



EXCERPT FROM THE APPROVED MINUTES OF THE

Non-Academic Personnel Board Meeting

April 18, 2024 at 8:30 AM

Virtual meeting via Google Meet: (meet.google.com/tte-beyj-xyk)

The Presentation of Final Comparative for the Administrative Assistant III for OVPSAS, was presented and deliberated.

Plantilla Item No.:	ADAS3-66-2023
Position:	Administrative Assistant III (Computer Operator II)
Educ. Requirement:	Completion of two year studies in college or High School Graduate with relevant vocational/trade course
Elig. Requirement:	Career Service (Sub-Professional) Data Encoder (MC 11, s. 96-Cat) First Level Eligibility
Experience Requirement:	4 hours of relevant training
Training Requirement:	1 year of relevant experience
Salary Grade	9 (P 21, 211.00)
Job Code	LWPIME

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.		
ABAMO, Lorna B.	61	CSP	Master of Arts in Educ. Grad. BS in Agriculture Engng. Grad.	14	15.00	9.43	9.67	5.00	0.00	13.05	11.25	77.40	2 nd

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


NAPB Resolution No. 151
Series of 2024

Submitting the result of the final comparative assessment of the five (5) shortlisted applicants for the position of Administrative Assistant III for OVPSAS. The ranking revealed that Ms. Lorna B. Abamo being the second-in-rank can be considered for the position since the Board pointed out that Ms. Dalisay can be considered for OVPAF. Subject for the appointing officer to select the deemed most qualified for appointment to the vacant position.

April 18, 2024

President's Notation: "Appointing the Second-in-rank Applicant"

Certified True and Correct:


JENNIFER E. ANDO
NAPB Secretary

cc: **Dr. Aleli A. Villocino, Vice President, Student Affairs and Services**
Engr. Charlie Andan, Head, Department of Meteorology
Ms. Lorna B. Abamo

