

## 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)	3/5/1970	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	17. RESIDENTIAL ADDRESS	PUROK 3		
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:		House/Block/Lot No.	Street	
7. HEIGHT (m)	1.68		Subdivision/Village	VALENCIA	
8. WEIGHT (kg)	65		ORMOC CITY	Barangay	
9. BLOOD TYPE	"A+"	ZIP CODE	6521	Province	
10. GSIS ID NO.	70030501401	18. PERMANENT ADDRESS	PUROK 3		
11. PAG-IBIG ID NO.	1700-0025-8308		House/Block/Lot No.	Street	
12. PHILHEALTH NO.	13-000015593-5		Subdivision/Village	VALENCIA	
13. SSS NO.	0612320822		ORMOC CITY	Barangay	
14. TIN NO.	142-745-194	ZIP CODE	6541	Province	
15. AGENCY EMPLOYEE NO.	V000401	19. TELEPHONE NO.	None		
		20. MOBILE NO.	09199950228		
		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		JOEBEL BINUEZA EDULLANTES (STEPSON)	12/13/1990
MIDDLE NAME	SALILING		JAYZEL BINUEZA EDULLANTES (STEPDAUGHTER)	12/27/1995
OCCUPATION	PRODUCTION OPERATOR - POWER PLANT (PO-PP)			
EMPLOYER/BUSINESS NAME	ENERGY DEVELOPMENT CORPORATION (EDC)			
BUSINESS ADDRESS	TUNGONAN, ORMOC CITY			
TELEPHONE NO.	N.A.			
24. FATHER'S SURNAME	PETILOS			
FIRST NAME	FRANCASIO		NAME EXTENSION (JR., SR)	
MIDDLE NAME	PILANDE			
25. MOTHER'S MAIDEN NAME				
SURNAME	CATINGUB			
FIRST NAME	LAUREANA			
MIDDLE NAME	QUILAY			

(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 BATO, BILIRAN	PRIMARY EDUCATION	1976	1982	GRADUATED	1982	Class Valedictorian
SECONDARY	VALENCIA NATIONAL HIGH SCHOOL VALENCIA, ORMOC CITY	HIGH SCHOOL	1982	1986	GRADUATED	1986	Second Honor
COLLEGE	VISYAS STATE COLLEGE OF AGRICULTURE VISCA, RAYBAY LEYTE	BS in Agricultural Education Major in Crop Production	1986	1990	GRADUATED	1990	Academic & Partial Scholar
VOCATIONAL / TRADE COURSE	N.A.	N.A.	N.A	N.A	N.A	N.A	N.A
GRADUATE STUDIES	LEYTE NORMAL UNIVERSITY Tacloban City	Master of Social Work (MSW)	2016	Present	Earned 42 units	N.A	N.A

(Continue on separate sheet if necessary)

SIGNATURE

DATE

July 8, 2019



#### 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 (SPC), ORMOC CITY		
PROFESSIONAL BOARD EXAMINATION FOR TEACHERS (PBET)	74.73%	11/25/1990	LEYTE INSTITUTE OF TECHNOLOGY (LIT), TACLOBAN CITY		

(Continue on separate sheet if necessary)

#### V. WORK EXPERIENCE

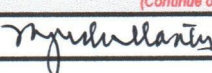
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

