

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 () 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	CARDAÑO		
FIRST NAME	CHINELO	NAME EXTENSION (JR., SR)	
MIDDLE NAME	MENDEZ		
3. DATE OF BIRTH (mm/dd/yyyy)	12/10/1994	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	BAIS CITY	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6. CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	CADAY BOARDING HOUSE N/A House/Block/Lot No. Street ZONE 1 GUADALUPE Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province ZIP CODE 6521
7. HEIGHT (m)	1.5	18. PERMANENT ADDRESS	N/A N/A
8. WEIGHT (kg)	45.6		House/Block/Lot No. Street
9. BLOOD TYPE	A+		N/A MABUNAO
10. GSIS ID NO.	NONE		Subdivision/Village Barangay
11. PAG-IBIG ID NO.	1212-0236-7879	19. TELEPHONE NO.	NONE
12. PHILHEALTH NO.	13-025368278-8	20. MOBILE NO.	09359797124
13. SSS NO.	NONE	21. E-MAIL ADDRESS (if any)	chinelocardano@vsu.edu.ph , chinolocardano@gmail.com
14. TIN NO.	474-756-878		
15. AGENCY EMPLOYEE NO.	NONE		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	NONE		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR)	NONE	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	CARDAÑO			
FIRST NAME	ARISTON	NAME EXTENSION (JR., SR)		
MIDDLE NAME	CARDENES			
25. MOTHER'S MAIDEN NAME				
SURNAME	MENDEZ			
FIRST NAME	MARIA			
MIDDLE NAME	ROMERAL			

(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	LA CONSOLACION COLLEGE (formerly SACRED HEART ACADEMY)	BASIC EDUCATION	6/4/2001	3/28/2007	N/A	2007	SALUTATORIAN
SECONDARY	LA CONSOLACION COLLEGE (formerly SACRED HEART ACADEMY)	SECONDARY EDUCATION	6/4/2007	3/24/2011	N/A	2011	VALEDICTORIAN
VOCATIONAL / TRADE COURSE	NONE	NONE	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	TERTIARY EDUCATION <i>Bachelor of Science in Biology</i>	6/6/2011	4/22/2015	N/A	2015	CUM LAUDE
GRADUATE STUDIES	NONE	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	NOV 24, 2020
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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
CIVIL SERVICE HONOR GRADUATE ELIGIBILITY (CREDENTIAL ID: 100108150378)	N/A	N/A	N/A	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)
06/01/2020	PRESENT	INSTRUCTOR I	24,495.00	SG12	TEMPORARY REGULAR	YES
4/1/2018	5/31/2020	SCIENCE RESEARCH ASSISTANT	21,386.00	SG12	JOB ORDER (PROJECT-BASED)	YES
7/1/2015	3/31/2018	SCIENCE RESEARCH ASSISTANT	14,570.00	N/A	JOB ORDER (PROJECT-BASED)	YES

(Continue on separate sheet if necessary)

SIGNATURE		DATE	NOV 24, 2020
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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		
	SUNGKIP PH	6/1/2019	6/1/2019	8.0	VOLUNTEER/ BUILDING A HEALTHIER MAMANWA TRIBE COMMUNITY

(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)

