



DAN EFRAIM C. GALLEGO

OBJECTIVE

To be part of an organization wherein I can share my knowledge and work experiences and learn new skills that will make me a better Employee.

EDUCATION

Franciscan College of the Immaculate Conception, Baybay, Leyte, Incorporated

Bachelor of Science in Business Administration
Major in Financial Management
2016 - 2020

Visayas State University - Main Campus

Bachelor of Science in Hotel, Restaurant and Tourism Mgmt.
2008 - 2009

Baybay Institute of Technology Baybay City, Leyte

Bachelor of Science in Nautical Science
2007 - 2008

PROFILE

DATE OF BIRTH: February 2, 1991
AGE: 34
CIVIL STATUS: Married
RELIGION: Christian Evangelical Fellowship
ADDRESS: Brgy. Buenavista, Baybay
City, Leyte

CONTACT

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REFERENCE

SERGIO T. PAÑA

Head Teacher V
Makinhas National High School
sergio.pa@deped.gov.ph

MIRIAM DE LA TORRE

Registrar III
VSU Main Campus - University Registrar
miriam.delatorre@vsu.edu.ph

NEIL JHON AGUINALDO

STATION HEAD
Ninjavan Baybay Hub

JOHANNE MARCELO L. BACUSMO

BCWD Project Planning and Development Assistant B
Contact No.: 09552501694

SISTER M. EMILIE IGANO, OSF

FCIC - Program Head of Business Administration
Department
Contact No.: 09195628529

KRISTINE YBURAN

Mang Inasal Baybay Branch - Manager
Contact No.: 09069043549

EXPERIENCE

INTERNSHIP

**Baybay City Water District - Production and Water Quality
Division**
300 hours

PAID WORK EXPERIENCE

Department of Education - Baybay City Division

Administrative Officer II
July 14, 2025 - Present

Visayas State University - Main Campus University Registrar

COSJOW: Administrative Aide III - Clerk
December 2, 2023 - July 13, 2025

Wall Street Courier Service - Station Officer

2020 - 2023

Anistar Trading Corporation - Checker

2014 - 2016

Mang Inasal Baybay Branch - Service Crew

2010 - 2014

SKILLS

- Experienced with Microsoft Office Application: Microsoft Excel, Microsoft Word, Microsoft Power point.
- Experienced in basic usage of Google tools.
- Experienced in handling and leading a group of people.
- Can multitask.
- Can work in a challenging and scheduled-shifting environment.