

**DONALD MARK B. CALAPIZ**

#394, Purok Waling-waling, Camp JMC,  
Brgy. Agusan Canyon, Manolo Fortich, 8703  
dmcalapiz@gmail.com  
TM: +63 926-916-4358  
DITO: +63 991-499-8598



**EDUCATIONAL ATTAINMENT**

**Xavier University – Ateneo de Cagayan**

Bachelor of Science in Electrical Engineering  
Corrales Avenue, Cagayan de Oro City

Licensure Exam for: **REGISTERED ELECTRICAL ENGINEER**

Exam date: September 2016

Remarks: **PASSED**

**Xavier University High School**

Masterson Avenue, Pueblo de Oro, Cagayan de Oro City

**Xavier University Grade School**

Macasandig, Cagayan de Oro City

**SKILLS**

1. Oil Terminal Operations (ADO, BFO, MOGAS, E98 and CME)
2. Tank Truck Receiving, Loading and Dispatching
3. Tanker Receiving and Loading
4. Grains Receiving Operations (Feed Wheat, Corn, Soya)
5. Electrical Design, Installation and Maintenance
6. Fire Detection and Alarm System Installation
7. Closed-Circuit Television (CCTV) Installation
8. Engineering Project Cost Estimate and AutoCAD Works
9. Construction Management and Implementation
10. Job Hazard Analysis
11. Fire Safety, Oil Spill Management and Emergency Response
12. Woodworking
13. Editing (Video and Photo)
14. Graphic Designing
15. AI, Software, Applications and Digital Tools Proficiency
16. AI Content Creation

## **WORK EXPERIENCES**

### **Terminal Engineer/Shift Operations Supervisor (July 12, 2017 – September 10, 2022)**

Shipping and Lighterage Harbor Bulk Terminal Corporation (Under BMPSC)

Zone 4 Brgy. Gracia Tagoloan Misamis Oriental 9001

#### **Duties and Responsibilities of Terminal Engineer**

- ✓ Leads the designing and installation of all electrical equipment and appurtenances.
- ✓ Functions as project engineer in the installation and construction of LVSG, MCC Equipment, MCC Building, Electrical Duct Bank and Main Electrical System.
- ✓ Facilitates the repair and troubleshooting of damaged and/or malfunctioning electrical equipment and appurtenances.
- ✓ Acts as terminal representative for electrical mandates and issues addressed by and from CEPALCO and PHIVIDEC-IA.
- ✓ Leads the inspection and construction of terminal/plant electrical projects.
- ✓ Leads the regular inspection and tests on electrical equipment which include, but are not limited to cables, 3-phase motors, flowmeters, AccuLoad, variable frequency drives, direct online motor controls, unified electrical grounding system, motor control centers, generators, transformers, vertical electrical panels and low voltage switchgear.
- ✓ Coordinate, assist and supervise mechanical, civil and electrical contractors and suppliers to ensure compliance with international and local standards and best practices.
- ✓ Prepare purchase requisition forms and act as procurement individual for replacement of damaged materials and maintenance tools and equipment.
- ✓ Acts as substitute supervisor for mechanical and civil engineering works.
- ✓ Prepare, review, approve and implement pre-bids, project proposals, scope of work, cost estimates, blueprints, shop drawings, diagrams and layouts.
- ✓ Monitor the awarding of contracts, delivery and inventory of materials, quality of materials delivered and safekeeping of receipts and invoices.
- ✓ Coordinate, facilitate and witness in testing and commissioning of mechanical, civil and electrical projects.
- ✓ Plan, design and constructing of terminal facility improvements.
- ✓ Develop, prepare and implement preventive maintenance for electrical equipment and electrical facilities.
- ✓ Develop, prepare and monitor in-depth analysis of monthly and annual electrical consumption.
- ✓ Plan, prepare and implement 5S and work permitting system to ensure absolute safety and security in electrical works and all general engineering works.

