

**EXCERPT FROM THE APPROVED MINUTES OF THE
18th Non-Academic Personnel Board Meeting**

Via Zoom: Meeting ID: 933 1453 6398
May 14, 2025

Judy

The Presentation of Final Comparative for the Administrative Aide VI (Clerk III) for SPO, was presented and deliberated.

Plantilla Item No.:	ADA6-102-2004
Position:	ADMINISTRATIVE AIDE VI (CLERK III)
Educ. Requirement:	Completion of 2 years studies in college
Elig. Requirement:	Career Service (Subprofessional)/First Level Eligibility
Experience Requirement:	None Required
Training Requirement	None Required
Salary Grade	6 (Php 18,255.00)
Job Code:	CBORAS
Designated Office	SPO

NAME	AGE	SEX	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.		
PAUSANOS, Emelita S.	43	F	CSSP	BS in Commerce Graduate	12	10.23	9.90	8.00	5.00	0.00	11.70	8.83	65.67	2 nd

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

NAPB Resolution No. 163
Series of 2025

Submitting the result of the final comparative assessment of the six (6) shortlisted applicants for the position of Administrative Aide VI (Clerk III) for SPO. For the appointing officer to select the deemed most qualified for appointment to the vacant position, subject to compliance with the Commission on Elections (COMELEC) Resolution No. 11059.

May 14, 2025

President's Notation: "Appointing the second-in-rank applicant, Ms. Emelita S. Pausanos."

Certified True and Correct:


LUVILLA G. ALCOBER
NAPB, Secretary

Cc: **Ms. Vivian V. Balbarino**, Head, Supply and Property Management
Ms. Emelita S. Pausanos
Dr. DeeJay M. Lumanao, Head, Department of Soil Science

6/9/25
6/10/25



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