



**EXCERPT FROM THE APPROVED MINUTES OF THE
Non- Academic Personnel Board Meeting
October 12, 2022 8:30 am
(Virtual meeting via meet.google.com/ yzz-jsvg-gmi)**

The Comparative Assessment of Admin Aide IV (Office of the Chief Librarian), was presented and deliberated.

Plantilla Item No.	ADA4-108-2004
Position:	Administrative Aide IV (Clerk II)
Educ. Requirement:	Completion of 2 years studies in college
Elig. Requirement:	CS (Subprofessional) First Level Eligibility
Exp. Requirement:	None Required
Training Requirement:	None Required (but any applicant with ISO 9001:2015 awareness seminar and with training and sufficient experience as document records controller under ISO 9001:2015 will be selected over those who do not have or with lesser experience)

NAME	AGE	ELIG.	EDUCATION (15%)		EXP. (15%)	PERF (20%)	POTENTIAL (10%)		TRNG (5%)	AWD (5%)	PCPT (15%)	SKILL S (15%)	TOTAL (100%)	Rank
			Degree	Pts.	Pts.	Pts.	Sup. (5%)	NAPB (5%)	Pts.	Pts.	Pts.	Pts.		
VILLAS, Jansel Joi C.	26	CS Prof	Masters in Public Administration (36 units) Masters of Management (6 units) BS Statistics	14.00		9.70	4.30	4.80	5.00	0.00	13.95	12.67	69.08	1

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

**NAPB Resolution No. 226
Series of 2022**

Recommending approval to appoint the top ranked candidate, Ms. Jansel Joi C. Villas, as Admin Aide IV for the Office of the Chief Librarian.

October 12, 2022

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Mr. Vicente A. Gilos, Office of the Chief Librarian** -
Ms. Jansel Joi C. Villas, OVPPRGAS
Dr. Dilberto O. Ferraren, VP, Planning, Resource Generation & Auxiliary Services