

**EXCERPT FROM THE APPROVED MINUTES OF THE
15th Non-Academic Personnel Board Meeting**

Via Zoom: Meeting ID: 946 3051 2146
April 24, 2025

- Oct. 23 - Dec. 17, 2024
- July 22
- Promoted

The discussion of the Final Comparative Assessment of Administrative Officer V (Budget Officer III) for Budget Office: (Continuation)

Plantilla Item No.:	ADOF5-16-2004
Position:	Administrative Officer V (Budget Officer III)
Educ. Requirement:	Bachelor's degree relevant to the job
Elig. Requirement:	Career Service (Professional) Second Level Eligibility
Experience Requirement:	2 years of relevant experience (preferably with supervisory experience)
Training Requirement:	8 hours of relevant training
Salary Grade:	18 (P49,015.00)
Job Code:	XJVTCTF
Designated Office:	Budget Office

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.		
ELNAS, Beverly Ann B.	33	F	CPA	BS in Accountancy Grad.	10	7.23	7.91	9.86	5.00	0.00	14.07	13.50	65.35	1 st

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

NAPB Resolution No. 128
Series of 2025

Submitting the result of the final comparative assessment of the three (3) shortlisted applicants for the position of Administrative Officer V (Budget Officer III) for Budget. For the appointing officer to select the deemed most qualified for appointment to the vacant position, subject to BOR approval through UADCO endorsement.

April 24, 2025

President's Notation: "Appointing the top-rank applicant, Ms. Beverly Ann B. Elnas, subject to BOR approval through UADCO endorsement."

Certified True and Correct:


LUVILLA G. ALCOBER
NAPB, Secretary

Cc: **Ms. Alicia M. Flores, Head, Budgeting**
Mr. Nick Freddy R. Bello, Head, Accounting

5/27/25
Tuvilla



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No. 012-25-



July 22

**ADMINISTRATIVE STAFF
FOR PROMOTION**

OFFICE	NAME	FROM	TO	REMARKS
Accounting Office	ELNAS, Beverly Ann B.	Accountant I, SG12 (A1-132-2023)	AO V (Budget Officer III), SG 18 (ADOF5-16-2004)	NAPB Resolution No. 128 April 24, 2025

Submitted by:

MOISES NEIL V. SERIÑO

Vice President for Administration & Finance
& Chairperson, Non-Academic Personnel Board

Recommending for UADCO and BOR Approval:

PROSE IVY G. YEPES

University President

NAPB Action:

NAPB Resolution No. 128

Submitting the result of the final comparative assessment of the three (3) shortlisted applicants for the position of Administrative Officer V (Budget Officer III) for Budget. For the appointing officer to select the deemed most qualified for appointment to the vacant position, subject to BOR approval through UADCO endorsement.

April 24, 2025

President's Notation: "Appointing the top-ranked applicant, Ms. Beverly Ann B. Elnas."

Final Comparative Assessment Result:

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.		
ELNAS, Beverly Ann B.	33	F	CPA	BS in Accountancy Grad.	10	7.23	7.91	9.86	5.00	0.00	14.07	13.50	67.57	1 st



**RECRUITMENT, SELECTION, PLACEMENT AND
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