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**VISAYAS**  
STATE UNIVERSITY

# HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

## EXCERPT FROM THE APPROVED MINUTES OF THE 29<sup>th</sup> Non-Academic Personnel Board Meeting

April 14-25, 2025

Via Zoom: Meeting ID: 961 2229 0193  
August 06, 2025

Effraim

The Presentation of Final Comparative for the Administrative Aide IV (Clerk II) for ULC, was presented and deliberated.

Plantilla Item No.:	ADA4-108-2004
Position:	Administrative Aide IV (Clerk II)
Educ. Requirement:	Completion of two years studies in college
Elig. Requirement:	Career Service (Subprofessional) First Level Eligibility
Experience Requirement:	None Required
Training Requirement:	None Required
Salary Grade:	4 (Php 16,833.00)
Job Code:	ODXJFM
Designated Office:	ULC

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.			
GOFREDO, Niffa C.	32	F	CSP notice of rating / LET no id	Bachelor of Elementary Education Graduate	12	5.42	10.00	8.20	5	0	11.94	9.50	62.06	5 <sup>th</sup>

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

### NAPB Resolution No. 292 Series of 2025


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

August 06, 2025

**President's Notation:** "Appointing the fifth-in-ranked applicant, Ms. Niffa C. Gofredo."

Certified True and Correct:

  
**LUVILLA G. ALCOBER**  
NAPB, Secretary

Cc: **Mr. Vicente A. Gilos**, University Librarian (Received 11-18-25) 

**Ms. Niffa C. Gofredo**

**Dr. Max Teody T. Quimilat**, Director, Center for Socio-Cultural Research & Heritage Studies

**Dr. Jude Honie A. Sales**

11/18/25 



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