

# 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	CAYETANO		
FIRST NAME	EILEEN	NAME EXTENSION (JR., SR)	
MIDDLE NAME	BANDALAN		
3. DATE OF BIRTH (mm/dd/yyyy)	6/2/88	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <div> <input checked="" type="checkbox"/> by birth           <input type="checkbox"/> by naturalization         </div> Pls. indicate country:
4. PLACE OF BIRTH	BAYBAY LEYTE	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6 CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
7. HEIGHT (m)	1.50	ZIP CODE	6521
8. WEIGHT (kg)	60		
9. BLOOD TYPE	"O"	18. PERMANENT ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
10. GSIS ID NO.	CRN-021-1430-6273-9	ZIP CODE	6521
11. PAG-IBIG ID NO.	1211-4847-4113		
12. PHILHEALTH NO.	19-026644662-8		
13. SSS NO.	NA	19. TELEPHONE NO.	NA
14. TIN NO.	457-370-689	20. MOBILE NO.	09066531844
15. AGENCY EMPLOYEE NO.	V00848	21. E-MAIL ADDRESS (if any)	eileen.bandalan@vsu.edu.ph

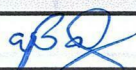
II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	CAYETANO		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	JOSELLE	NAME EXTENSION (JR., SR)	NA	
MIDDLE NAME	RODRIGUEZ			
OCCUPATION	ASSISTANT PROFESSOR			
EMPLOYER/BUSINESS NAME	VISAYAS STATE UNIVERSITY			
BUSINESS ADDRESS	BRGY. PANGASUGA BAYBAY CITY LEYTE			
TELEPHONE NO.	9176734281			
24. FATHER'S SURNAME	BANDALAN			
FIRST NAME	MEDEL	NAME EXTENSION (JR., SR)		
MIDDLE NAME	PEREZ			
25. MOTHER'S MAIDEN NAME				
SURNAME	BULAWAN			
FIRST NAME	IMELDA			
MIDDLE NAME	CUATON			

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	Candadam Elementary School	PRIMARY	1994	2000		2000	Valedictorian
SECONDARY	VSU Laboratory High School	SECONDARY	2000	2004		2004	With Honors
VOCATIONAL / TRADE COURSE	NA						
COLLEGE	VISAYAS STATE UNIVERSITY	BS IN FOOD TECHNOLOGY	2004	2008		2008	Cum Laude
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MS IN FOOD SCIENCE & TECHNOLOGY	2012	2014		2014	ASTHRDP
GRADUATE STUDIES	UNIVERSITY OF THE PHILIPPINES-Los Baños	PhD in FOOD SCIENCE	2016	2020		2020	CHED K+12

(Continue on separate sheet if necessary)

SIGNATURE		DATE	April 23, 2024
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[illegible]

(Continue on separate sheet if necessary)