#### **Duties and Responsibilities of Shift Operations Supervisor**

- ✓ Direct coordination with the terminal manager, clients, haulers, supply department, distribution department, commercial team and sales agents, local and foreign tanker captains and chief mates, PETRON Team, SL and PETRON laboratory analysts, SGS personnel, Intertek, Inspectorate and other third-party inspectors, mooring, watchmen, tugboats and pilots, tanker agents and local government agencies for efficient and on-time tanker and tank truck loading and receiving operations.
- ✓ Monitors bulk storage volume to ensure supply for tanker loading and tank truck loading is immediately available and ready to serve according to client needs.

- ✓ Plan, implement and approve the schedule and overtime of the bulk operation team/crew needed for efficient and optimum terminal operations.
- ✓ Ensures bulk operations sees the best quality of work and in its safest condition by following the ship/shore safety checklist
- ✓ Ensures the oil product received and loaded is well-timed and without delay at the least possible cost.
- ✓ Ensures the oil product received and loaded is at its utmost quality and precise quantity through product testing and opening/closing of storage tank parameters.
- ✓ Functions as overall terminal custodian in the absence of the terminal manager and other terminal engineers notably during off duty, holidays, weekends and after office hours.
- ✓ Conducts regular inspection of terminal loading and receiving facility before and after operations making sure the terminal facility and its equipment complies to corporate, LGU, PCG and PHIVIDECA-IA rules and regulations on environmental, health, safety and ISGOTT standards. Maintain accident-free operations.
- ✓ Inspects motor tankers and their crew guaranteeing they are seaworthy and are ready to receive the oil product.
- ✓ Facilitates the inspection of the terminal's pipelines, valves, pump motors and product hose are leakproof and are in good condition.
- ✓ Facilitates, control and ensures the SAP creation of relevant documents which include but are not limited to Bill of lading/Cargo Outtake Certificate, Cargo Intake Certificate, Ship's Figure After Loading and Ship's Figure Before Discharge.
- ✓ Facilitate, prepare and implement relevant documents which include, but are not limited to daily gauging reports, 4-point analysis, bunkering plans, bunkering reports, doping guide, in-plant oil loss explanations, marine protests, incident reports, near miss, near loss/loss investigation, month end reports, 5S reports and supervisor's monthly report.
- ✓ Conducts investigation and assessment in the event of product losses.
- ✓ Leads and implements bulk operations in fire drills, oil spill drills, earthquake drills and emergency response activities.
- ✓ Supervise the grains receiving operations ensuring the commodity collected from the vessels are within its precise quantity whilst maintaining its highest quality
- ✓ Functions as lead maintenance throughout troubleshooting of grains receiving facility.
- ✓ Ensures the coordination of terminal personnel, stevedores, vessel personnel, vessel agents and local government agencies involved in grains receiving operations.
- ✓ Leads the bulk operations in department meetings, trainings and seminars set up for holistic and personal growth.
- ✓ Acts as dispatching supervisor in charge of the delivery of fuel through tank trucks.
- ✓ Plan, design and implement updated procedures and programs to improve bulk operations, ensuring efficiency and minimizing cost and losses.
- ✓ Directly involved in the development of corrective and preventive actions to improve existing terminal safety procedures, personnel behavioral development and work ethics.
- ✓ Keep the terminal manager well informed of the critical conditions throughout every operation and movement of terminal personnel.

## **Graphic Design Experience (2011 – Present)**

Freelance Graphic Designer | Local & International Clients

- ✓ Over 10+ years of professional graphic design experience, starting in 2011, delivering creative solutions across print and digital media.
- ✓ Began as a Layout Editor for ACES (2011), responsible for page composition, visual hierarchy, and publication-ready designs.
- ✓ Worked as an online freelance graphic designer (2012–2014) through platforms such as oDesk (now Upwork) and Elance, handling diverse international projects.
- ✓ Proven experience working with foreign clients, demonstrating strong communication skills, adaptability to different design standards, and ability to meet global expectations.
- ✓ Developed a versatile design portfolio by accepting a wide range of projects including branding, social media graphics, tarpaulins, marketing materials, and print layouts.
- ✓ Known for being flexible and results-driven, successfully handling both small-scale and large projects across different industries.
- ✓ From 2022 to present, actively engaged in freelance graphic design after tenure at SLHBTC, continuously delivering high-quality creative work to both local and international clients.
- ✓ Skilled in managing projects from concept to final output, ensuring client satisfaction, fast turnaround, and consistent quality.

