

# 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	MARTIREZ		
FIRST NAME	MELVINCE	NAME EXTENSION (JR., SR)	N/A
MIDDLE NAME	ROM		
3. DATE OF BIRTH (mm/dd/yyyy)	05/14/95	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	BAYBAY CITY, LEYTE	If holder of dual citizenship, please indicate the details.	
5. SEX	<input checked="" type="checkbox"/> Male <input 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	House/Block/Lot No. _____ Street _____ Subdivision/Village _____ Barangay _____ BAYBAY CITY LEYTE City/Municipality _____ Province _____ ZIP CODE 6521
7. HEIGHT (m)	1.61	18. PERMANENT ADDRESS	House/Block/Lot No. _____ Street _____ Subdivision/Village _____ Barangay _____ BAYBAY CITY LEYTE City/Municipality _____ Province _____ ZIP CODE 6521
8. WEIGHT (kg)	85		
9. BLOOD TYPE	N/A		
10. GSIS ID NO.	N/A		
11. PAG-IBIG ID NO.	12184039355	19. TELEPHONE NO.	N/A
12. PHILHEALTH NO.	13-025562580-3	20. MOBILE NO.	09513598314
13. SSS NO.	35-0317844-9	21. E-MAIL ADDRESS (if any)	melvincemartirez672@gmail.com
14. TIN NO.	491284015		
15. AGENCY EMPLOYEE NO.			


## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	MARTIREZ		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	CARIN	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	BORJA			
OCCUPATION	TRAINING ASSISTANT (COS)			
EMPLOYER/BUSINESS NAME	ATI-RTC 8			
BUSINESS ADDRESS	VSU, BAYBAY			
TELEPHONE NO.	9480046624			
24. FATHER'S SURNAME	MARTIREZ			
FIRST NAME	VICENTE	NAME EXTENSION (JR., SR)		
MIDDLE NAME	CODOG			
25. MOTHER'S MAIDEN NAME	MARIA MELBA CORDOVA ROM			
SURNAME	MARTIREZ			
FIRST NAME	MARIA MELBA			
MIDDLE NAME	ROM		(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	GUDALUPE ES	BASIC EDUCATION	06/01/2003	06/01/2008	Graduated	2008	1ST HONORABLE
SECONDARY	BAYBAY NHS	SPECIAL PROGRAM IN THE ARTS	06/01/2008	06/01/2012	Graduated	2012	VALEDICTORIAN
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BS IN AGRICULTURE	06/01/2012	06/01/2016	Graduated	2016	CUM LAUDE
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MS IN PLANT PATHOLOGY	06/01/2016	08/03/2023	Graduated	2023	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	04 / 15 / 24
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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
	(CSC) HONOR GRAUATE ELIGIBILITY	N/A	N/A	CSC VIII, PALO, LEYTE	100108160516	01/04/2016
	(PRC) AGRICULTURIST	79.8	OCT. 19-21,2016	TACLOBAN CITY, LEYTE	0031664	05/14/2026
	DRIVERS LICENSE	N/A	N/A	BAYBAY CITY, LEYTE	H12-16-002794	05/14/2024

V. WORK EXPERIENCE

[illegible]

SIGNATURE	<i>Martinez</i>	DATE	04 / 15 / 24
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Martinez

04 / 15 / 24



[illegible]

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

[illegible]

VIII. OTHER INFORMATION

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(Continue on separate sheet if necessary)

SIGNATURE	<i>Martinez</i>	DATE	04 / 15 / 24
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04 / 15 / 24




41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
<b>Dr. MANUEL K. PALOMAR</b>	<b>BAYBAY CITY, LEYTE</b>	<b>9161573478</b>
<b>Dir. ANDREW RODOLFO T. ORAIS</b>	<b>DA-RFO 8, TACLOBAN CITY, LEYTE</b>	<b>9399755929</b>
<b>Hon. JOSE A. ESPINOSA</b>	<b>BAYBAY CITY, LEYTE</b>	<b>9192866826</b>
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.		

