

**EXCERPT FROM THE APPROVED MINUTES OF THE
31st Non-Academic Personnel Board Meeting**

Via Zoom: Meeting ID: 919 1007 3817
September 10, 2025

June 24 -
July 4, 2025

Oct. 16, 2025

The Presentation of Final Comparative for the Administrative Aide IV (Clerk II) for GAD, was presented and deliberated.

email ✓
pdf ✓

Plantilla Item No.:	ADA4-131-2004
Position:	ADMINISTRATIVE AIDE IV (CLERK II)
Educ. Requirement:	Completion of 2 years studies in college
Elig. Requirement:	Career Service (Subprofessional)/ First Level Eligibility
Experience Requirement:	None Required (preferably with experience in both graphic design and content development)
Training Requirement	None Required
Salary Grade	4 (Php 16,833.00)
Jobe Code	RXLCQB
Office	GAD

NAME	AGE	SEX	ELIG	EDUCATION (15%)		EXP (15%)	PERF (20%)	POT (10%)	TRNG (5%)	AWD (5%)	PCPT (15%)	SKILLS (15%)	TOTAL	RANK
				Degree	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.		
ARCELO, Ma. Theresa A.	24	F	PD 907	BS in Development Communication Graduate	12	1.39	9.80	9.15	5.00	0.00	13.71	11.50	62.55	1 st

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

NAPB Resolution No. 328
Series of 2025

Submitting the result of the final comparative assessment of the four (4) shortlisted applicants for the position of Administrative Aide IV (Clerk II) for GAD. For the appointing officer to select the deemed most qualified for appointment to the vacant position.

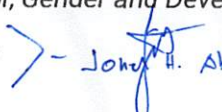
September 10, 2025

President's Notation: "Appointing the top-ranked applicant, Ms. Ma. Theresa A. Arcelo."

Certified True and Correct:


LUVILLA G. ALCOBER
NAPB, Secretary

Cc: Ms. Mariane U. Dela Peña, OIC Director, Gender and Development
Ms. Ma. Theresa A. Arcelo
Mr. Ed Allan Alcober, Head, Eco-Farmi

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