Dec. 4 - 14, 2024

May 13?

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

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

The Presentation of Final Comparative for the Administrative Assistant II (Data Entry Machine Operator II) for UR, was presented and deliberated.

Plantilla Item No.:	ADAS2-42-2004
Position:	Administrative Assistant II (Data Entry Machine Operator II)
Educ. Requirement:	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course
Elig. Requirement:	Career Service (Subprofessional) Data Encoder (MC s. 96 - Cat 1) First Level Eligibility
Experience Requirement:	1 year of relevant experience
Training Requirement	4 hours of relevant training
Salary Grade:	8 (P20, 534.00)
Job Code:	GUOITQ
Designated Office	UR

NAME	AGE	SEX	ELIG	EDUCATION (15%) Degree	EDUCATION (15%) Pts.	EXP (15%) Pts.	PERF (20%) Pts.	POT (10%) Pts.	TRNG (5%) Pts.	AWD (5%) Pts.	PCPT (15%) Pts.	SKILLS (15%) Pts.	TOTAL	RANKING
PAULO, Ramonito M. II	30	M	CSP	BS in Computer Science Grad.	12	3.63	9.80	10.00	5.00	0.00	14.85	14.00	69.28	1st

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

NAPB Resolution No. 132
Series of 2025

Submitting the result of the final comparative assessment of the four (4) shortlisted applicants for the position of Administrative Assistant II (Data Entry Machine Operator II) for UR. For the appointing officer to select the deemed most qualified for appointment to the vacant position, subject to the approval authority of the Commission on Elections (COMELEC).

April 24, 2025

President's Notation: *"Appointing the top-rank applicant, Mr. Ramonito M. Paulo II."*

Certified True and Correct:

LUVILLA G. ALCOBER
NAPB, Secretary

Cc: **Mr. Raymund Igcasama**, *University Registrar* — 5/20/25
Mr. Ramonito M. Paulo II
Dr. Joseph E. Padilla, *University Admission Officer* 5/20/25

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