

OFFICE OF THE HEAD OF RECRUITMENT. SELECTION, PLACEMENT AND PERSONNEL RECORDS

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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. Position: Educ. Requirement: Elig. Requirement: Exp. Requirement: Training Requirement: ADA3-192-2004 vice Marvin B. Bandalan (for IGP) Administrative Aide III (Clerk I) Completion of 2 years studies in college

Civil Service (Sub-Professional) First Level Eligibility

None Required 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.		Land Land
TINAJA, Jennifer G.	29	CSP	MM Agrib. Mgt (40 units)	14.00	7.85	9.42	4.80	4.33	5	0	12.60	12.17	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, O/C- Head, Accounting

Vision: Mission: A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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