

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	CODOG		
FIRST NAME	JOY	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	CAÑETE		
3. DATE OF BIRTH (mm/dd/yyyy)	JULY 19, 1992	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	BRGY. PANGASUGAN 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 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 House/Block/Lot No. Street N/A PANGASUGAN Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.54m	ZIP CODE	6521-A
8. WEIGHT (kg)	60kg	18. PERMANENT ADDRESS	N/A House/Block/Lot No. Street N/A PANGASUGAN Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
9. BLOOD TYPE	*O*	ZIP CODE	6521-A
10. GSIS ID NO.	021-1430-6250-6	19. TELEPHONE NO.	N/A
11. PAG-IBIG ID NO.	1211-0965-4303	20. MOBILE NO.	0946-613-2932
12. PHILHEALTH NO.	13-000114591-7	21. E-MAIL ADDRESS (if any)	joy.codog@vsu.edu.ph
13. SSS NO.	34-8673901-5		
14. TIN NO.	447-546-343		
15. AGENCY EMPLOYEE NO.	N/A		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME		NAME EXTENSION (JR., SR) N/A	N/A	N/A
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	CODOG			
FIRST NAME	EDGARDO	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	SORIA			
25. MOTHER'S MAIDEN NAME				
SURNAME	CAÑETE			
FIRST NAME	TERESITA			
MIDDLE NAME	MAGALI			

(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	PANGASUGAN ELEMENTARY SCHOOL	PRIMARY EDUCATION	1999	2005	Graduated	2005	WITH HONOR
SECONDARY	BUNGA NATIONAL HIGH SCHOOL	HIGH SCHOOL	2005	2009	Graduated	2009	N/A
VOCATIONAL / TRADE COURSE	Agricultural Training Institute, Visayas State University	NC III Agricrop Production	2015	2015	Graduated	2015	N/A
	GOLD Farm, Can-ipa, Baybay City, Leyte - TESDA	NC II Organic Production	2019	2020	Graduated	2020	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN AGRICULTURE	2009	2013	Graduated	2013	YAFP (ATI RTC-8)
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MS HORTICULTURE	2016	2019	Graduated	2019	DOST-ASTHRDP

(Continue on separate sheet if necessary)

SIGNATURE		DATE	August 17, 2021
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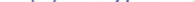
[illegible]

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

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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		
	SINGLES FOR CHRIST	2016	PRESENT	N/A	HOUSEHOLD LEADER

(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			
	BIOTEHCNOLOGY: BREAKING SCIENTIFIC LIMITATIONS	07/21/21	07/23/21	24	TECHNICAL	DEPARTMENT OF Biotechnology
	SOLVE CHALLENGES TO SUSTAINABLE PATHWAYS TOWARDS IMPROVED NUTRITION	07/28/21	07/28/21	4	TECHNICAL	SEARCA
	ADVANCING JURISDICTIONAL SUSTAINABILITY APPROACH AND ITS POTENTIAL FOR CLIMATE FINANCING IN SOUTHEAST ASIA	7/7/2021	7/7/2021	4	TECHNICAL	SEARCA
	PHILIPPINE ALOCASIA CONSERVATION AND SUSTAINABLE MANAGEMENT	9/6/2021	11/6/2021	24	TECHNICAL	ALOCASIA PNRI
	CLIMATE PROOFING AND INTEGRATED CROP MANAGEMENT (ICM) TO ENHANCE VEGETABLE PROFITABILITY AND FOOD SECURITY IN THE SOUTHERN PHILIPPINES	8/3/2019	8/3/2019	4	TECHNICAL	DEPARTMENT OF HORTICULTURE
	VEGETABLE PRODUCTION (ORGANIC AND GAP), SEED PROCESSING, AND STORAGE TRAINING, AS PART OF THE YOLANDA RECOVERY AND REHABILITATION PROGRAM (YRRP)	12/28/18	12/28/18	4	TECHNICAL	DEPARTMENT OF HORTICULTURE
	AAACU 22ND BIENNIAL CONFERENCE AND GENERAL ASSEMBLY (OCTOBER 16-18, 2018)- INTERNATIONAL	10/16/18	10/18/18	28	TECHNICAL	VISAYAS STATE UNIVERSITY
	TRAINING ON COMMUNAL AND CONTAINER GARDENING	2/18/2017	2/19/2017	16	TECHNICAL	DEPARTMENT OF HORTICULTURE
	TRAINING OF TRAINERS ON INNOVATIVE AND DIVERSIFIED AGRICULTURE FARMING TECHNOLOGIES FOR COMMUNITY DEVELOPMENT	2/7/2017	2/8/2017	16	TECHNICAL	DEPARTMENT OF HORTICULTURE
	SHORT TRAINING COURSE ON HYDROPONICS AND DRIP IRRIGATION INSTALLATION	8/7/2015	8/7/2015	4	TECHNICAL	DEPARTMENT OF HORTICULTURE
	SHORT TRAINING COURSE ON TUBE AND CLEFT GRAFTING OF TOMATO COURSE	8/8/2015	8/8/2015	4	TECHNICAL	DEPARTMENT OF HORTICULTURE
	SHORT TRAINING COURSE ON FLOWER ARRANGEMENT AND DISH GARDENING	8/9/2015	8/9/2015	4	TECHNICAL	DEPARTMENT OF HORTICULTURE
	NCIII: CROP PRODUCTION	9/1/2015	9/5/2015	40	TECHNICAL	TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY- ATI RTC8-VISAYAS STATE UNIVERSITY
	MAPPING OF SOYBEAN APHID RESISTANCE GENES FROM PLANT INTRODUCTION	10/7/2014	10/7/2014	4	TECHNICAL	VISAYAS STATE UNIVERSITY