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						
01/01/2019	PRESENT	Science Research Specialist I	ISRDS-BIDANI, Visayas State Univ.	27,166.00	13-7	Permanent	Yes
01/01/2018	12/01/2018	Science Research Specialist I	ISRDS- BIDANI, Visayas State Univ.	25,989.00	13-7	Permanent	Yes
1/1/2017	12/31/2017	Science Research Specialist I	ISRDS- BIDANI, Visayas State Univ.	24, 863.00	13-7	Permanent	Yes
07/01/2016	12/31/2016	Science Research Specialist I	ISRDS-BIDANI, Visayas State Univ.	23,786.00	13-7	Permanent	Yes
01/01/2016	06/30/16	Science Research Specialist I	ISRDS-BIDANI, Visayas State Univ.	23,536.00	13-6	Permanent	Yes
07/01/13	12/31/2015	Science Research Specialist I	OVPRE-BIDANI, Visayas State Univ.	22,529.00	13-6	Permanent	Yes
06/01/12	06/30/13	Science Research Specialist I	DCHM-BIDANI, Visayas State Univ.	22,306.00	13-5	Permanent	Yes
06/01/11	05/31/12	Science Research Specialist I	DCHM-BIDANI, Visayas State Univ.	20,682.00	13-5	Permanent	Yes
06/24/10	05/31/11	Science Research Specialist I	DCHM-BIDANI, Visayas State Univ.	19,058.00	13-5	Permanent	Yes
07/01/09	06/23/10	Science Research Specialist I	DCHM-BIDANI, Visayas State Univ.	17,089.00	13-4	Permanent	Yes
07/01/08	06/30/09	Science Research Specialist I	DFCS-BIDANI, Visayas State Univ.	15,424.00	13-4	Permanent	Yes
07/01/07	06/30/08	Science Research Specialist I	DFCS-BIDANI, Visayas State Univ.	14,022.00	13-4	Permanent	Yes
06/01/07	06/30/07	Science Research Specialist I	DFCS-BIDANI, Visayas State Univ.	12,742.00	13-4	Permanent	Yes
06/01/04	05/31/07	Science Research Specialist I	DFCS-BIDANI, Leyte State Univ.	12,436.00	13-3	Permanent	Yes
07/01/01	05/31/04	Science Research Specialist I	DFCS-BIDANI, Leyte State Univ.	12,134.00	13-2	Permanent	Yes
06/01/01	06/30/01	Science Research Specialist I	DFCS-BIDANI, Leyte State Univ.	11,556.00	13-2	Permanent	Yes
01/01/00	06/31/01	Science Research Specialist I	DFCS-BIDANI, Leyte State Univ.	11,273.00	13-1	Permanent	Yes
06/01/98	12/31/99	Science Research Specialist I	DAEE-BIDANI, Leyte State Univ.	10,248.00	13-1	Permanent	Yes
11/01/97	05/31/98	Science Research Assistant	DAEE-BIDANI, VISCA	9,680.00	09-0	Contractual	Yes
01/01/97	10/31/97	Science Research Assistant	DAEE-BIDANI, VISCA	8,274.00	09-0	Contractual	Yes
01/01/96	12/31/96	Science Research Assistant	DAEE-BIDANI, VISCA	6,866.40	09-0	Contractual	Yes
01/01/95	12/31/95	Science Research Assistant	DAEE-BIDANI, VISCA	5,600.00	09-0	Contractual	Yes
07/01/94	12/31/94	Science Research Assistant	DAEE-BIDANI, VISCA	4,460.40	09-0	Contractual	Yes
01/01/94	06/30/94	Science Research Assistant	DOHS-BIDANI, VIFARD	4,500.00	09-0	Contractual	No
01/01/92	12/31/93	Science Research Assistant	DOHS-BIDANI, VIFARD	3,500.00	09-0	Contractual	No
07/16/90	12/31/91	Science Research Assistant	DOHS-BIDANI, VIFARD	3,200.00	09-0	Contractual	No

(Continue on separate sheet if necessary)

