

ENGR. MELODY U. BALOT

Sinamar Norte, San Mateo, Isabela

Contact No.: 09772787693

Email: engr.melodybalot@gmail.com

January 23, 2023

Engr. Gileu Michael O. Dimoloy
Department Manager A
NIA- MARIIS

Sir,

Greetings!

I am writing to express my interest to apply for Engineer position at your office. I am equipped with the essential skills and knowledge that would make a valuable asset.

In my four years of study in Agricultural and Biosystems Engineering, I have gained various experiences, skills and knowledge in application of engineering science and designs to processes and systems. I have conducted my thesis entitled "Design, Fabrication and Performance Evaluation of A Bed-forming Attachment for Mini-tillers" where I learned on the designing, fabrication and evaluation of a system. Having finished my Bachelor's degree in Agricultural and Biosystems Engineering from Central Luzon State University, I passed the examination of Agricultural and Biosystems Engineer last September 2022.

In my career, I was employed at the Department of Agriculture-Quirino Experiment Station as Project Development Officer. I worked at Aljay Agro-Industrial Solutions Inc. as a Production Officer on a manufacturing plant, worked as a Farm Technician at A. Tabangay Integrated Farm, Field Enumerator, Manual and Machine Processor last 2020 Census of Population and Housing Project of Philippine Statistics Authority

I've attached my personal data sheet and necessary documents for your consideration. I look forward to speaking with you further regarding your position. Thank you for your time.

Warm regards,

Engr. Melody Umotoy Balot

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** CS ID NO. (Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	BALOT		
FIRST NAME	MELODY	NAME EXTENSION (JR., SR)	
MIDDLE NAME	UMOTOY		
3. DATE OF BIRTH (mm/dd/yyyy)	12/17/1996	16. CITIZENSHIP	
4. PLACE OF BIRTH	San Mateo, Isabela	If holder of dual citizenship, please indicate the details.	Pls. indicate country:
5. SEX			
6 CIVIL STATUS		17. RESIDENTIAL ADDRESS	House/Block/Lot No. _____ Street _____
7. HEIGHT (m)	1.52m		Subdivision/Village _____ Barangay _____
8. WEIGHT (kg)	50kg		San Mateo _____ Isabela _____
9. BLOOD TYPE	A+		City/Municipality _____ Province _____
10. GSIS ID NO.			ZIP CODE _____
11. PAG-IBIG ID NO.	121283898295	18. PERMANENT ADDRESS	House/Block/Lot No. _____ Street _____
12. PHILHEALTH NO.	062509187180		Subdivision/Village _____ Barangay _____
13. SSS NO.	3499820911		San Mateo _____ Isabela _____
14. TIN NO.	395987991	City/Municipality _____ Province _____	ZIP CODE 3318
15. AGENCY EMPLOYEE NO.		19. TELEPHONE NO.	
20. MOBILE NO.			09772787693
21. E-MAIL ADDRESS (if any)	enr.melodybalot@gmail.com		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NAME EXTENSION (JR., SR)		
MIDDLE NAME			
OCCUPATION			
EMPLOYER/BUSINESS NAME			
BUSINESS ADDRESS			
TELEPHONE NO.			
24. FATHER'S SURNAME	BALOT		
FIRST NAME	MELENCIO	Jr.	
MIDDLE NAME	PLAMURHIN		
25. MOTHER'S MAIDEN NAME			
SURNAME	OMOTOY		
FIRST NAME	GLADYS		
MIDDLE NAME	BERNARDINO		
<i>(Continue on separate sheet if necessary)</i>			

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	SINAMAR NORTE ELEMENTARY SCHOOL		2003	2009		2009	SALUTATORIAN
SECONDARY	SAN MATEO NATIONAL HIGH SCHOOL		2009	2013		2013	1ST HONORABLE
VOCATIONAL / TRADE COURSE							
COLLEGE	CENTRAL LUZON STATE UNIVERSITY	BACHELOR OF SCIENCE IN AGRICULTURAL AND BIOSYSTEMS ENGINEERING	2014	2019		2019	
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE	DATE
------------------	-------------

