

John Dave Dadula

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📍 Herrera Subdivision Brgy. 2 Lian, Batangas



To get an opportunity where I can make the best of my potential and contribute to the organization's growth.

Work Experience

Treasury Staff

Municipality of Lian

August 13, 2016 - January 31, 2023

- Preparing Monthly Report of Collection Deposit and Check
- Issuing CEDULA
- Transmit Voucher to Accounting Department
- Deliver Vouchers and Checks to prospective Department
- Issuing and Releasing Checks
- Deliver Delinquent Letters to prospective Barangay
- Preparation of Motor & Boat Franchise
- Preparing TAX Clearance

Relevant Skills

- Basic computer literacy skills
- Organizational skills
- Strategic planning and scheduling skills
- Time-management skills
- Verbal and written communication skills

Educational History

Food and Beverage Services NC II

Tesda - 2015

Computer Hardware Services NC II

ALS - 2013

Secondary

Lian National High School

2007 - 2011

JOHN DAVE DADULA

Applicant