

MA. PATRICIA B. ILAGAN

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Summary

Detail-oriented and organized professional with experience in administrative support, data management, and research-based work in laboratory and field settings. Skilled in coordinating tasks, maintaining accurate records, scheduling, and preparing reports and presentations for clients and stakeholders. Proficient in Google Workspace, Microsoft Office, and Canva, with strong analytical, communication, and problem-solving skills applied in both structured and research-driven environments.

Skills

Strong communicator with excellent written and verbal skills, paired with a high level of intellectual curiosity and a proactive mindset. Demonstrates effective teamwork and collaboration, along with solid critical thinking abilities. Experienced in research and data gathering, with proficiency in data analysis using Excel and Google Sheets. Skilled in documentation, report writing, and basic data visualization (charts, tables, dashboards), supported by a strong working knowledge of Microsoft Office and Google Workspace.

Education

POST-GRADUATE: Master of Science in Environmental Science and Management (2017-Honorable Dismissal)

University of the Philippines – Los Baños
School of Environmental Science and Management

TERTIARY: Bachelor of Science in Biology with concentration in Environmental Science (2010-2014)

De La Salle University– Dasmariñas
▪ Recipient of Loyalty Award

SECONDARY: De La Salle Santiago Zobel (2006-2010)

ELEMENTARY: De La Salle Santiago Zobel (1997-2006)

Employment History

**April 2023 to June 2025: Administrative Research Assistant
MAUM DAERO Non Specialized Wholesale Trading
Ayala Alabang, Muntinlupa City, Metro Manila, Philippines**

Responsibilities:

- Conducted field research and data analysis to generate insights supporting business decisions in a startup environment
- Prepared and delivered presentations using Canva and Google Workspace for clients, partners, and potential buyers to communicate research findings and project updates
- Managed administrative operations for the Research and Development department, including coordination of budget-related concerns in collaboration with the accounting team
- Supported product permitting processes by coordinating with third-party scientists and specialists to meet regulatory and operational requirements
- Developed and maintained structured databases in Google Workspace for research, projects, tasks, and stakeholder coordination
- Organized and centralized research and development materials to improve accessibility and workflow efficiency
- Utilized Google Workspace, Microsoft Office, and Canva for documentation, reporting, data management, and presentation development
- Contributed to cross-functional operations in a fast-paced startup, handling research, administrative, and coordination tasks simultaneously

**1st Semester SY 2022-2023 September 2022 - December 2022: Graduate Assistance and Mentorship Program
School of Environmental Science and Management, University of the Philippines – Los Baños, Los Baños, Laguna, Philippines**

GRADUATE APPRENTICE to Dr. Victor Ticzon

Responsibilities:

- Assisted in laboratory classes under Dr. Victor Ticzon, supporting instructional activities and class operations
- Assisted in grading student papers, tests, and quizzes with accuracy and consistency
- Maintained and digitized hard copy documents in Google Workspace related to projects in the Aquatic Zoology Research Laboratory (AZRL)
- Created and maintained an online catalog of all books in AZRL to improve accessibility and organization of reference materials
- Performed various administrative and academic support tasks as assigned by Dr. Victor Ticzon

**January 2021 – December 2021: Higher Educational Institution and National Government Agency Capacity Upgrading in Palawan (HINGACU – Palawan) - Upgrading capacity, infrastructure, and assets for MSR in the Philippines (Upgrade CIA)
University of the Philippines – Diliman, Quezon City, Philippines**

UNIVERSITY RESEARCH ASSOCIATE II

Responsibilities:

- Involved in the development of fish modules and training materials for various stakeholders, including lectures, PowerPoint presentations with speaker's notes, curated video resources, and rollout of training products
 - Assisted in preparing progress and terminal reports, attending project meetings via Zoom, and performing research and administrative tasks as needed
 - Utilized Google Workspace, Microsoft Office, and Zoom for documentation, reporting, and presentation development
 - Supported coordination of instructional materials, project implementation, and structured documentation and communication processes
- Developed strong skills in organization, collaboration, and support for instructional and research-based projects

February 2021 – March 2021: *Frontiers' SA*

COLLABORATOR

Survey of scientific literature on Climate Change Studies

Responsibilities:

- Collaborated on a project involving the survey of scientific literature on climate change studies
- Encoded data from pre-selected research articles into a standardized template for analysis and documentation
- Ensured accuracy and consistency in data entry to support research quality and integrity

