

EXCERPT FROM THE APPROVED MINUTES OF THE 5th Non-Academic Personnel Board Meeting

Via Zoom: Meeting ID: 991 8922 1503
February 20, 2025

March 25

The Presentation of Final Comparative for the Administrative Officer II (Accounting Analyst I) for Accounting Office, was presented and deliberated.

Plantilla Item No.: ADOF2-7-2010
Position: Administrative Officer II (Accounting Analyst)
Educ. Requirement: Bachelor's degree relevant to the job (Preferably in Accountancy/ Commerce/ Business Administration or any related courses)
Elig. Requirement: Career Service (Professional) Second Level Eligibility
Experience Requirement: None required (but preferably with experience in processing financial transactions or handling financial matters of externally funded projects)
Training Requirement: None required (but preferably with trainings on Laws and Rules in Government Expenditures or Financial Management of Externally Funded Projects)
Salary Grade: 11 (28,512.00)
Job Code: HYANJB
Designated Office: Accounting Office

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.		
CASTIL, Jhonavel R.	29	PD 907	BS in Business Administration Grad.	10	7.10	9.67	9.71	5.00	0.00	13.71	12.64	67.84	1 st

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

NAPB Resolution No. 61 Series of 2025

Submitting the result of the final comparative assessment of the five (5) shortlisted applicants for the position of Administrative Officer II (Accounting Analyst I) for Accounting Office with Ms. Jhonavel R. Castil as the top-rank applicant. For the appointing officer to select the deemed most qualified for appointment to the vacant position.


February 20, 2025

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

Certified True and Correct:


JENNIFER E. ANDO
NAPB, Secretary

Cc: Mr. Nick Freddy R. Bello, Head, Accounting
Ms. Jhonavel R. Castil

 3/12/25



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