34. Are you related by consanguinity or affinity to the appointing or recommending chief of bureau or office or to the person who has immediate supervision over you in Bureau or Department where you will be appointed,
 a. within the third degree?
 b. within the fourth degree (for Local Government Unit - Career Employees)?
 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?
 If YES, give details: _____
 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?
 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?
 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?
 If YES, give details: _____
 If YES, give details: _____

39. Have you acquired the status of an immigrant or permanent resident of another country?
 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
 a. Are you a member of any indigenous group?
 b. Are you a person with disability?
 c. Are you a solo parent?
 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.
ENGR. JUDE ANNE MARIE VENTURINA	Science City of Muñoz, Nueva Ecija	9667004398
PROF. RUEL PENEYRA	Science City of Muñoz, Nueva Ecija	9272463409
Dr. PATRICIA MORILLO	Sta. Cruz, Zambales	9957643752



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	Signature (Sign inside the box) Date Accomplished	Right Thumbmark
Government Issued ID PRC ID		
ID/License/Passport No 0011679		
Date/Place of Issuance: 11/8/23/ SANTIAGO CITY		

WITNESSED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.

Person Administering Oath	

Central Luzon State University

The Board of Regents of the Central Luzon State University,
on recommendation of its Academic Council, has conferred on

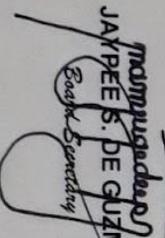
Melody Amotop Balot

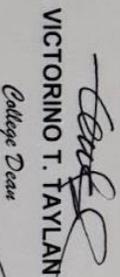
the degree of

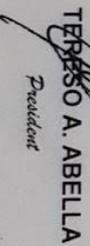
Bachelor of Science in Agricultural and Biosystems Engineering

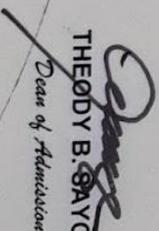
with all the rights, honors and privileges as well as the obligations and responsibilities pertaining thereto
In testimony whereof are affixed the seal of the University and the signatures of the
President of the University, the Secretary of the Board of Regents, the Dean of the
College and the Dean of Admissions.

Given at Central Luzon State University, Science City of Muñoz, Nueva Ecija,
Philippines this 28th day of June, 2019.


JAYPEE S. DE GUZMAN
Dean, Secretary


VICTORINO T. TAYLAN
College Dean


TERESO A. ABELLA
President


TEDDY B. GAYCO
Dean of Admissions





Republic of the Philippines
CENTRAL LUZON STATE UNIVERSITY
 Science City of Muñoz, Nueva Ecija, PHILIPPINES
OFFICE OF ADMISSIONS

OFFICIAL TRANSCRIPT OF RECORDS

July 1, 2019

Name: BALOT, MELODY UMOTOY Address: Sinamar Norte, San Mateo, Isabela
 Date of Admission: May 8, 2013 Date of Graduation: June 28, 2019 Degree: BSABE
 Entrance: Transcript of Records from: SAN MATEO NATIONAL HIGH SCHOOL
 Address: San Mateo, Isabela

