



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

*July 28, 2023; 8:30 am*

*(Virtual meeting via Google Meet: <https://meet.google.com/ntj-epqk-bqs?authuser=0>)*

The final Comparative Assessment of the Administrative Officer I for ODS, was presented and deliberated.

Plantilla Item No.: ADOF1-31-2004 vice Carlito V. Sanchez  
Position: ADMINISTRATIVE OFFICER I  
Educ. Requirement: Bachelor's Degree  
Elig. Requirement: Career Service (Professional) Second Level Eligibility  
Exp. Requirement: None Required  
Training Requirement: None Required

NAME	AGE	ELIG	EDUCATION (15%)		EXP (15%)	PERF (20%)	POTENTIAL (10%)		TRNG (5%)	AWD (5%)	PCPT (15%)	SKILL (15%)	TOTAL	RANK
			Degree	Pts.	Pts.	Pts.	Sup. (5%)	NAPB (5%)	Pts.	Pts.	Pts.	Pts.		
LARROSA, Josefina M.	58	CSP CSSP	BS Commerce- Accounting Grad.	10.00	15.00	9.89	4.90	4.40	5	2	13.23	13.17	77.59	1st

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

**NAPB Resolution No. 226**

Series of 2023

Recommending approval to appoint Ms. Josefina M. Larrosa as Administrative Officer I for the Dean of Students Office, being the top rank applicant.

*July 28, 2023.*

**President's Notation:** *Mrs. Larrosa to retain at OP as Admin. Officer I.*

Certified True and Correct:

  
**MIRIAM M. DE LA TORRE**  
NAPB Secretary

Mrs. Larrosa is advised to see Ms. Jenefer B. Jayme of HRMO for the appointment requirements to be complied the soonest possible time. Thank you.

cc: **Ms. Chona A. Brit**, OIC- Dean of Students Office - *py 8/9*  
**Ms. Josefina M. Larrosa**, Office of the President - *py 8/9/23*