

presents this

BEST CLERK OF THE YEAR AWARD

to

DAHLIA R. ARPOCEPLE

For her invaluable support and highly commendable performance as Administrative Aide VI assigned in the cash office. Ms. Arpoceple started as a Job Order employee in August 2008.

She was promoted to Administrative Aide III on a permanent status on July 14, 2014, as Administrative Aide IV in November 2016 and recently as Administrative Aide VI in March 2020. She was assigned in the Department of Civil Engineering from August 2008 to February 2020 and transferred to the cash office last March 2020. Presently, she handles the preparation of check payments and Reports of Check Issued and Cancelled for the university's Internally Generated Funds. In addition to her assignments, she is also the designated dDRC of the cash office. She is very responsible, very punctual and is always ready to render overtime to accomplish her assigned tasks. She is a good team player and is always willing to assist and help her co-workers in times of need. Besides, she possesses a very warm personality and very accommodating in handling client request and needs in every way possible. Worthy to note that her knowledge in computer maintenance benefited the cash office and the College of Engineering because she could restore and maintain the computer units needed for instruction and office works. Such qualities contribute savings to the university. Moreover, in her more than 12 years of service in VSU, she is consistently rated Outstanding by her supervisors. All these made Ms. Arpoceple a Model Clerk worthy of emulation by her peers.

*Given this 27th day of April 2021
on the occasion of the 97th VSU Anniversary Celebration
held at VSU, Visca, Baybay City, Leyte, Philippines.*


ERLINDA A. VASQUEZ
Chairperson, Awards Committee


EDGARDO E. TULIN
University President