

**EXCERPT FROM THE APPROVED MINUTES OF THE
31st Non-Academic Personnel Board Meeting**

Via Zoom: Meeting ID: 919 1007 3817
September 10, 2025

Sept. 14, 2025

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

Plantilla Item No.: ADA4-110-2004
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: 4 (Php 16,833.00)
Job Code: AEWBUIY
Designated Office: FTE

emitted ✓

*June 27 -
July 10, 2025*

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.		
SABOROSO, Cherry Grace D.	30	F	CSP	BS in Agribusiness Graduate	12	1.88	10.00	9.95	5.00	0.00	14.52	13.40	66.75	1 st

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

NAPB Resolution No. 325
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 FTE. For the appointing officer to select the deemed most qualified for appointment to the vacant position.

September 10, 2025

President's Notation: "Appointing the top-ranked applicant, Ms. Cherry Grace D. Saboroso."

Certified True and Correct:


LUVILLA G. ALCOBER
NAPB, Secretary

Cc: **Dr. Leo A. Mamolo**, Dean, Faculty of Teacher Education
Ms. Cherry Grace D. Saboroso


9/29



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No. 012-25- *325*