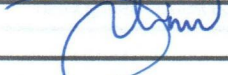
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	TRAINING-WORKSHOP ON THE PACKAGING OF COLLABORATIVE RESEARCH PROPOSAL	11/19/2020	11/19/2020	8	RESEARCH	CHED-PCARI
	WEBINAR ON ONLINE DIGITAL MARKETING	10/10/2020	10/29/2020	16	RESEARCH	OFFICE OF THE DIRECTOR FOR INNOVATION/AGRICULTURE TECHNOLOGY BUSINESS INCUBATOR
	31st JOINT VICARP AND RRDEN SYMPOSIUM AND 1st PhilARM CONVENTION	11/26/2019	11/27/2019	16	RESEARCH	RDE HALL, OVPRE, VISAYAS STATE UNIVERSITY
	ZOE FLUORESCENT CELL IMAGER TRAINING	2/7/2019	2/7/2018	8	RESEARCH	TUKLAS LUNAS, VISAYAS STATE UNIVERSITY
	30th JOINT VICARP AND RRDEN SYMPOSIUM	11/21/2018	11/23/2018	24	RESEARCH	RDE HALL, OVPRE, VISAYAS STATE UNIVERSITY
	WORKSHOP ON PARTICIPATORY ASSESSMENT OF THE GAINS CHALLENGES AND OPPORTUNITIES IN PILOTING EFFECTIVE MODELS OF ISARD (FACILITATOR)	11/19/2018	11/20/2018	16	RESEARCH	SEARCA, VISAYAS STATE UNIVERSITY
	MICROBIAL-INDUCED MOBILIZATION OF MICRONUTRIENTS IN SOIL FOR INCREASED YIELD AND IMPROVED NUTRITIONAL QUALITY OF SWEET POTATO AND PURPLE YAM	3/20/2018	3/20/2018	2	RESEARCH	PhilRootcrops, VISAYAS STATE UNIVERSITY
	PPSQ-31/33B TRAINING (PROTEIN SEQUENCER)	3/12/2018	3/16/2018	40	RESEARCH	SHIMADZU SANJO WORKS, KYOTO, JAPAN
	SAFETY HANDLING OF HORIZONTAL FLOW HOOD CABINET	10/12/2017	10/12/2017	4	RESEARCH	PhilRootcrops, VISAYAS STATE UNIVERSITY
	OPERATION OF PPSQ WITH HPLC PROMINENCE	05/16/2017	05/18/2017	24	RESEARCH	SHIMADZU/TUKLAS LUNAS, VISAYAS STATE UNIVERSITY
	BIO-RAD s3E CELL SORTER TRAINING	7/5/2016	7/7/2016	24	RESEARCH	BIO-RAD LABORATORIES/ TUKLAS LUNAS, VISAYAS STATE UNIVERSITY
	1st SYMPOSIUM OF THE PHILIPPINE SOCIETY OF BIOCHEMISTRY AND MOLECULAR BIOLOGY – VISAYAS STATE UNIVERSITY	1/15/2016	1/15/2016	8	RESEARCH	VISAYAS STATE UNIVERSITY
	41st ANNUAL PSBMB CONVENTION	12/4/2014	12/5/2014	16	RESEARCH	PSBMB/ MARCO POLO PLAZA HOTEL, CEBU CITY

(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)
	MOUNTAINEERING		NONE		NONE

(Continue on separate sheet if necessary)

SIGNATURE		DATE	NOV 24, 2020
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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? YES NO
 b. within the fourth degree (for Local Government Unit - Career Employees)? YES NO
 If YES, give details: _____

35. a. Have you ever been found guilty of any administrative offense? YES NO
 If YES, give details: _____
 b. Have you been criminally charged before any court? 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: After completion of project

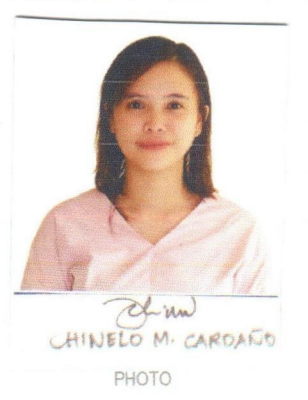
38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)? YES NO
 If YES, give details: _____
 b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate? YES NO
 If YES, give details: _____

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? YES NO
 If YES, please specify: _____
 b. Are you a person with disability? YES NO
 If YES, please specify ID No: _____
 c. Are you a solo parent? YES NO
 If YES, please specify ID No: _____

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
EDGARDO E. TULIN	VISAYAS STATE UNIVERSITY	+639173108081
MA. THERESA P. LORETO	DEPARTMENT OF BIOTECHNOLOGY, VISAYAS STATE UNIVERSITY	+639056893008
ERLINDA A. VASQUEZ	PhilRootcrops, VISAYAS STATE UNIVERSITY	+639177034791