Catalogue Number	COLLEGIATE RECORDS Descriptive Title of the Courses	GRADES		Credit
		Final	Re-exam	
<u>1st Semester, 2013-2014</u>				
ACC 100	Principles of Financial Accounting	2.50		6
ENGL 100	Study & Thinking Skills	1.75		3
FILI 100	Komunikasyon sa Akademikong Filipino	2.00		3
HUMAN 100	Introduction to the Humanities	1.25		3
MATH 100	College Algebra	2.50		3
MNGT 100	Principles of Management	2.50		3
NSTP 1	National Service Training Program I (CWTS)	1.75		[3]
PE 100	Foundation of Physical Fitness	1.50		2
<u>2nd Semester, 2013-2014</u>				
ACC 105	Fundamentals of Accounting, Part II	2.25		6
COMSCI 100	Computer Fundamentals	2.00		3
ECON 100	Principles of Economics with Land Reform & Taxation	2.25		3
ENGL 105	Speech Communication	2.00		3
FILI 105	Pagbasa at Pagsulat Tungo sa Pananaliksik	2.00		3
MKTG 100	Principles of Marketing	2.25		3
NSTP 2	National Service Training Program II (CWTS)	1.00		[3]
PE 105	Rhythmic Activities	1.75		2
<u>1st Semester, 2014-2015</u>				
BLAW 100	Business Law	1.75		3
COMSCI 105	Introduction to Database Management System	2.00		3
ECON 101	Microeconomic Theory & Practice	2.25		3
FIN 100	Introduction to Finance & the Philippine Financial System	2.75		3
MNGT 200	Administrative & Office Management	2.75		3
PE 110	Individual & Dual Sports	1.25		2
SOCSCI 100	Society & Culture with Family Planning	2.00		3
STAT 220	Statistics Applied to Business	3.00		3
<u>2nd Semester, 2014-2015</u>				
BIC 100	Fundamentals of Biological Sciences	2.25		3
ERTSCI 100	Earth Science	2.50		3
MATH 240	Mathematics of Investments	2.25		3
MNGT 300	Human Behavior in Organization	1.50		3

---Continued on the next page---

MARKING SYSTEM: 1.00 to 1.50 = Excellent; 1.75 to 2.00 = Very Good; 2.25 to 2.50 = Good; 2.75 = Fair; 3.00 = Passing
 4.00 = Conditional; 5.00 = Failure; D = Dropped; Inc = Incomplete; IP = In Progress

CREDITS: One college unit of credit is one hour lecture or recitation each week for the period of a complete semester. Two and a half to three hours of laboratory or field work is equivalent to one hour of recitation or lecture.

Prepared and checked by:

(NOT VALID
WITHOUT SEAL)



D.M.B. Julian
D.M.B. JULIAN
 Record-In-Charge

Re-checked by:

J.M. Alamon
J.M. ALAMON
 Registrar II

Theody B. Sayco
THEODY B. SAYCO
 Dean of Admissions

Page 1 of 4



Republic of the Philippines
CENTRAL LUZON STATE UNIVERSITY
 Science City of Muñoz, Nueva Ecija, PHILIPPINES
OFFICE OF ADMISSIONS

OFFICIAL TRANSCRIPT OF RECORDS

July 1, 2019

Name: BALOT, MELODY UMOTOY Address: _____
 Date of Admission: _____ Date of Graduation: _____ Degree: _____
 Entrance: Transcript of Records from: _____
 Address: _____

Catalogue Number	COLLEGIATE RECORDS Descriptive Title of the Courses	GRADES		Credit
		Final	Re-exam	
<u>2nd Semester, 2014-2015 (cont'n)</u>				
MNGT 305	Human Resource Management	2.00		3
PE 115	Team Sports	1.00		2
PHILO 101	Introduction to Philosophy with Logic & Critical Thinking	1.75		3
PSYCH 100	General Psychology	2.00		3
<u>Special Summer, 2015</u>				
MATH 105	Plane Trigonometry	2.25		3
HIST 100	Philippine History	2.75		3
<u>1st Semester, 2015-2016</u>				
ENGL 110	Writing in the Discipline	3.00		3
ENGR 210	Fundamentals of Engineering Drawing	2.75		2
MATH 215	Calculus I with Analytic Geometry	2.75		5
PHYS 106	Mechanics & Heat	3.00		4
POLSCI 100	Philippine Government & Constitution	2.50		3
ABE 110	Introduction to Agricultural & Biosystems Engineering	1.75		1
BIO 101	General Biology	2.50		4
<u>2nd Semester, 2015-2016</u>				
AGMGT 100	General Economics with Land Reform & Taxation	3.00		3
CENGR 221	Surveying	2.00		3
CHEM 103	General & Inorganic Chemistry	2.00		3
ENGR 220	Applied Engineering Drawing	1.75		2
MATH 220	Calculus II with Analytic Geometry	5.00		0
PHYS 206a	Electricity, Magnetism & Optics	3.00		4
<u>Summer, 2016</u>				
PI 100	Rizal's Life, Works & Writings	2.00		3
<u>1st Semester, 2016-2017</u>				
ANSCI 100	Principles of Animal Science	2.50		3
CHEM 203a	Organic & Biochemistry	2.25		3
EENGR 311	Principles of Electricity & Electronics	3.00		3
ENGR 311	Carpentry, Plumbing & Masonry Works	1.75		1
SOILS 100	Principles of Soil Science	2.25		3