SIGNATURE		DATE	July 8, 2019
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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			
	Leyte BIDANI MEANS Foundation, Incorporated (LBMFI) VSU, Visca, Baybay City	06/01/2000	Present		Member	
(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			
	Gender Sensitivity Training and Anti-Sexual Harassment Orientation	05/5/2016		8	Technical	ISRDS, VSU, Visca Baybay City, Leyte
	Training on Desktop Publishing	01/28/2014	04/30/2014	24	Technical	OVPRE, VSU, Visca, Baybay, City
	Training of trainers on Barangay Integrated Development Approach for Nutrition Improvement (BIDANI)	10/21/2013	10/25/2013	40	Managerial	BIDANI, Institute of Human Nutrition & Food (IHNF), College of Human Ecology, UPLB, Laguna
	Training on Telling Stories Through Pictures (Photograph) Series 1	11/28/2012	11/29/2013	16	Technical	OVPRE, VSU, Visca, Baybay, City
	Focus Group Discussion Development of New Nutrition Monitoring and Evaluation Protocol	05/10/2012		8	Technical	Institute for Governance and Rural Development, UPLB
	Eastern Visayas Barangay Nutrition Scholars Congress	07/28/2011		8	Supervisory	Department of Health-VIII & the National Nutrition Council-VIII, Tacloban City
	BIDANI Network SUCs Conference	04/13/2011	04/15/2011	24	Managerial	BIDANI, Institute of Human Nutrition and Food, College of Human Ecology, UPLB
	Seminar/Workshop on HIV and AIDS Channels of Hope	02/02/2011	02/03/2011	16	Supervisory	World Vision Development Foundation, Inc.
	Positive-Deviance (PD) Hearth Training	03/25/2010		8	Technical	World Vision Development Foundation, Inc.
	City Nutrition Committee (CNC) Strategic Planning Workshop	3/15/2010	3/16/2010	16.0	Managerial	City Nutrition Council (CNC), Baybay, City, Leyte
	Maternal & Child Health Nutrition (MNCHN)- Nutrition Jump Start (NJS)	12/2/2009	12/3/2009	16.0	Technical	World Vision Development Foundation, Inc.
	Total Quality Management Training Among Administrative Personnel	11/13/2009	11/14/2009	16.0	Managerial	VSU, Visca, Baybay City, Leyte VSU,
	1st Gender Analysis Training for Agriculture Forestry & Natural Resources (AFNR) Research & Development Extension (RDE)	11/3/2009	11/6/2009	32.0	Technical	Visayas Consortium for Agriculture & Resources Program, VSU
	Training of Municipal Implementers of Promotion of Good Nutrition (PGN), a Component of the Accelerated- Hunger Mitigation Program	10/9/2009	10/16/2009	64.0	Technical	National Nutrition Council Region 8
	International Conference on People's Participation and Community Development	8/6/2009	8/7/2009	16.0	Managerial	ISRDS, VSU, Visca Baybay City, Leyte
(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	20 years of Continuous and Dedication of Service to VSU covering the period July 1, 1994 to June 30, 2014		Administrative Personnel (ADPA), vsu, Visca, Baybay City		
	Cooking/Culinary	Guest Speaker during Nutrition Month Celebration in matalom, Leyte July 2, 2014		Regional Technical Working Group (RTWG)		
	Driving	Cooperating Extensionist of DCDE student intern during the 2nd semester of school year 2011-2012		City Nutrition Committees (CNC) Ormoc & Baybay City		
	Photography	Keeper of Service Award (14 years as Dorm Adviser)		Municipal Nutrition Committee (MNC) Merida, Hindang & Matalom, Leyte		
		One of the researchers of the Best R & D Project (Development Category) during the Regional R & D Extension Symposium on May 24-25, 2007		Leyte BIDANI MEANS Foundation, Inc., (LBMFI), VSU, Visca, Baybay City		
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	July 8, 2019	



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

☐ 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

☐ YES☒ NO

If YES, give details:

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

☐ YES☒ NO

☐ YES☒ NO

If YES, please specify:

If YES, please specify ID No:

If YES, please specify ID No:

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
DR. MYRNA M. AVILA	Institute of Strategic Research & Development Studies (ISRDS), VSU, Visca, Baybay City	563-7695
PROF. MA. AURORA TERESITA W. TABADA	Institute of Strategic Research & Development Studies (ISRDS), VSU, Visca, Baybay City	563-7695
DR. NANCY V. DUMAGUING	College of Management and Economics (CME), VSU, Visca, Baybay City	9268014558

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.

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)  
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: V000401

ID/License/Passport No.: EC7488924

Date/Place of Issuance: April 25, 2016/DFA TACLOBAN

Signature (Sign inside the box)

July 8, 2019

Date Accomplished

SUBSCRIBED AND SWORN to before me this 09 JUL 2019, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSON C. GUINOCOR

VSU LEGAL OFFICER

Person Administering Oath

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