

**EXCERPT FROM THE APPROVED MINUTES OF THE  
37<sup>th</sup> Non-Academic Personnel Board Meeting  
(Via Zoom: Meeting ID: 983 1963 3142)**

Visca, Baybay City, Leyte  
October 17, 2024

The Presentation of Final Comparative for Administrative Aide VI (Clerk III) for ICTMC was presented and deliberated.

Position:	Administrative Aide VI (Clerk III)
Educ. Requirement:	Completion of two years in college studies
Elig. Requirement:	Career Service (Subprofessional) First Level Eligibility
Experience Requirement:	None Required
Training Requirement:	None Required
Salary Grade:	6 (P 18,255.00)

Start: Oct. 21, 2024

**SXKIRQ**

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.		
CABRAS, Marco L.	38	CSSP	BS in Agricultural Dev. Grad.	12	8.84	9.80	8.30	5.00	0.00	13.08	14.25	71.27	1 <sup>st</sup>

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

**NAPB Action:**

**NAPB Resolution No. 370  
Series of 2024**

Submitting the result of the final comparative assessment of the three (3) shortlisted applicants for the position of Administrative Aide VI (Clerk III) for ICTMC with Mr. Marco L. Cabras as the top-rank applicant. For the appointing officer to select the deemed most qualified for appointment to the vacant position.

**President's Notation: "Appointing the Top -Rank Applicant."**

Certified True and Correct:

**JENNIFER E. ANDO**  
NAPB, Secretary

Cc: **Mr. Marco L. Cabras, ICTMC**  
**Engr. Sean O. Villagonzalo, Director, ICTMC**