



PERSONAL DATA

Age: 32

Date of Birth: June 21, 1993

Civil Status: Single

Nationality: Filipino

Religion: Roman Catholic

CONTACT INFORMATION

+63 985 433 6537

milesa.marsado@vsu.edu.ph

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—Department of Agronomy Visayas State University

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

Long-term Objective: To contribute and support the university especially the department of Agronomy through helping and following the Quality Management system for better workplace.

EDUCATION

- MASTER OF SCIENCE IN AGRONOMY MINOR IN HORTICULTURE VISAYAS STATE UNIVERISTY—MAIN CAMPUS Present
- BACHELOR OF SCIENCE IN AGRICULTURE MAJOR IN AGRONOMY, VISAYAS STATE UNIVERSITY—MAIN CAMPUS A.Y: 2011 –20215
- COMPLETION OF SUMMER PRACTICUM (SKILLS DEVELOPMENT), VISAYAS STATE UNIVERSITY—MAIN CAMPUS A.Y: 2012-2013
- STA. LUCIA NATIONAL HIGH SCHOOL STA.RITA EXTENSION, STA.RITA. ASTURIAS CEBU (With Honors) A.Y: 2007-2011
- STA.RITA ELEMENTARY SCHOOL, STA. RITA, ASTURIAS, CEBU (With Honors) A.Y: 2001-2007

EXPERIENCE

- CLERK AND DDRC DEPARTMENT OF AGRONOMY, VISAYAS STATE UNIVERSITY (January 2021 to Present)
- OFFICE AIDE/FORESTRY IN-CHARGE MENRO ASTURIAS, CEBU (June 2015-March 2018)
- TEAM SUPERVISOR (Philippine Statistics Authority (PSA) (October 2015 to December 2015)

SKILLS/ EXPERTISE

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

SEMINARS AND EXTRACURRICULARS

- ISO 9001:2015 Awareness & Re-awareness Webinar September 04, 2025
- 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

luz.asio@vsu.edu.ph

Department Head, Department of Agronomy, Faculty of Agriculture and Food Science, Visayas State University, Visca Baybay City

DR. DIONESIO M. BAÑOC

dionesio.banoc@vsu.edu.ph

Professor, Department of Agronomy, Faculty of Agriculture and Food Science, Visayas State University, Visca Baybay City

DR. BERTA C. RATILLA

Berta.ratilla@vsu.edu.ph

Professor, Department of Agronomy, Faculty of Agriculture and Food Science, Visayas