

**EXCERPT FROM THE APPROVED MINUTES OF THE  
33<sup>rd</sup> Non-Academic Personnel Board Meeting**

Via Zoom: Meeting ID: 941 3146 6076  
October 09, 2025

The Presentation of Final Comparative for the School Credits Evaluator for University Registrar, was presented and deliberated.

Plantilla Item No.:	SCE-1-1998
Position:	School Credits Evaluator
Educ. Requirement:	Bachelor's degree relevant to the job
Elig. Requirement:	Career Service (Professional) Second Level Eligibility
Experience Requirement:	None required
Training Requirement:	None required
Salary Grade:	11 (30,024.00)
Job Code:	DENRAI
Designated Office:	University Registrar

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.		
VILLAS, Norbert John O.	31	M	CSP	Master in Mgt. Grad. BS in Agribusiness Grad.	12	3.46	9.51	9.55	5.00	0.00	13.95	11.29	64.76	1 <sup>st</sup>

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

**NAPB Resolution No. 349**  
Series of 2025

Submitting the result of the final comparative assessment of the seven (7) shortlisted applicants for the position of School Credits Evaluator for University Registrar. For the appointing officer to select the deemed most qualified candidate for appointment candidate to the vacant position.


October 09, 2025

**President's Notation:** "Appointing the top-ranked applicant, Mr. Norbert John O. Villas."

Certified True and Correct:

  
**LUVILLA G. ALCOBER**  
NAPB, Secretary

Cc: **Raymund Igcasama**, University Registrar — *Ray*  
**Mr. Norbert John O. Villas**  
**Dr. Aleli A. Villocino**, Vice President for Student Affairs and Services

*10-24-25*  




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