

**EXCERPT FROM THE APPROVED MINUTES OF THE
35th Non-Academic Personnel Board Meeting**

(Via Zoom: Meeting ID: 994 6705 4049)

Visca, Baybay City, Leyte

October 14, 2024

The Presentation of Final Comparative for the Administrative Aide IV (Printing Machine Operator I) for Printing Press, was presented and deliberated.

Plantilla Item No.: ADA4-117-2004
Position: ADMINISTRATIVE AIDE IV (Printing Machine Operator I)
Educ. Requirement: High School Graduate
Elig. Requirement: None Required (MC 11s. 96 - Cat. III)
Experience Requirement: None Required
Training Requirement: None Required
Salary Grade: 4 (P16,209.00)
FM QVET

| 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. | | |
| CAÑA, Randy G. | 41 | None | BS in Forestry (41.5 units) | 11 | 8.08 | 9.40 | 8.20 | 5.00 | 0.00 | 13.29 | 14.85 | 69.82 | 1 st |

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

NAPB Action:

NAPB Resolution No. 359
Series of 2024

Submitting the result of the final comparative assessment of the five (5) shortlisted applicants for the position of Administrative Aide IV (Printing Machine Operator I) for Printing Press with Mr. Randy G. Caña as the top-rank applicant. For the appointing officer to select the deemed most qualified for appointment to the vacant position.

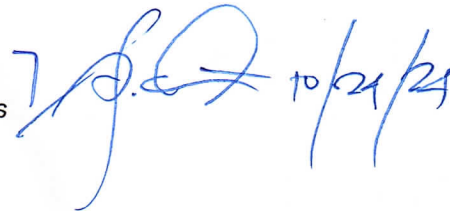
October 14, 2024

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

Certified True and Correct:


JENNIFER E. ANDO
NAPB, Secretary

Cc: **Mr. Randy G. Caña** Printing Press Office
Dr. Ulderico B. Alviola, OIC-Head, Printing Press


10/24/24