



## PERSONAL DATA

Age: 32

Date of Birth: June 21, 1993

Civil Status: Single

Nationality: Filipino

Religion: Roman Catholic

## CONTACT INFORMATION

+63 985 433 6537

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Brgy. Gabas, Baybay City, Leyte

## MEMBERSHIP & AFFILIATION

4H Club Asturias Association

Member : (2011-2015)

Soil Science and Agronomy  
Majors

Member: (2013-2015)

# MILESA C. MARSADO

Clerk/dDRC I Department of Agronomy Visayas State University

**Intermediate Objective:** To acquire hands-on experience and real-life knowledge as well as to practice and improved my skills both in technical and administrative.

**Long-term Objective:** To contribute and support the university through helping and following the Quality Management system for better future.

## EDUCATION

- MASTER OF SCIENCE IN AGRONOMY MINOR IN HORTICULTURE VISAYAS STATE UNIVERSITY— MAIN CAMPUS Present
- BACHELOR OF SCIENCE IN AGRICULTURE MAJOR IN AGRONOMY, VISAYAS STATE UNIVERSITY—MAIN CAMPUS 2007-2011
- STA. LUCIA NATIONAL HIGH SCHOOL STA.RITA EXTENSION, STA.RITA. ASTURIAS CEBU (With Honors) 2011 –20215
- STA.RITA ELEMENTARY SCHOOL, STA. RITA, ASTURIAS, CEBU (With Honors) 2001-2007

## EXPERIENCE

- CLERK AND DDRC DEPARTMENT OF AGRONOMY, VISAYAS STATE UNIVERSITY (January 2021 to Present)
- COMPLETION OF SUMMER PRACTICUM (SKILLS DEVELOPMENT ), VISAYAS STATE UNIVERSITY—MAIN CAMPUS (A. Y 2012-2013)
- MENRO ASTURIAS OFFICE AIDE/FORESTRY IN-CHARGE (June 2015-March 2018)

## SKILLS/ EXPERTISE

- ADMINISTRATIVE
- FACILITATION (Hiring/ Voucher processing)
- RESEARCH
- LEADERSHIP
- COMPUTER LITERATE

# SEMINARS AND EXTRACURRICULARS

- **Orientation of Guidelines and Procedures on Processes/Services of the Offices under Administrative Services Office (ASO)** September 09, 2024
- **Seminar Workshop on Basic Records and Archives Management (BRAM)** July 30 –31, 2024
- **From Policy to Practice: EODB, DPA of 2012, and PIA Reorientation for Visayas State University (VSU) Personnel** July 29, 2024

## FIELD OF INTEREST

- **Administrative Works**
- **Voucher Processing**
- **Hiring**
- **Reports Consolidation and Submission**
- **Facilitator**

## CHARACTER REFERENCE

### **DR. LUZ G. ASIO**

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