October 2020 – January 2021: *Frontiers' SA*

COLLABORATOR

Survey of scientific literature on COVID Serological studies

Responsibilities:

- Collaborated on a project involving the survey of scientific literature on COVID-19 serological studies
- Encoded data from pre-selected research articles into a standardized template for analysis and documentation
- Ensured accuracy and consistency in data entry to support research quality and integrity

1st Semester SY 2020-2021 September 2020 - December 2020: Graduate Assistance and Mentorship Program
School of Environmental Science and Management, University of the Philippines – Los Baños, Los Baños, Laguna, Philippines

GRADUATE APPRENTICE to Dr. Victor Ticzon

Responsibilities:

- Assisted in the adjustment and coordination of online classes under Dr. Victor Ticzon
 - Supported the updating and enhancement of PowerPoint presentations for instructional use
 - Assisted in managing online lecture sessions to ensure smooth delivery of classes
 - Assisted in grading student papers, tests, and quizzes with accuracy and consistency
- Maintained and digitized hard copy documents related to projects in the Aquatic Zoology Research Laboratory (AZRL)
- Contributed to the development of the Spatio-temporal Monitoring and Rehabilitation Technology for Coral Reefs (SMaRT Corals) Project

March 2020 – June 2020: Manila Bay Rapid Resource Assessment Project Orient Integrated Development Consultants, Inc. National Development Authority Funded

RESEARCH ASSISTANT

Responsibilities:

- Conducted soft-bottom sediment sampling across selected stations in Manila Bay as part of coastal and marine ecosystem research
- Assisted in updating the coastal and marine ecosystem profile of Manila Bay through field data collection and analysis
- Prepared written reports documenting findings on soft-bottom sediment characteristics and ecosystem conditions

Manila Bay Rapid Resource Inventory can be found in NEDA website:

file:///D:/annex-9-rapid-resource-inventory_ce6c9e9af957e1591fb31f431ba1fe76%20(1).pdf.

2nd Semester SY 2019-2020 January 2020 - May 2020: Graduate Assistance and Mentorship Program
School of Environmental Science and Management, University of the Philippines – Los Baños, Los Baños, Laguna, Philippines

GRADUATE APPRENTICE to Dr. Victor Ticzon

Responsibilities:

- Assisted in the adjustment and coordination of online classes under Dr. Victor Ticzon
- Supported the updating and enhancement of PowerPoint presentations for instructional use
- Assisted in managing online lecture sessions to ensure smooth class delivery
- Assisted in grading student papers, tests, and quizzes with accuracy and consistency
- Maintained and digitized hard copy documents related to projects in the Aquatic Zoology Research Laboratory (AZRL)

- Performed other duties as assigned by Dr. Victor Ticzon

**March 2016 – November 2016: Convergys Corporation
Glorietta 5, Ayala Center, Ayala Ave, Makati, Metro Manila**

TECHNICAL SUPPORT ASSOCIATE

Responsibilities:

- Handled customer inquiries and resolved concerns to maintain high levels of customer satisfaction
- Diagnosed and troubleshoot technical issues, including network problems, via phone support
- Assisted with the installation and configuration of hardware and software
- Provided technical support to address customer requirements effectively
- Logged and tracked customer and employee queries to ensure timely resolution and proper documentation

**May 2015 – October 2015: Quality Assurance Division Monde Nissin Corporation
Balibago, Sta. Rosa, Laguna, Philippines**

FOOD SAFETY PROJECT ASSISTANT

Microbiology Division

Responsibilities:

- Supported food safety and quality assurance activities within the Microbiology Division by performing microbiological analyses and basic computations
- Conducted validation testing for cleaning and sanitation processes, as well as for finished products and critical raw materials
- Encoded and managed large volumes of data in Microsoft Excel to ensure accurate documentation and analysis
- Maintained compliance with food safety standards through proper documentation and adherence to laboratory protocols

**September 2014 – November 2014: ECI Services Division Environmental Counselors Inc.
Ortigas Center, Pasig City, Philippines**

ADMINISTRATIVE AND TECHNICAL SERVICES STAFF

Responsibilities:

