



EXCERPT FROM THE APPROVED MINUTES OF THE Non-Academic Personnel Board Meeting October 12, 2022 8:30 am (Virtual meeting via meet.google.com/ yzz-jsvg-gmi)

The Comparative Assessment of Bookkeeper (Admin Asst. III) in Accounting Office, was presented and deliberated.

Plantilla Item No. ADAS3-2-2010 Administrative Officer II
Position: Administrative Assistant III (Bookkeeper II)
Educ. Requirement: Completion of 2 years studies in college
Elig. Requirement: CS (Subprofessional) First Level Eligibility
Exp. Requirement: 3 years of relevant experience
Training Requirement: 4 hours of relevant training

Table with 14 columns: NAME, AGE, ELIG., EDUCATION (15%), EXP. (15%), PERF (20%), POTENTIAL (10%), TRNG (5%), AWD (5%), PCPT (15%), SKILLS (15%), TOTAL (100%), Rank. Row 1: BUSTILLO, Norieta B., 58, CSSP, MM - Bus. Mgmt. (34 units) BS Commerce - Accounting, 13.00, 15.00, 9.71, 4.95, 5.00, 5.00, 0.00, 14.31, 12.96, 79.93, 1

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

NAPB Resolution No. 225 Series of 2022

Recommending approval to appoint the top ranked candidate, Ms. Norieta B. Bustillo, as Admin. Asst. III (Bookkeeper II) for Accounting Office.

October 12, 2022

Certified True and Correct:

JENNIFER E. ANDO NAPB Secretary

cc: Ms. Norieta B. Bustillo, Administrative Aide VI, Accounting Office
Mr. Nick Freddy R. Bello, OIC Head, Accounting Office

Handwritten note: 3 706 11/17/22

