

**FRANCES LOUISE B. DAJAO**  
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09335240629



**SUMMARY OF QUALIFICATIONS**

An individual with a high sense of responsibility, possesses good analytical, has flexible and pleasing personality and can work with others on a minimal supervision.

**SKILLS/ COMPETENCIES**

Computer Literate	SAP Business One
Accounting	Inter-personal relation
Finance	Civil Service Commission Eligible. Passed the March 17, 2019 Civil Service Exam Professional Eligibility with a rate of 80.21%

**PERSONAL BACKGROUND**

Date of Birth:	October 16, 1998
Place of Birth:	Baybay City, Leyte
Civil Status:	Single
Citizenship:	Filipino
Religion:	Roman Catholic

**WORK EXPERIENCE**

<b>Name of company/ institution:</b>	<b>University of San Carlos</b>
Position:	On-the-Job Trainee
Area Assigned:	Assessment Office-Talamban
Period of Employment:	May 2018-August 2018
Job Responsibilities:	Filling Documents Data Entry and Computer Work Answering Phone Calls Other Basic Office Duties

<b>Name of company/ institution:</b>	<b>Visayas State University</b>
Position:	Job Order
Area Assigned:	Cash Division
Period of Employment:	August 2019-October 1, 2019
Job Responsibilities:	Data Entry and Computer Work Preparation of Summary of Collections and Deposits of Funds Filling Documents Other Basic Office Duties

<b>Name of company/ institution:</b>	<b>Bubble Tea Station</b>
Position:	Payroll Clerk
Area Assigned:	Accounting
Period of Employment:	December 06, 2019-July 06, 2020
Job Responsibilities:	Compute Employees Salary Filling Documents

<b>Name of company/ institution:</b>	<b>Visayas State University</b>
Position:	Clerk
Area Assigned:	College of Arts and Sciences
Period of Employment:	March 15, 2021-Present
Job Responsibilities:	Receives and records documents submitted by departments under the College of Arts and Sciences (CAS)

Serves as deputy department records controller (dDRC) of CAS  
Releases documents signed by the CAS dean  
Prepares payrolls, vouchers and other pertinent documents  
Files and secures documents for accreditation and ISO purposes  
Processes and follows-up CAS-related documents  
Maintains cleanliness and orderliness of CAS office  
Performs other tasks requested by the CAS dean

**CHARACTER REFERENCES**

Mrs. Raquel H. Dohiling  
Cash Division  
Visayas State University  
0917-310-8067

Ms. Maribel Hatamosa  
Assessment In charge-Talamban  
University of San Carlos  
0916-904-9248

Mrs. Abrilyn M. Saromines  
Accounting Head  
Bubble Tea Station  
0939-374-4944

Ms. Memia C. Parantar  
HR Specialist  
Bubble Tea Station  
0956-883-2550

Mrs. Louella C. Ampac  
Director Finance Division  
Visayas State University  
0917-542-3297