## V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE	
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DATE

April 22, 2024



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		
NA					

(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			
	20th PhilProFF Anniversary Assembly and Scientific Convention	10/12/2023	10/13/2023	14	Technical	PhilProFF
	PhilProFF Pre-Convention Workshop Training on Hands-on Training on Molecular Techniques in Probiotic Research	10/10/2023	10/11/2023	14	Technical	PhilProFF
	YFS-Japan Yoshinoya Experience and Field Study Program	5/8/2023	5/16/2023	40	Technical	Yoshinoya, MAFF-Japan, VSU
	Home-Based Processing of Dairy Products conducted by Dairy Training and Research Institute at DTRI-CAFS, University of the Philippines-Los Baños	2/20/2023	2/24/2023	32	Technical	DTRI-UPLB
	Training on Basic Quality and Food Safety of Milk and Milk Products for Baybay Dairy Cooperative and PCC-VSU	8/18/2022	8/18/2022	3	Technical	DFST-VSU, PCC-Baybay
	Training on Basic Quality and Food Safety of Milk and Milk Products	8/16/2022	8/16/2022	4	Technical	DFST-VSU
	Webinar on Philippine Society for Lactic Acid Bacteria, Inc., with the theme "Advances and Challenges in Lactic Acid Bacteria Research for Food and Industry Applications.	8/12/2022	8/12/2022	2	Technical	PSLAB
	Workshop on Preparing an Outcome-Based Education Course Syllabus for Graduate Degree Courses	6/8/2022	6/8/2022	2	Technical	VSU
	Consumers' Safety Awareness Webinar.	12/11/2021	12/11/2021	3	Technical	VSU
	Webinar on Product Innovation: Food Safety and Laboratory Analysis. Samar State University	11/12/2021	11/12/2021	2	Technical	SSU
	Webinar iLEAP IP x Inventor Assistance Program: Introduction to Patent Search and Patent Drafting.	3/23/2021	3/23/2021	6	Technical	IPOPHIL
	Webinar iLEAP IP: Introduction to Patents, Utility Models, and Industrial Designs	3/16/2021	3/16/2021	2	Technical	IPOPHIL
	Webinar iLEAP IP: Introduction to Trademark.	3/9/2021	3/9/2021	2	Technical	IPOPHIL
	Webinar iLEAP IP: An Introduction to Copyright	3/2/2021	3/2/2021	2	Technical	IPOPHIL
	Webinar on Packaging and Opportunities.	2/9/2021	2/9/2021	2	Technical	DOST-Calabarzon
	Plenary Sessions during the 4th International STEAM Research Congress.	2/3/2021	2/5/2021	18	Technical	ISTEAM
	Visayas Regional Conference-42nd Annual Conference of the Ugnayang Pang-agham Tao, Inc. (Virtual Conference).	11/27/2020	11/28/2020	12	Technical	UGAT, USC
	Webinar on ISO 9001:2015 Awareness and Re-awareness	11/27/2020	11/27/2020	6	Technical	VSU
	Webinar on Mycotoxins in Food and Feed	10/22/2020	10/20/2020	2	Technical	Glenwood Technologies International, Inc
	Webinar on Advance food Processing using Vacuum Fryer Technology	10/15/2020	10/15/2020	2	Technical	DOST-Caraga
	Webinar on Advance Food Processing using Spray Dryer Technology	10/13/2020	10/13/2020	2	Technical	DOST-Caraga
	Product quality and standards Compliance Online Orientation Series: FDA License to Operate (LTO) and Certificate of Product Registration (CPR)	9/10/2020	9/10/2020	6	Technical	DTI-Rural Agro-Enterprise
	Webinar on Introduction to Copyright and Fair use for Educators	8/28/2020	8/28/2020	3	Technical	VSU
	webinar on Food Allergen Management in the Food Industry	8/7/2020	8/7/2020	2	Technical	Glenwood Technologies International, Inc
	Webinar on LC Column Care and Troubleshooting	7/21/2020	7/21/2020	1.5	Technical	Shimadzu Philippines Corporation
	Webinar on Hygiene and Sanitation in Offices and Buildings	7/14/2020	7/14/2020	2	Technical	Glenwood Technologies International, Inc
	Webinar on Hygiene and Sanitation in HORECA Industry	7/2/2020	7/2/2020	2	Technical	Glenwood Technologies International, Inc
	Webinar on Food Security Challenges and Opportunities under the New Normal	6/30/2020	6/30/2020	2	Technical	PCAARRD

(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)
	NA		NA		PHILIPPINE SOCIETY OF LACTIC ACID BACTERIA
					PHILIPPINE SOCIETY OF MICROBIOLOGY
					PHILIPPINE SOCIETY OF ANIMAL SCIENCE
					PHILIPPINE NETWORK OF MICROBIAL CULTURE COLLECTIONS, INC.