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: **PASSPORT**

ID/License/Passport No.: **P5285930A**

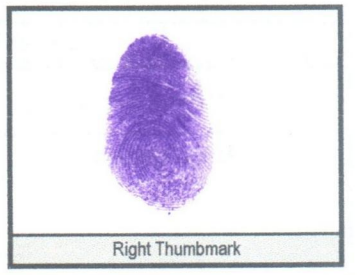
Date/Place of Issuance: **12/08/2017**




Signature (Sign inside the box)

NOV 24, 2020

Date Accomplished



SUBSCRIBED AND SWORN to before me this 23 FEB 2021, affiant exhibiting his/her validly issued government ID as indicated above.


 ATTY. RYSKA C. GUINOCOR
 VSU Chief Legal Officer
 Person Administering Oath

WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied to.

2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed from most recent first.

- Duration: June 2020 – Present
- Position: Instructor I
- Name of Office/Unit: Advance Research and Innovation Center

Immediate Supervisor: Dr. Ma. Theresa P. Loreto (June 2020-Present)

- Name of Agency/Organization and Location: Visayas State University
Visca, Baybay City, Leyte
6521 Philippines
- List of Accomplishments and Contributions (if any)
 - Prepared on-line ready courseware such as instructional materials and modules and assessment tools
 - Prepared and managed virtual classrooms and virtual meetings
 - Submitted outputs relevant to trainings and seminars attended
 - Contributed in the compliance of all requirements of the QMS core processes of the university under ISO 9001:2015
 - Assisted in the completion of requirements for the Department of Biotechnology COPC
 - Contributed in drafting research related proposals
 - Prepared articles for publication
 - Prepared notice and minutes of meetings of the Center.
- Summary of Actual Duties
 1. Teaches assigned subjects and performs other teaching related functions, among others, the
 - a. Prepares and revised teaching materials/guides and submit to the department head
 - b. Prepares and gives examinations
 - c. Checks test papers and returns to students one week after examination
 - d. Submits grade sheets within prescribed period to the Registrar through the department
 - e. Turns over class records to department heads
 - f. Makes himself available for student consultations during schedules consultation time
 2. Performs research and/or extension functions, among others the following:
 - a. Prepares research/extension proposals
 - b. Implements duly approved research/extension projects within time frame
 - c. Prepares reports within the prescribed period
 - d. Presents research/extension outputs during conferences/fora of legitimate professional
 - e. Submits output for possible publication/patenting
 3. Performs other functions assigned

- Duration: July 2015 – May, 2020
- Position: Science Research Assistant
- Name of Office/Unit: PhilRootcrops

Immediate Supervisor: Dr. Edgardo E. Tulin (2015-2020)

- Name of Agency/Organization and Location: Visayas State University
Visca, Baybay City, Leyte
6521 Philippines
- List of Accomplishments and Contributions (if any)
 - Worked closely with the project leader in research projects entitled; –
“Physico-chemical Characterization of Various Root Crop Tubers for Improved Utilization and Product Development Options,
“Biochemical Characterization and Phytochemical Profiling of Underutilized Root and Tuber Crops for Improved Utilization and Product Development Options
- Summary of Actual Duties
 - Acquire/procure laboratory supplies, equipment, chemicals, reagents for the conduct of the project
 - Prepare reagents and chemical solutions
 - Collect and prepare major, minor and underutilized root crop samples
 - Conduct sample analysis and assays (proximate analysis, antioxidant, anthocyanin, total phenolics, total flavonoids, total starch, amylose/amylopectin ratio, glycemic index) and data analysis
 - Draft progress, annual and terminal reports and do paper and poster presentations for In-house and Inter-Agency reviews
 - Execute other duties assigned by the project leader

Attachment to CS Form No. 212

CHINELO M. CARDAÑO
(Signature over Printed Name
of Employee/Applicant)
Date: November 24, 2020