



**EXCERPT FROM THE APPROVED MINUTES OF THE
Non- Academic Personnel Board Meeting
January 11, 2023**
Via Google meet: <https://meet.google.com/zvn-jjwj-czq>

Final Comparative Assessment of Administrative Aide III (Clerk I) permanent for OVPREI, was presented and deliberated.

Plantilla Item No. ADA3-162-2004; ADA3-186-2004; ADA3-190-2004; & ADA3-194-2004
(For OVPREI, DCE, DMATH, DBM)
Position: ADMINISTRATIVE AIDE III (CLERK I)
Educ. Requirement: Completion of 2 years studies in college
Elig. Requirement: Civil Service (Sub-Professional) First Level Eligibility
Exp. Requirement: None Required
Training Requirement: None Required

| NAME | AGE | ELIG. | EDUCATION (15%) | | EXP (15%) | PERF (20%) | POTEN. (10%) | TRNG. (5%) | AWDS (5%) | PCPT (15%) | SKILLS (15%) | TOTAL | Remarks |
|----------------------|-----|-------|---|-------|-----------|------------|--------------|------------|-----------|------------|--------------|-------|------------|
| | | | Degree | Pts. | Pts. | Pts. | Pts. | Pts. | Pts. | Pts. | Pts. | | |
| ANDUYAN, Caroline B. | 38 | CSSP | Assoc. in Office Administration BSBA - Finance & Mgt. Acctg. | 12.00 | 9.87 | 9.80 | 9.20 | 5 | 0 | 12.66 | 12.11 | 70.64 | For OVPREI |

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

NAPB Resolution No. 21
Series of 2023

Recommending approval to hire the top rank applicant of Administrative Aide III (Clerk I) permanent position for OVPREI, Ms. Caroline B. Anduyan.
January 11, 2023

Certified True and Correct:


MIRIAM M. DE LA TORRE
NAPB Secretary

cc: **Dr. Maria Juliet C. Ceniza, VP, OVPREI** 
Ms. Caroline B. Anduyan, Legal Office
Atty. Rysan C. Guinocor OIC, Chief Legal Officer 