



**EXCERPT FROM THE APPROVED MINUTES OF THE  
Non-Academic Personnel Board Meeting  
November 20, 2023 at 8:345 am  
Virtual meeting via Google Meet: (meet.google.com/yyc-fgkm-uhm)**

The Presentation of Final Comparative for the Administrative Aide III (Casual) for HRMO, was presented and deliberated.

Plantilla Item No.:	L/S (Casual)
Position:	ADMINISTRATIVE AIDE III (CLERK I)
Educ. Requirement:	Completion of 2 years studies in college
Elig. Requirement:	None Required
Exp. Requirement:	one Required (but preferably with clerical work experience on HR services)
Training Requirement:	None Required

NAME	AGE	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.		
LJONG, Lionel H.	40	None	Associate in Computer Science Grad.	10	7.24	9.70	9.81	5	0	13.08	11.63	66.46	1 <sup>st</sup>

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


**NAPB Resolution No. 335  
Series of 2023**

Submitting the result of the final comparative assessment of the five (5) shortlisted applicants for the position of Administrative Aide III (Casual) for HRMO with Mr. Lionel H. Liong as the top-rank. For the appointing officer to select the deemed most qualified for appointment to the vacant position.

November 20, 2023

*With OIC President's Notation: "Appointing the Top 1 Applicant"*

Certified True and Correct:

  
**JENNIFER E. ANDO**  
NAPB Secretary

cc: Ms. Honey Sofia V. Colis, Director, Human Resource Management Office -   
Mr. Lionel H. Liong - 