



# REYNALDO BALASANOS

Program Development Officer

## CONTACT

- ☎ 09502798760 TNT
- ✉ lukebalasanos0828@gmail.com
- 📍 Brgy. Magsaysay Alangalang, Leyte
- 👤 Lucas Anong Balasanos

## EDUCATION

### Leyte Colleges - Tacloban Campus

Bachelor in Science in Business  
Administration major in Financial Mgt.  
2019-2023 - *Mania Cum Laude*

### Alangalang Agro - Industrial School

Senior High School - General Academic  
Strand  
2017 - 2019 - *With Honors*

### Tinaisan Elementary School - Alangalang, Leyte

Primary School-2013  
*Class Valedictorian*

## SKILLS

- Management Skills
- Administrative Work
- Basic Accounting Skills
- Negotiation and Collaborative
- Approachable and Ambivert
- Leadership

## LANGUAGE

Waray-Waray ██████████  
Tagalog ██████████  
Bisaya ██████████  
English ██████████

## ABOUT ME

Graduated Magna Cum Laude from an inclusive school in Leyte Colleges. Seeking an institution where I can grow exponentially and share my knowledge and experiences.

I believe in the saying, "There is always room for improvement." I am seeking a position in the industry where I can enhance my knowledge to provide better service. Additionally, I value an institution that promotes camaraderie and humility, as these qualities foster progress and development, ultimately leading to quality service for the community..

## EXPERIENCE

### LGU - Matag-ob Leyte

2025

#### Program Development Officer and ManCom Secretariat Member

Collect accomplishment reports from departments, including trainings and awards. A new Google Docs channel has been created for submissions. Ensure minutes from Management Committee Meetings and other communications are recorded. I also assisted the DILG as the SGLG Focal Person and supported the Office of the Municipal Mayor with internal documents.

### Ironwood Hotel - Tacloban City

2023 - 2024

#### Hotel Administrative Assistant

- Handling Petty Cash (revolving money)
- Rosters
- Liquidation
- Remittances, Permits, and Collections

### Leyte Colleges - Tacloban Campus

2019-2023

#### Student's Dean Assistant

Served as an assistant, enhancing communication skills, and knowledge in technical support including computers and printers. Assisted with operational tasks, made decisions regarding syllabi and teaching materials, and handled enrollment along with non-academic duties.

## REFERENCES

### Karen E. Espiritu

General Manager - Ironwood Hotel

Phone: 0917 116 7392

Email: kkeespiritu@gmail.com

### Emmerenciana L. Tabon

HR Head - LGU- Matag-ob, Leyte

Phone: 0945 288 1871

Email: hrmo@matag-ob.gov.ph