

LYN A. MALAYO



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Blk 21 Lot 13, 23rd St. South, Legian II
Subdivision, Imus City, Cavite

PERSONAL PROFILE

Hardworking, diligent and professional public servant
Constantly motivated to provide proactive, responsive, accessible, courteous and effective public service
Adaptive and works well in a challenging and fluid working environment
Excellent and effective communication and people skills

WORK EXPERIENCE

OFFICE OF THE CLERK OF COURT (OCC) - MUNICIPAL TRIAL COURT (MTC), PARANAQUE CITY (2019 - PRESENT)

CLERK III

REGIONAL TRIAL COURT (RTC) BRANCH 148, MAKATI CITY (2007 - 2019)

CLERK III

LAW DEPARTMENT, MAKATI CITY HALL, MAKATI CITY (1996 - 2017)

CLERK III

RTC BRANCH 146, MAKATI CITY (1994 - 1996)

UTILITY WORKER I

RTC BRANCH 146, MAKATI CITY (1991 - 1992)

COURT STENOGRAPHER

EDUCATION

DIVINE WORD UNIVERSITY OF TACLOBAN, TACLOBAN CITY

JUNIOR SECRETARIAL COURSE
BATCH 1990

DULAG NATIONAL HIGH SCHOOL

BATCH 1987

SAN JOSE CENTRAL SCHOOL

BATCH 1983

TRAINING PROGRAMS

NATIONAL CONVENTION OF THE PHILIPPINES ASSOCIATION OF COURT EMPLOYEES

2/22/2023 TO 2/24/2023 - 24 HOURS - TECHNICAL

CONVENTION AND SEMINAR OF THE JUDICIARY ASSOCIATION OF CLERKS OF THE PHILIPPINES

2/19/2020 TO 2/21/2020 - 24 HOURS - TECHNICAL

E-COURT USER'S TRAINING COURSE

3/14/2016 TO 2/24/2016 - 40 HOURS - TECHNICAL

CONVENTION AND SEMINAR OF THE JUDICIARY ASSOCIATION OF CLERKS OF THE PHILIPPINES

2/22/2016 TO 2/24/2016 - 24 HOURS - TECHNICAL

CONVENTION AND SEMINAR OF THE JUDICIARY ASSOCIATION OF CLERKS OF THE PHILIPPINES

6/4/2014 TO 6/6/2014 - 24 HOURS - TECHNICAL

CONVENTION AND SEMINAR OF THE JUDICIARY ASSOCIATION OF CLERKS OF THE PHILIPPINES

12/4/2012 TO 12/6/2012 - 24 HOURS - TECHNICAL

NATIONAL CONVENTION OF THE PHILIPPINES ASSOCIATION OF COURT EMPLOYEES

12/3/2008 TO 12/5/2008 - 24 HOURS - TECHNICAL

VALUES ORIENTATION WORKSHOP

2/21/2001 TO 2/23/2001 - 24 HOURS - TECHNICAL