



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

July 28, 2023; 8:30 am

(Virtual meeting via Google Meet: <https://meet.google.com/ntj-epqk-bqs?authuser=0>)

The final Comparative Assessment of the Administrative Aide IV (Clerk II) for RERC, was presented and deliberated.

Plantilla Item No.: ADA4-129-2004 vice Susana B. Miñoza  
Position: ADMINISTRATIVE AIDE IV (CLERK II)  
Educ. Requirement: Completion of 2 years studies in College  
Elig. Requirement: Career Service (Subprofessional) First Level Eligibility  
Exp. Requirement: None Required  
Training Requirement: None Required

NAME	AGE	ELIG	EDUCATION (15%)		EXP (15%)	PERF (20%)	POTENTIAL (10%)		TRNG (5%)	AWD (5%)	PCPT (15%)	SKILL (15%)	TOTAL	RANK
			Degree	Pts.	Pts.	Pts.	Sup. (5%)	NAPB (5%)	Pts.	Pts.	Pts.	Pts.		
ESTALLO, Chizka Mae M.	29	CSSP	BS Animal Science Grad.	12.00	6.19	9.69	5.00	5.00	5.00	0.00	14.19	12.17	69.24	1st

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

**NAPB Resolution No. 225**  
Series of 2023

Recommending approval to appoint the top rank applicant, Ms. Chizka Mae M. Estallo as Administrative Aide IV (Clerk II) for RERC.

July 28, 2023.

Certified True and Correct:

  
**MIRIAM M. DE LA TORRE**  
NAPB Secretary

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

cc: **Engr. Eldon P. de Padua**, Director, Renewal Energy Research Center (RERC)  
**Ms. Chizka Mae M. Estallo**, Accounting Office  
**Mr. Nick Freddy R. Bello**, OIC- Head, Accounting Office