



**EXCERPT FROM THE APPROVED MINUTES OF THE
Non-Academic Personnel Board Meeting
April 18, 2024 at 8:30 AM
Virtual meeting via Google Meet: (meet.google.com/tte-beyj-xyk)**

The Presentation of Final Comparative for the Administrative Assistant III for OVPAF, was presented and deliberated.

Plantilla Item No.: ADAS3-65-2023
Position: Administrative Assistant III (Computer Operator II)
Educ. Requirement: Completion of two year studies in college or High School Graduate with relevant vocational/trade course

Elig. Requirement: Career Service (Sub-Professional) Data Encoder (MC 11, s. 96-Cat) First Level Eligibility
Experience Requirement: 4 hours of relevant training
Training Requirement: 1 year of relevant experience
Salary Grade: 9 (P 21, 211.00)
Job Code: LWPIME

NAME	AGE	ELIG	EDUCATION (15%)		EXP (15%)	PERF (20%)	POT (10%)	TRNG (5%)	AWD (5%)	PCPT (15%)	SKILLS (15%)	TOTAL	RANKING
			Degree	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.		
DALISAY, Andres F.	55	CSSP	Master in Public Administration Grad. BS in Commerce Grad.	14	15.00	9.75	9.32	5.00	2.00	13.35	12.00	80.42	1 st

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


**NAPB Resolution No. 149
Series of 2024**

Submitting the result of the final comparative assessment of the five (5) shortlisted applicants for the position of Administrative Assistant III for OVPAF with Ms. Andres F. Dalisay as the top-rank applicant. Ms. Andres top in the three vacancies of Administrative Assistant III for the three offices of Vice President. The Board decided to choose the top 1 for OVPAF since it is aligned with her previous unit OVPPRGAS. Subject for the appointing officer to select the deemed most qualified for appointment to the vacant position.

April 18, 2024

President's Notation: "Appointing the Top-rank Applicant"

Certified True and Correct:


JENNIFER E. ANDO
NAPB Secretary

cc: **Dr. Elwin Jay V. Yu**, Vice President, Administration and Finance
Dr. Moises Neil V. Serioño, Vice President, OVPPRGAS
Ms. Andres F. Dalisay