	None	High School Grad	14.00	15.00	9.78	4.80	4.33	4.00	0.00	12.90	0.00	64.81	2
<b>ORACION, Rolando I.</b>	43	None	BS Industrial Technology	15.00	13.68	9.70	4.60	3.83	0.00	0.00	12.33	0.00	59.14	3
<b>BAGARINA O, Junvic</b>	32	None	2nd Year Level	15.00	11.74	9.32	4.45	4.67	2.00	0.00	12.72	0.00	59.90	4
<b>LLANO, Lemuel</b>	33	None	1st Year College	15.00	7.98	9.40	4.80	4.50	5.00	0.00	12.99	0.00	59.67	5
<b>LATRAS, Servando</b>	29	None	High School Grad	14.00	9.05	9.80	5.00	4.00	3.00	0.00	12.33	0.00	57.18	6

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

**NAPB Resolution No. 264**

Series of 2021

Recommending approval to appoint the first-ranked candidate Mr. Arturo B. Alba Jr. as Admin Aide III (Utility Worker-II) for IHK.

August 9, 2021

Certified True and Correct:

**JENNIFER E. ANDO**  
NAPB Secretary

cc: **Dr. Charis B. Limbo, Director, IHK**  
**Mr. Arturo B. Alba Jr., OVPAF**





**EXCERPT FROM THE APPROVED MINUTES OF THE**

**Non- Academic Personnel Board Meeting**

August 6, 2021 at 8:30 am via Virtual (meet.google.com/ usc- [rjt-wrbe-kxk](https://meet.google.com/usc-rjt-wrbe-kxk))

August 9, 2021 at 1:30 pm via Virtual (meet.google.com/ usc- [fuj-tcaw-rwv](https://meet.google.com/usc-fuj-tcaw-rwv))

- Admin Aide III (VSUIHS)

Plantilla Item No.: ADA3-160-2004  
Position: Administrative Aide III (Utility Worker II) for VSUIHS  
Educ. Requirement: Elem. School Grad  
Elig. Requirement: None Required (MC 10 S. 2003 Cat. III)  
Experience Requirement: None Required  
Training Requirement: None Required

NAME	AGE	ELIG.	EDUCATION (15%)		EXP. (15%)	PER F(20%)	POTENTIAL (10%)		TRNG (5%)	AWARDS (5%)	PCPT (15%)	SKILLS (15%)	TOTAL (100%)	Rank
			Degree	Pts.			Sup. (5%)	NAPB (5%)						
<b>BAGARINAO, Raul T.</b>	49	None	High School Grad	14.00	15.00	9.78	4.80	4.33	4.00	0.00	12.96	0.00	64.87	1
ALBA, Arturo Jr. B.	43	None	3rd yr B Animal Science	15.00	9.50	9.58	4.85	5.00	5.00	2.00	13.74	0.00	64.67	2
GARCITOS, Jose Roldan	51	None	High School Grad	14.00	13.67	9.00	5.00	4.71	5.00	0.00	13.26	0.00	64.64	3
ORACION, Rolando I.	43	None	BS Industrial Technology	15.00	13.68	9.70	4.60	4.17	0.00	0.00	12.39	0.00	59.54	4
LLANO, Lemuel	33	None	1st year College	15.00	7.98	9.32	4.80	4.50	5.00	0.00	12.81	0.00	59.41	5
MANAGBANA G, Marlo	43	None	BS IN Agribusiness	15.00	9.58	8.60	5.00	3.86	5.00	0.00	11.88	0.00	58.92	6

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

**NAPB Resolution No. 265**

Series of 2021

Recommending approval to appoint the first-ranked candidate Mr. Raul T. Bagarinao as Admin Aide III (Utility Worker II) for VSUIHS.

August 9, 2021

Certified True and Correct:

**JENNIFER E. ANDO**  
NAPB Secretary

cc: **Dr. Shalom Grace C. Sugano**, Principal, VIHS  
**Mr. Raul T. Bagarinao**, OP





**EXCERPT FROM THE APPROVED MINUTES OF THE**

**Non- Academic Personnel Board Meeting**

August 6, 2021 at 8:30 am via Virtual (meet.google.com/ usc- [rjt-wrbe-kxk](https://meet.google.com/rjt-wrbe-kxk))

August 9, 2021 at 1:30 pm via Virtual (meet.google.com/ usc- [fuj-tcaw-rww](https://meet.google.com/fuj-tcaw-rww))

