



HR MERIT SELECTION AND PROMOTION BOARD

ERRATUM

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

Administrative Officer I
(SLPCB-ADOF1-8-2004)

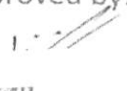
Supervising Administrative Officer - Administrative Division
(SLPCB-SADOF-25-2022)

Supervising Administrative Officer - Finance Division
(SLPCB-SADOF-26-2022)

The names of Emocling, Annabelle C. and Zabella, Maridel C. were inadvertently omitted from the list of all applicants and all qualified applicants for Administrative Officer I and Supervising Administrative Officer (Finance Division) positions, respectively. Further, the current position of Avila, Maria Sylvia S. was corrected to Acting Technical Assistant to the Vice President of MSEUF.


Gino A. Cabrera, Rpm
Assistant Head, HRMO

Approved by:


Frederick T. Villa, DT
Chairperson, MSPB Non-Teaching

MAY 25 2023



PERSONNEL SELECTION AND PROMOTION BOARD

ALL APPLICANTS

ADMINISTRATIVE OFFICER I

ITEM POSITION:


SLPCB-ADOF1-8-2004

SALARY GRADE: 10


| MINIMUM QUALIFICATION: | |
|--------------------------|---|
| Office/Unit: | SLSU JGE Tagkawayan |
| Education: | Bachelor's Degree |
| Eligibility: | Career Service (Professional) Second Level Eligibility |
| Training: | None required |
| Experience: | None required |
| APPLICANT | PRESENT POSITION/OFFICE |
| Anoche, Krisbie A. | Administrative Officer II Department of Budget and Management -Government Procurement Policy Board-Technical Support Office |
| Balanay, Arleigh A. | Administrative Aide III SLSU-Judge Guillermo Eleazar Tagkawayan, Quezon |
| Emocling, Anabelle C. | Administrative Aide IV Southern Luzon State University |
| Endaya, Mary Grace T. | Contract of Service Instructor Judge Guillermo Eleazar Tagkawayan, Quezon |
| Hernandez, Riezl Jane B. | Business Counselor-Contract of Service Department of Trade and Industry, Tagkawayan, Quezon |
| Ilapan, Zues D. | Job Order LGU Tagkawayan, Quezon |
| Jimenez, Jennifer S. | Administrative Assistant II DEPEd, National High School, Tagkawayan, Quezon |
| Logmao, Oliver H. | Administrative Aide III Quezon National Agricultural School |
| Malihan, Emmanuel F. Jr. | n/a |
| Maraña, Reschel P. | Accounting Assistant Tulay sa Pag-unlad, Inc. (A Microfinance NGO) Tagkawayan Branch |
| Pepaño, Karen Ann M. | Social Welfare Assistant Department of Social Welfare and Development Del Gallego, Camarines Sur |
| Razon, Jeffrey H. | n/a |
| Rio, Randy P. | n/a |
| Rocafor, Frecian P. | Secondary School Teacher I-JHS Tabason National High School Tagkawayan, Quezon |
| Son, Mark Anthony F. | Secondary Teacher Tagkawayan High School |

| | |
|-----------------------|--|
| Villapando, Medjay C. | Bookkeeper Superlines Transportation, Inc. |
| Zara, Mark Gil B. | Faculty Our Lady of Lourdes College Foundation, Inc. Del Gallego, Camarines Sur |
| 17 applicants | |

Prepared by:


PATRICE GRACE A. CANEO, DBA
 Acting Head, URMO

Approved by:


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



PERSONNEL SELECTION AND PROMOTION BOARD

ALL QUALIFIED APPLICANTS

ADMINISTRATIVE OFFICER I

ITEM POSITION:

