



**EXCERPT FROM THE APPROVED MINUTES OF THE
Non-Academic Personnel Board Meeting
April 18, 2024 at 8:30 AM
Virtual meeting via Google Meet: (meet.google.com/tte-beyj-xyk)**

The Presentation of Final Comparative for the Administrative Assistant III for OVPA, was presented and deliberated.

Plantilla Item No.:	ADAS3-64-2023
Position:	Administrative Assistant III (Computer Operator II)
Educ. Requirement:	Completion of two year studies in college or High School Graduate with relevant vocational/trade course
Elig. Requirement:	Career Service (Sub-Professional) Data Encoder (MC 11, s. 96-Cat) First Level Eligibility
Experience Requirement:	4 hours of relevant training
Training Requirement:	1 year of relevant experience
Salary Grade:	9 (P 21, 211.00)
Job Code:	LWPIME

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.		
VALENZONA, Erlinda S.	60	CSP CSSP	Master of Arts in Educ. (12 units) Bachelor of Arts Grad.	12	15.00	9.92	8.93	5.00	2.00	12.33	10.25	75.43	2 nd

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


**NAPB Resolution No. 150
Series of 2024**

Submitting the result of the final comparative assessment of the five (5) shortlisted applicants for the position of Administrative Assistant III for OVPA. The result revealed that Ms. Erlinda S. Valenzona ranked 2nd in the two offices for the Administrative Assistant III positions. The Board pointed out that since Ms. Dalisay can be considered for OVPAF, Ms. Valenzona be considered for the Administrative Assistant III for OVPA and be retained where she is currently designated. Subject for the appointing officer to select the deemed most qualified for appointment to the vacant position.

April 18, 2024

President's Notation: "Appointing the Second-in-rank Applicant"

Certified True and Correct:


JENNIFER E. ANDO
NAPB Secretary

cc: **Dr. Rotacio S. Gravoso**, Vice President, Academic Affairs
Ms. Erlinda S. Valenzona

 05/18/24