



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

June 30, 2023; 8:30 am

Virtual meeting via Google Meet: <https://meet.google.com/hsd-ktww-bri>

The presentation of Final Comparative Assessment for Administrative Officer III (Records Officer II) for RAO, was presented and deliberated.

Plantilla Item No.: ADAF3-21-2004 vice Alicia M. Flores
Position: ADMINISTRATIVE OFFICER III (Records Officer II)
Educ. Requirement: Bachelor's Degree
Elig. Requirement: Career Service (Professional) Second Level Eligibility
Exp. Requirement: 1 year relevant Experience
Training Requirement: 4 hours relevant Training

NAME	AGE	ELIG	Current Position	EDUCATION (15%)		EXP (15%)	PERF (20%)	POTENTIAL (10%)		TRNG (5%)	AWD (5%)	PCPT (15%)	SKILL (15%)	TOTAL	REMARKS
				Degree	Pts.	Pts.	Pts.	Sup. (5%)	NAPB (5%)	Pts.	Pts.	Pts.	Pts.		
MIRAFLOR, MA. Roberta	45	CSP / CSSP	Admin Officer II	MM mjr in Bus. Management (40 units) BS in Computer Science Grad.	12.00	15.00	9.88	4.95	5.00	5	0	14.55	14.33	80.71	1st

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

NAPB Resolution No. 191

Series of 2023

Recommending approval to appoint the top-rank applicant Ms. Maria Roberta S. Miraflor for the Administrative Officer III (Records Officer II) position of RAO.

June 30, 2023

Certified True and Correct:


MIRIAM M. DE LA TORRE
NAPB Secretary

cc: **Ms. Ma. Roberta S. Miraflor**, Head, Records and Archives Office - 
Atty. Rysan C. Guinocor, Director, Administrative Services Office - 