



RAYMUND IGCASAMA

Registrar IV Applicant

About Me

To strive to be dedicated and experienced Registrar with a proven track record in managing student records, ensuring compliance, and supporting academic operations.



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Mahogany Men's Hall, Visca,
Baybay City, Leyte

LANGUAGE

- English
- Cebuano
- Filipino

EXPERTISE

- Management Skills
- Creativity
- Digital Literacy
- Program Development
- Critical Thinking
- Leadership
- Data Analysis
- Interpersonal
- Event Organization

EXPERIENCE

Head, VSU Admissions Office (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.
- Supervised admissions staff, validators and proctors.

NSTP-CWTS Coordinator/Training Officer (2017-2021)

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

EDUCATION

National Teachers College

Doctor of Education major in Educational Leadership, On-going

Leyte Normal University

Master in Education major in Mathematics, 2022

Visayas State University

Bachelor of Secondary Education major in Mathematics, 2010

ELIGIBILITY & LICENSE

- Civil Service Eligibility (Professional Level)
- Licensed Professional Teacher