

**EXCERPT FROM THE APPROVED MINUTES OF THE
24th Non-Academic Personnel Board Meeting**

Via Zoom: Meeting ID: 975 9114 3488
June 27, 2025

April 14-26, 2024
• PDF ✓

The Presentation of Final Comparative for the Administrative Aide IV (Clerk II) for VICARP, was presented and deliberated.

Plantilla Item No.:	ADA4-112-2004
Position:	Administrative Aide IV (Clerk II)
Educ. Requirement:	Completion of two years studies in college
Elig. Requirement:	Career Service (Subprofessional) First Level Eligibility
Experience Requirement:	None Required
Training Requirement:	None Required
Salary Grade:	6 (Php 18,957.00)
Job Code:	PWFUGK
Designated Office:	VICARP

NAME	AGE	SEX	ELIG	EDUCATION (15%)		EXP (15%)	PERF (20%)	POT (10%)	TRNG (5%)	AWD (5%)	PCPT (15%)	SKILLS (15%)	TOTAL	RANK
				Degree	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.		
PASA, Janet O.	33	F	CSP	BS in Agribusiness Graduate	12	7.01	9.97	10.00	5.00	0.00	13.41	12.83	70.22	1st

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

**NAPB Resolution No. 226
Series of 2025**

Submitting the result of the final comparative assessment of the five (5) shortlisted applicants for the position of Administrative Aide IV (Clerk II) for VICARP. For the appointing officer to select the deemed most qualified for appointment to the vacant position.

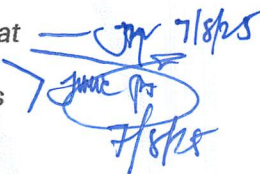
June 27, 2025

President's Notation: "Appointing the top-ranked applicant, Ms. Janet O. Pasa."

Certified True and Correct:


LUVILLA G. ALCOBER
NAPB, Secretary

Cc: **Dr. Pauline S. Caintic**, Head, VICARP Secretariat
Ms. Janet O. Pasa
Mr. Marlon M. Tambis, Director, PhilRootcrops


7/8/25
7/8/25



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