

FRANK BRITZ V. CADAVIS

Brgy. 78, Marasbaras, Tacloban City, 6500, Philippines

Email Address: frank.cadavis@vsu.edu.ph

Contact No.: +639176743525



OBJECTIVE: To apply for the Registrar IV (UR) position and work with colleagues and students, with exceptionalities, where I am committed to enhancing the student experience and ensuring the integrity of academic records, I aim to utilize my expertise in data management, policy implementation, and interdepartmental collaboration to support the university's mission and promote an efficient and student-focused Registrar's Office.

EDUCATIONAL BACKGROUND

Graduate Studies: (2015 – 2023)	MASTER OF SCIENCE IN ENVIRONMENTAL STUDIES (Industrial Ecology) University of the Philippines Cebu Gorordo Ave., Lahug, Cebu City
College Degree:	Bachelor of Secondary Education (Major in Physical Sciences)
Tertiary Education (2008 – 2012)	Leyte Normal University Paterno St., Tacloban City
Secondary Education (2004 – 2008)	Marasbaras National High School 5 th Lane, Brgy. 81, Marasbaras, Tacloban City
Elementary Education (1998 – 2004)	Dr. A. P. Bañez Memorial Elementary School Bañez Ville, Fatima Village, Tacloban City

WORK EXPERIENCES

August 2016 – Present	Visayas State University – Tolosa Tanghas, Tolosa, Leyte Instructor 1 (Physical Sciences)
July 2015 – April 2016	Visayas State University – Tolosa Tanghas, Tolosa, Leyte Part-time Instructor (Physics/Chemistry)
June 2014 – May 2015	St. Therese Educational Foundation of Tacloban, Inc. (STEFTI) Physics Teacher

ADMINISTRATIVE EXPERIENCES

January 2020 – Present	Head, Media and Information Systems and Technology, VSU Tolosa Compliance Officer for Privacy (COP), VSU Tolosa
July 2021 – December 2021	OIC Campus Registrar, VSU Tolosa
January 2022 – Present	Campus Registrar, VSU Tolosa

TRAININGS/SEMINARS/WORKSHOPS/CONFERENCES ATTENDED

June 28-30, 2023	Data Privacy Awareness and Compliance Workshop Yisrael Solutions and Training Center, Inc.
September 12-13, 2023	CHED Automated Program Application System (CAPAS) Orientation Workshop CHED Regional Office VIII
June 1-2, 2022	Webinar for Peer Reviewers using the Scopus and Thomson Reuters ISI Standards Asian Society of Teachers for Research
February 3, 2022	Mandatory Orientation and Reorientation of Academic Advisers, Department Enrollment Focal Persons, and College Hotline Agents VSU Office of the VP for Academic Affairs
February 2, 2022	Online Kumustahay and Pahinumdumay (A Student Orientation-Workshop) VSU Tolosa ODSAS
June 25 – July 18, 2021	Flexible Learning Modality Training for Teacher Educators: Webinar Series Cebu Normal University / CHED-RECPE FLMTTED
April 23, 2021	Seminar/Lecture on Intellectual Property Awareness and Commercialization of Technologies VSU Office of the Director for Innovation
December 9-13, 2019 (P1) January 27-31, 2020 (P2)	Capacity Building on Land Use Development and Infrastructure Planning (Phase 1 and 2) VSU Office of the VP for RGEA

INTERNATIONAL RESEARCH EXPERIENCE

- ✓ International Comparative Survey on School Resilience
 - Organized by: Dr. Yoshiyuki Nagata (University of Sacred Heart, Tokyo, Japan)
 - Role: Philippine Survey Team Coordinator
 - Support: Japan Society for the Promotion of Science (JSPS) KAKENHI Grant No. 24402046

SKILLS AND QUALITIES

- ✓ Patient with people and adaptive to any work environment.
- ✓ Works efficiently on assigned tasks with minimal supervision.
- ✓ Easily gets along with people to obtain genuine cooperation and teamwork.
- ✓ Has good work ethics especially in stressful environment.
- ✓ Is computer literate and can manipulate different computer software (e.g. Word, PowerPoint, Excel, and others).
- ✓ Good knowledge of ArcGIS and STELLA software.
- ✓ Possess outstanding research potential and background.

OTHER PERSONAL DATA

Age:	32 years old
Date of Birth:	August 17, 1991
Civil Status:	Single
Citizenship:	Filipino
Religion:	Roman Catholic
Permanent Address:	Brgy. 78 Marasbaras, Tacloban City, Philippines, 6500
Language Competencies:	English, Filipino, Waray-waray, Bisaya

AWARDS AND PROFESSIONAL ACHIEVEMENTS

- ✓ One of the 13 National Finalists for the 57th and 58th IATSS (International Association for Traffic and Safety Sciences) Forum in Suzuka, Japan.
- ✓ Career Service Professional Registered Eligible (May 27, 2012) with a general weighted rating of 81.43
- ✓ Passed the September 2012 Licensure Examination for Teachers (LET) with a percentile rating of 84.00

CHARACTER REFERENCES

Name: Dr. Lourdes B. Cano
Position/Agency: Human Resource Director, VSU System
Contact no.: 09176341502

Name: Dr. Quenstein D. Lauzon
Position: Chancellor, VSU Tolosa
Contact Number: (053) 565-0600 loc 1079

Name: Dr. Jonnifer R. Sinogaya
Position/Agency: Former Dean, College of Science, UP Cebu
Contact email: jrsinogaya1@up.edu.ph

I declare under penalties of perjury that the foregoing statements given above are true and correct to the best of my knowledge and belief.


FRANK BRITZ V. CADAVIS
Applicant