



**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-zwi**

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	AGE	ELIG	EDUCATION (15%)		EXP (15%) Pts.	PER F (20%) Pts.	POTENTIAL (10%)		TRN G (5%) Pts.	AWAR D (5%) Pts.	PCP T (15%) Pts.	SKILL (15%) Pts.	TOTAL
			Degree	Pt s			Sup 5%	NAP B 5%					
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