



Republic of the Philippines
WESTERN MINDANAO STATE UNIVERSITY

Office of the University and Board Secretary
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EXCERPTS FROM THE MINUTES OF THE 63RD SPECIAL BOARD MEETING (1ST SPECIAL BOARD MEETING, C.Y. 2022) OF THE WESTERN MINDANAO STATE UNIVERSITY BOARD OF REGENTS (WMSU-BOR) HELD AT THE CHE FUNCTION ROOM, COLLEGE OF HOME ECONOMICS, WESTERN MINDANAO STATE UNIVERSITY, NORMAL ROAD, BALIWASAN, ZAMBOANGA CITY VIA VIDEO CONFERENCING ON JANUARY 10, 2022, 02:00 P.M.

RESOLUTION NO. 4

Series of 2022

A RESOLUTION APPROVING THE ADOPTION OF THE PROPOSED SELECTION CRITERIA FOR THE CHIEF ADMINISTRATIVE OFFICER (CAO) POSITION SALARY GRADE 24, A PLANTILLA ITEM

WHEREAS, the Vice-President for Administration and Finance Dr. Joselito D. Madroñal deliberated/discussed with the Board of Regents the **Proposed Selection Criteria for the Chief Administrative Officer (CAO) Position with Salary Grade 24, a Plantilla Item**, as attached in **Annex "C"** of the Agenda Folder as part and parcel of this resolution;

WHEREAS, the Selection Criteria for Chief Administrative Officer (CAO) SG-24 are as follows:

Qualification Standard	Educational Qualification:	At least a Master's Degree or Juris Doctor or Doctorate Degree/Ph.D.
	Eligibility:	Career Service Professional, Second Level
	Experience:	At least four (4) years of relevant managerial and/or supervisory experience
	Training:	At least 40 hours of relevant training/s in the areas of management and supervision with trainings on (CSC's ORA-HRA & RACCS)
	Competency:	Good Written and Verbal Communication

WHEREAS, the Board was informed that other than the Civil Service Commission (CSC) prescribed criteria for CAO, the Human Resource Merit Promotion & Selection Board (HMRPSB) for Administrative Personnel proposed **to include the six (6) additional criteria: Educational Qualifications; Relevant Work Experience; Relevant Trainings/Seminars; Communication Skills; Potential; and Performance;**

WHEREAS, it was emphasized that **in the Comprehensive Examination 70% is the cut-off**. Hence, failure to meet the percentage minimum requirement disqualifies the applicant/candidate to be included in the shortlisting,

WHEREAS, the Board of Regents recommended that **the indicators in the selection criteria will be adopted with a total cut-off of 70 as the minimum point requirement;**

NOW THEREFORE, upon motion of Regent Jose L. Lobregat and duly seconded by Regent Adrian P. Semorlan, **BE IT RESOLVED AS IT IS HEREBY RESOLVED**, that the Board of Regents **APPROVES FOR THE ADOPTION OF THE PROPOSED SELECTION CRITERIA FOR CHIEF ADMINISTRATIVE OFFICER (CAO) POSITION SALARY GRADE 24, A PLANTILLA ITEM.**

DONE this 10th day of January, 2022 at **CHE FUNCTION ROOM, COLLEGE OF HOME ECONOMICS, WESTERN MINDANAO STATE UNIVERSITY, NORMAL ROAD, BALIWASAN, ZAMBOANGA CITY, PHILIPPINES.**

I hereby certify the veracity and authenticity of the foregoing.


ASST. PROF. AL-GHANI D. MOHAMMAD
University and Board Secretary

Attested:


HON. MA. CARLA A. OCHOTORENA, RN, Ph.D.
President, WMSU
Vice-Chairperson, WMSU-BOR