

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

Aug. 7-18, 2025

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

Oct. 6, 2025

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

Plantilla Item No.: ADA3-171-2004
Position: Administrative Aide III (Clerk I)
Educ. Requirement: Completion of 2 years studies in college
Eligibility Requirement: Career Service (Sub Professional) First Level Eligibility
Experience Requirement: None Required
Training Requirement: None Required
Salary Grade: 3 (PHP 15,852.000)
Job Code: WQUCZG

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.		
MAARAT, Charity A.	30	F	CSSP	BS in Computer Science Graduate	12	3.50	7.91	8.95	5.00	0.00	12.33	12.40	62.09	5 th

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

**NAPB Resolution No. 329
Series of 2025**

Submitting the result of the final comparative assessment of the seven (7) shortlisted applicants for the position of Administrative Aide III (Clerk I) for DOH. For the appointing officer to select the deemed most qualified for appointment to the vacant position.

September 10, 2025

President's Notation: "Appointing the fifth-in-ranked applicant, Ms. Charity A. Maarat."

Certified True and Correct:



LUVILLA G. ALCOBER
NAPB, Secretary

Cc: **Dr. Aljay D. Valida**, Head, Department of Horticulture



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