

**EXCERPT FROM THE APPROVED MINUTES OF THE
24th Non-Academic Personnel Board Meeting**

Via Zoom: Meeting ID: 975 9114 3488
June 27, 2025

- March 31 - April 10, 2025
- PDF ✓

The Presentation of Final Comparative for the Administrative Aide VI (Clerk III) for Project and Development, was presented and deliberated.

Plantilla Item No.:	ADA6-118-2023
Position:	Administrative Aide VI (Clerk III)
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:	6 (Php18, 957.00)
Job Code:	MTOLVN
Designated Office:	Project and Development

NAME	AGE	SEX	ELIG	EDUCATION (15%)		EXP (15%)	PERF (20%)	POT (10%)	TRNG (5%)	AWD (5%)	PCPT (15%)	SKILLS (15%)	TOTAL	RANK
				Degree	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.		
BESAVILLA, Aiza B.	29	F	CSP / CSSP	Bachelor in Business Administration	12	5.85	9.63	9.63	5.00	0.00	13.20	12.57	67.88	1st

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

NAPB Resolution No. 229
Series of 2025

Submitting the result of the final comparative assessment of the eight (8) shortlisted applicants for the position of Administrative Aide VI (Clerk III) for PDM. For the appointing officer to select the deemed most qualified for appointment to the vacant position



June 27, 2025

President's Notation: "Appointing the top-ranked applicant, Ms. Aiza B. Besavilla."

Certified True and Correct:


LUVILLA G. ALCOBER
NAPB, Secretary

Cc: **Engr. Mario Lilio P. Valenzona**, Director, Project and Development
Ms. Aiza B. Besavilla
Atty. Rysan C. Guinocor, Head, Data Privacy and FOI Services



07/08/25



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