

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

Via Zoom: Meeting ID: 943 1118 6227  
May 16, 2025

July 10

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

Plantilla Item No.: ADA3-191-2004  
Position: Administrative Aide III (Clerk I)  
Educ. Requirement: Completion of 2 years studies in college  
Elig. Requirement: None Required (preferably with Civil Service Sub-Professional Eligibility)  
Experience Requirement: None Required  
Training Requirement: None Required  
Salary Grade: 3 (Php 15,265.00)  
Job Code: ZVRPDS  
Designated Office: CFES

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.		
BANDALAN, Lito Antonio	28	M	CSP	BS in Agribusiness Graduate	12	5.04	10.00	9.38	5.00	0.00	12.45	11.67	65.53	2 <sup>nd</sup>

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

**NAPB Resolution No. 168**  
Series of 2025



Submitting the result of the final comparative assessment of the five (5) shortlisted applicants for the position of Administrative Aide III (Clerk I) for CFES. 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 16, 2025

**President's Notation:** "Appointing the second-in-rank applicant, Mr. Lito Antonio B. Bandalan."

Certified True and Correct:

  
**LUVILLA G. ALCOBER**  
NAPB, Secretary

Cc: **Dr. Renezita S. Come**, Faculty of Forestry and Environmental Science -   
**Mr. Lito Antonio B. Bandalan**   
**Ms. Honey Sofia V. Colis**, Director, Human Resource Management and Development

 6/10/25



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