



The City of South San Francisco

Office of the City Clerk
400 Grand Avenue
South San Francisco, CA 94080
(650) 877-8518

BOARDS AND COMMISSIONS APPLICATION

APPLYING FOR (more than one may be selected)

Table with 2 columns: Selection checkbox and Board/Commission name. Includes options like Bicycle and Pedestrian Advisory Committee, Conference Center Authority, Cultural Arts Commission, Housing Authority (checked), Library Board, etc.

APPLICANT INFORMATION

Form fields for Applicant Information: Full Name (Caylao Ryan), Address (South San Francisco, CA 94080), Telephone, and Email.



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## SUPPLEMENTAL QUESTIONNAIRE

Why are you interested in serving as a Boards and Commissions member? What do you feel you could contribute?

I am interested in serving as a member because I value the work that is done behind the scenes. I am active in the communities I am a part of and believe I have experiences, insight & creativity that would make me a unique candidate for this role.

What qualifies you for this appointment?

I served on the PTO at my children's schools for several years, the last 3 as President and my wife as Fundraising Chair, I was a Youth Mentor for the City of Daly City, tutored students through the pandemic for JESD, and have coached San Bruno baseball for several years. My focus is in building up our youth and their communities. I have helped plan events for the city of Daly City and PTO, thrown fundraisers, worked with many businesses to promote and grow, own a business with my wife, have been a vendor at events, and am a Filipino American father of 3. I believe I bring a broad, community focused, perspective and want to build up our future generations.

What is your vision for growth in South San Francisco?

I believe South San Francisco is already moving in the direction of becoming the benchmark for health, wealth & prosperity in the Bay Area. I want to help it keep moving forward, and build up our community even more.



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SUPPLEMENTAL QUESTIONNAIRE

What community activities are you presently involved in, or have been in the past?

I have not yet been involved in activities for SSF, but have a lot of experience in planning, leading, and coordinating events and activities for the City of Daly City and Jefferson Elementary School District. I have gone to many park and community events in SSF.

Are you currently receiving any form of compensation from the City for work performed? [ ] YES [x] NO

If yes, please explain: \_\_\_\_\_

Do you have any relatives serving on Council, Boards, Commissions, or Committees or are otherwise employed by the City of South San Francisco? [ ] YES [x] NO

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Relationship: \_\_\_\_\_

WORK EXPERIENCE

Employer: City of Daly City Dept. of Rec. Services City: Daly City

Job Title: Program Lead / Youth Mentor From: Feb. 2019 To: Sept. 2025

Responsibilities: Lead an afterschool program site; scheduling, coordinating activities, planning & running enrichments. Created & lead Job Readiness Program for teens. Created flyers & coor city events. Lead summer camp aquatics site.

Employer: Jefferson Elementary School District City: Daly City

Job Title: Admin Assistant / Classified Sub From: May 2019 To: Feb. 2021

Responsibilities: Office duties; scheduling, purchase orders, data entry & coordinating with principal, parents, & teachers. Taught PE & tutored students.



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## EDUCATION

School: Skyline College City: San Bruno  
From: 2006 To: 2008 Degree: n/a

School: El Camino High School City: South San Francisco  
From: 2002 To: 2006 Degree: HS Diploma

## DISCLAIMER AND SIGNATURE

Signature:  Date: 10/14/25

*I certify that the information provided in this application are complete and true. I agree and understand that any mis-statement of material fact will cause me to forfeit all rights to appointment to a Commission, Board, or Committee with the City of South San Francisco.*

*Applications are accepted on a continuous basis and will remain valid 1 year from the date of submission. If you are selected to serve on a Board or Commission, you may be required to file an Annual Statement of Economic Interest (FPPC Form 700) and bi-annual Ethics Training (AB1234).*

### OFFICIAL USE ONLY

Submission Date: 10/14/2025	Received By: RY
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### CONTACT

#### Phone

#### Email

#### Address

South San Francisco, CA 94080

### SKILLS

- Activity planning
- Data analysis
- Program activities
- Supervision and oversight
- Teamwork and collaboration
- Problem-solving
- Time management
- Adaptability and flexibility
- Effective communication
- Relationship building

### CERTIFICATIONS

- CPR & First Aid
- Managers Servesafe

### REFERENCES

#### Gina Magagnini

Recreation Services Supervisor,  
Daly City Dept. Of Rec. Services -  
Supervisor

### PROFESSIONAL SUMMARY

Driven leader with passion for fostering collaborative environments and empowering teams to achieve their best. Generous, patient, and empathic communicator with strong ability to persuade and connect with diverse groups. Adept at navigating complex situations with people-centric approach, ensuring smooth program execution and stakeholder satisfaction. Committed to creating positive, engaging experiences that drive collective success.

### EXPERIENCE

**Program Leader and Youth Mentor** Feb 2021 – Sep 2025  
City of Daly City Department of Recreation Services Daly City, CA

- Prepared, maintained, and oversaw preparation and maintenance of attendance, activity, planning, and personnel reports, and records.
- Assisted in the development of job readiness training programs designed to increase employability skills.
- Conferred with parents and staff to discuss educational activities and policies and students' behavioral or learning problems.

**Administrative Assistant and PE Aide** May 2019 – Feb 2021  
Jefferson Elementary School District Daly City, CA

- Maintained files and filing, keeping sensitive information confidential.
- Provided administrative support to management staff, including scheduling meetings and appointments, preparing agendas, taking minutes, and maintaining records.
- Taught students vital strategies for achieving and maintaining good body health.
- Implemented behavior management strategies such as positive reinforcement to encourage appropriate behavior.

**Community Access Supervisor** Feb 2015 – Mar 2016  
Community Gatepath Burlingame, CA

- Supervision of groups of 5-6 adults with developmental disabilities.
- Created weekly schedules that promoted growth and learning for participants and teach life skills
- Responsible for confidential information including medical history and incident reports

**Desk Manager** Jan 2014 – Present  
Bel Mateo Bowl San Mateo, CA

- Mentored and trained new employees on company policies and procedures.

**Melissa Mizel**

Principal ,  
Fernando Rivera Middle School -  
Principal Of Program Site



- Provided support for customers by addressing complaints quickly and efficiently, displaying exceptional customer service skills.
- Increased sales through customer service and scheduling efficiency.

**EDUCATION**

**Associate in Science (A.S.) in Applied  
Psychology**  
Skyline College

San Bruno

**Mike Leong**

Owner/Operator,  
Bel Mateo Bowl - Employer



**COMMUNITY SERVICE**

**President**  
Marjorie Tobias PTO

Aug 2022 – Jun 2025  
Daly City, CA

- Exhibited strong leadership skills while providing guidance and direction to executive team members.
- Created vision and strategic priorities that aligned with goals and visions of organization.
- Conferred with board members, organization officials and staff members to discuss issues, coordinate activities, and resolve problems.