PHOTO

Signature (Sign inside the box)

04/15/24

Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this 15 APR 2024, affiant exhibiting his/her validly issued government ID as indicated above.

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## 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: August - December 2018
- Position: Graduate Teaching Assistant
- Name of Office/Unit: Department of Pest Management
- Immediate Supervisor: Jesusito L. Lim
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
  - Teaches assigned subjects and performs other teaching related functions
  - Performs functions relative to committee memberships and other assignments including related to quality assurance and other accreditation functions

- Duration: August - December 2019
- Position: Graduate Teaching Assistant
- Name of Office/Unit: Department of Pest Management
- Immediate Supervisor: Jesusito L. Lim
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
  - Teaches assigned subjects and performs other teaching related functions
  - Performs functions relative to committee memberships and other assignments including related to quality assurance and other accreditation functions

- Duration: December 2020-June 2021
- Position: Project Development Officer 2
- Name of Office/Unit: F2C2 Program
- Name of Agency/Organization and Location: Department of Agriculture - Regional Field Office 8, Tacloban City, Leyte
- List of Accomplishments and Contributions (if any)
  - 10 Farmers Organization across the region have engage to clustering

- rice farmers earned Php2.00 - 4.00 average profit per kilo, corn farmers earn Php8.00 average profit.
- 10 Link Farmers Organizations to Potential Buyers.

- Summary of Actual Duties
  - Create Business plan
  - Create AgroEnterprise Clustering Plan
  - Organize FAs to Cluster
  - Implement AE Plan
  - Supervise the development of the implementation
  - Evaluation, assessment and improvement of AE pLan

- Duration: July 2021- December 2022
- Position: Agriculturist 1
- Name of Office/Unit: F2C2 Program
- Name of Agency/Organization and Location: Department of Agriculture - Regional Field Office 8, Tacloban City, Leyte

- List of Accomplishments and Contributions (if any)
  - 15 Farmers Organization across the region have engage to clusteri
  - More farmers earned profit from there consoliated products
  - 15 Link Farmers Organizations to Potential Buyers.

- Summary of Actual Duties
  - Create Business plan
  - Create AgroEnterprise Clustering Plan
  - Organize FAs to Cluster
  - Implement AE Plan
  - Supervise the development of the implementation
  - Evaluation, assessment and improvement of AE pLan

- Duration: January 2023 - August 2023
- Position: Organizational Development Officer 1
- Name of Office/Unit: F2C2 Program
- Name of Agency/Organization and Location: Department of Agriculture - Regional Field Office 8, Tacloban City, Leyte

- List of Accomplishments and Contributions (if any)
  - 20 Farmers Organization across the region have engage to clusteri
  - More farmers earned profit from there consoliated products
  - 20 Link Farmers Organizations to Potential Buyers.

- Summary of Actual Duties



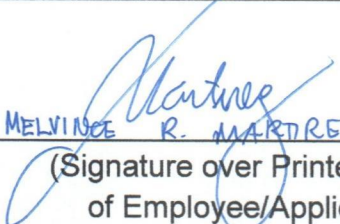
- Create Business plan
- Create AgroEnterprise Clustering Plan
- Organize FAs to Cluster
- Implement AE Plan
- Supervise the development of the implementation
- Evaluation, assessment and improvement of AE pLan

- Duration: September 2023 - Present
- Position: Instructor 1
- Name of Office/Unit: Department of Pest Management
- Immediate Supervisor: Robelyn T. Piamonte, PhD.
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

- Teaches assigned CPRT subjects and performs other teaching related functions
- Performs research and/or extension functions
- Performs functions relative to committee memberships and other assignments including related to quality assurance and other accreditation functions

  
MELVIN R. MARTRES

(Signature over Printed Name  
of Employee/Applicant)

Date: 4/15/2024