

JOMAR A. TALISAYSAY, MBA

San Jose, Malitbog
Southern Leyte 6603
Philippines

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Personal Information:

Age : 37
Gender : Male
Civil Status : Single
Date of Birth : October 03, 1984
Birthplace : Maasin, Southern Leyte, Philippines
Height : 5 feet, 6 inches / 170.70 centimeters
Weight : 80 kilograms / 176.37 pounds
Nationality : Filipino
Languages : English, Filipino
Driver’s License : Professional 1,2

Identification

Passport Number : P8744637B
Issuing Authority : DFA – Tacloban, Philippines
Date of Issue : January 22, 2022
Valid Until : January 23, 2032

Educational Background:

Course : Doctor of Philosophy in Education
 Major in Educational Programs Management
University : Eastern Visayas State University – Main Campus
Address : Tacloban City, Leyte, Philippines
Graduation Date : 27 Units Earned (Presently Enrolled)

Course : Bachelor of Secondary Education
University : Saint Joseph College
Address : Maasin City, Southern Leyte, Philippines
Graduation Date : 18 Units

Course : Doctor in Management in Human Resources Management
University : University of San Jose-Recoletos
Address : Magallanes Street, Cebu City, Philippines
Graduation Date : In-complete / Nine Units Earned

Course : Master in Business Administration
University : University of San Jose-Recoletos
Address : Magallanes Street, Cebu City, Philippines
Graduation Date : October 2007
Achievement : CGPA 1.4 or 94/100

Course : Bachelor of Science in Commerce Major in Marketing
University : University of San Jose-Recoletos
Address : Magallanes Street, Cebu City, Philippines
Graduation Date : October 2004
Achievement : CGPA 1.57 or 94/100
: Dean’s Lister and Active Student Leader

Employment History:

Company	:	Department of Education – Division of Southern Leyte Sta. Cruz National High School, Malitbog Southern Leyte
Country	:	Philippines
Position Title	:	Provisional Senior High School Teacher II
Period	:	January 04, 2021 – December 31, 2021
Industry	:	Education
Job Description	:	
		<ul style="list-style-type: none">❖ Teaching❖ Prepares lesson plan everyday with appropriate contents and IMS.❖ Executes the lesson plans with mastery and efficiency.❖ Analysis and utilizes test results.❖ Attend professional development activities.❖ Diagnoses learners needs and evaluates learning outcomes.❖ Maintains classroom environment conducive to learning.❖ Provides assistance and collaborates with superior and co-teachers.❖ Organizes, maintains functional homeroom PTCA and participates in community projects and civic organizations.❖ Does other related job.

Career Highlights / Accomplishments:

- Class Adviser for Grade 12 Learners.
- Designated as Safety Officer for the Limited Face to Face Classes at Sta. Cruz National High School.
- Boy’s Scout of The Philippines Coordinator – Senior High School

Company	:	Foodmart Limited
Country	:	Papua New Guinea
Position Title	:	Customer Service Manager, Liquor Manager, Produce Manager Bakery and Food Service Manager
Level	:	Manager
Period	:	August 05, 2017 to November 15, 2019
Industry	:	Retail Store
Job Description of Customer Service Manager	:	
		<ul style="list-style-type: none">❖ Responsible for leading and motivating the team of staffs to ensure that they are giving the best customer service possible.❖ Depth knowledge and understanding of company’s products, services and policies and be able to communicate it to the department.❖ Build customer relations. Ensure efficient manner of service in check-out counters.❖ Assist and facilitate customer complaints, resolve in an efficient and effective manner.❖ Sorting security issues involving customers and staffs.

- ❖ Hiring of competent staffs, providing training and development, conduct regular meeting and / or pep talk.
- ❖ Implementation of promotional activities.
- ❖ Financial responsibilities includes: checking of floats, conducting on the spot audit to cashiers, ensuring that there are available cash change fund, validation of in-house credit customers, must ensure that POS Terminal and Bank Terminal / EFT (Electronic Fund Transfer) are properly working and available.

Job Description of Liquor Manager :

- ❖ Assumes full responsibility and accountability of Liquor Department includes Overseas and Local. To ensure that sales budget must be achieve monthly.
- ❖ Managing inventory and stock reconciliation. Conducts daily audit and stock take to ensure that stocks on hand on Grocery Manager or System is intact with the actual physical stocks.
- ❖ Must be responsible for any promotion and price changes.
- ❖ Directly responsible to manage and create purchase order. Must ensure that stocks are in adequate supply for the daily, weekly and monthly requirements.
- ❖ Must ensure to manage the human resources, like recruitment, training and development.

Job Description of Fresh Produce Manager :

- ❖ Over-all in charge of Fresh Produce Department, including buying and merchandising.
- ❖ Local Buying of fresh produce stocks. Must ensure that all lines are readily available. Must buy fresh, quality and high margin Produce Products from the local suppliers.
- ❖ Managing inventory and stock reconciliation. Conducts daily audit and stock take to ensure that stocks on hand on Grocery Manager or System is intact with the actual physical stocks.
- ❖ Must be responsible for any promotion and price changes.
- ❖ Directly responsible to manage and create purchase order. Must ensure that stocks are in adequate supply for the daily, weekly and monthly requirements.
- ❖ Must ensure to manage the human resources, like recruitment, training and development.

