

MANUEL JR CELEDONIO GAVINA

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Navy personnel with remarkable experience in leadership management, utilizing interpersonal, time management and problem-solving skills acquired through years of experience working with people and managing resources.

HIGHLIGHTS OF QUALIFICATIONS

- 20 years of extensive experience in government service with remarkable records in utilizing physical, mental and technical skills.
- Strong leadership background with excellent reputation in problem-solving and improving customer satisfaction.
- Extensive experience and knowledge in taking added responsibilities with solid organizational and multitasking skills dedicated to achieving delivery timetables.
- Reliable personality with safe and accident-free driving record.
- Substantial knowledge and experience in budgeting and managing logistical resources.
- Proficient in MS Office applications, Word and Excel, Email and Internet
- Adaptable, dynamic, problem-solver, team player

WORK EXPERIENCE

Petty Officer In Charge, Doctrine Development Branch September 03, 2018 - Present
Fleet Marine Warfare Center, Naval Education, Training and Doctrine Command, Fort Bonifacio, Taguig City, Philippines

- Assists and informs the Chief Branch, concerning all activities of the branch.
- Supervise, facilitates and performs the printing and publications of newly promulgated doctrines.
- Works within applicable standards, policies and regulatory guidelines to promote safe working environment.
- Proves successful working within tight deadlines and fast-paced atmosphere.
- Uses Microsoft Word and other software tools to create documents and other communications.
- Creates spreadsheets using Microsoft Excel for databasing, daily, weekly and monthly reporting.

Admin Driver, Support Branch September 19, 2015 - Present
Fleet Marine Warfare Center, Naval Education, Training and Doctrine Command, Fort Bonifacio, Taguig City, Philippines

- Achieved consistent safety targets by adjusting driving to different road and traffic conditions, balancing load and avoiding dangerous driving actions
- Completed routing pre and post-trip inspection to evaluate vehicles and assess maintenance needs.
- Upheld high standards of professionalism and discretion when working with high value clients.

Petty Officer In Charge, Training and Simulation Branch September 19, 2015 – September 02, 2018
Fleet Marine Warfare Center, Naval Education, Training and Doctrine Command, Fort Bonifacio, Taguig City, Philippines

- Administered assessment before, during and after courses.
- Used Microsoft Word and other software tools to create documents and other communications.

Petty Officer In Charge, Education and Advocacy Branch June 01, 2014 – June 08, 2015
Naval Safety Office, Headquarters Philippine Navy Manila, Philippines

- Assist and inform the Chief Branch, concerning all activities of the branch.
- Used Microsoft Word and other software tools to create documents and other communications.
- Created spreadsheets using Microsoft Excel for databasing, daily, weekly and monthly reporting.

Admin Driver, Administrative and Supply Branch February 10, 2014 – May 31, 2014
Naval Personnel Management Center, Headquarters Philippine Navy Manila, Philippines

- Achieved consistent safety targets by adjusting driving to different road and traffic conditions, balancing load and avoiding dangerous driving actions

- Completed routing pre and post-trip inspection to evaluate vehicles and assess maintenance needs.
- Upheld high standards of professionalism and discretion when working with high value clients.

Office Clerk, U-6, United Nation Mission in Haiti, October 16, 2012 – November 01, 2013
Armed Forces of the Philippines, Philippine Contingent for Peacekeeping Operations in Haiti

- Delivered quality clerical support staff.
- Managed paper and electronic filing system by routing various documents, tasking messages and managing incoming and outgoing mail.
- Built and maintain excellent customer relationships thoroughly timely response to inquiries and going above and beyond to accommodate unusual requests.

Assistant Petty Officer In-Charge, Programs and Admin Section, Admin and Supply Branch August 21, 2011 – October 15, 2012

Naval Safety Office, Headquarters Philippine Navy Manila, Philippines

- Maintained personnel records and updated internal databases to support document management.
- Provided quality clerical support through data entry, document management, email correspondence and overseeing operation of office equipment.