SLPCB-ADOF1-8-2004

SALARY GRADE: 10

| MINIMUM QUALIFICATION: | |
|--------------------------|---|
| Office/Unit: | SLSU JGE Tagkawayan |
| Education: | Bachelor's Degree |
| Eligibility: | Career Service (Professional) Second Level Eligibility |
| Training: | None required |
| Experience: | None required |
| APPLICANT | PRESENT POSITION/OFFICE |
| Anoche, Krisbie A. | Administrative Officer II Department of Budget and Management -Government Procurement Policy Board-Technical Support Office |
| Emocling, Anabelle C. | Administrative Aide IV Southern Luzon State University |
| Endaya, Mary Grace T. | Contract of Service Instructor Judge Guillermo Eleazar Tagkawayan, Quezon |
| Hernandez, Riezl Jane B. | Business Counselor-Contract of Service Department of Trade and Industry, Tagkawayan, Quezon |
| Ilapan, Zues D. | Job Order LGU Tagkawayan, Quezon |
| Jimenez, Jennifer S. | Administrative Assistant II DEPEd, National High School, Tagkawayan, Quezon |
| Logmao, Oliver H. | Administrative Aide III Quezon National Agricultural School |
| Malihan, Emmanuel F. Jr. | n/a |
| Maraña, Reschel P. | Accounting Assistant Tulay sa Pag-unlad, Inc. (A Microfinance NGO) Tagkawayan Branch |
| Pepaño, Karen Ann M. | Social Welfare Assistant Department of Social Welfare and Development Del Gallego, Camarines Sur |
| Razon, Jeffrey H. | n/a |
| Rio, Randy P. | n/a |
| Rocafor, Frecian P. | Secondary School Teacher I-JHS Tabason National High School Tagkawayan, Quezon |
| Son, Mark Anthony F. | Secondary Teacher Tagkawayan High School |

| | |
|-----------------------|--|
| Villapando, Medjay C. | Bookkeeper Superlines Transportation, Inc. |
| Zara, Mark Gil B. | Faculty Our Lady of Lourdes College Foundation, Inc. Del Gallego, Camarines Sur |
| 16 applicants | |

Prepared by:



PATRICE GRACE A. CANEO, DBA
Acting Head, HRMO

Approved by:



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



PERSONNEL SELECTION AND PROMOTION BOARD

ALL APPLICANTS


Supervising Administrative Officer - Administrative Division

ITEM POSITION: SALARY GRADE: 22
 SLPCB-SADOF-25-2022

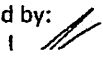
| MINIMUM QUALIFICATION: | |
|----------------------------|---|
| Office/Unit: | SLSU Lucban Campus - Administrative Division |
| Education: | Bachelor's degree relevant to the job |
| Eligibility: | Career Service (Professional) Second Level Eligibility |
| Training: | 16 hours of relevant training |
| 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 Mangement 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, Millecent 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 Profesor 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

Table with 2 columns: APPLICANT and PRESENT POSITION/OFFICE. Includes a 'MINIMUM QUALIFICATION' section and a list of 10 applicants with their current positions.

Prepared by: [Signature]

GINO A. CABRERA, Rpm
Assistant Head, HRMO

Approved by: [Signature]

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



PERSONNEL SELECTION AND PROMOTION BOARD

ALL APPLICANTS

Supervising Administrative Officer - Finance Division

ITEM POSITION:
SLPCB-SADOF-26-2022


SALARY GRADE: 22

| MINIMUM QUALIFICATION: | |
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| Office/Unit: | SLSU Lucban Campus - Financial Division |
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| 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 |
| APPLICANT | PRESENT POSITION/OFFICE |
| Absulio, Maria Cristine D. | Administrative Officer V Budget Office |
| Cadao, Melanie S. | Assistant Professor III Southern Luzon State University |
| Caneo, Patrice Grace A. | Assistant Professor II Southern Luzon State University |
| Medina, Myla J. | Accountant III Food and Drug Administration |
| Paroan, Edsel | Assistant Professor IV Southern Luzon State University |
| Placino, Margarita L. | Administrative Officer III Assistant Head, Supply and Property Office |
| Veluz, Richard M. | Assistant Professor I Southern Luzon State University |
| Zabella, Maridel C. | Administrative Officer IV Southern Luzon State University |
| 8 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 - Finance Division

ITEM POSITION: SLPCB-SADOF-26-2022

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| Caneo, Patrice Grace A. | Assistant Professor II Southern Luzon State University |
| Medina, Myla J. | Accountant III Food and Drug Administration |
| Placino, Margarita L. | Administrative Officer III Assistant Head, Supply and Property Office |
| Zabella, Maridel C. | Administrative Officer IV Southern Luzon State University |
| 6 Applicants | |

Prepared by:

GINO A. CABRERA, RPrm
Assistant Head, HRMO

Approved by:

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