

**EXCERPT FROM THE APPROVED MINUTES OF THE
29th Non-Academic Personnel Board Meeting**

Via Zoom: Meeting ID: 961 2229 0193
August 06, 2025

Aug. 14, 2025

The Presentation of Final Comparative for the Administrative Aide VI (Clerk III) for DoPAC, was presented and deliberated.

Plantilla Item No.: ADA6-87-2004
Position: Administrative Aide VI (Clerk III)
Educ. Requirement: Completion of two years studies in college
Elig. Requirement: Career Service (Subprofessional) First Level Eligibility
Experience Requirement: None Required
Training Requirement: None Required
Salary Grade: 6 (Php 18,957.00)
Job Code: EWKBOV
Designated Office: DOPAC

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.		
ISRAEL, Mary Joy P.	31	F	CSP (no cert) / LET 7/30/25	Bachelor of Elementary Education Graduate	12	4.17	10.00	9.85	5.00	0.00	13.59	13.50	68.11	1 st

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

NAPB Resolution No. 288
Series of 2025

Submitting the result of the final comparative assessment of the six (6) shortlisted applicants for the position of Administrative Aide VI (Clerk III) for DoPAC. For the appointing officer to select the deemed most qualified for appointment to the vacant position.



August 06, 2025

President's Notation: "Appointing the top-ranked applicant, Ms. Mary Joy P. Israel."

Certified True and Correct:


LUVILLA G. ALCOBER
NAPB, Secretary

Cc: **Mr. Mark Ryan R. Tripole**, Head, Department of Pure and Applied Chemistry
Ms. Mary Joy P. Israel
Dr. Rev Rhizza L. Aure, Dean, Faculty of Natural and Mathematical Sciences

 8/28/25
 8/27/25



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