• **Agri Tech II (Eco-Farmi)**

Plantilla Item No.: AGT2-1-1998 vacated by  
Position: Agricultural Technician II  
Educ. Requirement: Completion of 2 years studies in college  
Elig. Requirement: CS (Subprofessional) First Level Eligibility  
Exp. Requirement: 1 year of relevant experience  
Training Requirement: 4 hours of relevant training

\* An NC II in Organic Agriculture Production or its equivalent and a TM (Training Methodology) holder is an advantage

NAME	AGE	ELIG.	EDUCATION (15%)		EXP. (15%)		PER F(20%)		POTENTIAL (10%)		TRNG (5%)	AWARDS (5%)	PCPT (15%)	SKILLS (15%)	TOTAL (100%)	Rank
			Degree	Pts.	Pts.	Pts.	Sup. (5%)	NAPB (5%)	Pts.	Pts.	Pts.	Pts.				
<b>Baldos, Odelo B.</b>	37	RA 10690: Forester	MS Dev. Sociology (12 units) BS Forestry	12.00	0.99	10.00	4.70	4.50	5.00	0.00	13.05	13.38	63.61	1		
<b>Laniba, Reian O.</b>	25	RA 1080: LEA NC II: Organic Agriculture Prodn.	BS Agriculture – Horticulture	12.00	2.85	7.10	4.95	4.25	5.00	0.00	12.21	11.63	59.99	2		
<b>Bengalan, Monna E.</b>	26	CSP	Master in Ag. Dev. (9 units) BS Statistics	12.00	0.91	10.00	3.55	4.29	5.00	0.00	12.69	10.71	59.15	3		
<b>Collera, Ibe Rose L.</b>	26	CSP NC II: Organic Agriculture Prodn. NC III: Agropreneurship	BS Agribusiness	12.00	0.93	6.00	3.00	4.50	5.00	0.00	13.23	13.63	58.29	4		

\*withdrawing application

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





**NAPB Resolution No. 266**

Series of 2021

Recommending approval to appoint the first-ranked candidate Mr. Odelo B. Baldos as Agric Tech II for Eco-FARMI.

*August 9, 2021*

Certified True and Correct:

**JENNIFER E. ANDO**  
*NAPB Secretary*

*cc: Dr. Romel B. Armecin, Director, Eco-FARMI*  
**Mr. Odelo B. Baldos, ITEEM**



**EXCERPT FROM THE APPROVED MINUTES OF THE**

**Non- Academic Personnel Board Meeting**

*August 6, 2021 at 8:30 am via Virtual (meet.google.com/ usc- rjt-wrbe-kxk)*

*August 9, 2021 at 1:30 pm via Virtual (meet.google.com/ usc- fuj-tcaw-rwv)*

• **ERA for ODIE**

- Position: Education Research Assistant I (Casual)
- Educ. Requirement: Completion of two years studies in College
- Elig. Requirement: Preferably will have a CS (SubProf) Eligibility
- Experience Requirement: 1 year of relevant experience (\*experience either as exec. asst. or in the preparation or evaluation of curricular offerings will be given preference)
- Training Requirement 4 hours of relevant training

NAME	AGE	ELIG.	EDUCATION (15%)		EXP. (15%)	PER F(20%)	POTENTIAL (10%)		TRNG (5%)	AWARDS (5%)	PCPT (15%)	SKILLS (15%)	TOTAL (100%)	Rank
			Degree	Pts.	Pts.	Pts.	Sup. (5%)	NAPB (5%)	Pts.	Pts.	Pts.	Pts.		
ESTRERA, Aida L.	27	LET	Bachelor Elementary Educ	12.00	3.35	10.00	4.85	4.25	5.00	0.00	12.87	12.88	65.20	1
CARLON, Mary Claire M.	42	CSP CSSP	Master in Teaching Special Educ (18 units) BS Psychology Master in Bus. Ad. (on going)	13.00	1.31	6.00	3.00	4.25	5.00	0.00	13.32	14.5	60.38	2
TORREVILLAS, Esperanza D.	37	None	Bachelor of Arts (Political Science)	12.00	6.00	6.00	3.00	4.25	0.00	0.00	12.84	Did not take	44.09	3

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

**NAPB Resolution No. 267**

Series of 2021

Recommending approval to appoint the first-ranked candidate Ms. Aida L. Estrera as Education Research Assistant I (Casual) for ODIE.

