

PERSONAL INFORMATION

Name: Raymund M. Igcasama
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Email: raymund.igcasama@vsu.edu.ph
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 with a proven track record in managing student records, ensuring compliance, and supporting academic operations.
- Seeking a challenging Registrar position to contribute to the efficient administration of an educational institution.

EDUCATION

- Doctor of Education (Ed.D.) in Educational Leadership (On -going)
National Teachers College, Manila
- 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.

Campus Student Adviser

Visayas State University
Baybay City, Leyte
2013-present

- Provided academic and personal advising to students, helping them achieve their educational and career goals.
- Developed and implemented programs to enhance student engagement and success.
- Organized workshops and seminars on study skills, time management, and career planning.
- Collaborated with faculty and staff to address student concerns and ensure a positive campus experience.

Sports Program Varsity Coach

Visayas State University
Baybay City, Leyte
2013-present

- Led varsity sports teams to multiple championship and achievements.
- Mentored student-athletes, fostering discipline, teamwork, and leadership skills.
- Oversaw team training, game strategies, and athlete development.
- Promoted a culture of sportsmanship and academic excellence among student-athletes.

Head of Admissions

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 INVOLVEMENT

- Socio-cultural Committee
- Dorm Management Committee
- Faculty Association
- 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

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

Enhancement Training for Math High School Teachers
Ormoc City Division
April 16 – 21, 2018

Seminars/Trainings/Workshops Attended

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

Webinar on Blended Learning
Visayas State University
Dec 9, 2022

Root Cause Analysis Workshop
Visayas State University
Nov 17, 2022

Supervisory Development Course
Visayas State University
Sept 20-23, 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

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

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

Echo Seminar on the New CHED General Education Course: Mathematics in the Modern
World
Visayas State University
April 12 - 14, 2018

Silliman Online University Learning: Foundations of Educational Technology
Silliman University
February 17 – March 17, 2018

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. Aleli A. Villocino
VP for Student Affairs and Services
Visayas State University
Visca, Baybay City, Leyte

Dr. Eusebio R. Lina Jr.
Dept. Head, DMath
Visayas State University
Visca, Baybay City, Leyte

Ms. Chona A. Brit
OIC, Dean of Students
Visayas State University
Visca, Baybay City, Leyte