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- Poblacion Zone II Capoocan, Leyte

## Education

### Bachelor of Science in Criminology

Leyte Colleges  
2019 - 2023

### General Academic

### Strand | Senior High School

Asuncion S. Melgar National  
High School  
2017 - 2019

### Junior High School

Asuncion S. Melgar National  
High School  
2013 - 2017

### Elementary

Capoocan Central School  
2006 - 2013

## Skills

- Basic computer literacy skills
- Organizational skills
- Hardworking
- Fast learner
- Time-management skills
- Flexible
- Verbal and written
- Communication skills

## Language

- English
- Waray-waray
- Tagalog

## Eligibility

- Civil Service Eligibility  
(Professional Level)

# VALLERIE RONDINA PADAL

## Objectives

- To prove my hardworking and passionate characteristics towards my job. Willing to learn and serve with dedication to the assigned work. Possesses good work ethics, very flexible and versatile to my work environment.

## Trainings

### On-the-Job Training Tacloban City Fire Station

February  
-  
April  
2023

- Assisting the Fire Officers
- Sorting Documents
- Assisting Clients
- Encoding

### On-the-Job Training Jaro Municipal Station

October  
-  
December  
2022

- Making Police Clearance
- Encoding
- Assisting Police Officers
- Sorting Documents
- Assisting Clients

### Work Immersion Carigara Local Government Unit

January  
-  
March  
2019

- Help colleagues and set up the office in a way that streamlines processes
- Sort, organize, and distribute documents
- Inventory
- Encoding
- Assisting clients

## References

### Mayril Faith M. Baldonado

Teacher III

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### Virgilio J. Lentejas III

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### Catherine B. Quiminales

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