

EXCERPT FROM THE APPROVED MINUTES OF THE 31st Non-Academic Personnel Board Meeting

Via Zoom: Meeting ID: 919 1007 3817
September 10, 2025

The Presentation of Final Comparative for the Administrative Aide III (Clerk I) Casual for DRM, was presented and deliberated.

Plantilla Item No.: LS
Position: Administrative Aide III (Clerk I)
Educ. Requirement: Completion of 2 years studies in college
Eligibility Requirement: None required (preferably with Career Service (Sub Professional) Eligibility)
Experience Requirement: None required
Training Requirement: None required
Salary Grade: 3 (Php 15,852.00)
Republish Job Code: GNLHYK

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.		
MANAGBANA G, Mark John M.	27	M	None	BS in Agnibusiness Graduate	12	5.51	10.00	8.75	5.00	0.00	12.87	11.60	65.73	1 st

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

NAPB Resolution No. 321 Series of 2025

Submitting the result of the final comparative assessment of the four (4) shortlisted applicants for the position of Administrative Aide III (Clerk I) Casual for DRM. For the appointing officer to select the deemed most qualified for appointment to the vacant position.

September 10, 2025

President's Notation: "Appointing the top-ranked applicant, Mr. Mark John M. Managbanag."

Certified True and Correct:

LUVILLA G. ALCOVER
NAPB, Secretary

Cc: **Engr. Andy Phil D. Cortes**, Director, Disaster Resilience and Management
Mr. Mark John M. Managbanag
Ms. Maria Roberta S. Miraflor, Head, Records Management and Archives



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