

CS Form No. 212
Revised 2017

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

FIRST NAME

MIDDLE NAME

CODOG

JANNET LESLIE EVELYN

SABIJON

NAME EXTENSION (JR., SR)

3. DATE OF BIRTH
(mm/dd/yyyy)

JULY 01,1987

4. PLACE OF BIRTH

BRGY. PANGASUGAN BAYBAY CITY

5. SEX

☐ Male ☒ Female

6 CIVIL STATUS

☒ Single ☐ Widowed ☐ Other/s:
☐ Married ☐ Separated

7. HEIGHT (m)

1.49

8. WEIGHT (kg)

56

9. BLOOD TYPE

A+

10. GSIS ID NO.

N/A

11. PAG-IBIG ID NO.

1212-0147-4619

12. PHILHEALTH NO.

13-000103146-6

13. SSS NO.

0111-3946710-2

14. TIN NO.

433-960-464-000

15. AGENCY EMPLOYEE NO.

V000004

16. CITIZENSHIP

☒ Filipino ☐ Dual Citizenship
☐ by birth ☐ by naturalization
Pls. indicate country:

If holder of dual citizenship,
please indicate the details.

17. RESIDENTIAL ADDRESS

N/A

House/Block/Lot No.

N/A

Subdivision/Village

BAYBAY

City/Municipality

6521

Street

PANGASUGAN

Barangay

LEYTE

Province

18. PERMANENT ADDRESS

N/A

House/Block/Lot No.

N/A

Subdivision/Village

BAYBAY

City/Municipality

6521

Street

PANGASUGAN

Barangay

LEYTE

Province

19. TELEPHONE NO.

N/A

20. MOBILE NO.

0917-7123733

21. E-MAIL ADDRESS (if any)

jannetleslie.codog@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME

FIRST NAME

MIDDLE NAME

OCCUPATION

EMPLOYER/BUSINESS NAME

BUSINESS ADDRESS

TELEPHONE NO.

N/A

N/A

N/A

N/A

N/A

23. NAME of CHILDREN (Write full name and list all)

DATE OF BIRTH (mm/dd/yyyy)

N/A

N/A

24. FATHER'S SURNAME

FIRST NAME

MIDDLE NAME

CODOG

RITO

SORIA

25. MOTHER'S MAIDEN NAME

SURNAME

FIRST NAME

MIDDLE NAME

CANETE

CODOG

ADELA

SABIJON

(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

From

To

HIGHEST LEVEL/
UNITS EARNED
(if not graduated)

YEAR
GRADUATED

SCHOLARSHIP/
ACADEMIC
HONORS
RECEIVED

ELEMENTARY

PANGASUGAN ELEMENTARY SCHOOL

ELEMENTARY GRADUATE

1994

2000

Graduate

2000

with honor

SECONDARY

BUNGA NATIONAL HIGH SCHOOL

HIGH SCHOOL GRADUATE

2000

2004

Graduate

2004

N/A

VOCATIONAL /
TRADE COURSE

N/A

N/A

N/A

N/A

N/A

N/A

N/A

COLLEGE

VISAYAS STATE UNIVERSITY

BACHELOR OF SCIENCE IN
DEVELOPMENT EDUCATION

2004

2008

Graduate

2008

N/A

GRADUATE STUDIES

N/A

N/A

N/A

N/A

N/A

N/A

N/A

(Continue on separate sheet if necessary)

SIGNATURE

DATE

1/03/2023

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IV. CIVIL SERVICE ELIGIBILITY


[illegible]


(Continue on separate sheet if necessary)


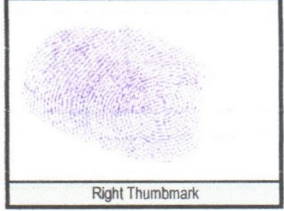

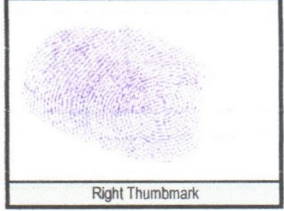

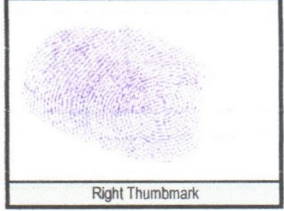
Include private employment. Start from your recent work. Description of duties should be indicated in the attached form. Experience only.					
				ON 18X1100-0101	

