

ATTY. YASIE T. DUNOG

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RECENT EDUCATIONAL ATTAINMENT/WORK EXPERIENCES

EDUCATIONAL ATTAINMENT

■ Juris Doctor of Law.

- May 2021 at University of San – Jose Recoletos, Magallanes Street, Cebu City.

■ A lawyer

- Admitted to the Bar on May 4, 2022.

- Recently passed the 2020 – 2021 Bar Examination.

WORK EXPERIENCES

■ Attorney-at-Law

- May 4, 2022 - Present

- Purok Bombshell, Babag I, Lapu – Lapu City

■ Collaborating Lawyer of GD Malig – on and Associates

- May 4, 2022 - Present

- Room 2 – F, 2nd Floor, Shangs – MTC Bldg. , ML Quezon Natl. Highway, Pajo,
Lapu – Lapu City 6015

JOB OBJECTIVE

To obtain a position in a company that maximizes workers' potential, and skills, and provides career advancement opportunities.

WORK EXPERIENCES

Atlantic Hardware Incorporation – Retail Store

B. Aranas Street Taboan, Cebu City

(July 23, 2020 – August 25, 2021)

■ Warehouse and Logistics Manager

- Maintains the Warehouse IRA to 85% to 95% to meet the Company's goal;
- Conduct Daily Cycle Count and Year-End Cycle Count to all warehouses with approximately 2,000 plus SKUs.
- Ensures 100 percent stock Availability for all the Stores. In coordination with the Purchasing and Merchandising Departments.
- Ensures all materials received at the warehouse were properly accounted for quantitatively & qualitatively against its Invoice, PO (Purchase Order) & PR (Purchase Requisition).
- Ensures timely submission of all Receiving Reports & other pertinent documents

of all items received to meet the Accounting deadline for making the Voucher for Supplier's Payment.

- Ensures proper documentation & communication with the supplier regarding the out-of-specs material delivered at the site.
- Ensures and checks the qty. of items stocked physically at the warehouse against encoded in the Material Inventory Program coincides. To avoid issues in-stock availability.
- Ensures enough inventory level of all consumable materials.
- Check proper stacking and storage of all materials in the Warehouse. Classifying Hazardous and Non-Hazardous Materials.
- Ensures materials received, stored, and issued at Warehouse are properly documented.
- Coordinates with Third-Party Logistics and Trucking Service providers.
- Coordinates with Purchasing and Merchandising Department and makes a follow-up for critical and urgent items needed in the stores to avoid running out of stock merchandise.
- Leads and managed the Delivery and Outbound Department of Cebu Atlantic Hardware Inc.
- Hires and disciplines warehousemen, drivers, truck helpers, checkers, and support personnel.
- Liaise with the Local Government unit to secure Warehousing permits and other Mandatory Compliance documents.
- Leads and managed the Motor Pool Department of Cebu Atlantic Hardware Inc.

Sonic Steel Industries Incorporated – Retail Store
Sitio Kimba, Rabaya Street, San Roque, Talisay City
(September 12, 2016 – September 14, 2019)

■ **Warehouse and Logistics Manager**

- Maintains the Warehouse IRA to 80% to 90% to meet the Company's goal;
- Conduct Daily Cycle Count and Year-End Cycle Count to all warehouses with approximately 50 plus SKUs.
- Hires and disciplines warehousemen, drivers, truck helpers, checkers, and support personnel.
- Liaise with the Local Government unit to secure Warehousing permits and other Mandatory Compliance documents.
- Led and managed the Warehouse and Logistics Operations of Sonic Steel Industries Incorporated that covers Cebu City and provinces, Bohol, Siquijor, Leyte, Samar, and other parts of the Visayas and Mindanao provinces.

SEDC – Solid Earth Development Corporation

South Poblacion, San Fernando, Cebu

(April 4, 2016 –September 2016)

■ **Pier Operations Supervisor/Section Head OIC**

- Prepares vessel docking plan and arranges for the docking/undocking of vessels as well as loading and unloading activities.
- Ensures maximum utilization of berthing space.
- Conducts Vessel Pre-qualification Inspection and checks with vessel officers and cargo handling officers, types of equipment are in good operating condition.
- Ensures service efficiency of Arrastre and Stevedoring group through close monitoring of their loading/unloading operations.
- Coordinates with the Vessel Officers and Logistics coordinator on the loading sequence in accordance to the Cargo Stowage Plan.
- Prepares pier operations report every end of the shift to record loading/unloading transactions.
- Ensures compliance of all port users to port facility policies and procedures including Safety, Security and Environment practices and policies.

