

**EXCERPT FROM THE APPROVED MINUTES OF THE
40th Non-Academic Personnel Board Meeting**

Via Zoom: Meeting ID: 992 7780 6940

November 05, 2024

The Presentation of Final Comparative for the Administrative Assistant II (Disbursing Officer II) for Cash Office, was presented and deliberated.

Plantilla Item No.: ADAS2-79-2023
Position: Administrative Assistant II (Disbursing Officer II)
Educ. Requirement: Completion of two years studies in college
Elig. Requirement: Career Service (Subprofessional) First Level Eligibility
Experience Requirement: 1 year of relevant experience
Training Requirement: 4 hours of relevant training
Salary Grade: 8 (P19, 744.00)
Job Code: DACQXZ

NAME	AGE	ELIG	EDUCATION (15%)		EXP (15%)	PERF (20%)	POT (10%)	TRNG (5%)	AWD (5%)	PCPT (15%)	SKILLS (15%)	TOTAL	RANKING
			Degree	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.		
ARPOCEPLE, Dahlia R.	55	CSP CSSP	BS in Comp. Engineering (197units)	11	15.00	9.88	9.00	5.00	2.00	14.19	13.71	79.78	1 st

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



NAPB Resolution No. 387
Series of 2024

Submitting the result of the final comparative assessment of the six (6) shortlisted applicants for the position of Administrative Assistant II (Disbursing Officer II) for Cash Office with Ms. Dahlia R. Arpoceple as the top-rank applicant. For the appointing officer to select the deemed most qualified for appointment to the vacant position.

November 05, 2024

President's Notation: "Appointing the top-rank Applicant."

Certified True and Correct:


JENNIFER E. ANDO
NAPB, SecretaryCc: **Ms. Queen-ever Y. Atupan, Head, Cash Office**
Ms. Dahlia R. Arpoceple
11/19/24