



**EXCERPT FROM THE APPROVED MINUTES OF THE
Non- Academic Personnel Board Meeting
January 11, 2023**

Via Google meet: <https://meet.google.com/zvn-jjwj-czq>

Final Comparative Assessment of Administrative Assistant II (DEMO II) for OUR, was presented and deliberated.

Plantilla Item No. ADAS2-42-2004 vice Arnulfo T. Galenzoga
Position: Administrative Assistant II (Data Entry Machine Operator II)
Educ. Requirement: Completion of 2 yrs. Studies in College or HS Grad. With
Elig. Requirement: CS (Sub Prof) First Level Eligibility
Exp. Requirement: 1 year relevant Experience
Training Requirement: 4 hours of relevant training

| NAME | AGE | ELG. | EDUCATION (15%) | | EXP. (15%) | PERF. (20%) | POTEN. (10%) | TRNG. (5%) | AWDS (5%) | PCPT (15%) | SKILLS (15%) | TOTAL | Rank |
|----------------------------|-----|-----------|---|------|------------|-------------|--------------|------------|-----------|------------|--------------|-------|-----------------|
| | | | Degree | Pts. | | | | | | | | | |
| RESTOR, Christan Mikael D. | 30 | CS (Prof) | MM major in Bus. Mngt. Grad. BS Com. Sci. | 14 | 8.07 | 9.19 | 8.77 | 5.00 | 0 | 13.20 | 11.67 | 69.89 | 1 st |

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

**NAPB Resolution No. 20
Series of 2023**

Recommending approval to appoint the top rank candidate, Mr. Christan Mikael D. Restor for Administrative Assistant II (Demo II) of OUR.

January 11, 2023

Certified True and Correct:


MIRIAM M. DE LA TORRE
NAPB Secretary

cc: **Ms. Marwen Castañeda, Office of the University Registrar**
Mr. Christan Mikael D. Restor, OUR