---Continued on the next page---

MARKING SYSTEM: 1.00 to 1.50 = Excellent; 1.75 to 2.00 = Very Good; 2.25 to 2.50 = Good; 2.75 = Fair; 3.00 = Passing
 4.00 = Conditional; 5.00 = Failure; D = Dropped; Inc = Incomplete; IP = In Progress

CREDITS: One college unit of credit is one hour lecture or recitation each week for the period of a complete semester. Two and a half to three hours of laboratory or field work is equivalent to one hour of recitation or lecture.

Prepared and checked by:
 (NOT VALID WITHOUT SEAL)

DMLB JULIAN
 Record-In-Charge

Re-checked by:

J. ALAMON
 Registrar II

THEODY B. SAYCO
 Dean of Admissions



Republic of the Philippines
CENTRAL LUZON STATE UNIVERSITY
 Science City of Muñoz, Nueva Ecija, PHILIPPINES
OFFICE OF ADMISSIONS

OFFICIAL TRANSCRIPT OF RECORDS

July 1, 2019

Name: **BALOT, MELODY UMOTOY** Address: _____
 Date of Admission: _____ Date of Graduation: _____ Degree: _____
 Entrance: Transcript of Records from: _____
 Address: _____

Catalogue Number	COLLEGIATE RECORDS Descriptive Title of the Courses	GRADES		Credit
		Final	Re-exam	
<u>1st Semester, 2016-2017 (cont'n)</u>				
ES 101	Environmental Science	2.25		3
MATH 220	Calculus II with Analytic Geometry	2.50		5
<u>2nd Semester, 2016-2017</u>				
AQUA 100	Aquaculture I	2.25		3
ENGR 320	Engineering Materials	2.75		3
ENGR 322	Engineering Economics	2.25		3
ENGR 324	Tinsmithing, Welding & Metal Works	2.25		1
ENGR 312	Engineering Mechanics	3.00		5
PHILO 105	Logic & Ethics	2.25		3
MATH 225	Calculus III with Analytic Geometry	2.25		3
<u>Summer, 2017</u>				
ENGR 321	Strength of Materials	2.50		3
MENGR 320	Thermodynamics	3.00		3
ENGL 125	Technical Writing	2.00		3
<u>1st Semester, 2017-2018</u>				
ABE 410	Field Hydrology & Biometeorology	2.50		3
ABE 413	Methods of Engineering Research	3.00		3
CRSCI 100a	Principles of Field Crop Production	2.50		3
MATH 230	Differential Equations	3.00		3
ENGR 323	Fluid Mechanics	2.75		4
MENGR 410	Heat Transfer	1.75		3
ABE 411	Agricultural Power & Bio-based Energy	2.25		3
<u>2nd Semester, 2017-2018</u>				
ABE 412	Irrigation & Drainage Engineering	2.50		5
ABE 414	Refrigeration Engineering	2.00		3
ABE 420	Machinery for Production & Bio-processing Systems	2.25		3
ABE 423	Agricultural Machinery Operation & Maintenance	2.00		3
ABE 425	Bio-environmental Systems Design	2.25		3
ABE 427	Engineering Laws, Contracts, Standards & Professional Ethics	2.50		1
CENGR 414a	Fundamentals of Civil Engineering Structures	2.00		3
---Continued on the next page---				

MARKING SYSTEM: 1.00 to 1.50 = Excellent; 1.75 to 2.00 = Very Good; 2.25 to 2.50 = Good; 2.75 = Fair; 3.00 = Passing
 4.00 = Conditional; 5.00 = Failure; D = Dropped; Inc = Incomplete; IP = In Progress

CREDITS: One college unit of credit is one hour lecture or recitation each week for the period of a complete semester. Two and a half to three hours of laboratory or field work is equivalent to one hour of recitation or lecture.