Petty Officer In-Charge, Occupational Safety and Health Administration Section, Education and Advocacy Branch January 26, 2009 – October 15, 2012

Naval Safety Office, Headquarters Philippine Navy Manila, Philippines

- Assisted the Chief Branch to developed and implemented safety programs.
- Facilitated occupational safety meetings and handled inquiries
- Maintained personnel records and updated internal databases to support document management.

Afloat and Aviation Safety, Research and Policy Branch April 22, 2007 – October 15, 2012

Naval Safety Office, Headquarters Philippine Navy Manila, Philippines

- Facilitated occupational safety meetings and conferences.
- Maintained personnel records and updated internal databases to support document management.

Admin Driver, Administrative and Supply Branch June 25, 2009 – August 21, 2011

Naval Safety Office, Headquarters Philippine Navy Manila, Philippines

- Achieved consistent safety targets by adjusting driving to different road and traffic conditions, balancing load and avoiding dangerous driving actions
- Completed routing pre and post-trip inspection to evaluate vehicles and assess maintenance needs.
- Upheld high standards of professionalism and discretion when working with high value clients.

Damage Controlman, Damage Control Department July 21, 2006 – April 21, 2007

BRP Apolinario Mabini (PS36), Patrol Force, Philippine Fleet, Sangley Point, Cavite City, Philippines

- Checked and maintained oil, water, and fuel levels on all ship machinery
- Performed soundings on all ballast tank for proper monitoring of oil, fuel and water supply for ship readiness
- Performed maintenance to ensures drains, sinks and toilets are work properly for crews and passengers

Gangway Watch, Headquarters Support Unit May 25, 2006 – July 20, 2006

Fleet Support Group, Philippine Fleet, Sangley Point, Cavite City, Philippines

- Rendered aid to injured and ill individuals and alerted paramedics for advanced support.
- Greeted guests professionally and courteously to cultivate welcoming atmosphere while making safety top priority
- Patrolled internal building spaces and facility grounds to identify and deter threats to assets

Damage Controlman, Damage Control Department October 15, 2004 – October 15, 2005

BRP Apolinario Mabini (PS36), Patrol Force, Philippine Fleet, Sangley Point, Cavite City, Philippines

- Checked and maintained oil, water, and fuel levels on all ship machinery
- Performed soundings on all ballast tank for proper monitoring of oil, fuel and water supply for ship readiness
- Performed maintenance to ensures drains, sinks and toilets are work properly for crews and passengers

EDUCATION

Military Schooling

Damage Control Advance Specialization Class-01

Naval Sea Systems Training Center
Fort San Felipe Cavite City

June 15, 2015 – September 18, 2015

Advance Specialization – Leadership Class-09

Naval Education and Training Command
San Antonio Zambales

February 17, 2015 – May 19, 2015

Damage Control Specialization Class-40

Naval Education and Training Command
San Antonio Zambales

October 15, 2005 – May 12, 2006

PN Apprenticeship Training Program Class-09

Naval Sea Systems Training Center
Fort San Felipe Cavite City

July 13, 2003-January 27, 2004

Basic Seaman Course Class-209

Naval Enlisted Personnel School Center,
Naval Education and Training Command
San Antonio Zambales

December 19, 2002 – July 02, 2003

Civilian Schooling

Bachelor of Science in Mechanical Engineering (Undergraduate)

Technological Institute of the Philippines, Quiapo, Manila

June 01, 1999 – March 31, 2002

COMMUNITY INVOLVEMENT/VOLUNTEER

Disaster Rescue and Relief – Typhoon Ondoy
Blood Donor – Philippine National Red Cross

September 26-27, 2009
May 2008 – May 2015

CERTIFICATIONS/RELEVANT TRAININGS

Certificate in Plumbing NC II TESDA
Certificate in Shielded Metal Arc Welding NC II TESDA

September 4, 2015
July 17, 2015