



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

Aug. 15-28, 2025

Via Zoom: Meeting ID: 949 9074 5521  
October 23, 2025

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

Plantilla Item No.:	LEA2-9-2023
Position:	Legal Assistant II
Educ. Requirement:	BS Legal Management, AB Paralegal Studies, Law, Political Science, or other allied courses
Elig. 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 (32,245.00)
Job Code:	KBHDNF
Designated Office:	LAS

NAME	AGE	SEX	ELIG	EDUCATION (15%)		EXP (15%)	PERF (20%)	POT (10%)	TRNG (5%)	AWD (5%)	PCPT (15%)	SKILLS (15%)	TOTAL	RANK
				Degree	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.		
GALLEGO, Dan Efraim C.	34	M	CSP	BS in Business Administration Grad.	10	7.70	10.00	8.90	3.00	0.00	12.00	9.00	60.60	1 <sup>st</sup>

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

**NAPB Resolution No. 361**  
Series of 2025

Submitting the result of the final comparative assessment of the two (2) 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.  
October 23, 2025

**President's Notation:** "Appointing the top-ranked applicant, Mr. Dan Efraim C. Gallego."

Certified True and Correct:

  
**LUVILLA G. ALCOBER**  
NAPB, Secretary

Cc: **Atty. Karen Abegail S. Monteron**, Director, Legal Affairs and Services





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