



# CAESAR RODERICK TADO

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## SUMMARY

In the last thirteen years, I have served in different capacities in different sectors of government including energy, S&T and education. I have taken up roles with increasing levels of responsibility, dealt with people from different levels, collaborated with numerous agencies and worked in a multi-cultural environment.

## SKILLS AND INTERESTS

### Languages (fluent)

- English
- Filipino
- Cebuano
- Waray-waray

### Licenses

- Registered Electrical Engineer
- Career Service Professional
- Driver's License (Non-professional)

### Computer/Technical

- Microsoft Office, Access, Project
- G Suite Applications
- Adobe Photoshop, InDesign, Dreamweaver
- QGIS
- AutoCAD
- Relational databases
- Web development
- Data visualization

### Additional Skills/Training

- Philippine Government Procurement (RA 9184)
- Construction Occupational Safety and Health (COSH)
- Grants Compliance
- Gender and Development
- Energy Audit
- Cleaner Production Technology

## EDUCATION

### Development Academy of the Philippines

2015 - 2016

- Master in Public Management Major in Local Governance and Development
- A post-Haiyan program funded by the United States Agency for International Development (USAID) aimed at creating a cadre of local development planners in the context of recovery, rehabilitation and resiliency for ethical leadership and sustainability

### University of San Carlos

2001 - 2006

- Bachelor of Science in Electrical Engineering
- Department of Science and Technology (DOST) Scholar, a government program envisioned to stimulate Filipino youths to pursue lifetime productive careers in S&T and contribute to national progress

## WORK EXPERIENCE

LEYTE NORMAL UNIVERSITY | Sep 2013–present

### Planning Officer

#### Responsibilities

- Leads development of the institutional strategic development plan in support to policy formation for continual improvement
- Prepares proposals of priority projects for funding requirement from the national government
- Formulates accomplishment reports for submission to national agencies, Congress and other stakeholders

#### Accomplishments

- Spearheaded the crafting of two strategic development plans for the period 2017-2019 and 2020-2022 consistent with the university's vision, the Philippine Development Plan and the UN Sustainable Development Goals
- Lobbied around 1B PHP in infrastructure funding from the national government in the last seven years

### Head of Engineering

#### Responsibilities

- Leads, manages, mentors, trains and coaches a team of engineers in the implementation of all infrastructure projects in the university such that they conform with standards and are within the timelines
- Handles contracts administration and dispute settlement in relation to construction projects

#### Accomplishments

- Succeeded in the timely completion of nationally-funded projects in the past leading to 325M PHP capital outlay funding in FY2020
- Constructed two (2) new academic building, two (2) new dormitory buildings, one (1) new laboratory hotel and rehabilitated and/or expanded the administration building, theater, and library

## REFERENCES

### **ENGR. ERNESTO M. GRANDA**

Regional Director  
Department of Science and  
Technology – RO8  
Government Center, Palo, Leyte  
Contact No: +63 919 009 3455  
Email: emgranda@region8.dost.gov.ph

### **DR. EVELYN B. AGUIRRE**

VP for Administration & Finance  
Leyte Normal University  
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### **MR. MATTHEW GLEASON**

English Language Fellow Alumnus  
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## **Executive Assistant to the University President (2013-2017)**

### *Responsibilities*

- Managed the day-to-day operations of the Office of the University President and represented him in internal and external meetings, events, and/or functions whenever representation was necessary
- Recommended actions on pertinent communications to the University President
- Provided advise on legal and related matters
- Prepared important documents such as letters, contracts, affidavits, memoranda, resolutions and others of similar nature and importance
- Consolidated accomplishment reports and prepared the President's Report for presentation to the Board of Regents
- Assisted the University and Board Secretary in the preparation and conduct of council and board meetings, and performed her functions in her absence

### *Accomplishments*

- Successfully worked towards the reappointment of the University President for a second term
- Forged linkages and conducted projects with foreign universities, industry partners and government organizations

## **DEPARTMENT OF SCIENCE AND TECHNOLOGY ROVIII**

Jan 2010–Sep 2013

### **Science Research Specialist**

- Handled the regional implementation of the government's Small Enterprise Technology Upgrading Program (SET-UP) - one of DOST's flagship programs for countryside development aimed at encouraging and assisting MSMEs to adopt technology innovations to improve operation efficiency
- Coordinated with frontline servers and beneficiaries from project proposal preparation, implementation, monitoring and evaluation
- Served in technical advisory groups for Energy Audit (EA) and Cleaner Production Technology (CPT)

## **ENERGY DEVELOPMENT CORPORATION | Aug 2007–Dec 2009**

### **Project Control Engineer**

- Monitored and managed construction related activities throughout the course of projects and ensured that implementation conformed to the terms and conditions specified in the contracts
- Handled cost estimate preparation, contract administration, work order requisition evaluation, field changes authorization, project coordination, monitoring and evaluation, variance preparation, billing processing and other administrative functions

### **Quality Control Inspector**

- Conducted electrical/instrumentation, mechanical, piping, civil and structural inspections to ensure materials and project outputs adhered to the quality standards (i.e. ISO, ASTM, ANSI) followed by the company

## **OTHERS**

### **Regional Technical Evaluation Committee Member | 2016 –present**

- Served as grants evaluator for the Department of Science and Technology in its S&T assistance program for MSMEs

### **Small Business Owner | 2012-2013**

- Owned and operated a foodservice business

### **Online English Teacher | 2012**

- Taught English as a Second Language to Japanese students online

### **Firefighter | 2002**

- Trained and worked as a firefighter as a summer job