

# PERSONAL DATA SHEET

**WARNING:** Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.

**READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.**

Print legibly. Tick appropriate boxes ( ☐ ) and use separate sheet if necessary. Indicate N/A if not applicable. **DO NOT ABBREVIATE.**

1. CS ID No.

(Do not fill up. For CSC use only)

## I. PERSONAL INFORMATION

2. SURNAME	Edullantes		
FIRST NAME	Melodina	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Petilos		
3. DATE OF BIRTH (mm/dd/yyyy)	03/05/1970	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Capoocan, Leyte	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	Purok 3 House/Block/Lot No. _____ Street _____ Valencia Subdivision/Village _____ Barangay _____ ORMOC CITY LEYTE City/Municipality _____ Province _____
7. HEIGHT (m)	1.76	ZIP CODE	6541
8. WEIGHT (kg)	70.00		
9. BLOOD TYPE	A+	18. PERMANENT ADDRESS	House/Block/Lot No. _____ Street _____ Subdivision/Village _____ Barangay _____ City/Municipality _____ Province _____
10. GSIS ID NO.	70030501401	ZIP CODE	
11. PAG-IBIG ID NO.	170000258308		
12. PHILHEALTH NO.	130000155935		
13. SSS NO.	0612320822	19. TELEPHONE NO.	N/A
14. TIN NO.	142745194	20. MOBILE NO.	909-233-1074
15. AGENCY EMPLOYEE NO.	V00401	21. E-MAIL ADDRESS (if any)	melodina.edullantes@vsu.edu.ph

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Edullantes		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Albert	NAME EXTENSION (JR., SR)	Joebel Binueza Edullantes (Stepson)	12/13/1990
MIDDLE NAME	Saliling		Jayzel Binueza Edullantes (Stepdaughter)	12/27/1995
OCCUPATION	Professional Technical--Power Plant Operator			
EMPLOYER/BUSINESS NAME	Energy Development Corporation			
BUSINESS ADDRESS	Tungonan, Ormoc City			
TELEPHONE NO.	09105890383			
24. FATHER'S SURNAME	Petilos			
FIRST NAME	Francasio (Deceased)	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Pilande			
25. MOTHER'S MAIDEN NAME	Laureana Quilay Catingub			
SURNAME	Petilos			
FIRST NAME	Laureana (Deceased)			
MIDDLE NAME	Catingub		(Continue on separate sheet if necessary)	

## III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	Bato Elementary School	Elementary	1976	1982		1982	N/A
SECONDARY	Valencia National High School	High School	1982	1986		1986	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University	Bachelor of Science in Agricultural Education	1986	1990		1990	N/A



CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
				NUMBER	Date of Validity
Career Service Professional Examination	81.82	10/20/1991	Saint Peter's College, Ormoc City	N/A	N/A
Professional Board Examination for Teachers (PBET)	74.73	11/25/1990	Leyte Institute of Technology (LIT)	N/A	N/A

(Continue on separate sheet if necessary)

