



**EXCERPT FROM THE APPROVED MINUTES OF THE  
Non-Academic Personnel Board Meeting  
April 04, 2024 at 9:00 AM  
Virtual meeting via Google Meet: (meet.google.com/bne-juax-oaq)**

The Presentation of Final Comparative for the Administrative Aide III (Utility Worker II) for IHK, was presented and deliberated.

Plantilla Item No.:	ADA3-198-2004
Position:	ADMINISTRATIVE AIDE III (UTILITY WORKER II)
Educ. Requirement:	Must be able to read and write
Elig. Requirement:	None Required (MC 10 s. 2013-Cat. III)**
Experience Requirement:	None Required
Training Requirement	None Required
Salary Grade	3 (P14, 678.00)
Job Code	KYRZXD

NAME	AGE	ELIG	EDUCATION (15%)		EXP (15%)	PERF (20%)	POT (10 %)	TRNG (5%)	AWD (5%)	PCPT (15%)	SKIL LS (15%)	TOTAL	RAN KING
			Degree	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.		
GARCITOS, Jose Roldan C.	53	None	High School Grad.	14	15.00	8.52	8.57	5	0.00	11.07	13.50	75.66	1 <sup>st</sup>

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

**NAPB Resolution No. 131  
Series of 2024**

Submitting the result of the final comparative assessment of the five (5) shortlisted applicants for the position of Administrative Aide III (Utility Worker II) for IHK with Mr. Jose Roldan C. Garcitos as the top-rank applicant. For the appointing officer to select the deemed most qualified for appointment to the vacant position.

*April 04, 2024*

**President's Notation: "Appointing the Top-rank Applicant"**

Certified True and Correct:

**JENNIFER E. ANDO**  
NAPB Secretary

cc: **Dr. Charis B. Limbo-Rivera**, Director, IHK  
**Dr. Shalom Grace C. Sugano**, Principal, VSU Integrated High School  
**Mr. Jose Roldan C. Garcitos**