

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	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Capoocan, Leyte	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	☐ Male ☒ Female		
6. CIVIL STATUS	☐ Single ☒ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS	Purok 3
7. HEIGHT (m)	1.76	ZIP CODE	House/Block/Lot No. Street
8. WEIGHT (kg)	68.00		Valencia
9. BLOOD TYPE	A+		Subdivision/Village Barangay
10. GSIS ID NO.	70030501401		ORMOC CITY LEYTE
11. PAG-IBIG ID NO.	170000258308		City/Municipality Province
12. PHILHEALTH NO.	130000155935	ZIP CODE	6541
13. SSS NO.	0612320822	18. PERMANENT ADDRESS	
14. TIN NO.	1427451940000	ZIP CODE	House/Block/Lot No. Street
15. AGENCY EMPLOYEE NO.	V00401		Subdivision/Village Barangay
			City/Municipality Province
		19. TELEPHONE NO.	N/A
		20. MOBILE NO.	909-233-1074
		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	12/27/1995
OCCUPATION	Production Operator-Power Plant (PO-PP)			
EMPLOYER/BUSINESS NAME	Energy Development Corporation			
BUSINESS ADDRESS	Tungonan, Ormoc City			
TELEPHONE NO.	09105890383			
24. FATHER'S SURNAME	Petilos			
FIRST NAME	Francasio	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Pilande			
25. MOTHER'S MAIDEN NAME	Laureana Quilay Catingub			
SURNAME	Petilos			
FIRST NAME	Laureana			
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
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	05/16/2023
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IV. CIVIL SERVICE ELIGIBILITY

27.	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	GOV'T SERVICE (Y/ N)
From	To						
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
11/01/1997	05/31/1998	Science Research Assistant	Visayas College of Agriculture	806.70	-	Contractual	Y
01/01/1997	10/31/1997	Science Research Assistant	Visayas College of Agriculture	689.50	-	Contractual	Y

PLEASE SEE ATTACHMENT A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	05/16/2023
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VI. 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			
	Webinar on Exploring Initiatives in Solving Water and Sanitation Crisis	03/22/2023	03/22/2023	8	Technical	ISRDS, Visayas State University
	National Extension Conference Via Zoom	03/21/2023	03/22/2023	16	Technical	Southern Leyte State University (SLSU), Sogod, Southern Leyte
	Virtual orientation on the new e-OPT tool and 2023 MELLPI Pro	03/14/2023	03/14/2023	8	Technical	National Nutrition Council (NNC), Region VIII, Tacloban City
	34th Joint VICARP and RRDEN Regional Research, Development and Extension Symposium	11/17/2022	11/18/2022	16	Technical	Visayas Consortium For Agriculture, Aquatic And Natural Resources Program (VICARP) and Regional Research and Development/Extension Network (RRDEN), RDE Hall, VSU, Baybay City
	Training on Participative Nutrition Enhancement Approach (PNEA) for BIDANI Network Program Partner State Universities and Colleges (Virtual)	11/08/2022	11/10/2022	8	Technical	BIDANI Network Program, IHNF, UPLB, College, Laguna
	Training-Workshop on Barangay Integrated Development (BIDA) Implementation	10/06/2022	10/07/2022	16	Technical	ISRDS and BIDANI, Visayas State University, Baybay City
	Training Workshop on Barangay Management Information System (BMIS)	08/22/2022	08/23/2022	16	Technical	ISRDS, VSU, Visca, Baybay City
	48th Nutrition Month Culminating Activity of the City Health Department	08/01/2022	08/01/2022	8	Technical	City Health Department, Ormoc City
	Training-Workshop on BIDANI as an Extension Program of State Universities and Colleges	07/21/2022	07/22/2022	16	Technical	ISRDS & BIDANI, Visayas State University, Baybay City
	Participative Nutrition Enhancement Approach (PNEA) Training	06/02/2022	06/17/2022	56	Technical	City of Baybay, Leyte
	Webinar Series on Nutrition in Emergencies	04/27/2022	06/01/2022	37	Technical	National Nutrition Council, Taguig, Manila
	Training of Trainers on Data Collection for the Establishment of the Barangay Management Information System (BMIS)	01/13/2022	01/14/2022	16	Technical	BIDANI Network Program, IHNF, College Laguna
	Zoomustahan ng mga KaBIDANI	11/24/2021	11/24/2021	8	Technical	BIDANI Network Program, IHNF, UPLB, College Laguna
	Extension Training Workshop (Virtual)	11/09/2021	11/12/2021	31	Technical	OVPRE, VSU, Visca, Baybay City
	Online Forum on Republic Act No. 11148	07/14/2021	07/14/2021	8	Instruction	National Nutrition Council, Region VIII
	Virtual Training of Trainers on BIDANI for Partner State Universities and Colleges	06/28/2021	07/02/2021	40	Technical	BIDANI Network Program, IHNF, UPLB, College Laguna
	3rd SouthEast Asian Conference on Econutrition (Virtual)	05/20/2021	05/21/2021	16	Technical	Institute of Human Nutrition and Food, UPLB, College Laguna

