



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

*Feb. 10, 2021 at 9:00 AM via Virtual (meet.google.com/new-rgnt-ppp)
Feb. 15, 2021 at 9:00 AM via Virtual (meet.google.com/bfe-gqtu-qjv)*

The update on the approved request of Ms. Erlinda E. Esguerra, Head of Accounting Office, that the regular Adm. Aide III (Utility worker II) position vacated by Ms. Otida which is intended for the senior citizen without eligibility be replaced with casual position per NAPB Res. No. 207 s. 2020, was presented and deliberated.

Deliberation:

The NAPB Secretary mentioned that currently there is no vacant casual Adm. Aide III position as replacement for the regular Adm. Aide III (Utility worker II) position vacated by Ms. Otida, except the 3 casual Adm. Aide III positions for OUDRRM, DPBG and CFES. Meanwhile, she presented the comparative assessment for the Adm. Aide IV (Clerk II) position for Accounting Office for discussion and possible source of candidate to be appointed for the vacated position of Ms. Otida and included the four (4) applicants who submitted online application at the HRIS. The Board reviewed the preliminary assessment on the credentials of the 4 online applicants and the Board found out that even if they will be given the maximum points for the interview and potential, they still lag behind the existing ranking of applicants to the Accounting Office. The Board then agreed that they will not be included as shortlisted applicants for further assessment and interview since they cannot catch up to the points of the 2nd ranked candidate even if they got perfect scores on PCPT and skills, which is predicted not attainable based on previous assessments.

After deliberation, the Board unanimously agreed that Mr. Bartolini, the 2nd ranked candidate and who is a casual Adm. Aide III (Clerk I) assigned at Registrar's Office, be appointed to the regular Adm. Aide III position vacated by Ms. Otida. Mr. Bartolini shall be retained at the Registrar's Office but and that his casual position be assigned at the Accounting Office. The position vacated by Ms. Otida does not require CSSP/CSP eligibility.

Name	Age	Eligibility	Education	Educ. (15%)	Exp. (15%)	Perf. (20%)	Pot. (10%)	Trng. (5%)	Award (5%)	PCPT (15%)	Skills (15%)	Total	Remarks
CALUNANGAN, Fe	62	None	BS Med. Tech (Undergrad)	15	15.00	9.47	9.23	5.00	0.00	11.79	10.83	76.32	Already promoted to Adm. Aide IV
BARTOLINI, Manuel	60	None	BS Commerce	15	15.00	9.17	8.98	5.00	0.00	12.42	9.17	74.74	Recommended to regular Adm. Aide III position
ACILO, Virgilio C.	58	None	Junior Secretarial	15	15.00	8.82	7.62	5.00	0.00	11.73	10.83	74.00	
SUYOM, SHERYL M.	29	CSP LEA	MM Bus. Mgt. (40 units) BSAB	15	5.97	9.87	9.28	5.00	0.00	12.63	12.33	70.08	
VILLAS, Jansel Joi C.	26	CSP	BS Statistics	15	2.75	9.56	8.93	5.00	0.00	12.75	12.33	66.32	
ORIAS, Julie Ann	24	CSP	Master in Mgt. - Agrib. Mgt. BS Agribusiness	15	2.92	9.70	8.68	5.00	0.00	12.90	11.17	65.37	



CABEZADA, MA. TEODORA E.	32	LET	Master Bus. Ad. (9 units) BS Accountancy	15	7.83	6.00	6.33	5.00	0.00	11.19	9.17	60.52	
IGOT, Leodel S.	39		High School Grad.	14	15.00	15.00		0	0			29.00	Online applicants on Adm. Aide III vacated by Ms. Otida
RIVERA, Juanito M. Jr.	35		Sea faring (28 units)	14	3.00	3.00		0	0			17.00	Online applicants on Adm. Aide III vacated by Ms. Otida
GONZALES, Jucy Fe C.	29		BSEd (MAPEH)	15	0	0		0	0			15.00	Online applicants on Adm. Aide III vacated by Ms. Otida
FLANDEZ, Sherwin S.	23		BSAB (College level)	15	0	0		0	0			15.00	Online applicants on Adm. Aide III vacated by Ms. Otida

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

NAPB Resolution No. 29

Series of 2021

Recommending approval to appoint the 2nd rank candidate, Mr. Manuel Bartolini, to the Administrative Aide III position on permanent status to the position vacated by Ms. Leonarda Otida. Mr. Bartolini will be retained at the Registrar's Office while his casual Adm. Aide III position will be opened for application and be assigned at Accounting Office as replacement of Ms. Otida.

Certified True and Correct:


HONEY SOFIA V. COLIS
NAPB Secretary

cc: Ms. Erlinda E. Esguerra, Head of Accounting Office —  3/15/21