

**EXCERPT FROM THE APPROVED MINUTES OF THE
18th Non-Academic Personnel Board Meeting**

Via Zoom: Meeting ID: 933 1453 6398
May 14, 2025

May 14

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

Assumption June 13

Plantilla Item No.: ADA6-86-2004
Position: ADMINISTRATIVE AIDE VI (CLERK III)
Educ. Requirement: Completion of 2 years studies in college
Elig. Requirement: Career Service (Subprofessional)/First Level Eligibility
Experience Requirement: None Required
Training Requirement: None Required
Salary Grade: 6 (Php 18,255.00)
Job Code: DCETGF
Designated Office: QAC

NAME	AGE	SEX	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.		
CODOG, Jannet Leslie Evelyn S.	37	F	CSSP	BS in Dev. Education Graduate	12	13.64	9.66	9.20	5.00	0.00	12.84	10.67	73.01	1 st

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

NAPB Resolution No. 161
Series of 2025

Submitting the result of the final comparative assessment of the eight (8) shortlisted applicants for the position of Administrative Aide VI (Clerk III) for QAC. For the appointing officer to select the deemed most qualified for appointment to the vacant position, subject to compliance with the Commission on Elections (COMELEC) Resolution No. 11059.

May 14, 2025

President's Notation: "Appointing the top-rank applicant, Ms. Jannet Leslie S. Codog."

Certified True and Correct:


LUVILLA G. ALCOBER
NAPB, Secretary

Cc: **Dr. Joel Rey U. Acob**, Director, Quality Assurance
Ms. Jannet Leslie S. Codog
Mr. Raymund Igcasama, University Registrar

6/9/25
6/9/25



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