

EXCERPT FROM THE APPROVED MINUTES OF THE 23rd Non-Academic Personnel Board Meeting

Via Zoom: Meeting ID: 929 3517 6265
June 25, 2025

March 19-29, 2025

July 13, 2025

The Presentation of Final Comparative for the Administrative Assistant I (Computer Operator I) for Procurement, was presented and deliberated.

Plantilla Item No.:	ADAS1-88-2023
Position:	Administrative Assistant I (Computer Operator I)
Educ. Requirement:	Completion of two years studies in college or High School Graduate with relevant vocational/trade course
Elig. Requirement:	Career Service (Subprofessional) Data Encoder (MC 11, s. 96- Cat I) First Level Eligibility
Experience Requirement:	None required (preferably with experience on government procurement)
Training Requirement:	None required (preferably with training on RA 9184-Government Procurement Reform Act)
Salary Grade:	7 (Php 20,110.00)
Job Code:	NWVBAX
Designated Office:	Procurement Office

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.		
ESCALA, Leopoldo S. Jr.	43	M	CSSP	BS in Agrculture (171 units)	11	14.02	9.74	8.40	5.00	0.00	13.35	14.25	75.76	1st

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

NAPB Resolution No. 224 Series of 2025

Submitting the result of the final comparative assessment of the seven (7) shortlisted applicants for the position of Administrative Assistant I (Computer Operator I) for Procurement. For the appointing officer to select the deemed most qualified for appointment to the vacant position.

June 25, 2025

President's Notation: "Appointing the top-ranked applicant, Mr. Leopoldo S. Escala, Jr."

Certified True and Correct:


LUVILLA G. ALCOBER
NAPB, Secretary

Cc: Ms. Jessamine C. Ecleo, Head, Procurement
Mr. Leopoldo S. Escala, Jr
Ms. Crislin Cruz-Cortez, Director, Business and Resource Generation



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