



**EXCERPT FROM THE APPROVED MINUTES OF THE
Non- Academic Personnel Board Meeting
January 11, 2023**

Via Google meet: <https://meet.google.com/zvn-jjwj-czq>

Final Comparative Assessment of Administrative Aide III Casual for DPO

Position: ADMINISTRATIVE AIDE III (Casual)
Educ. Requirement: Completion of 2 years studies in college
Elig. Requirement: Civil Service (Sub-Professional) First Level Eligibility
Exp. Requirement: None Required (but preferably with training/seminar on ISO 9001:2015 and Data Privacy Law)
Training Requirement: None Required (but preferably with training/seminar on ISO 9001:2015 and Data Privacy Law)

NAME	AGE	ELIG.	EDUCATION (15%)		EXP. (15%)	PERF. (20%)	POTENTIAL (10%)		TRNG. (5%)	AWDS (5%)	PCPT (15%)	SKILLS (15%)	TOTAL	RANK
			Degree	Pts.	Pts.	Pts.	Sup. (5%)	NAPB (5%)	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.
ANDUYAN, Caroline B.	38	CSSP	Assoc. in Office Administration BSBA - Finance & Mgt. Acctg.	12.00	9.87	9.80	4.95	4.75	5	0	13.20	12.00	71.57	1 ST
BESAVILLA, Aiza B.	26	CSSP	BSBA - HRDM major	12.00	3.62	10.00	5.00	5.00	5	0	13.59	12.09	66.30	2 ND

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

**NAPB Resolution No. 22
Series of 2023**

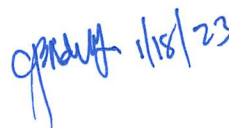
Recommending approval to appoint the 2nd in rank applicant, Ms. Aiza B. Besavilla for the position of Administrative Aide III (Clerk I) casual position for DPO since Ms. Caroline Anduyan, the top rank candidate, was awarded as the top rank applicant for OVPREI on permanent status.

January 11, 2023

Certified True and Correct:


MIRIAM M. DE LA TORRE
NAPB Secretary

cc: **Atty. Rysan C. Guinocor**, Data Protection Officer
Aiza B. Besavilla, DPO

 1/18/23