

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) N/A	
MIDDLE NAME	MENDEZ		
3. DATE OF BIRTH (mm/dd/yyyy)	10/12/1994	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	N/A N/A House/Block/Lot No. Street N/A MABUNAO Subdivision/Village Barangay BAIS CITY NEGROS ORIENTAL City/Municipality Province
7. HEIGHT (m)	1.5	ZIP CODE	6206
8. WEIGHT (kg)	45.6		
9. BLOOD TYPE	A+	18. PERMANENT ADDRESS	N/A N/A House/Block/Lot No. Street N/A MABUNAO Subdivision/Village Barangay BAIS CITY NEGROS ORIENTAL City/Municipality Province
10. GSIS ID NO.	NONE	ZIP CODE	6206
11. PAG-IBIG ID NO.	1212-0236-7879		
12. PHILHEALTH NO.	13-025368278-8		
13. SSS NO.	NONE	19. TELEPHONE NO.	NONE
14. TIN NO.	474-756-878	20. MOBILE NO.	09359797124
15. AGENCY EMPLOYEE NO.	NONE	21. E-MAIL ADDRESS (if any)	chinelocardano@vsu.edu.ph , chinolocardano@gmail.com

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	N/A		
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	04/06/2001	28/03/2007	N/A	2007	SALUTATORIAN
SECONDARY	LA CONSOLACION COLLEGE (formerly SACRED HEART ACADEMY)	SECONDARY EDUCATION	04/06/2007	24/03/2011	N/A	2011	VALEDICTORIAN
VOCATIONAL / TRADE COURSE	NONE	NONE	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BSc IN BIOTECHNOLOGY INDUSTRIAL BIOTECHNOLOGY (MAJ:)	06/06/2011	22/04/2015	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	NOVEMBER 22, 2021
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[illegible]

#### V. WORK EXPERIENCE

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

[illegible]