## V. WORK EXPERIENCE

(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format"00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/N)
From	To						
01/01/2025		Science Research Specialist I	Visayas State University	36,691.00	13-8	Permanent	Y
01/01/2024		Science Research Specialist I	Visayas State University	35,141.00	13-8	Permanent	Y
01/01/2023		Science Research Specialist I	Visayas State University	33,591.00	13-8	Permanent	Y
01/01/2022		Science Research Specialist I	Visayas State University	32,069.00	13-8	Permanent	Y
01/01/2021		Science Research Specialist I	Visayas State University	30,547.00	13-8	Permanent	Y
01/01/2020		Science Research Specialist I	Visayas State University	29,025.00	13-8	Permanent	Y
06/01/2019	12/31/2019	Science Research Specialist I	Visayas State University	27,503.00	13-8	Permanent	Y
01/01/2019	05/31/2019	Science Research Specialist I	Visayas State University	27,166.00	13-7	Permanent	Y
01/01/2018	12/31/2018	Science Research Specialist I	Visayas State University	25,989.00	13-7	Permanent	Y
01/01/2017	12/31/2017	Science Research Specialist I	Visayas State University	24,863.00	13-7	Permanent	Y
06/01/2016	12/31/2016	Science Research Specialist I	Visayas State University	23,786.00	13-7	Permanent	Y
01/01/2016	05/31/2016	Science Research Specialist I	Visayas State University	23,536.00	13-6	Permanent	Y
06/01/2013	12/31/2015	Science Research Specialist I	Visayas State University	22,529.00	-	Permanent	Y
06/01/2012	05/31/2013	Science Research Specialist I	Visayas State University	22,306.00	-	Permanent	Y
06/01/2011	05/31/2012	Science Research Specialist I	Visayas State University	20,682.00	-	Permanent	Y
06/24/2010	05/31/2011	Science Research Specialist I	Visayas State University	19,058.00	-	Permanent	Y
06/01/2010	06/23/2010	Science Research Specialist I	Visayas State University	17,433.00	-	Permanent	Y
07/01/2009	05/31/2010	Science Research Specialist I	Visayas State University	17,089.00	-	Permanent	Y
07/01/2008	06/30/2009	Science Research Specialist I	Visayas State University	15,424.00	-	Permanent	Y
07/01/2007	06/30/2008	Science Research Specialist I	Visayas State University	14,022.00	-	Permanent	Y
06/01/2007	06/30/2007	Science Research Specialist I	Leyte State University	12,747.00	-	Permanent	Y
06/01/2004	05/31/2007	Science Research Specialist I	Leyte State University	12,436.00	-	Permanent	Y
07/01/2001	05/31/2004	Science Research Specialist I	Visayas College of Agriculture	12,134.00	-	Permanent	Y
06/01/2001	06/30/2001	Science Research Specialist I	Visayas College of Agriculture	11,556.00	-	Permanent	Y
01/01/2000	05/31/2001	Science Research Specialist I	Visayas College of Agriculture	11,273.00	-	Permanent	Y
06/01/1998	12/31/1999	Science Research Specialist I	Visayas College of Agriculture	10,248.00	-	Permanent	Y

PLEASE SEE ATTACHMENT A

(Continue on separate sheet if necessary)



*(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.*

[illegible]



# **VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S**

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

## **VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED**

(Start from the most recent L&D/training program and include only the relevant L&D/training taken for the last five (5) years for Division Chief/Executive/Managerial positions)

