

**EXCERPT FROM THE APPROVED MINUTES OF THE  
40<sup>th</sup> Non-Academic Personnel Board Meeting**

*Via Zoom: Meeting ID: 992 7780 6940  
November 05, 2024*

The Presentation of Final Comparative for the Administrative Officer III (Executive Assistant I) for ASO, was presented and deliberated.

|                         |   |
|-------------------------|---|
| Plantilla Item No.:     | ADOF3-20-2004   |
| Position:               | Administrative Officer III (Executive Assistant I)  |
| Educ. Requirement:      | Bachelor's Degree   |
| Elig. Requirement:      | Career Service (Professional) Second Level Eligibility  |
| Experience Requirement: | 1 year of experience (preferably in administrative services)  |
| Training Requirement:   | "4 hours of training (preferably trainings on administrative services such as HR, Procurement, Records Mgmt, Supply & Property, Cash Administration, General Services & Supervisory Development Course by CSC)" |
| Salary Grade:           | 14 (P 33, 843.00)   |
| Job Code:               | RQBHOV  |
| Designated Office:      | ASO   |

| NAME              | AGE | ELIG | EDUCATION<br>(15%)                                 |      | EXP<br>(15%) | PERF<br>(20%) | POT<br>(10%) | TRNG<br>(5%) | AWD<br>(5%) | PCPT<br>(15%) | SKILLS<br>(15%) | TOTAL | RANKING         |
|-------------------|-----|------|--|------|--------------|---------------|--------------|--------------|-------------|---------------|-----------------|-------|-----------------|
|                   |     |      | Degree   | Pts. | Pts.         | Pts.          | Pts.         | Pts.         | Pts.        | Pts.          | Pts.            |       |                 |
| JAYME, Jenefer B. | 30  | CSP  | Master in Management<br>(21 units)<br>BSHRTM Grad. | 11   | 10.46        | 9.82          | 9.80         | 5.00         | 0.00        | 13.47         | 12.54           | 72.09 | 1 <sup>st</sup> |

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

**NAPB Resolution No. 382**  
Series of 2024

Submitting the result of the final comparative assessment of the seven (7) shortlisted applicants for the position of Administrative Officer III (Executive Assistant I) for ASO with Ms. Jenefer B. Jayme as the top-rank applicant. For the appointing officer to select the deemed most qualified for appointment to the vacant position.

*November 05, 2024*

**President's Notation: "Appointing the top-rank Applicant."**

Certified True and Correct:

  
**JENNIFER E. ANDO**  
NAPB Secretary

Cc: **Atty. Rysan C. Guinocor**, Director, Administrative Services Office  
**Ms. Jenefer B. Jayme**  
**Ms. Honey Sofia V. Colis**, Director, Human Resource Management Office