

**EXCERPT FROM THE APPROVED MINUTES OF THE
16th Non-Academic Personnel Board Meeting**

Via Zoom: Meeting ID: 990 1394 8491

May 05, 2025

The Presentation of Final Comparative for the Legal Assistant III for Legal Affairs and Services, was presented and deliberated.

Position: LEAG-11-2023
Legal Assistant III
Educ. Requirement: BS Legal Management, AS Paralegal Studies, Law, Political Science or other allied courses
Exp. Requirement: Career Service (Professionals)/ Second Level Eligibility
Experience Requirement: 1 year experience in legal work such as preparation of pleadings, legal opinions and memoranda or legal research
Training Requirement: 8 hours of training relevant to legal work, such as legal ethics, legal research and writing or legal procedure
Salary Grade: 14 (P95, 434.00)
Job Code: IRHUXA
Designated Office: LAS

JC: IRHUXA
 July 21, 2015

NAME	AGE	SEX	SLIC	EDUCATION (15%)		EXP (15%)	DEED (20%)	PCPT (10%)	PCOR (5%)	AWD (5%)	PCPT (15%)	PCOR (15%)	TOTAL	RANKING
				Degree	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.		
MANONGSON G. RIZA Therese P.	27	F	PO 907 Bar Passer Cert. of Member and in the RNL Bar (01/24/2 025)	Juris Doctor Grad. BS in Environmental Mgmt. Grad.	12	2.74	6.00	10.00	5.00	0.00	14.76	13.00	64.50	1 st

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

**NAPB Resolution No. 141
Series of 2025**

Submitting the result of the final comparative assessment of the four (4) shortlisted applicants for the position of Legal Assistant III for LAS. For the appointing officer to select the deemed most qualified for appointment to the vacant position, subject to favorable BI.

May 05, 2025

President's Notation: "Appointing the top-rank applicant, Atty. Riza Therese P. Manongsong subject to favorable BI"

Certified True and Correct:

LUVILLA G. ALCOBER
 NAPB, Secretary

Cc: **Atty. Karen Abigail S. Monteron**, Director, Legal Affairs and Services
Atty. Rysan C. Guinocor, Director, Administrative Services