<b>SIGNATURE</b>		<b>DATE</b>	<b>NOVEMBER 22, 2021</b>
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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	01/06/2019	01/06/2019	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			
PATENT SEARCH LECTURE	11/16/2021	11/16/2021	8	RESEARCH	OVPREI, DIRECTOR FOR INNOVATION & TBI VSU
3RD PHREB NATIONAL CONFERENCE	11/09/2021	11/09/2021	8	RESEARCH	DOST-PCHRD & PHREB
SEMINAR/LECTURE ON INTELLECTUAL PROPERTY AWARENESS AND COMMERCIALIZATION OF TECHNOLOGIES	11/04/2021	11/04/2021	8	RESEARCH	OVPREI, DIRECTOR FOR INNOVATION & TBI VSU
TRAINING-WORKSHOP ON MOLECULAR AND BIOTECHNOLOGICAL HEALTH RESEARCH	10/13/2021	10/15/2021	24	RESEARCH	EASTERN VISAYAS HEALTH RESEARCH AND DEVELOPMENT CONSORTIUM
SYLLABI-MAKING WORKSHOP	07/27/2021	07/29/2021	24	INSTRUCTION	DEPARTMENT OF BIOTECHNOLOGY, VISAYAS STATE UNIVERSITY
DEPARTMENT OF BIOTECHNOLOGY 1st INTERNATIONAL WEBINAR SERIES: BIOTECHNOLOGY BREAKING SCIENTIFIC LIMITATIONS	07/21/2021	07/23/2021	24	TECHNICAL	DEPARTMENT OF BIOTECHNOLOGY, VISAYAS STATE UNIVERSITY
LABORATORY ANIMAL TRAINING FOR BIOMEDICAL RESEARCH (VIRTUAL LECTURES FOR TUKLAS LUNES DEVELOPMENT CENTER)	04/12,21,26/2021	05/03/2021	32	RESEARCH	UP NSRI, UP DILIMAN IACUC, PCHRD
32nd JOINT VICARP AND RRDEN REGIONAL RDE SYMPOSIUM	03/23/2021	03/24/2021	16	RESEARCH	RDE HALL OVPRE, VISAYAS STATE UNIVERSITY
WEBINAR ON NAVIGATING THE DIGITAL SHIFT: INSTRUCTIONAL MATERIALS TO SUPPORT THE UNIVERSITY'S FLEXIBLE LEARNING	03/18/2021	03/18/2021	8	INSTRUCTION	VISAYAS STATE UNIVERSITY
LIVESTOCK BIOTECHNOLOGY CENTER- VIRTUAL RESEARCH PROPOSAL WRITING	02/23,25/2021	02/26/2021	24	RESEARCH	DA-BPO/ LIVESTOCK BIOTECHNOLOGY PROGRAM
HERDIN PLUS ONLINE LEARNING	01/06/2021	01/06/2021	8	RESEARCH	DOST-PCHRD
TRAINING-WORKSHOP ON THE PACKAGING OF COLLABORATIVE RESEARCH PROPOSAL	11/19/2020	11/19/2020	8	RESEARCH	CHED-PCARI
INTRODUCTION TO GENOMIC TECHNOLOGIES	01/10/2020	01/10/2020	32	TECHNICAL	JOHN HOPKINS UNIVERSITY-COURSERA
ISO 9001:2015 AWARENESS/RE-AWARENESS WEBINAR	11/27/2020	11/27/2020	8	MANAGERIAL	VISAYAS STATE UNIVERSITY
WEBINAR ON ONLINE DIGITAL MARKETING	10/10/2020	10/29/2020	32	RESEARCH	TBI, VISAYAS STATE UNIVERSITY
GOOGLE CLASSROOM WORKSHOP FOR VSU FACULTY (BATCH 3 OF 3)	06/02/2020	06/04/2020	24	INSTRUCTION	VISAYAS STATE UNIVERSITY
31st JOINT VICARP AND RRDEN REGIONAL RDE SYMPOSIUM AND 1ST PHILARM CONVENTION	11/26/2021	11/27/2021	16	RESEARCH	RDE HALL OVPRE, VISAYAS STATE UNIVERSITY
BASIC MOUNTAINEERING COURSE	10/26/2019	10/27/2019	28	TECHNICAL	BILIRAN PHILIPPINES, MOUNTAINEERING FEDERATION OF THE PHILIPPINES
ZOE FLUORESCENT CELL IMAGER TRAINING	07/02/2019	07/02/2018	8	RESEARCH	TUKLAS LUNAS, VISAYAS STATE UNIVERSITY
30th JOINT VICARP AND RRDEN SYMPOSIUM	21/11/2018	23/11/2018	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)	19/11/2018	20/11/2018	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	20/03/2018	20/03/2018	2	RESEARCH	PhilRootcrops, VISAYAS STATE UNIVERSITY
PPSQ-31/33B TRAINING (PROTEIN SEQUENCER)	12/03/2018	16/03/2018	40	RESEARCH	SHIMADZU SANJO WORKS, KYOTO, JAPAN
SAFETY HANDLING OF HORIZONTAL FLOW HOOD CABINET	12/10/2017	12/10/2017	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	05/07/2016	07/07/2016	24	RESEARCH	BIO-RAD LABORATORIES/ TUKLAS LUNAS, VISAYAS STATE UNIVERSITY
1st SYMPOSIUM OF THE PHILIPPINE SOCIETY OF BIOCHEMISTRY AND MOLECULAR BIOLOGY - VISAYAS STATE UNIVERSITY	15/01/2016	15/01/2016	8	RESEARCH	VISAYAS STATE UNIVERSITY
41st ANNUAL PSBMB CONVENTION	04/12/2014	05/12/2014	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/HIKING	OUTSTANDING PAPER (RDE CATEGORY) - 32nd JOINT VICARP AND RRDEN REGIONAL RDE SYMPOSIUM	PHILIPPINE SOCIETY OF BIOCHEMISTRY AND BIOTECHNOLOGY - (2014-2015 MEMBER)
	2nd BEST POSTER (RDE CATEGORY) - 31st JOINT VICARP AND RRDEN REGIONAL RDE SYMPOSIUM AND 1ST PHILARM CONVENTION	

(Continue on separate sheet if necessary)

SIGNATURE	DATE	NOVEMBER 22, 2021
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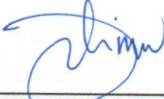
<p>34. Are you related by consanguinity or affinity to the appointing or recommending authority, or chief of bureau or office or to the person who has immediate supervision over you in the Bureau or Department where you will be appointed,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>
<p>35. a. Have you ever been found guilty of any administrative offense?</p>  <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <hr/> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: right;">Date Filed: _____</p> <p style="text-align: right;">Status of Case/s: _____</p>
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>
<p>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?</p>	<p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: right;">After completion of project</p>
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>
<p>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</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>


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) <b>NOVEMBER 22, 2021</b> Date Accomplished




CHINELE M. CARDANO



Right Thumbmark

SUBSCRIBED AND SWORN to before me this 10 FEB 2022, affiant exhibiting his/her validly issued government ID as indicated above.



ATTY. RYSAN 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
  - Taught undergraduate courses and submitted completed grades of students
  - Attended and submitted outputs to relevant webinars, training and workshops.
  - Assisted in the completion of requirements for the Department of Biotechnology COPC
  - Served as the Area VI-Extension local counterpart or faculty in-charge during the AACUP Level II accreditation of the Department of Biotechnology
  - Prepared notice and minutes of meetings as the Center secretary.
  - Act as the Unit-based health status coordinator of the Center and prepared relevant documents.
  - Complied to the requirements of the QMS core processes of the university under ISO 9001:2015 and submitted relevant quality records as the Center dDRC.
  - Prepared research related proposals and managed on-going research
  - Prepared articles for publication
- 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  
6521Philippines
- 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: Nov 22, 2020 