## **SEMINARS/TRAININGS ATTENDED**

- 8<sup>th</sup> Regional Student Conference: Engineering a Safe and Better Nation through Excellence in Electrical Profession Aug. 16, 2012  
*IEEE, Xavier University – Ateneo de Cagayan, CDO*
- 10<sup>th</sup> Regional Student Conference: Continuously Enhancing Electrical Practitioners Competitiveness towards Global Excellence Aug. 28-30, 2014  
*IEEE, Mindanao University of Science and Technology, CDO*
- Power World Simulator – A Power World Corporation Software Program, as a valued member of the said Organization Group Nov. 28, 2015  
*IEEE, Xavier University – Ateneo de Cagayan, CDO*
- Understanding Republic Act No. 9136 – Electric Power Industry Reform Act of 2001 and its Implementing Rules and Regulations Oct. 1, 2015  
*Little Theater, Xavier University – Ateneo de Cagayan, CDO*
- 2018 National Midyear Convention: Embracing Global Challenges Sustainable Energy Practices. May 17-19, 2018  
*IEEE, Cagayan de Oro Chapter*
- Ship Shore Safety Checklist and ISPS Feb. 22-23, 2018  
*SL Harbor Bulk Terminal Corporation*
- Oil Spill Management June 28-29, 2018  
*Petron Tagoloan Terminal*

- Construction Occupation Safety and Health July 19, 2018  
*J3 Trainers and Consultants Inc.*
- Occupational Safety and Health July 04, 2020  
*Bataan Mariveles Port Services Corporation*
- Electrical Installation and Maintenance (NCII) On going  
*Manolo Fortich Technical Skills and Development Center*

## **PROJECTS**

- Power Supply for SMC-SL SILO Operation at Pier
- Design & Construction of Distribution Line & Motor Controls for MCC1, MCC-2 & MCC-3
- Design & Construction/Installation of Additional Distribution Line and Motor Controls
- Installation & Termination of Cables from 2MVA Transformer to LVSG & Genset to LVSG
- Construction of MCC-3 and MCC-2 Extension
- Supply and Installation of Recloser and Accessories as Required by CEPALCO
- Additional Submetering System for SLHBTC – PHIVIDEC Terminal
- Supply and Installation of 3 MOGAS Motor Control Panel
- Install and Supply of VFD for selected motors
- Installation of 500KVA Genset
- Construction of Underground Electrical Duct Back at the Trestle Area
- Supply and Installation of Surge Protection Device
- Lighting Protection and Unified Grounding System
- Erection of Pre-stressed Concrete Pole and Installation of Assorted Line Hardware
- Testing and Commissioning of VFD's, Soft Starters and Capacitor Bank
- 2MVA Oil-immersed Transformer Testing and PMS
- Supply of Skilled labor, tools and technical expertise for the Power Quality Analysis
- Design and Construction of Electrical Supply Line from MCC-2 to CPS Rectifier

## **OTHER WORK EXPERIENCE**

Position	Company	Company Address	Dates
Trainee	CDO Electrocure Corp.	Tagoloan	March 2015 - May 2015
Graphic Designer	N/A	Home based	2011 - Present

## **AWARDS**

Name of Award	Award-giving Body	Dates
Loyalty Awardee	Xavier University	Mar-16
Kinaadman Research	Xavier University	Jan-15
IIEE Regional Research	IIEE - CDO	Apr-15

## **ORGANIZATION**

Position	Name of Organization	Dates
Member	XU-IIEE CSC	2010 - 2016
ACES ELECOM Head	XU ACES of COE	2011 - 2013
CSG-ELECOM Deputy Commissioner	CSG - ELECOM	2011 - 2013
Branding Committee	XU-IIEE CSC	2012 - 2016
Member	IIEE - CDO Chapter	2016 - Present

## **REFERENCES**

### **Engr. Ermelindo N. Algopera**

Terminal Manager | Petron Corporation | 0917-567-4473

### **Engr. Gunnar Marc Shane C. Cabaraban**

Department Chair/Faculty | Xavier University | 0917-792-1026

### **Engr. Dann Isaiah D. Lusterio**

Mayor | Municipality of Binuangan | 0927-967-3477

NOTE: Certificates available upon request.