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		Awarded as one of the Researchers of the project entitled: "Strengthening Local Governance And SUCs' Extension Services through the BIDANI Strategy" -Fifth Place (Poster Contest) during the 34th Joint VICARP & RRDEN Symposium,,Nov. 17-18, 2022 , RDE,VSU		Regional Technical Working Group on Nutrition
	Cooking/Culinary		Awarded as one of the Researchers of the project entitled: "Strengthening Local Governance & SUCs' Extension Services through the BIDANI Strategy" -First Place (On-going Extension Project Category) Level II Cluster Review Presentation, Oct. 4, 2022		Regional Nutrition Evaluation Team
	Driving Motorcycle		Service Award for 25 years of Continuous and Dedication of Service to Visayas State University		Administrative Personnel Association
			Awarded as one of the Researchers of the Best R & D Project (Development Category) for BIDANI Project during the Regional R & D Extension Symposium, VICARP held on May 24-25, 2007 at VSU, Visca, Baybay City		VSU Credit Cooperative
			Keeper of Service Award (14 years as Dorm Adviser)		City Nutrition Committee, Ormoc City
					Municipal Nutrition Committee, Hindang, Leyte

PLEASE SEE ATTACHMENT C

(Continue on separate sheet if necessary)

	SIGNATURE		DATE	05/16/2023
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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			
	Training-Workshop on PNEA, Formulation of BNAP and Barangay Spot Map Development	12/12/2019	12/13/2019	16	Technical	Municipal Nutrition Committee (MNC), Hindang, Leyte
	Orientation on BNAP Formulation and Spot Map Development	12/02/2019	12/06/2019	40	Technical	City Health Department, Local Government Unit of Ormoc City
	Orientation on BNAP Formulation and Spot Map Development	10/02/2019	10/04/2019	24	Technical	City Health Department, Local Government Unit of Ormoc City
	Participative Nutrition Enhancement Approach (PNEA)	05/22/2019	05/22/2019	8	Technical	Local Government Unit of the City of Baybay
	Planning Workshop on Formulation of City Nutrition Action Plan (CNAP)	04/03/2019	04/04/2019	8	Technical	Local Government Unit of Baybay City, Leyte
	Planning Workshop on Barangay Nutrition Action Plan (BNAP)	03/25/2019	03/25/2019	8	Technical	Local Government Unit of Baybay City , Leyte
	Gender Sensitivity Training and Anti-Sexual Harassment Orientation	05/05/2016	05/05/2016	8	Technical	ISRDS, VSU, Baybay City
	Training on Nutripak Production for Livelihood	02/29/2016	03/03/2016	32	Technical	Municipal Social Welfare and Development, Merida, Leyte
	Training on Nutrition Program	09/10/2015	09/10/2015	8	Technical	Municipal Health Office, Macrohon, Southern, Leyte
	Trainers'Training on BIDANI as SUCs Extension Program/Project/Tool and as a Development Strategy in Local Governance	05/25/2015	05/27/2015	24	Technical	BIDANI, Visayas State University in partnership with Palompon Institute of Technology (PIT), Plompon, Leyte
	Nutrition Month Talking Points	07/02/2014	07/02/2014	8	Technical	Local Government Unit of Matalom, Leyte
	Nutrition in Emergency & Infant and Young Child Feeding	05/19/2014	05/21/2014	24	Technical	World Vision Development Foundation, Inc., and Local Government Unity of Merida, Leyte
	Training on Desktop Publishing	01/28/2014	01/30/2014	24	Technical	OVPRE, VSU, Baybay City
	Training of Trainers on Barangay Integrated Development Approach for Nutrition Improvement (BIDANI)	10/21/2013	10/25/2013	40	Technical	BIDANI Network Program, IHNF, VSU, Baybay City
	Training for Mutripak Making	01/24/2013	01/25/2013	16	Technical	The Barangay Local Government Unit of Sta. Cruz, Macrohon, Southern Leyte
	Training on Telling Stories Through Pictures (Photograph) Series 1	11/28/2012	11/29/2012	16	Technical	OVPRE, VSU, Baybay City
	Focus Group Discussion Development of New Nutrition Monitoring and Evaluation Protocol	05/10/2012	05/10/2012	8	Technical	Institute for Governance and Rural Development , UPLB, College Laguna
	BIDANI Network SUCs Conference	04/13/2011	04/15/2011	25	Technical	BIDANI Network Program, IHNF, UPLB, College Laguna
	Seminar Workshop on HIV and AIDS Channels of Hope	02/02/2011	02/03/2011	16	Technical	World Vision Development Foundation, Inc., Ormoc City
	Positive-Deviance (PD) Hearth Training	03/25/2010	03/25/2010	8	Technical	World Vision Development Foundation, Inc., Ormoc City
	Maternal and Child Health Nutrition (MNCHN)-Nutrition Jump Sttart (NJS)	12/02/2009	12/03/2009	16	Technical	World Vision Development Foundation, Incorporated
	1st Gender Analysis Training for Agriculture Forestry & Natural Resources (AFNR) Research & Development Extension (RDE)	11/03/2009	11/06/2009	32	Technical	Visayas Consortium for Agriculture & Resources Program, VSU, Visca, Baybay City
	Training on Municipal Implementers of Promotion of Good Nutrition (PGN), A Component of the Accelerated Hunger Mitigation Program	10/09/2009	10/16/2009	64	Technical	National Nutrition Council (NNC), Region VIII
	International Conference on People's Participation and Community Development	08/06/2009	08/07/2009	16	Technical	ISRDS, VSU, Baybay City, Leyte
	Project Design and Management Workshop	06/04/2009	06/05/2009	16	Technical	ISRDS, VSU, Baybay City, Leyte
(Continue on separate sheet if necessary)						
SIGNATURE					DATE	05/16/2023

