

CURRICULUM VITAE

PERSONAL INFORMATION

Name: Raymund M. Igcasama
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Date of Birth: January 5, 1989
Place of Birth: Baybay City, Leyte
Citizenship: Filipino
Visa Status: Single
Gender: Male



PROFESSIONAL OBJECTIVES

- To strive to be dedicated and experienced Registrar IV with a proven track record in managing student records, ensuring compliance, and supporting academic operations.
- Seeking an Administrative Supervisor position to contribute to the efficient administration of an educational institution.

EDUCATION

- Doctor of Education (Ed.D.) in Educational Leadership
National Teachers College, Manila
On -going
- Master in Education (M.Ed.) with Specialization in Mathematics
Leyte Normal University, Tacloban City
2022
- Bachelor of Secondary Education (BSEd) major in Mathematics
Visayas State University, Baybay City
2010

PROFESSIONAL EXPERIENCE

Instructor and Licensed Professional Teacher

Visayas State University
Baybay City, Leyte
June 2013-present

- Taught Mathematics courses in senior high school and college students.
- Designed and delivered engaging and differentiated lessons to meet the diverse needs of students.
- Utilized innovative teaching strategies and technology to enhance the learning experience.
- Monitored student progress through assessments and provided timely feedback to students.

- Implemented classroom management techniques that fostered a positive and respectful learning environment.
- Collaborated with colleagues to develop and align curriculum to national standard.
- Participated in educational workshops and conferences.

NSTP-CWTS Training Officer & Coordinator, CSE (Professional Level) Passer

Visayas State University

Baybay City, Leyte

2017-2021

- Provide leadership and supervision overall activities of the CWTS programs.
- Coordinate with the facilitators and resource persons of all activities including off-campus activities and campus held trainings and seminars.
- Formulate and design strategies to make learnings from CWTS interesting and experiential in uplifting the virtues of patriotism, nationalism and volunteerism.
- Coordinate the submission of reports from facilitators regarding the activities.
- Lead in the analysis of experiences learned by students from engaging in community works.

Head of Admissions, CSE (Professional Level) Passer

Visayas State University

Baybay City, Leyte

2022-present

- Managed the admissions process, including application review, interviews, and enrollment decisions.
- Developed and implemented recruitment strategies to attract a diverse and talented student body.
- Collaborated with university committees to establish admissions policies and procedures.
- Utilized data analysis to improve the admissions process and increase enrollment.

COMMITTEE INVLOVEMENT

- Socio-cultural Committee
- Dorm Management Committee
- Faculty Association
- University Curriculum Committee
- Student Organization Evaluation Committee

SKILLS

- Educational Leadership
- Student Advising
- Admissions Management
- Program Development
- Data Analysis
- Student Engagement
- Workshop Facilitation

- Interpersonal Communication
- Event organization
- Event Hosting

SEMINARS/TRAININGS/CONFERENCES

Resource Person/Speaker

Career Guidance Celebration
FCIC, Baybay City, Leyte
April 12, 2024

Career Fair for Grades 11 and 12 Scholars
Philippine Science High School
Central Visayas Campus
February 21, 2024

dDRC's Planning Meeting and Team Building
Matalom, Leyte
March 10, 2023

Career Fair for Grade 11 & 12 Scholars for Philippine Science High School-Central Visayas
Philippine Science High School, Argao Campus
February 22, 2023

Gender and Development Learning Session and Seminar on Gender Sensitivity, Use of Gender Fair Language, Anti Violence Against Women & Children, SOGGIE Bill, Pre-Marital Sex, HIV, Drug Addiction, and Career Development
Marao National High School, Inopacan, Leyte
December 12-14, 2022

Psychosocial Support
Marao National High School, Inopacan, Leyte
Aug 24, 2022

Career Guidance Orientation and Labor Education
Mapgap Integrated School, Baybay City
April 6, 2022

Echo Seminar-Workshop on Educational Technologies for 21st Century Teachers
Visayas State University
July 23 – 24, 2019

Teacher-Adviser Training Program for SPG and SSG Advisers
Cayunda Function Hall, Baybay City
June 20 – 22, 2019
June 27 – 29, 2019

Seminars/Trainings/Workshops Attended

Supervisory Development Course Track 2 & 3
Visayas State University
October 9-13, 2023

IQA Training (ISO)
Visayas State University
August 14-15, 2023 (Top 1 Participant)

POAP Training on Problem Solving and Decision Making
Panglao, Bohol
July 25-28, 2023

Turnitin Feedback Studio Instructor's Workflow Training
Visayas State University
April 17, 2023

Table of Specifications and Test Item Analysis
Visayas State University
April 4, 2023
Forum on Gender Equality, Diversity and Social Inclusion
Visayas State University
Dec 12, 2022

Webinar on Blended Learning
Visayas State University
Dec 9, 2022

Root Cause Analysis Workshop
Visayas State University
Nov 17, 2022

Supervisory Development Course Track 1
Visayas State University
Sept 20-23, 2022

Climate Change Reality
Visayas State University
Aug 25-26, 2022

Typhoon Awareness and Calamity Readiness
Visayas State University
June 29, 2022

Seminar on the Application of Virtual Reality to Agriculture, Land Use, and Transportation Plans
Visayas State University
June 22, 2022
International Course Program (ICP) South Workshop 2022

Visayas State University
May 24-27, 2022
Webinar on “My Changing Body”
Visayas State University
May 2, 2022

Symposium on White Noise Analysis and Its Applications
Visayas State University
April 7, 2022

Introduction to LATEX and LYX Workshop
Visayas State University
March 4, 2022

Trends on Soft Matter Research and Its Applications
Visayas State University
February 4, 2022

HIV/AIDS Peer Educators Training
Visayas State University
Jan. 19-21, 2022

Webinar “Heart2Speak Lite: A Strengths-Based Approach on Dealing with Challenges in Life and at Work”
Visayas State University
September 21, 2021

Webinar “Exercises for Obesity Prevention and Reduction”
Visayas State University
September 17, 2021

Webinar “Dietary Approaches to Combat Obesity”
Visayas State University
September 15, 2021

Echo-Webinar on the TIEC-CHED Flexible Learning Foundation Virtual Conference
Visayas State University
March 16 – 26, 2021

Creating Mobile App for Science and Mathematics Instruction Using MIT App Inventor
Visayas State University
December 4, 2020

Training-Workshops on Course Modules Production for Flexible Learning in Higher Education Institutions (HEIs) Webinar Series
Visayas State University
June 11-12 and June 15-19, 2020

Summer Camp on Educational Technologies for 21st Century Teachers
Visayas State University
April 29 – May 3, 2019

PROFESSIONAL MEMBERSHIPS

Philippine Association of Campus Student Advisers

VSU Faculty Association

Mathematical Society of the Philippines (MSP)

Mathematics Teachers Association of the Philippines, Tertiary Level (MTAP-TL)

Philippine Council of Mathematics Teacher Educators (MATHTED), INC.

CHARACTER REFERENCE

Dr. Remberto A. Patindol

Former VP, Administration & Finance

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Dr. Eusebio R. Lina Jr.

Head, Department of Mathematics

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