Job Description of Bakery and Food Service Manager :

- ❖ Responsible for the daily operation of bakeshop and restaurant.
- ❖ To ensure high level of customer satisfaction by greeting customers, ordering food supplies, dealing with customer issues and complaints, and hiring and training new employees.
- ❖ Ensure that standard operating procedures are followed specially on food handling, cleanliness, and health and safety.

Career Highlights :

- Consistent achievement of sales budget in Liquor Department.
- Achievement of sales budget in Fresh Produce Department
- Achievement of sales budget in Food Service and Bakery Department.

Company : Mundo Asia Philippines Industry Inc.
Country : Philippines
Position Title : Sales Manager
Level : Manager
Period : February 15, 2017 to August 04, 2017
Industry : Distribution / Trading
Job Description :

- ❖ Determines annual unit and gross-profit plans by implementing marketing strategies; analyzing trends and results.
- ❖ Establishes sales objectives by forecasting and developing annual sales quotas; projecting expected sales volume and profit for existing and new products.
- ❖ Maintains sales volume, product mix, and selling price by keeping current with supply and demand, changing trends, economic indicators, and competitors.
- ❖ Establishes and adjusts selling prices by monitoring costs, competition, and supply and demand.
- ❖ Responsible to create and build relationship with customers.

Career Highlights :

- Despite having short stint, I was the first Sales Manager being sent to Mundo Thailand Co. Limited in Thailand for closing a deal for the first month. Having generated volume of sales for a chain of stores in Manila.

Company : Tasman Industrial Corporation
Country : Philippines
Position Title : Retail Area Manager – Visayas
Level : Manager
Period : April 09, 2011 to November 30, 2014
Industry : Manufacturing / Distribution
Job Description :

- Responsible for the sales and market development of the area.
- Manage and assume overall responsibility for the success of retail accounts in Visayas Area by directing all operational aspects and driving sales while minimizing costs.
- Duties and responsibilities include setting and achieving sales target and budget, maximize profit, maintain and increase standards of customer service. These objectives are accomplished by driving team performance through managing, developing, mentoring, motivating, and training of assigned personnel with the given resources.
- Building and maintaining rapport with clients and identify new customer opportunities.
- Work with Marketing Team to develop and carry out promotional campaigns.

Career Highlights :

- Consistent sales achiever and top performer.
- Ranked number one in terms of sales and performance for the year 2012.

Company : S&R Membership Shopping - Cebu
Country : Philippines
Position Title : Merchandising Manager
Level : Manager
Period : June 01, 2010 – March 15, 2011
Industry : Retail Store / Merchandising
Job Description :

- Plan, organize and implement strategies to ensure achievement of sales and profitability of targets of the store. Ensure financial goals are meet by increasing sales and by measuring and controlling operational costs.
- Oversee the operation of food department this includes Merchandising, Food Service, Produce, Rotisserie, Meat and Bakery Sections.
- Responsibilities include executing merchandising plans, maintaining inventory levels, production plan and scheduling, and management of all areas of warehouse operations as needed.
- Ensure highest level of customer service.

- Maintain competitive team by selecting competent personnel; develop through coaching, training, counseling, disciplining and appraising job results.
- Implement promotional activities, markdown compliance and pricing of merchandise.

Career Highlights :

- Set-up, established and opening management team for S&R Membership Shopping Cebu which started to operate last November 04, 2010.

Company : King’s Quality Foods (Cebu), Inc.
Country : Philippines
Position Title : Sales and Marketing Officer
Level : Assistant Manager
Period : December 9, 2005 – March 15, 2010
Industry : FMCG / Manufacturing / Food Processing
Job Description :

- Responsible for planning, organizing, leading and controlling of all sales & marketing objectives of the company, develops various marketing concepts and strategies, materials, advertisements, programs, press releases, sales and business development and other special events as approved by Sales & Marketing Manager.
- Develops promotional opportunities and ideas from conception through delivery.
- Supply sufficient information to enable effective budgetary control of specific areas of activity.
- Conduct market research such as customer questionnaire and focus group discussions. Responsible for planning, coordinating and maintaining optimum inventory levels to reduce stock-out conditions.
- Develop competitive team through excellent selection, training, coaching and developing of personnel.

Career Highlights :

- Created five new products and improved the product quality based on marketing research and customer survey conducted.
- Increased / boost the sales.
- Successfully organized the 50th Year Celebration.

Company : VICSAL Development Corporation / Metro Gaisano
Country : Philippines
Position Title (Level) : Planner - Merchandising
Level : Supervisor
Period : June 2005 – November 2005
Industry : Retail / Merchandising
Job Description :

- Responsible for the inventory planning and control of Home Improvement Department.
- Supervise and initiates good relationship with supplier for the procurement of quality and marketable products, negotiates (seeks the best product at the right price) and enforces contract in order to ensure that customer demands are meet.
- Monitors the service level l and the quality of products received. Conducts product and price survey and re-align company’s pricing strategy for competitive advantage.
- Supervise the selling area for proper visual merchandising and stocking of products.
- Creates planograms, plans, and activities as the season demands.