CEMEX – Apo Cement Corporation

Brgy. Tinaan, Naga City, Cebu

(May 4 – October 29, 2015)

■ **Logistics Transport Superintendent VisMin**

- Leads the Logistics Transport Operations VisMin in managing the contracted truck fleet that will support and deliver the company's finish product "cement" to the clients.
- Ensures 100% availability of truck fleet.
- Ensures truck fleets are 100% compliance with CEMEX truck safety standards.
- Ensures that drivers were physically fit before they will be dispatched for hauling and delivery.
- Leads and ensures that drivers were accredited and passed the Defensive Driving Seminar written and actual exam and other pre – qualification requirements like Drug Test, Medical Certificate, and minimum of 3 years experience driving with a heavy equipment, trailers and trucks before they will be boarded in hauling activity.
- Leads and ensures daily that drivers passed through Blood Pressure Test, Alcohol Test and have enough rest through checking the “Rest Time Monitoring Form” before they will be allowed to have a trip.
- Ensures that trucks were 360 degrees inspected before it will be deployed for the delivery.
- Administers the accreditation of Haulers or Trucking Service providers and continuous sourcing of additional trucks to meet the demand of Plant requirement based on the planned volume to deliver and dispatch.
- Makes the Hauler’s Contract based on the agreed and negotiated rates and

have it approved by top - management.

- Coordinates with the Logistics Dispatch Operations Department with regards to truck requirements of the Cement Pack House and to the Port Off-shore loading.

PHILIPPINE ASSOCIATED SMELTING & REFINING CORPORATION (PASAR)

LIDE, ISABEL, LEYTE

(JULY 14, 2008 - APRIL 30, 2015)

■ Management Trainee

- Under PASAR's Organizational Development and Training Department we undergone 6 months Management Engineering Theory & Actual Plant Immersion.
 - **Achievements and Project Study done:**
- Successfully passed & conducted "A Study on Reducing PASAR's Heavy Equipment Rental Cost" which resulted to creation of new department which is presently called the Mobile Pool Department. This Department is responsible for the monitoring of Equipment Availability and Pooling of all Heavy Equipment units to maximize its utilization. Presently this department helps reduced the Rental Cost of PASAR.

■ Supply Chain Receiving and Shipping Area Manager

(July 14, 2008 - January 1, 2010)

- Leads the Supply Chain Warehouse Receiving & Shipping Department of PASAR under Commercial/Supply Chain Division.
- Ensures 100 percent Plant Availability with zero unplanned shutdown of the plant. In coordination with the end-users like Engineering, Material Planner, Purchasing and other Departments.
- Ensures all materials received at warehouse were properly accounted quantitatively & qualitatively against its Invoice, PO (Purchase Order) & PR (Purchase Requisition).
- Ensures timely submission of all Receiving Reports & other pertinent documents of all items received.
- Ensures proper documentation & communication with the supplier regarding the out-of-specs material delivered at site.
- Communicates with PEZA and Customs Officers in clearing items for ship-out and imported materials purchased.
- Ensures and check the qty. of items stocked physically at warehouse against encoded in the Oracle Material Inventory Program coincides.
- Ensures enough inventory level of all consumable materials.
- Check proper stacking and storage of all materials in the Warehouse. Classifying Hazardous and Non-Hazardous Materials.
- Ensures materials received, stored and issued at Warehouse are properly documented.

- Coordinates with Logistics and Trucking Service Provider.
- **Certifications, Trainings and Skills:**
- ORACLE Super – User
- MS Word, Excel & PowerPoint

■ **Port and Transport Operations Shift Manager**
(January 01, 2010 – April 30, 2015)

➤ **Port Shipping Operation Responsibilities:**

- Leads the Port Shipping Operation in unloading of its raw materials, shipping & loading of its main product & by – products.
- Yard Management. Ensures raw materials stockpile were properly maintained. Monitors the inventory of each raw material and by – products stockpiled at the yard (e.g. Silica Sand, Silica Quartz, Coal, Iron Concentrates, Granulated Slag and others).
- Coordinates with the plant with the First In – First Out withdrawal of raw materials needed for the plant.
- Ensures loading and unloading rate were achieved.
- Plans and maximize berthing availability of PASAR Port.
- Ensures PASAR Port best practices were followed by vessels, LCT's & barge crews during berthing.
- Coordinates & ensure with the vessel's agent that administrative, legal documents and statutory permits were secured and complied (e.g. customs permits, PPA's & stevedoring fees, & others) prior docking & berthing at PASAR Port.
- Maintains constant communication with Plant Operations Group regarding their priority raw materials to be use at the plant.

➤ **Transport Operations Responsibilities:**

- Coordinates with the Plant Operations Department regarding their equipment requirement and provide it at the lesser cost.
- Prepares the Daily Haulage Plan & Dispatching of all units in order to maximize equipment utilization, supporting Plant Operations & Port Related Activities.
- Monitors the status of dispatched units from time to time to ensure 100% completion of planned haulage schedule.
- Makes a Monthly Report & Analysis of Hauling Cost per Metric Ton of its units. To ensure that Targets & Key Performance Indicators are achieve.
- Conducts Studies on Improvement of Haulage Planning and Dispatching.
- Ensures that all equipment was 100% endorsed to Preventive Maintenance Schedule to ensure that equipment is always in good condition and premature defects can be detected earlier.

