

**EXCERPT FROM THE APPROVED MINUTES OF THE
20th Non-Academic Personnel Board Meeting**

Virtual meeting via Zoom: (Meeting ID: 959 2179 6034)
July 02, 2024

The Presentation of Final Comparative for the Administrative Aide VI (Clerk III) for (HRMO) IGP, was presented and deliberated.

Plantilla Item No.: ADAS6-111-2004
Position: ADMINISTRATIVE AIDE VI (CLERK III)
Educ. Requirement: Completion of two year studies in college
Elig. Requirement: Career Service (Sub-Professional) First Level Eligibility
Experience Requirement: None Required
Training Requirement: None Required
Salary Grade: 6 (P17,553.00)
Job Code: XUESZN

IGP

Aug 16

NAME	AGE	ELIG	EDUCATION (15%)		EXP (15%)	PERF (20%)	POT (10%)	TRNG (5%)	AWD (5%)	PCPT (15%)	SKILLS (15%)	TOTAL	RANKING
			Degree	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.		
ESCALA, Leopoldo S. Jr.	41	CSSP	BS in Agriculture (171units)	11	11.97	9.85	9.43	5.00	0.00	12.90	12.79	72.93	1 st

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

**NAPB Resolution No. 239
Series of 2024**

Submitting the result of the final comparative assessment of the six (6) shortlisted applicants for the position of Administrative Aide VI (Clerk III) for (HRMO) IGP with Mr. Leopoldo S. Escala Jr. as the top-rank applicant. For the appointing officer to select the deemed most qualified for appointment to the vacant position.

July 02, 2024

President's Notation: "Appointing the Top-rank Applicant"

Certified True and Correct:


JENNIFER E. ANDO
NAPB, Secretary

Cc: **Ms. Crislin C. Cortes**, Head, Income Generating Projects Office
Mr. Leopoldo S. Escala Jr.
Ms. Jessamine C. Ecleo, Head, Procurement Office

7/19/24