

OFFICE OF THE HEAD OF RECRUITMENT, SELECTION, PLACEMENT AND PERSONNEL RECORDS

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

March 15, 2023; 8:30 am
Virtual meeting via meet.google.com/jpd-rqjf-zwj

The final Comparative Assessment of Administrative Aide IV for DSS, was presented and deliberated.

Plantilla Item No.:

ADA4-132-2004 vice Joserose B. Capricho

Position:

ADMINISTRATIVE AIDE IV (Clerk II)

Educ. Requirement:

Completion of 2 yrs. Studies in College

Elig. Requirement:

Career Service (Sub Prof) First Level Eligibility

Exp. Requirement:

None Required

Training Requirement:

None Required

NAME	AG E	ELIG	EDUCATION (15%)		EXP	PER	POTENTIAL (10%)		TRN	AWAR	PCP	SKILL	
			Degree	Pt s	(15%) Pts.	(20%) Pts.	Sup 5%	NAP B 5%	(5%) Pts.	(5%) Pts.	(15%) Pts.	(15%) Pts.	TOTAL
PAUSANOS, Emelita S.	41	CSSP	BS in Commerce mjr. in Management	12	15.00	10.00	4.95	4.00	4	0	12.15	10.33	72.43

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

NAPB Resolution No. 83

Series of 2023

Recommending approval to hire the top rank applicant, Ms. Emelita S. Pausanos, as an Administrative Aide IV (Clerk II) for DSS.

March 15, 2023

Certified True and Correct:

MIRIAM M. DE LA TORRE NAPB Secretary

cc: Dr. Suzette B. Lina, Head, DSS

Emelita S. Pausanos, RSPPRO/PMRRO

Ms. Miriam M. dela Torre, OIC-Head, RSPPRO & In-charge, PMRRO

mg 3/20/20



Vision: Mission: A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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