

**BABELYN DAISOG GALANG**

Brgy. Highway, Dulag, Leyte

Mobile No. 0907.228.1215

bjlgalang@gmail.com

**EDUCATION**

Post graduate - **Master in Business Administration major in Human Resource & Organizational Management (MBA-HROM)**

Southwestern University, Cebu City

March 2010

College - **Bachelor of Science in Computer Engineering, *Cum Laude***

AMA Computer University, Palo, Leyte

May 2005

High School - **Philippine Science High School-Eastern Visayas Campus (PSHS-EVC),**

Pawing, Palo, Leyte

April 2001

Elementary - **Dulag SPED Center, *First Honors***

April 1997

**WORK EXPERIENCE**

✚ 1 July 2022 to 31 December 2022  
**Training Specialist II/Executive Assistant-Office of the Chairperson, DOTr-OTC**

✚ 1 January 2022 to 30 June 2022  
**Information Officer II, DOTr-OTC**

✚ 16 November 2021 to 31 December 2021  
**Information Officer II, DOTr-OTC**

✚ 2 September 2019 to 1 April 2021  
**Executive Assistant II/GSO Designate, LGU-Dulag**

✚ 1 January 2019 to 1 September 2019  
**Executive Assistant I/Supply Officer-Designate, LGU-Dulag**

✚ 1 July 2016 to 31 December 2018  
**Executive Assistant I/General Services Officer-Designate, LGU-Dulag**

✚ 28 July 2016 up to present  
**BAC Member, LGU-Dulag Bids and Awards Committee**

✚ 1 May 2013 to 17 June 2016  
**HR Head and Branch Head, Rural Bank of Dulag (Leyte), Inc.**

✚ 9 January 2012 to 17 June 2016  
**Board Secretary/Bookkeeping/Disbursing, Central Leyte (Dulag) Water District**

✚ 22 September 2010 to 30 April 2013  
**Human Resource Head & System Administrator, Rural Bank of Dulag (Leyte), Inc.**

✚ 11 February 2008 to 30 June 2010  
**Executive Assistant, LGU-Dulag**

✚ 1 January 2008 to 10 February 2008  
**Clerk, LGU-Dulag**

- ✚ 1 December to 31 December 2007  
**Interim Board of Director**, Central Leyte (Dulag) Water District
- ✚ 1 September 2002 to 30 November 2007  
**Secretary**, SK Provincial Federation, Province of Leyte
- ✚ 1 August 2002 to 30 November 2007
  - **President**, SK Municipal Federation, Dulag, Leyte
  - **Chairman**, Sangguniang Kabataan, Brgy. Highway, Dulag, Leyte

## TRAININGS/SHORT COURSES

- 2022      **Webinar on Bookkeeping Made Easy**  
*Conducted by* Department of Trade & Industry-Cavite and Negosyo Center Gen Emilio Aguinaldo  
 28 November 2022
- Webinar on The Growth Mindset**  
*Conducted by* POF Academy  
 25 November 2022
- Webinar on Successful Business Branding**  
*Conducted by* Department of Trade & Industry-Cavite and Negosyo Center Gen Emilio Aguinaldo  
 22 November 2022
- Webinar Series on Public Workforce Futureproofing: Elevating Productivity in the New Normal (Re-run)**  
*Conducted by* Center for Governance, Development Academy of the Philippines  
 3-4 November 2022
- Basic Occupational Safety and Health Training for the Public Sector**  
*Conducted by* Occupational Safety and Health Center,  
 Department of Labor and Employment  
 17-21 October 2022
- Mid-Year Assessment and Harmonization of PUVMP Work Program Workshop**  
*Conducted by* PUVMP-Project Mngt Office, Office of Transportation Cooperatives  
 3-5 August 2022
- Training of Trainers and Onboarding Program for Newly Hired PMO Personnel**  
*Conducted by* PUVMP-Project Mngt Office, Office of Transportation Cooperatives  
 27-29 July 2022
- Public Service Values Program**  
*Conducted by* Civil Service Institute, Civil Service Commission  
 2, 7, 9, 14, 16, 21 June 2022
- 2021      **Module 1: Sickness Benefit, ExpreSSS e-Learning [ExSSSeL] Portal**  
*Conducted by* SSS Member Education Department of the Member Services and Support Group (MSSG)

## REFERENCES

CRESENCIANA ES GALVEZ  
 SAN JOSE DEL MONTE, BULACAN  
 9171520463

**ENGR. EUGENE M. PABUALAN**  
CAGAYAN DE ORO  
9993299277

**ATTY. MILDRED JOY P. QUE, CPA**  
BRGY. CANDAO, DULAG, LEYTE  
9175333566

I hereby certify to the correctness of the information written above.

  
Babelyn Daisog Galang