



Dahlia R. Arpoceple

*Sitio Cienda, Brgy. Gabas, Baybay City, Leyte
09455595603 dahlia.arpoceple@vsu.edu.ph*

EMPLOYMENT

Administrative Aide VI

Cash Office, Visayas State University
March 9, 2020 – At present

Administrative Aide IV

Department Clerk
Department of Civil Engineering, Visayas State University
October 31, 2016 – March 8, 2020

Administrative Aide III

Department Clerk
Department of Civil Engineering, Visayas State University
July 1, 2014 – October 30, 2016

CLERK (Job Order)

Department of Civil Engineering, Visayas State University
August 20, 2008 – June 30, 2014

CLERK

Iglesia Ni Cristo District Office, Tagbilaran City, Bohol
October 5, 2000 – January 31, 2006

CASHIER

SM-Multi Stores Corporation
Mabolo, Cebu City
November 13, 1993 – November 9, 1999

SEMINARS & TRAININGS ATTENDED

- Orientation of Guidelines and Procedures on Processes/Services of the Offices under Administrative Services Office – February 23, 2024
Visayas State University
- Unlocking Excellence: The 5S Revolution for Clerks and Heads at the Visayas State University – November 29, 2023
- ISO 9001:2015 Awareness & Re-awareness Webinar – August 29, 2023
Visayas State University
- Navigating the Challenges of Financial Technology and Digital Transformation – October 19-22, 2022
Baguio Country Club, Baguio City

- Cash Management and Control System – September 26-28, 2022
Commission on Audit – Tacloban City
- Know Your Money and Counterfeit Detection – February 26, 2021
Bankers Institute of the Philippines, Inc. - Webinar
- Document Tracking System – November 13, 2020
Visayas State University
- ISO 9001:2015 Awareness/Re-awareness Webinar – Nov. 27, 2020
Visayas State University
- Training on identification of proper and complete items Technical Specification and parameters and orientation of Purchase Request (PR) Module of the Supply Properties Procurement Management Information System (SPPMIS) – August 28, 2020
Visayas State University
- Working Towards Personal Effectiveness – August 27-30, 2019
Pinnacle Hotel, Davao City
- Training on PRIME-HRM Orientation – Sept. 24, 2018
Visayas State University
- Full Awareness Training Course ISO 9001:2015 – Jan. 26-27, 2018
Visayas State University
- International Seminar on Earthquake – Aug. 21, 2017
CCE, Visayas State University
- Records Management Training – July 6-7, 2017
Visayas State University
- Re-Orientation on the 5S Internal Audit Requirements – June 22, 2017
Quality Assurance Center, Visayas State University
- ISO 9001:2015 Enhancement Seminar
Workshop on Internal Quality Audit – March 2-3, 2017
2nd Floor CCE, Visayas State University
- Full Awareness Training Course ISO 9001:2015 – Jan. 26-27, 2017
1st Floor CCE, Visayas State University
- Procurement Planning Workshop – Sept. 13, 2016
CCE, Visayas State University
- Procurement Act Orientation – Sept. 9, 2016
CCE, Visayas State University
- Workshop to Review and Improve Citizen's Charter – Sept. 1, 2016
PhilRootcrops Conference Hall, Visayas State University
- Gender Sensitivity Training and Anti-Sexual Harassment Orientation – June 15, 2016
ISRDS, Visayas State University
- Training Workshop on Content Management System for the College of Engineering Website and Online Class Using Moodle – May 3-5, 2016
DCST, Visayas State University

EDUCATION

Tertiary	Bachelor of Science in Computer Engineering – 5 th year - 198 units Cebu Institute of Technology, Cebu City Academic Year: 1986-1992
Secondary	Graduated, High School University of Bohol, Tagbilaran City Academic Year: 1982-1986

SKILLS

- Computer literate in MS Office operation (MS Word, MS Powerpoint, MS Excel and MS Publisher)
- Computer Troubleshooting, Reformat, Software Installation

ELIGIBILITY

- Passed the Civil Service Professional Exam with the rating of 80 %. July 15, 2001. Tagbilaran City, Bohol
- Passed the Civil Service Sub Professional Exam with the rating of 80.56 %. November 6, 1997. Cebu City

PERSONAL DATA

- Born on June 27, 1969, Filipino, Iglesia Ni Cristo member, married with 2 children.

CHARACTER REFERENCES

Ms. QUEEN-EVER Y. ATUPAN

Cash Office
Visayas State University

Prof. EPIFANIA G. LORETO

Department of Civil Engineering
Visayas State University