➤ **Certifications, Trainings and Skills:**

- Certificate of Completion for having satisfactorily completed the DOLE – BWC Prescribed 40 – hour Basic Occupational Safety and Health Training (BOSH) Course

Certification No: 2011-1207-0490

Date: December 07, 2011

- Certificate of Training on Risk Management applied to Occupational Health and Safety Management Systems (OHSAS)

Venue: LIDE, PASAR, Isabel, Leyte

Date: December 01, 2009

Certification No: GSCS-2009-04-016

- Training Certificate for having completed the course of **Management Orientation on ISO 9001: 2008** and Conversion Workshop

Venue: LIDE, PASAR, Isabel, Leyte

Date: July 06, 2010

TRAININGS , ACHIEVEMENTS AND SEMINARS ATTENDED

Charter Member Toastmasters International

- Club Number: 1358687
- Date: June 30, 2009

Certificate of Completion for having satisfactorily completed the DOLE – BWC Prescribed 40 – hour Basic Occupational Safety and Health Training (BOSH) Course

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- Date: December 07, 2011

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- Date: December 01, 2009
- Certification No: GSCS-2009-04-016

Lean Manufacturing Concept Training and Seminar

- Venue: Sports City Apparel Function Room, MEPZ I, Lapu-Lapu City
- Date: June, 2007

Orientation Session for the Engineering Student Leaders

- Venue: SAO Conference Room, USJ-R Cebu City

- Date: September 3, 2005

A Seminar on Activity-Based Costing

- Venue: USJ-R, Audio Visual Room, Cebu City
- Date: March 4, 2005

6th Annual Mathematics Competition “Search for Math Wizard 2004”

- Venue: University of San Jose Recoletos, Cebu City
- Date: January 31, 2004

A Seminar on Operations Management

- Venue: MEPZ II, LLC, LEXMARK
- Date: March 11, 2006

A Seminar on Furniture Technology

- Venue: USJ-R, Audio Visual Room, Cebu City
- Date: March 2, 2006

ORGANIZATIONS, AWARDS, AND ACADEMIC DISTINCTIONS

JOINTS (Josenian Industrial Technocrats Society)

- Position/s: President
- Year: 2005 – 2006

KASAMA

- Position: Member
- Year: 2002 – 2007

■ ***PESFA, CHED Scholar (S.Y.2002-2007)***

■ ***Deans Lister, College of Engineering***

■ ***Secretary of Engineering Consortium (S.Y.2005-2006)***

EDUCATIONAL ATTAINMENT

Post Graduate Education

College: College of Law at University of San Jose Recoletos

Magallanes Street, Cebu City

- A graduate of Juris Doctor of Law
- Attorney-at-Law
- May 2021

College: University of San Jose Recoletos
Magallanes Street, Cebu City

- Bachelor of Science in Industrial Engineering.
- **Industrial Engineer**
- *April 2007.*
- *Dean's List*

High school: Babag National High School
Babag I, Lapu- Lapu City

- *April 2002.*

Elementary: Babag I Elementary School
Babag I, Lapu-Lapu City

- *April 1998.*
- *Class Valedictorian*

INTERESTS

- Playing Basketball and Billiards.
- Reading magazines, newspapers, and books.
- Watching Movies

SKILLS

- Creative and have good analytical and planning skills.
- Possess good communication proficiency in dealing effectively with people from all levels. Proficient in English- written and oral communication skills.
- Computer literate (MS Word, MS Excel, MS PowerPoint).
- Possess a high degree of leadership skill.
- Flexible, honest and hard working.
- Open-Minded and a Team Player.
- Knowledge of Lean Manufacturing.
- PRO MODEL (Production Simulation Program)
- C++ and ABPOM (Statistical Figure Program)
- AutoCAD, ADOBE Photoshop, Line Balancing, Methods, and Productivity Study, Time and Motion Study

PERSONAL DATA

SEX: *Male*
AGE: *36 yrs. old*
DATE OF BIRTH: *August 1, 1985*
PLACE OF BIRTH: *Lapu-Lapu City, Cebu*
HEIGHT: *5'6"*
WEIGHT: *81 kilograms*
STATUS: *Married*
NATIONALITY: *Filipino*
RELIGION: *Protestant*
FATHER'S NAME: *Elias O. Dungog Sr. (deceased)*
OCCUPATION: *Retired Employee*
MOTHER'S NAME: *Gloria Tumulak Dungog*
OCCUPATION: *Housewife*
SPOUSE: *MERIAM LEBRIA DUNGOG*
OCCUPATION: *Housewife*
DAUGHTER: *HEART TRIXIE LEBRIA DUNGOG*
SON: *JOHN RAFAEL LEBRIA DUNGOG*

REFERENCES:

Atty. Elaine Bathan
Assistant Dean,
University of San - Jose Recoletos School of Law
Magallanes Street, Cebu City
09173260624

Atty. Janette Uy
Clerk of Court, RTC Branch 89, Mandaue City
09173200147

Atty. Rosalyn A. Caesar
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