



EXCERPT FROM THE APPROVED MINUTES OF THE

Non-Academic Personnel Board Meeting

January 10, 2024 at 9:00 AM

Virtual meeting via Google Meet: (: meet.google.com/yrt-jcjb-vps ofv)

The Presentation of Final Comparative for the Administrative Assistant III (Senior Bookkeeper) for Accounting Office, was presented and deliberated.

Plantilla Item No.: ADAS3-67-2023 (QARTML)
Position: Admin Assistant III (Senior Bookkeeper)
Educ. Requirement: Completion of 2 years studies in college
Elig. Requirement: CS (Subprofessional) First Level Eligibility
Experience Requirement: 1 year of relevant experience
Training Requirement: 4 hours of relevant training
Salary Grade: 9 (P 21,211.00)

NAME	AGE	ELIG	EDUCATION (15%)		EXP (15%)	PERF (20%)	POT (10 %)	TRNG (5%)	AWD (5%)	PCP T (15 %)	SKIL LS (15%)	TOTAL	RAN KING
			Degree	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.		
CASTIL, Jhonavel R.	28	PD 907: Magna Cum Laude	BSBA- Financial Management	12	6.36	9.84	9.95	5.00	0.00	13.7 7	14.00	70.92	1 ST

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

NAPB Resolution No. 45

Series of 2024

Submitting the result of the final comparative assessment of the two (2) shortlisted applicants for the position of Administrative Assistant III (Senior Bookkeeper) with Ms. Jhonavel R. Castil as the top-rank applicant. Subject for the appointing officer to select the deemed most qualified for appointment to the vacant position.

January 19, 2024

OIC President's Notation: "The top 1 candidate, Ms. Jhonavel R. Castil is selected for the Administrative Assistant III (Senior Bookkeeper) position"

Certified True and Correct:


JENNIFER E. ANDO
NAPB Secretary

cc: **Mr. Nick Freddy R. Bello**, OIC Head, Accounting Office
Ms. Jhonavel R. Castil

