



**EXCERPT FROM THE APPROVED MINUTES OF THE
Non-Academic Personnel Board Meeting
September 09, 2022 1:30 pm
(Virtual meeting via meet.google.com/ghr-ujjq-unh)**

The final Comparative Assessment of Administrative Aide III for DPM, was presented and deliberated.

Plantilla Item No.	ADA3-189-2004
Position:	Administrative Aide III (Clerk I)
Educ. Requirement:	Completion of 2 years studies in college
Elig. Requirement:	CS (Subprofessional) First Level Eligibility
Exp. Requirement:	None required
Training Requirement:	None Required

The successful candidate will be assigned as Deputy Document Records Controller (dDRC) in the Dept. of Pest Management. Hence, applicant with ISO 9001:2015 awareness seminar/training and sufficient experience as document records controller will be given preference to be hired.

NAME	AGE	ELIG.	EDUCATION (15%)		EXP. (15%)	PERF (20%)	POTENTIAL (10%)		TRNG (5%)	AWD (5%)	PCPT (15%)	SKILL S (15%)	TOTAL (100%)	Rank
			Degree	Pts.	Pts.	Pts.	Sup. (5%)	NAPB (5%)	Pts.	Pts.	Pts.	Pts.		
VALENZONA, Raul Anthony S.	34	CS Sub-Prof	BS Agribusiness	12	4.55	9.71	4.95	5.00	5.00	0.00	14.31	13.14	68.66	1
CASTIL, Jhonavel R.	26	PD 907: Magna Cum Laude	BSBA-Financial Mgt.	12	5.51	9.69	4.95	4.80	5.00	0.00	13.41	11.86	67.22	2
ROSELLO, Mikko Zillah D.	26	CS Prof	BA English	12	3.35	9.45	5.00	5.00	5.00	0.00	14.25	13.00	67.05	3
FERNANDEZ, Ricky Dann M.	30	CS Prof	BS Agribusiness	12	5.49	9.24	4.25	4.50	5.00	0.00	12.60	12.29	65.36	4
TINAJA, Jennifer G.	29	CS Prof	Master of Mgt. (40 units) BS Agribusiness	14	7.60	9.42	4.50	4.40	0.00	0.00	13.08	11.29	64.28	5

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

**NAPB Resolution No. 198
Series of 2022**

Recommending approval to hire the top-ranked candidate Mr. Raul Anthony S. Valenzona as Admin Aide-III (Clerk I) for DPM.

September 09, 2022

Certified True and Correct:

JENNIFER E. ANDO
NAPB Secretary

cc: **Mr. Raul Anthony S. Valenzona, ODQA**
Dr. Editha G. Cagasan, Director for Quality Assurance
Dr. Elvira Oclarit, Head, DPM