

## WORK EXPERIENCE SHEET

**Instructions:** 1. Include only the work experiences relevant to the position being applied to.

2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed from most recent first.

- Duration: December 19, 2022 – Present
- Position: Teller
- Name of Office/Unit: Cantilan Bank Inc, Ormoc Branch
- Immediate Supervisor: Violeta M. Ycong
- Name of Agency/Organization and Location: Cantilan Bank Inc, Cantilan, Surigao Del Sur
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
  - Responsible for receiving cash for deposits, loan repayments, and cash receipts for other income. And also, for cash disbursement for withdrawals, cheque encashment, loan disbursement, and vouchers for replenishment.
  - Bundles cash according to prescribed denomination.
  - Balances day's transactions against total cash in and cash out and versus cash end to close the day's transaction.
  - Verifies and validate client signature.
  - Assists clients regarding their queries and preforms related function

  
JHEZEL B. OQUIAS

(Signature over Printed Name  
of Employee/Applicant)

Date: 09/25/2024