

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

Via Zoom: Meeting ID: 990 1394 8491  
May 05, 2025

The Presentation of Final Comparative for the Legal Assistant II for Legal Affairs and Services, was presented and deliberated.

Resolution Item No.: LEA2-10-2023  
Position: Legal Assistant II  
Educ. Requirement: BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses  
Exp. Requirement: Career Service (Professional) Second Level Eligibility  
Experience Requirement: None Required  
Training Requirement: 4 hours of training relevant to legal work, such as legal ethics, legal research and writing or legal procedure  
Salary Grade: 12 (P20, 705.00)  
Job Code: DTUGAQ  
Designated Office: LAS

- DTUGAQ

NAME	AGE	SEX	ELIG	EDUCATION (15%)		EXP (15%)	DESE (20%)	POT (10%)	TRNG (5%)	AWD (5%)	POST (15%)	SCORE (15%)	TOTAL	RANKING
				Degree	Pts	Pts	Pts	Pts	Pts	Pts	Pts	Pts		
ABIT, Ma. Beatrice M.	30	F	CSP Bar Passer	Juris Doctor Grad. BS in Statistics Grad.	12	4.91	6.00	9.23	5.00	0.00	14.19	11.75	63.08	2 <sup>nd</sup>

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

**NAPB Resolution No. 143**  
Series of 2025

Submitting the result of the final comparative assessment of the four (4) shortlisted applicants for the position of Legal Assistant II for LAS. For the appointing officer to select the deemed most qualified for appointment to the vacant position, subject to favorable BI.

May 05, 2025

**President's Notation:** "Appointing the top-rank applicant, Atty. Beatrice M. Abit subject to favorable BI"

Certified True and Correct:

**LUVILLA G. ALCOBER**  
NAPB, Secretary

Cc: **Atty. Karen Abigail S. Monteron**, Director, Legal Affairs and Services  
**Atty. Rysan C. Guinocor**, Director, Administrative Services

Feb. 11 - 21, 2025

JO: July 14, 2025