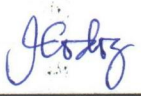
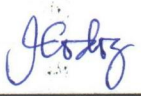
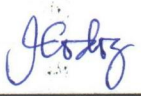



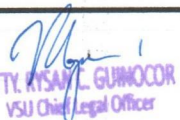
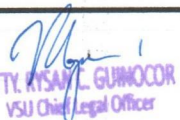
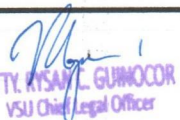
(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	COMPUTER SKILLS		N/A		VISCA HORTICULTURAL SOCIETY
	PROPAGATION SKILLS				ALUMNI
	GARDENING				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	August 17, 2021
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<p>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,</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> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>Date Filed: _____</p> <p>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 type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</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 items:</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>												
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">NAME</th> <th style="width: 35%;">ADDRESS</th> <th style="width: 30%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>ZENaida C. GONZAGA</td> <td>VISCA BAYBAY, LEYTE</td> <td>563-7739</td> </tr> <tr> <td>ROSARIO A. SALAS</td> <td>VISCA BAYBAY, LEYTE</td> <td>563-7739</td> </tr> <tr> <td>LINDA S. DELA ROSA</td> <td>BRGY. PANGASUGAN BABYBAY, LEYTE</td> <td>9214257081</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	ZENaida C. GONZAGA	VISCA BAYBAY, LEYTE	563-7739	ROSARIO A. SALAS	VISCA BAYBAY, LEYTE	563-7739	LINDA S. DELA ROSA	BRGY. PANGASUGAN BABYBAY, LEYTE	9214257081
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<p>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.</p>													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</td> </tr> <tr> <td colspan="2">PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td>Government Issued ID:</td> <td>PRC ID</td> </tr> <tr> <td>ID/License/Passport No.:</td> <td>0016953</td> </tr> <tr> <td>Date/Place of Issuance:</td> <td>Tacloban City</td> </tr> </table>	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)		PLEASE INDICATE ID Number and Date of Issuance		Government Issued ID:	PRC ID	ID/License/Passport No.:	0016953	Date/Place of Issuance:	Tacloban City	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">  Signature (Sign inside the box) August 17, 2021 Date Accomplished </td> </tr> </table>	 Signature (Sign inside the box) August 17, 2021 Date Accomplished	
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<p>SUBSCRIBED AND SWORN to before me this <u>18 SEP 2021</u>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">  ATTY. Kysa L. GUINOCOR VSU Chief Legal Officer Person Administering Oath </td> </tr> </table>		 ATTY. Kysa L. GUINOCOR 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 for.

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 starting with the most recent/present employment

Sample: If applying to Supervising Administrative Officer

- Duration: February 3, 2014 – September 30, 2017
- Position: Science Research Assistant
- Name of Office/Unit: Philippine Root Crop Research and Training Center
- Immediate Supervisor: Dr. Nestor L. Pido
- Name of Agency/Organization and Location: VSU, Baybay City

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties
 - Responsible in the establishment and maintenance of the Research projects, Data gathering and analysis, preparation and submission of reports e.g. mid-year, year-end, in-house review; assist in the production, cultural management and germplasm of yam, supervise labourers and perform other functions.

- Duration: August 1, 2019 – August 30, 2021
- Position: Science Research Assistant
- Name of Office/Unit: Department of Horticulture
- Immediate Supervisor: Dr. Zenaida C. Gonzaga
- Name of Agency/Organization and Location: VSU, Baybay City

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties
 - Responsible for performing administrative and technical tasks e.g., report of appointments issued, preparation of minutes of meetings of various HR committees and monitoring of trainings conducted, data gathering and analysis, preparation and submission of reports e.g. mid-year, year-end, in-house review and responds to queries and performs other related functions.



JOY C. CODOG

(Signature over Printed Name
of Employee/Applicant)

Date: August 17, 2021