

March 19-29, 2015

**EXCERPT FROM THE APPROVED MINUTES OF THE
21st Non-Academic Personnel Board Meeting**

Via Zoom: Meeting ID: 955 8868 6174
June 03 & 04, 2025

The Presentation of Final Comparative for the Information Officer I for UIMPA, was presented and deliberated.

Plantilla Item No.: INFO1-16-2023
Position: Officer I
Educ. Requirement: Bachelor's degree (preferably in DevCom, Journalism, Mass Communication)
Elig. Requirement: Career Service (Professional) Second Level Eligibility
Experience Requirement: None Required (preferably with work experience in writing news/ feature articles and social media content development)
Training Requirement: None Required
Salary Grade: 11 (30,024.00)
Job Code: YUHOXN

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NAME	AGE	SEX	ELIG	EDUCATION (15%)		EXP (15%)	PERF (20%)	POT (10%)	TRNG (5%)	AWD (5%)	PORT (15%)	SKILLS (15%)	TOTAL	RANK
				Degree	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.		
MANINGO, Riza Mae L.	34	F	PD 907	Bachelor of Arts Grad. (Diploma)	10	3.81	8.02	8.65	5.00	0.00	13.86	14.24	68.58	1 st

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

**NAPB Resolution No. 196
Series of 2025**

Submitting the result of the final comparative assessment of the three (3) shortlisted applicants for the position of Information Officer I for UIMPA. For the appointing officer to select the deemed most qualified for appointment to the vacant position, subject to a favorable background investigation.

June 03 & 04, 2025

President's Notation: "Appointing the top-ranked applicant, Ms. Riza Mae L. Maningo."

Certified True and Correct:

LUVILLA G. ALCOVER
NAPB, Secretary

Cc: **Mr. Mike Laurence V. Lumen**, Director, University Integrated Media and Public Affairs