



MICHAEL OLAZO CABUG-OS

ADMINISTRATIVE OFFICER II

PROFILE

Meticulous Administrative Officer in the Registrar's Office with fifteen years of experience in issuing documents and transcripts, supporting in student enrollment, maintaining academic related files, handling student's database, assisting staff in admissions and registrations, training and delegating work of new staff and enhancing their skills and productivity in order to maintain the best client satisfaction rating on our services.

EDUCATION

GRADUATE STUDIES:

Northwest Samar State University - Calbayog City, Samar
2003 - 2005
30 units: Master in Public Management

TERTIARY:

Saint Joseph College – Maasin City, Southern Leyte
1996 - 2000
Graduated: Bachelor of Science in Commerce, Major in Management

University of Cebu – Sanciango St., Cebu City
1991 – 1996
Bachelor of Science in Computer Engineering

SECONDARY:

Saint Joseph College – Maasin City, Southern Leyte
1987 - 1991
High School

ELEMENTARY:

Tomas Oppus Pilot School – Maasin City, Southern Leyte
1981 - 1987
Elementary School

WORK EXPERIENCE

Northwest Samar State University - Calbayog City, Samar
Office of the University Registrar

January, 2009 – Present
Administrative Officer II
Permanent Position

- Maintains privacy in the collection and storage of student's personal data and records both in physical and electronic format
- Implements proper safekeeping, retention, archival and disposal of records
- Assists in the student admission and enrollment
- Evaluates grades and individual records of transferees and continuing students
- Prepares Official Transcript of Records, transfer credentials and diplomas of Graduate Studies and college students
- Prepares various certifications; e.g., enrollment, graduation, grades, general weighted average, units earned, honor graduate, graduating student, English as medium of instruction

AWARDS RECEIVED

- NwSSU's Best Employee Award in 2020
- Individual Performance – Outstanding Rating in 2016
- Individual Performance – Outstanding Rating in 2015
- Individual Performance – Outstanding Rating in 2014

CONTACT

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- Prepares list of graduates for PRC and CHED file
- Prepares reports on dropouts, transferees, enrollment list and summary per semester
- Prepares Dean's List of different colleges in every semester
- Prepares Certification, Authentication and Verification (CAV) for board examination, employment and other purposes
- Prepares individual and office performance commitments and reviews
- Responds to student verifications and queries thru our official email address and Facebook page

Northwest Samar State University - Calbayog City, Samar (Former: Tiburcio Tancinco Memorial Institute of Science and Technology)

Supply and Procurement Office
December, 2005 – January, 2009
Administrative Aide IV
Permanent Position

- Prepares purchase request of different offices
- Canvassing of price quotations of supplies, materials and equipment
- Prepares abstract of canvass of price quotation and purchase order
- Conducts periodic inventory of supplies, materials and equipment in the stockroom
- Conducts inventory of equipment of employees
- Prepares inventory reports

SKILLS

- Organizational and motivational skills
- Analytical thinking and problem-solving skills
- Time management skills
- Good team player and multitasking capabilities
- Flexible to changes and has sense of urgency
- Strong written, oral, and interpersonal skills
Experienced facilitation and presentation skills