

**EXCERPT FROM THE APPROVED MINUTES OF THE  
4<sup>th</sup> Non-Academic Personnel Board Meeting**

Via Zoom: Meeting ID: 985 3173 6791  
February 06, 2025

March 17

The Presentation of Final Comparative for the Information Officer II for UIMC, was presented and deliberated.

Plantilla Item No.:	INFO2-32-2023
Position:	Information Officer II
Educ. Requirement:	Bachelor's degree (preferably in DevCom, Journalism, Mass Communication)
Elig. Requirement:	Career Service (Professional) Second Level Eligibility
Experience Requirement:	1 year of relevant experience (preferably with work experience in writing news/feature articles and social media content development)
Training Requirement:	4 hours of relevant training
Salary Grade:	15 (P38, 413.00)
Job Code:	BERMVK
Designated Office:	UIMC

NAME	AGE	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.		
GARDUCE, Claudette Meli Hoff E.	28	CSP	BS in Dev. Communication Grad.	10	5.38	9.51	9.23	5.00	0.00	12.87	13.21	65.20	1 <sup>st</sup>

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

**NAPB Resolution No. 41**  
Series of 2025

Submitting the result of the final comparative assessment of the five (5) shortlisted applicants for the position of Information Officer II for the UIMC with Ms. Claudette Meli Hoff E. Garduce as the top-rank applicant. For the appointing officer to select the deemed most qualified for appointment to the vacant position and subject to exemption of ban transfer.


February 06, 2025

**President's Notation: "Appointing the top-rank Applicant."**

Certified True and Correct:

  
**JENNIFER E. ANDO**  
NAPB, Secretary

Cc: **Mr. Mike Laurence V. Lumen**, Director, Integrated Media and Public Affairs  
**Ms. Claudette Meli Hoff E. Garduce**  
**Dr. Marilyn M. Belarmino**, Director, Graduate Education

>  02/19/25  
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