34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed, a. within the third degree? b. within the fourth degree (for Local Government Unit - Career Employees)?			☐ YES☒ NO ☐ YES☒ NO If YES, give details: _____														
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?			☐ YES☒ NO If YES, give details: _____ ☐ YES☒ NO If YES, give details: Date Filed: _____ Status of Case/s: _____														
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?			☐ YES☒ NO If YES, give details: _____														
37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?			☐ YES☒ NO If YES, give details: _____														
38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)? b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?			☐ YES☐ NO If YES, give details: _____ ☐ YES☒ NO If YES, give details: _____														
39. Have you acquired the status of an immigrant or permanent resident of another country?			☐ YES☒ NO If YES, give details (country): _____														
40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items: a. Are you a member of any indigenous group? b. Are you a person with disability? c. Are you a solo parent?			☐ YES☒ NO If YES, please specify: _____ ☐ YES☒ NO If YES, please specify ID No _____ ☐ YES☒ NO If YES, please specify ID No _____														
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee) <table><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr><tr><td>Nancy V. Dumaguing</td><td>VSU, Baybay City</td><td>09268014558</td></tr><tr><td>Lilian B. Nunez</td><td>Gabas, Baybay, City</td><td>09751285910</td></tr><tr><td></td><td></td><td></td></tr></table>						NAME	ADDRESS	TEL. NO.	Nancy V. Dumaguing	VSU, Baybay City	09268014558	Lilian B. Nunez	Gabas, Baybay, City	09751285910			
NAME	ADDRESS	TEL. NO.															
Nancy V. Dumaguing	VSU, Baybay City	09268014558															
Lilian B. Nunez	Gabas, Baybay, City	09751285910															
42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.			ID picture taken within the last 6 months 3.5 cm x 4.5 cm (passport size) With full and handwritten name tag and signature over printed name Computer generated or photocopied picture is not acceptable PHOTO Right Thumbmark														
Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) <i>PLEASE INDICATE ID Number and Date of Issuance</i> Government Issued ID: TIN ID/License/Passport No.: 1427451940000 Date/Place of Issuance: 11/30/-0001 / Ormoc City		Signature (Sign inside the box) 05/16/2023 Date Accomplished															
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath																	