



**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 (Clerk I) permanent for IGP, was presented and deliberated.

Plantilla Item No. ADA3-192-2004 vice Marvin B. Bandalan (for IGP)
Position: Administrative Aide III (Clerk I)
Educ. Requirement: Completion of 2 years studies in college
Elig. Requirement: Civil Service (Sub-Professional) First Level Eligibility
Exp. Requirement: None Required
Training Requirement: None Required

NAME	AGE	ELIG.	EDUCATION (15%)		EXP (15%)	PERF (20%)	POTEN. (10%)	TRNG. (5%)	AWDS (5%)	PCPT (15%)	SKILLS (15%)	TOTAL	Remarks
			Degree	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.		
TINAJA, Jennifer G.	29	CSP	MM Agrib. Mgt. (40 units)	14.00	7.85	9.42	4.80	4.33	5	0	12.60	70.16	

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

**NAPB Resolution No. 21
Series of 2023**

Recommending approval to hire the top rank applicant, Ms. Jennifer G. Tinaja as Administrative Aide III (Clerk I) permanent position for IGP.

January 11, 2023

Certified True and Correct:


MIRIAM M. DE LA TORRE
NAPB Secretary

cc: Prof. Argina M. Pomida, Director, IGP - *94 1/20/23*
Ms. Jennifer G. Tinaja, Accounting
Mr. Nick Freddy R. Bello, OIC- Head, Accounting *70 1/18/23*