



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

July 07, 2023; 9:00 am

(Virtual meeting via Google Meet: meet.google.com/dxc-bopf-vhm)

The comparative Assessment for 2 Admin. Aide III (Clerk I) casual positions for Accounting Office, was presented and deliberated.

Plantilla Item No.: L/S (Casual) - 2 slots
Position: ADMINISTRATIVE AIDE III (CLERK I)
Educ. Requirement: Completion of 2 years studies in BS Accounting or any related field
Elig. Requirement: None Required
Exp. Requirement: None Required but preferably with experience in Accounting/ Bookkeeping & related Services
Training Requirement: None Required

NAME	AGE	ELIG	Current Position	EDUCATION (15%)		EXP (15%) Pts.	PERF (20%) Pts.	POTENTIAL (10%)		TRNG (5%) Pts.	AWD (5%) Pts.	PCPT (15%) Pts.	SKILL (15%) Pts.	TOTAL	REMARKS
				Degree	Pts.			Sup. (5%)	NAPB (5%)						
POSAS, Jubemarie E.	29	None	Job Order Worker	MM in Agri Mgmt. (40 units) BSAB Grad.	14.00	7.74	9.20	5.00	4.67	5	0	13.50	14.00	73.11	1st
PASA, Elizabeth D.	28	CSP	Job Order Worker	BS in Agribusiness Grad.	12.00	5.64	9.50	5.00	4.67	5	1.33	13.20	13.17	69.51	2nd

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

NAPB Resolution No. 193
Series of 2023

Recommending approval to hire the top two (2) applicants namely: Mses. Jubemarie E. Posas and Elizabeth D. Pasa as Administrative Aide III (Clerk I) casual position for the Accounting Office.

July 07, 2023.

Certified True and Correct:


MIRIAM M. DE LA TORRE
NAPB Secretary

cc: **Ms. Jubemarie E. Posas, Accounting**
Ms. Elizabeth D. Pasa, Accounting
Mr. Nick Freddy R. Bello, OIC- Head, Accounting Office

POS 7/17/23