- Assisted in technical services related to environmental permitting, compliance, and preparation of Environmental Impact Statement (EIS) reports
- Performed administrative tasks including filing, typing, copying, scanning, binding, and document management
- Assisted in preparing regularly scheduled reports and project documentation
- Managed communication tasks such as answering phone calls, scheduling meetings, and coordinating with visitors and stakeholders
- Supported various administrative and project-related duties to ensure timely completion of employer requirements

- Contributed to environmental compliance and documentation processes in support of multiple ongoing projects

June 2014 – September 2014: *Environmental Training Institute Environmental Counselors Inc.*

Ortigas Center, Pasig City, Philippines

ADMINISTRATIVE AND TRAINING STAFF

Responsibilities:

- Facilitates online training, perform process documentation, and submit reports on conducted for Pollution Control Officer Trainings and Environmental Law Awareness Seminars.
- Organizes logistics for meetings, prepare and disseminate meeting notes, and develop information materials.
- Carries out post-training activities such as sending of advisories and certificates of participants and evaluation of various documents.
- Prepares reports, draft inputs, and create graphics, tables, and charts.
- Arranges travel arrangements such as booking cars, hotel or restaurant reservations and other necessary travel requirements and authorizations, as required
- Carries out administrative duties such as filing, typing, copying, binding, scanning, etc.
- Answers phone calls, schedule meetings, and support visitors
- Runs errands to the courier services and supply stores.
- Assists in the preparation of regularly scheduled reports.
- Liaises and represents the company in meetings and seminar as deemed necessary.
- Conducts administrative and other duties deemed necessary for the completion of various projects of the employer.

Laboratory Applications

- Atomic Absorption Spectrometer laboratory specimen preparation and subsection to AAS equipment
- Equipment and personnel swabbing technique and applied in pour plate microbiological isolation methods for TPC, TM and CC plates
- Simple rapid microbiological detection methods for finished food products and critical raw materials such as isolation techniques in TPC, YM and CC plates and films
- Preservation of plant and animal techniques using ethyl alcohol and formalin.
- Soft sediment sample preparation for identification
- Coral recruit measurement using ImageJ software

Fieldwork Applications

- Marine benthic sampling method through SCUBA diving
- Freshwater microbenthic sampling methods using the convenient sampling method and the kick sampling method, seine net and hook and line fish sampling method
- Seagrass identification using transect method using 1x1m frame random sampling

- In-Situ Water Sampling Methods (may vary depending on equipment used) for such as dissolved oxygen, biological oxygen demand, total suspended solids, pH, Nitrogen, temperature, conductivity and turbidity
- Terrestrial vegetation survey through sampling methods such as point-centered quarter method and line-intercept method
- Bioefficacy field trials of imported soil conditioners to evaluate soil and plant response under local conditions, including data collection, plot monitoring, and comparative analysis of treated and control sites
- Ambient Air Quality monitoring using portable in-situ device (may vary depending on equipment used) for carbon monoxide, carbon dioxide, nitrogen dioxide, and sulfur dioxide
- Socio data collection surveys such as Face-to-face interviews, Key Informant Interviews and Focus Group Discussions

Certifications

- Open Water 20 Diving
 Certification Date December 30, 2017
 RAID Number: 30049
 Max Depth: 20m/66ft

Publications

- *“Bohol: Philippine Tarsier, epektibong naprotektahantahan”* by **Ilagan, Ma. Patricia B.**
 Published in Balita newspaper, Thursday. October 13, 2011.
- *“Yamaha PH holds 2nd exclusive riding clinic for women”* by **Tisha Ilagan** (nickname for Ma. Patricia B. Ilagan). Published in TopGear.com.ph on May 16, 2017. Website:
https://www.topgear.com.ph/moto-sapiens/motorcycle-feature/yamaha-ph-riding-clinic-women-a-1552-20170516?fbclid=IwAR3xtDsujrErq0VKIzPTfd3vcrefSYbWw0_sv-x0k2fkMn99AftBTKK3n4
- *“Household’s Willingness to Pay for the Expansion of Mataas na Bayan and Sinisian East Marine Protected Area in Lemery, Batangas, Philippines”* by Buncag, Mark Joseph J., Capunitan, Mary Joy D., De Guzman, Angela M. , **Ilagan, Ma. Patricia B.**, Magpantay, Angelica T. , Palma, Pauline Cielo P. , Villanueva, Lea-Jim A. published in International Journal of Science and Management Studies (IJSMS) June 2020, volume 3 issue 3 - 2020 ISSN: 2581-5946
- *“Typhoon Awareness and Flood Management Measures: The Case of Barangay Santo Domingo, Bay, Laguna, Philippines”* by Sarmiento, Banjie, Wangdale, Rebecca, **Ilagan, Ma. Patricia** & Rasuman, Kristoffer. Published in International Journal of Science and Management Studies (IJSMS) June 2020, Volume-3 Issue-3 – 2020 ISSN: 86-95