Prepared and checked by:
 (NOT VALID WITHOUT SEAL)

DMLB JULIAN
 Record-In-Charge

Re-checked by:

J.M. ALAMON
 Registrar II

THEODY B. SAYCO
 Dean of Admissions



Republic of the Philippines
CENTRAL LUZON STATE UNIVERSITY
 Science City of Muñoz, Nueva Ecija, PHILIPPINES
OFFICE OF ADMISSIONS

OFFICIAL TRANSCRIPT OF RECORDS

July 1, 2019

Name: BALOT, MELODY UMOTOY Address: -
 Date of Admission: - Date of Graduation: - Degree: -
 Entrance: Transcript of Records from: -
 Address: -

Catalogue Number	COLLEGIATE RECORDS		GRADES		
	Descriptive Title of the Courses		Final	Re-exam	Credit
	<u>Summer, 2018</u>				
ABE 424	Agricultural Structures Engineering		2.25		3
ABE 421	Agricultural Products Process Engineering		3.00		3
	<u>1st Semester, 2018-2019</u>				
ABE 422	Soil & Water Conservation Engineering		2.75		3
ABE 501A	Undergraduate Thesis I		IP		-
ABE 510	Food & Bio-based Products Process Engineering		2.50		3
ABE 511	Machine Design & Analysis for Agricultural & Bioproduction Systems		2.25		3
ABE 512	Design & Management of Agricultural & Biosystems Structures		2.25		3
ABE 513	Forest Products Engineering		1.75		3
ABE 514	Aquaculture Engineering		2.25		3
ABE 532	Advances in Agricultural Mechanization & Renewable Energy		2.25		2
ENGR 510	Introduction to Operations Research		3.00		3
	<u>2nd Semester, 2018-2019</u>				
ABE 426	Computer Application in Engineering		1.75		3
ABE 501A	Undergraduate Thesis I		1.75		1
ABE 501B	Undergraduate Thesis II		1.25		5
ABE 520	Agricultural Entrepreneurship & Management		1.75		3
ABE 521	Agri-industrial & Biosystems Application of Electrical Energy & Electronics		3.00		3
ABE 522	Undergraduate Seminar		1.25		1
ENGL 235	Philippine Literature in English		1.75		3
NOTE:	1. Graduated with the degree of: BACHELOR OF SCIENCE IN AGRICULTURAL AND AND BIOSYSTEMS ENGINEERING on June 28, 2019 as per Board Resolution No. 47-2019R. 2. NSTP Serial Number: C-03-005714-14 3. Granted Honorable Dismissal effective July 1, 2019. *****Nothing Follows*****				

MARKING SYSTEM: 1.00 to 1.50 = Excellent; 1.75 to 2.00 = Very Good; 2.25 to 2.50 = Good; 2.75 = Fair; 3.00 = Passing
 4.00 = Conditional; 5.00 = Failure; D = Dropped; Inc = Incomplete; IP = In Progress

CREDITS: One college unit of credit is one hour lecture or recitation each week for the period of a complete semester. Two and a half to three hours of laboratory or field work is equivalent to one hour of recitation or lecture.

Prepared and checked by:
 (NOT VALID WITHOUT SEAL)

D.M.B. JULIAN
 Record-In-Charge

Re-checked by:

J.M. ALAMON
 Registrar II

THEODY B. SAYCO
 Dean of Admissions
 Page 4 of 4



Republic of the Philippines
CENTRAL LUZON STATE UNIVERSITY
Science City of Muñoz, Nueva Ecija

OFFICE OF STUDENT AFFAIRS
Guidance Services Unit

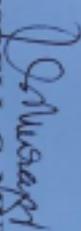


CERTIFICATE OF GOOD MORAL CHARACTER

July 1 2019

*This is to certify that **Ms. MELODY U. BALOT** has no record of any violation of the CLSU Code of Conduct and Discipline for Students and has no pending case with the University as of the end of **2nd Semester of Academic Year 2018-2019**.*

*This certification is issued upon the request of **Ms. BALOT** for reference purposes.*


CHRISDELL C. MUNSAAYAC
Head, Guidance Services Unit