

RECRUITMENT, SELECTION, PLACEMENT AND PERSONNEL RECORDS OFFICE

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

May 10, 2023; 9:00 am
Virtual meeting via Google Meet: https://meet.google.com/jxm-kxtm-tep

The presentation of Final Comparative Assessment of Administrative Aide III (Clerk I) casual for DPBG, was presented and deliberated.

Plantilla Item No.:

LIS

Position:

ADMINISTRATIVE AIDE III (Clerk I)

Educ. Requirement:

Completion of 2 years studies in College

Elig. Requirement:

Preferably with CS (Sub Professional) First Level

Eligibility

Exp. Requirement:

None Required

Training

None Required

Requirement:

| NAME | AGE | ELIG | EDUCATION (15%) | | EXP (15%) | PERF (20%) | POTENTIAL (10%) | | TRNG (5%) | AWD (5%) | PCPT (15%) | SKILL (15%) | TOTAL |
|--------------------------|-----|---|--------------------|------|--------------|---------------|--------------------|--------------|--------------|-------------|---------------|----------------|-------|
| | | | Degree | Pts. | Pts. | Pts. | Sup. (5%) | NAPB (5%) | Pts. | Pts. | Pts. | Pts. | |
| Fernandez , Lindon M. | 30 | CSSP VSU Clerical Exam Passer | BSHRTM | 12 | 9.54 | 9.90 | 5.00 | 4.67 | 5 | 0 | 13.14 | 11.00 | 70.25 |

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

NAPB Resolution No. 126

Series of 2023

Recommending approval to appoint Mr. Lindon M. Fernandez as the Administrative Aide III (Clerk I) position on Casual status for DPBG being the top-rank applicant.

Certified True and Correct:

MIRIAM M. DE LA TORRE NAPB Secretary

Mr. L. Fernandez is advised to see Ms. Jenefer B. Jayme of HRMO for the appointment requirements to be complied the soonest possible time. Thank you.

Mr. Lindon M. Fernandez, Supply & Property Office
Ms. Alicia M. Flores, Head, Supply & Property Office

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