Training Program/Seminar/Convention Attended As Participant

- Basic Pollution Control Officers (PCO) Training Course on June 17-20, 2014, Environmental Training Institute, Environmental Counselors, Inc. ECI Training Center, Unit E, 9th Floor, Strata 100 Bldg., F. Ortigas Jr. Road (formerly Emerald Avenue), Ortigas Center, Pasig City, Metro Manila, Philippines
- Certificate: 41st Talakayan Series on Environment and Development with the topic, "Philippine Progress on Marine Conservation: Where Are We Now?" on March 7, 2018, School of Environmental Science and Management, University of the Philippines, Los Baños
- Turnitin and Mendeley Workshop on September 24, 2018, University of the Philippines Library University of the Philippines – Los Baños
- Sixth International Conference on Fisheries and Aquatic Sciences (ICFAS 6) and the First Asian Fisheries Social Science Research Network Forum (AFSSRN F1) on 24-26 November 2021 (Participant)
- Stop COVID Deaths: Clinical Management Updates Webinar Series September 18, 2020, UP Manila College of Medicine and UP Philippine General Hospital, Manila, Philippines
- ISda Talk 2023: A Conversation on Conservation in line with the World Fisheries Day celebration. Institute of Marine Fisheries and Oceanology and Institute of Fisheries Policy and Development Studies. University of the Philippines Visayas, Miagao, Iloilo. Online via Zoom. November 28, 2023.
- The Filipino SDG Action Hour Episode 66: Climate Smart Philippines: Science for Service. Online via Zoom. March 15, 2024
- PSSST WEBINAR: Strengthening the Research-Policy Interface “Innovations, Quality Standards and Technical Regulations on the Production and Registration of Organic, Synthetic and Novel Fertilizers and Soil Amendments” May 29, 2025
- Understanding Green Jobs: Empowering Filipino Youth for a Climate-Resilient Future. Online via Zoom. April 25, 2026.
- Fundamentals of Leadership, with Goldman Sachs 10,000 Women by Goldman Sachs. Coursera Self-paced online course. Completed on April 22, 2026.
- Business Analysis & Process Management. Coursera Self-paced online course . Completed on April 25, 2026.

Volunteer Work

January 17 - February 22, 2022: Save the Soil Philippines Online Collaboration

Responsibilities:

- Creation and Organizing online collation of Facebook social media interactions of the Save the Soil Movement from all across the country

September 22, 2018: 33rd International Coastal Clean Up - *Environmental Science Society* - University of the Philippines - Los Baños

Barangay Sampiruhan, Calamba City, Laguna, Philippines

Responsibilities:

- Picking collection and segregation of waste in the coast
- Spreading awareness for the solid waste management to the citizens of the barangay

September 23, 2017: *Environmental Science Society* – University of the Philippines – Los Baños

Coastal Clean Up

Barangay Ransohan, Lucena City, Quezon Province, Philippines

Responsibilities:

- Collection and segregation of waste in the coast
- Spreading awareness for the solid waste management to the citizens of the barangay

June 2, 2014 – June 13, 2014: HARIBON Foundation Philippines

2/F Santos & Sons Bldg., 973 Aurora Blvd., Cubao, Quezon City, 1102 Philippines

Responsibilities:

- Creation and Organizing membership application and cards
- Other administrative activities
- Participation in Bird watching activities

Extra Curricular Activities

UPLB Environmental Science Society

University of the Philippines – Los Baños

Member SY 2017 to 2022

Secretary SY 2018-2019

Lasallian Vigilance for Environmental Development - LS VERDE

De La Salle University – Dasmariñas

Member SY 2010-2014

Auditor SY 2013-2014

The DLSU-D Pre Medical Society

De La Salle University – Dasmariñas

Member SY 2010-2011 and SY 2013-2014

References

Victor S. Ticzon, PhD

Assistant Professor 7

Institute of Biological Sciences Animal Biology Division

University of the Philippines – Los Baños

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