(Continue on separate sheet if necessary)

SIGNATURE	DATE
	April 23, 2024



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:  
FINISHED CONTRACT/PRIVATE SECTOR

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)

NAME	ADDRESS	TEL. NO.
LORINA A. GALVEZ	VSU,BAYBAY LEYTE	9751489080
ROBERTA D. LAUZON	VSU,BAYBAY LEYTE	9171129396
IVY C. EMNACE	VSU,BAYBAY LEYTE	9659480191

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.



BANDALAN, EILEEN B.  
PHOTO



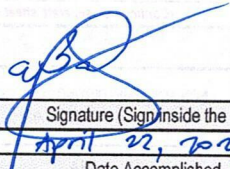
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Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)  
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: DRIVERS LICENSE


ID/License/Passport No.: H12-12-001952

Date/Place of Issuance: 4/2024/ BAYBAY LEYTE



Signature (Sign inside the box)  
April 22, 2024  
Date Accomplished

SUBSCRIBED AND SWORN to before me this 14 MAY 2024, affiant exhibiting his/her validly issued government ID as indicated above.



ATTY. RYSA E. GURNOCOR  
VSU Chief Legal Officer  
Person Administering Oath

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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: April 22, 2024-present
  - Position: Associate Professor I
  - Name of Office/Unit: Department of Food Science and Technology
  - Immediate Supervisor: Lynette C. Cimafranca
  - Name of Agency/Organization and Location: Visayas State University, VSU, Visca, Baybay Leyte
- 
- Duration: September 15, 2022-April 21, 2024
  - Position: Assistant Professor III
  - Name of Office/Unit: Department of Food Science and Technology
  - Immediate Supervisor: Lynette C. Cimafranca
  - Name of Agency/Organization and Location: Visayas State University, VSU, Visca, Baybay Leyte.
- 
- Duration: July 1, 2019 – September 14, 2022
  - Position: Assistant Professor II
  - Name of Office/Unit: Department of Food Science and Technology
  - Immediate Supervisor: Ivy C. Emnace and Lynette C. Cimafranca
  - Name of Agency/Organization and Location: Visayas State University, VSU, Visca, Baybay Leyte.
- 
- Duration: June 2014 – June 30, 2019
  - Position: Instructor I
  - Name of Office/Unit: Department of Food Science and Technology
  - Immediate Supervisor: Lorina A. Galvez
  - Name of Agency/Organization and Location: Visayas State University, VSU, Visca, Baybay Leyte.

- List of Accomplishments and Contributions

- Served as Department Secretary
- Helped prepare documents for ISO, AACUP, RQUAT, COPC, PRC accreditation.
- Served as Resource person in trainings related to Food Science and technology
- Helped BSFT-4 students in their academic concerns
- Conducted research on the development of EFP, Improvement of Selected Dairy Products from PCC, and Determination of Functional Properties of New NSIC varieties of Cassava.
- Served as Thesis adviser, and SRC member to several BSFT graduating students.
- Served as GAC member to MSFST students
- Read and made corrections on the thesis outline and manuscripts of both BSFT and MSFST students.
- Assist students in their OJT application in the food manufacturing company.
- Send off and monitor assigned OJT students.
- Corrects OJT reports of students.
- Participated in various activities of the Department

- Summary a of Actual Duties

- Teaches Food Science and Technology courses (FTec 162, FTec 152, FTec 151, FTec 197, FTec 150, FTec 121, FTec 122, FTec 200, and FTEC 257).
- Prepares syllabus and learning materials for the assigned courses.
- Prepares and checks quizzes, exams, and other assessment tools.
- Calculate grades, prepare, and submit gradesheets.
- Entertain students consulting about their grades, and other matters related to academics.
- Act as thesis adviser and SRC members to assigned BSFT/MSFST graduating students.
- Conduct research and extension activities.
- Participate in the accreditation activities of the department
- Perform task assigned by the immediate supervisor

  
**EILEEN BANDALAN-CAYETANO**

(Signature over Printed Name  
of Employee/Applicant)

Date: April 22, 2204