



HR MERIT SELECTION AND PROMOTION BOARD

ADDENDUM

The HR Merit Selection and Promotion Board (HRMSPB) hereby presents the revised list of ALL APPLICANTS and ALL QUALIFIED APPLICANTS for the positions of:

Supervising Administrative Officer - Administrative Division
(SLPCB-SADOF-25-2022)

With the motion for consideration filed by Veluz, Richard M. on May 26, 2023 for the above-stated position, further evaluation of the HRMSPB found that he is qualified for the Supervising Officer – Administrative Division.


GINO A. CABRERA, RPM
Assistant Head, HRMO

Approved by:


FREDERICK T. VILLA, DT
Chairperson, MSPB Non-Teaching

JUN 06 2023



PERSONNEL SELECTION AND PROMOTION BOARD

ALL APPLICANTS

Supervising Administrative Officer - Administrative Division

ITEM POSITION:

SALARY GRADE: 22

SLPCB-SADOF-25-2022

MINIMUM QUALIFICATION:	
Office/Unit:	SLSU Lucban Campus - Administrative Division
Education:	Bachelor's degree relevant to the job
Eligibility:	Career Service (Professional) Second Level Eligibility
Training:	16 hours of relevant training
Experience:	3 years of relevant experience
Competency	Advanced knowledge and skills on pertinent rules and regulations pertaining to the financial/ administrative operations of the university, oral and written communication, problem solving and analytical approaches, planning and budgeting, management and supervisory practices, interpersonal and organizational decision making, and organizational development.
APPLICANT	PRESENT POSITION/OFFICE
Abad, Belma B.	Admin Officer V, Focal Person TAK/ Chairperson CENRO Tayabas
Avila, Maria Sylvia S.	Acting Technical Assistant to the Vice President Manuel S. Enverga University Foundation
Barte, Reymark	Administrative Officer V DOST-TAPI, FAD Property
Bello, Tristan Jeremias A.	Peace Program Officer III Office of the Presidential Adviser on the Peace Process
Bucad, Avelino Jr R.	Head Teacher I DepEd Quezon Science Highschool
Cadao, Melanie S.	Assistant Professor III Southern Luzon State University
Caneo, Patrice Grace A.	Assistant Professor II Southern Luzon State University
Carreon, Paulo G.	Administrative Officer V Human Resource Management Office City Government of
Llegado, Fides Joyce D.	Assistant Professor II Southern Luzon State University
Makipagay, Melvin A.	Administrative Officer I Southern Luzon State University
Pangilinan, Millicent O.	Court Decongestion Officer TC BR 60 Lucena City

Paroan, Edsel P.	Assistant Professor IV Southern Luzon State University
Placino, Margarita L.	Administrative Officer III Assistant Head, Supply and Property Office
Rivera, Jayson A.	Budget Officer II Municipality of Sariaya
Seño, Mariebeth P.	Assistant Professor II Southern Luzon State University
Valle, Richard L.	Instructor III Southern Luzon State University
Veluz, Richard M.	Assistant Professor I Southern Luzon State University
Villania, Norvic C.	Administrative Officer II DepEd Quezon Division
Villaverde, Ramona S.	Building Administration Manager Shopping Center Management Corporation
Yao, Jezreel S.	Administrative Officer II Department of Foreign Affairs
Zabella, Maridel C.	Administrative Officer IV Southern Luzon State University
21 Applicants	

Prepared by:



GINO A. CABRERA, Rpm
Assistant Head, HRMO

Approved by:



FREDERICK T. VILLA, DT
Chairperson, MSPB Non-Teaching



PERSONNEL SELECTION AND PROMOTION BOARD

ALL QUALIFIED APPLICANTS

Supervising Administrative Officer - Administrative Division
ITEM POSITION: SALARY GRADE: 22
SLPCB-SADOF-25-2022

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Bucad, Avelino Jr R.	Head Teacher I DepEd Quezon Science Highschool
Cadao, Melanie S.	Assistant Professor III Southern Luzon State University
Caneo, Patrice Grace A.	Assistant Professor II Southern Luzon State University
Makipagay, Melvin A.	Administrative Officer I Southern Luzon State University
Paroan, Edsel P.	Assistant Professor IV Southern Luzon State University
Placino, Margarita L.	Administrative Officer III Assistant Head, Supply and Property Office
Sefio, Mariebeth P.	Assistant Professor II Southern Luzon State University
Veluz, Richard M.	Assistant Professor I Southern Luzon State University
Zabella, Maridel C.	Administrative Officer IV Southern Luzon State University
11 Applicants	

Prepared by:

GINO A. CABRERA, RPTM
Assistant Head, HRMO

Approved by:

FREDERICK T. VILLA, DT
Chairperson, MSPB Non-Teaching