30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	MELLPI PRO (Monitoring & Evaluation of Local Level Plan Implementation Protocol) Program Implementation Review (PIR) and Planning Workshop with Regional Technical Working Group (RTWG) & RNET and HIMSoG-8, Gov't. Center, Palo, Leyte	12/20/2024	12/20/2024	8	Technical	National Nutrition Council (NNC), Region 8
	Regional Associations and Scaling Up Nutrition (SUN) Movement Meeting Cum Regional Plan of Action for Nutrition (RPAN) 2023-2028 of Eastern Visayas Dissemination Forum, Tanauan, Leyte December 5-6, 2024	12/05/2024	12/06/2024	16	Technical	National Nutrition Council (NNC), Region 8
	Basic Training Course for Barangay Nutrition Scholars	11/11/2024	11/15/2024	40	Technical	Baybay City LGU Through the City Nutrition Committee in partnership with BIDANI, Visayas State University
	4th Southeast Asian Conference on Ecnutrition (SEAConE) Via Zoom	10/28/2024	10/29/2024	16	Technical	College of Human Ecology, UPLB Los Banos, Laguna
	Training on Basic Quality and Food Safety for the members of Hindang Nutripak Producers Cooperative (HNPC), Hindang, Leyte	10/24/2024	10/24/2024	8	Technical	Hindang LGU Through the Municipal Nutrition Committee in partnership with BIDANI, Visayas State University
	Finalization Workshop on PNEA and BNAP for Barangay Nutrition Committees of Baybay City	09/16/2024	09/20/2024	40	Technical	Baybay City LGU through the City Nutrition Committee in partnership with BIDANI, Visayas State University
	Training on PNEA (Participative Nutrition Enhancement Approach) and BNAP (Barangay Nutrition Action Plan) for Barangay Nutrition Committees of Baybay City	08/27/2024	08/27/2024	8	Technical	Baybay City LGU through the City Nutrition Committee in partnership with BIDANI, Visayas State University
	Training on PNEA (Participative Nutrition Enhancement Approach) and BNAP (Barangay Nutrition Action Plan) for Barangay Nutrition Committees of Baybay City	08/19/2024	08/22/2024	32	Technical	Baybay City LGU through the City Nutrition Committee in partnership with BIDANI, Visayas State University
	Training Workshop on Sectoral Plan, BDP (2024-2026), BNAP (2024-2026) and Barangay GAD Planning 2025 for Barangay Development Council Members	02/27/2024	02/29/2024	24	Technical	Baybay City LGU through the City Planning Development Office in partnership with VSU-BIDANI
	Training Workshop on Sectoral Plan, BDP (2024-2026), BNAP (2024-2026) and Barangay GAD Planning 2025 for Barangay Development Council Members	02/20/2024	02/23/2024	32	Technical	Baybay City LGU through the City Planning Development Office in partnership with VSU-BIDANI
	Training Workshop on Sectoral Plan, BDP (2024-2026), BNAP (2024-2026) and Barangay GAD Planning 2025 for Barangay Development Council Members	02/15/2024	02/16/2024	16	Technical	Baybay City LGU through the City Planning Development Office, Baybay City in partnership with VSU-BIDANI
	National Nutrition Awarding Ceremony (NNAC) at Manila Hotel	02/12/2024	02/12/2024	8	Technical	National Nutrition Council (NNC)
	Orientation of RLGU Mob-TAT PMNP (Philippine Multi-Sectoral Nutrition Program and PBG Orientation on Revised Verification Process and Guidelines, Tacloban City	01/16/2024	01/16/2024	8	Technical	National Nutrition Council (NNC), Region 8
	Workshop on Program Accreditation	01/12/2024	01/12/2024	8	Technical	Visayas State University
	Basic Training Course for Barangay Nutrition Scholars	12/11/2023	12/13/2023	24	Technical	Inopacan LGU and Municipal Nutrition Committee (MNC), Inopacan, Leyte
	BNAP Updating and Writeshop	10/18/2023	10/19/2023	16	Technical	Hindang LGU and Municipal Nutrition Council (MNC), Hindang, Leyte
	BNAP Updating and Writeshop	10/05/2023	10/06/2023	16	Technical	Inopacan LGU and Municipal Nutrition Council (MNC), Inopacan, Leyte

PLEASE SEE ATTACHMENT B

(Continue on separate sheet if necessary)

## **VIII. OTHER INFORMATION**

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	• Computer Literate (MS word, excel, ppt presentation) • Good in communication Skills		Loyalty Award in recognition of 30 years of continuous and dedicated service to Visayas State University		Regional Technical Working Group on Nutrition
	Cooking/Culinary		Awarded as one of the Researchers of the project entitled: "Strengthening Local Governance And SUCS' Extension Services through the BIDANI Strategy" -Fourth Place (Poster Contest) during the 35th Joint VICARP & RRDEN Symposium, Nov.30-Dec1, 2023, RDE,VSU		Regional Nutrition Evaluation Team
	Driving Motorcycle		Certificate of Appreciation for Active Membership in the Regional Nutrition Evaluation Team (RNET)		Administrative Personnel Association
	Organizing and facilitating trainings, seminars and planning workshops		Certificate of Appreciation as one of the Judges during nutrition month celebration with the theme "Healthy Diet Gawing Affordable to All"		VSU Credit Cooperative
			Certificate of Appreciation for having participated in the 2023 Nutrition Month Celebration Culmination as Judge of Cooking Contest and Best Displayed Area		City Nutrition Committee, Ormoc City
			Certificate of Appreciation in recognition to her invaluable support and active participation as JUDGE in the 2023 Nutrition Month Barangay Nutrition Scholar (BNS) QUEEN Contest		Municipal Nutrition Committee, Hindang, Leyte