*August 9, 2021*

Certified True and Correct:

**JENNIFER E. ANDO**  
NAPB Secretary

cc: **Dr. Ma. Rachel Kim L. Aure**, Director, ODIE  
**Aida L. Estrera**, OVPAA



**EXCERPT FROM THE APPROVED MINUTES OF THE**

**Non- Academic Personnel Board Meeting**

*August 6, 2021 at 8:30 am via Virtual (meet.google.com/ usc- rjt-wrbe-kxk)*

*August 9, 2021 at 1:30 pm via Virtual (meet.google.com/ usc- fuj-tcaw-rwv)*

**Shortlisting of the following applicants:**

a. Administrative Officer II for OVPAF

Plantilla Item No.:	ADOF2 -28 - 2004 /ADOF2 -31 – 2004
Position:	Administrative Officer II
Educ. Requirement:	Bachelor's Degree
Elig. Requirement:	CS (Prof) Second level Eligibility
Exp. Requirement:	3 years of relevant experience
Training Requirement:	None Required

NAME	AGE	ELIGIBILITY	EDUCATION (15%)	EXPERIENCE (15%)			TOTAL	REMARKS
Next-in-rank (AO I)								
<b>DOHILING, Raquel H.</b>	41	CSP	MM (42 units) BSC - Finance	12.00	5.42	15.00	27.00	1
<b>RANCHEZ, Carlito V.</b>	63	CSP	MS Entomology (24 units) BSA Plant Prot.	12.00	38.10	7.09	19.09	2
<b>Online Applicants</b>								
<b>VILLAS, Me-an D.</b>	31	CSP	MM Management (21 units) BS Computer Science	11.00	7.10	6.85	17.85	3
<b>JAYME, Jenefer B.</b>	29	CSP CSSP	MM (12 units) BS HRTM	10.00	7.37	7.37	17.37	4
<b>LABAN, John V.</b>	41	RA1080: LET	Diploma in Prof. Educ. AB English	10.00	13.47	7.15	17.15	5
<b>DIDAL, Poca Joe A.</b>	31	CSP	Masters in Public Ad. (cert BS Economics	10.00	7.82	5.18	15.18	
<b>SEMBRANO, Sheilabelle F.</b>	31	CSP	BS Economics	10.00	9.33	4.64	14.64	

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

**NAPB Resolution No. 268**

Series of 2021

Recommending approval for the top 5 candidates Ms. Dohiling, Mr. Ranchez, Mses. Villas and Jayme and Mr. Laban to be included in the shortlisted candidates for further assessment and evaluation

*August 9, 2021*



**b. Administrative Officer II for OGS**

Plantilla Item No.: ADOF2 -31 - 2004  
Position: Administrative Officer II  
Educ. Requirement: Bachelor's Degree  
Elig. Requirement: CS (Prof) Second level Eligibility  
Exp. Requirement: 3 years of relevant experience  
Training Requirement: None Required

NAME	AGE	ELIGIBILITY	EDUCATION (15%)	EXPERIENCE (15%)	TOTAL	REMARKS		
Next-in-rank (AO I)								
DOHILING, Raquel H.	41	CSP	MM (42 units) BSC - Finance	12.00	5.42	15.00	27.00	1
RANCHEZ, Carlito V.	63	CSP	MS Entomology (24 units) BSA Plant Prot.	12.00	38.10	7.09	19.09	3
Online Applicants								
ABAMO, Lorna B.	59	CSP CSSP	MA Education (Grad: 37 units) BS Ag. Eng'g.	12.00	20.27	15.00	27.00	2
VILLAS, Me-an D.	31	CSP	MM Management (21 units) BS Computer Science	11.00	7.10	6.85	17.85	4
MONDEJAR, Jake Wilson B.	25	RA1080: LET	BSEd Biological Science	10.00	3.20	1.26	11.26	5
REDRENDO, Dechristian V.	23	RA1080: LET	B Secondary Education	10.00	0.35	0.26	10.26	6
PIA, Ariel P.	29	None						DQ

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

**NAPB Resolution No. 269**  
Series of 2021

Recommending approval for the top 4 candidates Ms. Dohiling, Mr. Ranchez, Msses. Villas and Abamo to be included in the shortlisted candidates for further assessment and evaluation.

August 9, 2021

Certified True and Correct:

**JENNIFER E. ANDO**  
NAPB Secretary

cc: Ms. Honey Sofia V. Colis, OIC- Director, ODHRM