






# JHON MICHAEL GUY-AB MALAQUE

## LICENSED PROFESSIONAL TEACHER

Brgy. Maslug, Baybay City, Leyte   
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## PROFILE

Hardworking and dependable professional with a strong background in customer service, administrative tasks, and cash handling. Recognized for being detail-oriented, organized, and committed to delivering quality work in a fast-paced environment. A quick learner and team player seeking new opportunities to apply my skills, contribute to organizational success, and grow professionally.

## EXPERIENCES

2021- 2022

### Student-teaching Internship

Visayas State University Integrated High School

- Develop and implement lessons in mathematics and literacy to increase students' ability to comprehend basic concepts.
- Participate in math tutoring program which provide students with additional help in mathematics.
- Cultivate excellent term relationships with students and faculty, while maintaining ongoing communication and facilitating solutions to address concerns.

2018 - 2023

### Sangguniang Kabataan (SK) Treasurer

Maslug, Baybay City, Leyte

- Take possession of all Sangguniang Kabataan property and funds that have not already been deposited with the city or municipal treasurer;
- Collect and accept contributions, funds, materials, and any other resources intended for the Sangguniang Kabataan and katipunan ng kabataan;
- Disburse funds in accordance with the Sangguniang Kabataan's approved budget;
- When necessary, attest to the availability of funds.
- At the end of each month, submit certified and detailed statements of actual income and expenditures to the Sangguniang Kabataan and the Sangguniang Barangay; and
- Perform any other duties or functions as directed by the chairman of the Sangguniang Kabataan.

## EDUCATION

### Silangan Elementary School

2006 - 2012

### Dr. Arcadio Santos National High School

2012 - 2016

### Technological University of the Philippines

2016 - 2018 | Senior High School  
Graduate (STEM)

### Visayas State University

2018 - 2022 | Bachelor of Secondary  
Education - Major in Mathematics

## SKILLS


- Excellent Communication Skills
- Mathematical Skills
- Teaching
- Expertise with Microsoft Office tools
- Proficient in playing musical instruments
- Critical and Problem Solving Skills

## LANGUAGES


English	Fluent
Filipino	Fluent
Cebuano	Fluent

## REFERENCES

### Dr. Ma. Rachel Kim L. Aure

 VSU Director for Instruction & Evaluation  
Associate Professor 1

 kim\_aure@vsu.edu.ph

 +63 920 731 3902

2023-2024

**Government Internship Program - Office of the Representative Carl Cari**

Candadam, Baybay City, Leyte

- Encoding of database re: DSWD endorsements, scholars for TDP and SMART, and DOLE-TUPAD
- Interview clients for DSWD beneficiaries
- Video documentation for programs in the district
- Sorting of documents re: DTR's and requirements for the scholarships

2024

**Bank Teller - Philippine National Bank**

Baybay City, Leyte

- Processed over-the-counter transactions such as deposits, withdrawals, fund transfers, and bill payments per PNB's standard operating procedures.
- Ensured daily balancing of cash drawers and accurately recorded all transactions to avoid discrepancies and maintain branch audit compliance.
- Delivered professional and courteous customer service while addressing inquiries related to accounts, products, and banking procedures.
- Promoted PNB's banking products such as savings accounts, time deposits, credit cards, and remittance services to support sales targets and customer financial goals.
- Verified client identities, checked the authenticity of documents, and followed strict KYC and AML guidelines to prevent fraud and ensure regulatory compliance.
- Assisted in the preparation of daily reports and transaction summaries for submission to branch management.
- Coordinated with branch officers and fellow tellers to ensure efficient workflow, minimize wait times, and improve customer satisfaction.
- Supported branch initiatives such as financial literacy campaigns, digital banking promotions, and client onboarding.

## REFERENCES

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**Dr. Leo A. Mamolo**

- 📁 Dean of the Faculty of Teacher Education - Visayas State University
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**Hon. Carl Nicolas C. Cari**

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