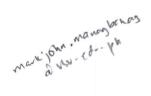




HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT



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.:

Position:

Educ. Requirement:

Administrative Aide III (Clerk I)

Completion of 2 years studies in college

Eligibility Requirement: Experience Requirement: None required (preferably with Career Service (Sub Progfessional) Eligibility) None required

Training Requirement Salary Grade

None required 3 (Php 15,852.00)

Republish Job Code

GNLHYK

				EDUCATION (15%)		EXP (15%)	PERF (20%)	POT (10%)	TRNG (5%)	AWD (5%)	PCPT (15%)	SKILLS (15%)		
NAME	AGE	SEX	ELIG	Degree	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.	TOTAL	RANK
MANAGBANA G, Mark John	27	М	None	BS in Agribusiness 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.

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

Certified True and Correct:

LUVILLA G. ALCOBER 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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