



WILMA B. GALLEGO

PROFILE

DATE OF BIRTH:
July 22, 1995

AGE:
29

CIVIL STATUS:
Married

RELIGION:
Roman Catholic

ADDRESS:
Brgy. Buenavista, Baybay City,
Leyte

CONTACT

PHONE:
+63 9463313999

EMAIL:
wilma.bongot@vsu.edu.ph

EDUCATION

Franciscan College of the Immaculate
Conception, Baybay, Leyte, Incorporated
Bachelor of Science in Information Technology
2016 - 2020

EXPERIENCE

INTERNSHIP

Baybay City Water District - Production and Water Quality Division
Dec. 3, 2019 - Mar. 13, 2020

PAID WORK EXPERIENCE

VSU Main – Administrative Services
Jul. 1, 2025 - Present

VSU Main – Legal Affairs and Services
Jul. 17, 2023 - June 30, 2025

Puregold Baybay - Receiving Encoder
April 27, 2022 - Jul. 15, 2023

Allison Mktg. Baybay Branch - Saleslady/Cashier
Feb. 2014 - Jan. 2015

SKILLS

- Proficient in typing/encoding, operating Microsoft Office Applications, Operating System (OS), Software Installation and PC Troubleshooting.
- Willing to do overtime jobs
- Punctual, works well under pressure and very cooperative in team environment
- Determined
- Positive and teachable attitude

REFERENCE

Atty. RYSAN C. GUINOCOR
Chief Administrative Officer - Visayas State University
Contact No.: 0917 312 6266

Atty. KAREN ABEGAIL S. MONTERON
Chief Legal Officer - Visayas State University
Contact No.: 0966 833 2544

SHEILA LEMOS
Administrative Aide VI - Visayas State University
Contact No.: 0917 328 8769