

**EXCERPT FROM THE APPROVED MINUTES OF THE  
18<sup>th</sup> Non-Academic Personnel Board Meeting**

Via Zoom: Meeting ID: 933 1453 6398

May 14, 2025

held

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

Plantilla Item No.:	ADA6-96-2004
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 (P18, 255.00)
Job Code:	NHCDMO
Designated Office:	Procurement Office

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.		
PIAMONTE, Raizel M.	36	F	CSSP	BS in HRTM Graduate	12	7.06	9.80	8.00	5.00	0.00	11.94	13.20	67.00	2nd

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

**NAPB Resolution No. 160**  
Series of 2025

Submitting the result of the final comparative assessment of the seven (7) shortlisted applicants for the position of Administrative Aide VI (Clerk III) for the Procurement office. 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 second-in-rank applicant, Ms. Raizel M. Piamonte."

Certified True and Correct:

  
**LUVILLA G. ALCOBER**  
NAPB, Secretary

Cc: Ms. Jessamine C. Ecleo, Head, Procurement  
Ms. Raizel M. Piamonte  
Ms. Vivan V. Balbarino, Head, Supply and Property Management

  
Raizel M. Piamonte  
6/9/25