Company : Oishi-Moto Trading Inc.
Country : Philippines
Position Title (Level) : Cash and Stocks Custodian
Level : Staff

Period
Industry
Job Description

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:
:

November 204 to May 2005
Retail / Merchandising

- Responsible and accountable for the cash flow of the branch.
- Handle and manage the stocks inventory and control.
- Accepts sales proceeds from the salesmen and remittance thereof to the head office.
- Prepares daily and weekly sales and stocks report.

Trainings and Seminars:

TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS	INCLUSIVE DATES OF ATTENDANCE		CONDUCTED / SPONSORED BY
	From	To	
National Certificate II in Driving	10/25/2021	11/19/2021	Technical Education and Skills Development
National Certificate II in Tile Setting	09/27/2021	10/21/2021	Technical Education and Skills Development
National Certificate I & II in Shielded Metal Arc Welding (SMAW)	06/01/2021	07/15/2021	Technical Education and Skills Development
Becoming a Better Teacher Everyday BBTE	04/12/2021	05/30/2021	Southeast Asian Ministers of Education Organization
Teacher's Induction Program	05/04/2021	05/04/2021	District of Malitbog / Department of Education
District Learning Action Cell (Dis LAC) on Literacy	03/15/2021	03/19/2021	District of Malitbog / Department of Education
International Webinar on 21st Century School Leadership and Management	02/23/2021	02/23/2021	PCPD Training Center
Navigating Mental Health for Teachers	02/23/2021	02/23/2021	PCPD Training Center
National Training Workshop on Localization and Contextualization in the K-12 Curriculum	02/22/2021	02/22/2021	PCPD Training Center
Understanding the In's and Out's of Homeschooling	02/22/2021	02/22/2021	PCPD Training Center
National Seminar Workshop on Improvised Games and Theater Arts as Alternative Teaching Strategies	02/21/2021	02/21/2021	PCPD Training Center
National Training Workshop on Blended and Flipped Instruction: COVID 19 Alternative Learning Modality	02/20/2021	02/20/2021	PCPD Training Center
National Seminar Workshop on Digital and Media Flat forms for English, Science and Mathematics Teachers	02/19/2021	02/19/2021	PCPD Training Center
International Training on School Leadership and Pedagogical Enhancement for 21st Century Educators	02/18/2021	02/23/2021	PCPD Training Center
National Seminar Workshop on Instructional Development Design and Assessment in a Flexible Learning Development	02/18/2021	02/18/2021	PCPD Training Center
Digital Literacy in Education	01/10/2021	01/19/2021	Geen Ed Consultancy, Training & Review Center
Occupational Knowledge for Food & Beverage Server	06/01/2011	09/01/2011	Canadian Tourism Human Resource Council
Foundations of Management Excellence: Planning, Organizing, Leading, Controlling	04/09/2010	04/10/2010	JG Nera Consulting / Fast Distribution Corporation
Managing Miscommunications Workshop	03/31/2009	03/31/2009	Eric Villarama -Salt & Light Ventures
The Leadership Summit: Building R.E.AL Leaders	06/10/2008	06/10/2008	John C. Maxwell -Salt & Light Ventures
Effective Salesmanship	03/11/2008	03/11/2008	Emilio F. Matheu, Jr. / King's Quality Foods (Cebu) Inc.
Strategies and Secrets of Sales Achievers	08/17/2007	08/07/2007	Rowen A. Untivero - Mansmith and Fielders, Inc.

Summary of Qualifications:

- Aside from my abilities, skills, education and experience, I valued the principle of INTEGRITY AND HONESTY in all my undertakings.
- High caliber and proven record of accomplishment in the field of Customer Service, Sales & Marketing, Merchandising, Store Operations, Business Development, Events Management and Purchasing.
- Honed in different aspects of business operations.
- Excellent leadership and communication skills.
- Strong drive and passion for continuous learning and personal growth.
- Highly motivated, hardworking, determined and ambitious with strong desire to excel.
- Effective in planning and flawless execution of events and programs.
- Expertise in strategic planning and creation / implementation of standard operating procedures.

Character Reference:

Name	: Ms. Noreen Velmonte Bores
Position	: Nurse
Company	: Department of Health
Address	: Maasin City, Southern Leyte, Philippines
Mobile Number	: (63) 9121077020
Name	: Ms. Lyna Manlunas Gayas
Position	: Officer
Company	: Department of Education – Division of Southern Leyte
Address	: Maasin City, Southern Leyte, Philippines
Mobile Number	: (63) 9171460268
Name	: Dr. Gabino Petilos
Position	: Professor
Company	: Eastern Visayas State University
Address	: Tacloban City, Leyte, Philippines
Mobile Number	: (63) 9369651162