



**EXCERPT FROM THE APPROVED MINUTES OF THE
Non- Academic Personnel Board Meeting
November 2, 2022; 9:30 am
([Virtual meeting via meet.google.com/ zza-qfyb-vei](https://meet.google.com/zza-qfyb-vei))**

The final Comparative Assessment of Administrative Officer I for Cash Office, was presented and deliberated.

Plantilla Item No.	ADOF1-30-2004
Position:	Administrative Officer I
Educ. Requirement:	Bachelor's Degree
Elig. Requirement:	CS (Professional) Second Level Eligibility
Exp. Requirement:	None required but relevant work experience will be given preference
Training Requirement:	None required but training related to cash disbursement, collecting and accounting will be given preference

NAME	AGE	ELIG.	EDUCATION (15%)		EXP. (15%)	PERF (20%)	POTENTIAL (10%)		TRNG (5%)	AWD (5%)	PCPT (15%)	SKILLS (15%)	TOTAL (100%)	RANK
			Degree	Pts.	Pts.	Pts.	Sup. (5%)	NAPB (5%)	Pts.	Pts.	Pts.	Pts.		
VALENZONA, Valerie C.	27	CSP	MM Agrib. Mgt. (40units) BS Agribusiness	12.00	5.33	9.84	5.00	4.80	5.00	0	13.80	12.65	68.42	1

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

**NAPB Resolution No. 223
Series of 2022**

Recommending approval to hire the top ranked candidate, Ms. Valerie Circulado-Valenzona as Administrative Officer I for Cash Office.

November 2, 2022

Certified True and Correct:


MIRIAM M. DE LA TORRE
NAPB Secretary

cc: **Ms. Queen-ever Y. Atupan, Head Cash Office**
Ms. Valerie Circulado-Valenzona, Cash Office

 11/15/2022