

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

Via Zoom: Meeting ID: 946 3051 2146

April 24, 2025

May 20

The Presentation of Final Comparative for the Administrative Aide IV (Clerk II) for Procurement, was presented and deliberated.

SPMO

Plantilla Item No.: ADA4-150-2004
Position: ADMINISTRATIVE AIDE IV (Clerk II)
Educ. Requirement: Completion of two years studies in college
Elig. Requirement: Career Service (Subprofessional) First Level Eligibility
Experience Requirement: None Required
Training Requirement: None Required
Salary Grade: 4 (P16, 209.00)
Jobe Code: RNEJKX
Designated Office: Procurement

NAME	AGE	SEX	ELIG	EDUCATION (15%)		EXP (15%)	PERF (20%)	POT (10%)	TRNG (5%)	AWD (5%)	PCPT (15%)	SKILLS (15%)	TOTAL	RANKING
				Degree	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.		
CAYONE, Kybee M.	27	F	CSSP	BS in Custom Administration Graduate	12	3.60	9.00	9.60	5.00	0.00	13.62	12.50	65.32	2 nd

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

NAPB Resolution No. 134
Series of 2025

Submitting the result of the final comparative assessment of the seven (7) shortlisted applicants for the position of Administrative Aide IV (Clerk II) for Procurement. 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).

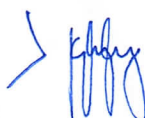
April 24, 2025

President's Notation: "Appointing the second-in-rank applicant, Ms. Kybee M. Cayone."

Certified True and Correct:


LUVILLA G. ALCOBER
NAPB, Secretary

Cc: **Ms. Jessamine C. Ecleo, Head, Procurement**
Ms. Kybee M. Cayone

 5/20/25



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