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	1/09/2023	CS FORM 212 (Revised 2017), Page 2 of 4
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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			
N/A						
(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			
	Webinar: Typhoon Awareness and Calamity Readiness	06/29/2022	06/29/2022	4	Technical	Department of Meteorology
	Reorientation of Employees' Duties and Responsibilities and Good Customer Service	09/23/2021	09/23/2021	4	Technical	Office of the Director fro Human Resource Management
	ISO 90012015 AWARENESS REAWARENESS	11/27/2020	11/27/2020	4	Technical	Visayas State University
	Dcument Tracking System	11/13/2020	11/13/2020	3	Technical	Human Resource Information System, VSU
	Basic Life Support (CPR & AED)	11/29/2017	11/29/2017	8	Technical	American Safety & Health Institute
	HIV Seminar	12/09/2016	12/09/2016	4	Technical	VSU- Hospital
	Reorientation of Department/Office Secretaries	11/15/2016	11/15/2016	8	Technical	VSU-Office of the Director of Adminstration and Human Resourse Development
	Gender and Development Reorientation for frontliners, Department Heads and Center Directors of VSU	09/16/2016	09/16/2016	8	Technical	ISRDS, Visayas State University
	Workshop to Review and improve Citizen Charter per CSC MC No. 14, s. 2016	09/13/2016	09/13/2016	8	Technical	VSU-Office of the Director of Adminstration and Human Resourse Development
	Procurement Planning Workshop	09/13/2016	09/13/2016	8	Technical	VSU-Office of the Director of Adminstration and Human Resourse Development
	Procurement Act Orientation	09/09/2016	09/09/2016	8	Technical	VSU-Office of the Director of Adminstration and Human Resourse Development
	Orientation Procurement Law RA. 9184	09/08/2016	09/08/2016	8	Technical	VSU-Office of the Director of Adminstration and Human Resourse Development
	Gender Sensitivity Trainning and Anti-Sexual Harrassment Orientation for the Faculty, Staff and Students of the College of Nursing	08/31/2016	08/31/2016	8	Technical	ISRDS, Visayas State University
	Planning-Workshop On the Preparation and Processing of Dcuments Relative to procurement	05/27/2015	05/27/2015	8	Technical	VSU-Office of the Director of Adminstration and Human Resourse Development
	Briefing of Staff Involved in the Conduct of Evaluation of Academic Satff by the Students	01/14/2013	01/14/2013	8.0	Technical	Office of the Vice President for Instruction, Visayas State University
	Anti-Red Tape Law and CSC Policy on Cash Advance	09/24/2012	09/24/2012	8	Technical	VSU-Office of the Director of Adminstration and Human Resourse Development
	Personality Development Seminar for Frontliners	09/20/2012	09/20/2012	8	Technical	VSU-Office of the Director of Adminstration and Human Resourse Development
	Reorientation Seminar of Frontliner	07/07/2011	07/07/2011	8	Technical	VSU-Office of the Director of Adminstration and Human Resourse Development
(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)	
	Driving		NA		VSUCC	
	Computer literate					
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	11/03/2023	
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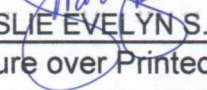
34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed, a. within the third degree? b. within the fourth degree (for Local Government Unit - Career Employees)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____												
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)													
<table><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>JOËL REY U. ACÓB</td><td>BRGY. MAYBOG, BAYBAY CITY</td><td>9561611146</td></tr><tr><td>JESUSA M. MAGNO</td><td>BRGY. CARIGARA, LEYTE</td><td>9351912182</td></tr><tr><td>PHOEBE LYNN B. CALUNGSOD</td><td>ASEAN VISAYAS STATE UNIVERISTY</td><td>9772250599</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	JOËL REY U. ACÓB	BRGY. MAYBOG, BAYBAY CITY	9561611146	JESUSA M. MAGNO	BRGY. CARIGARA, LEYTE	9351912182	PHOEBE LYNN B. CALUNGSOD	ASEAN VISAYAS STATE UNIVERISTY	9772250599
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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.													
<table><tr><td>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID: 433-960-464-000</td></tr><tr><td>ID/License/Passport No.: TIN-ID</td></tr><tr><td>Date/Place of Issuance: ORMOC 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: 433-960-464-000	ID/License/Passport No.: TIN-ID	Date/Place of Issuance: ORMOC CITY	<table><tr><td><div>Signature (Sign inside the box)</div><div>110812020</div><div>Date Accomplished</div></td><td><div> JANNET LESLIE EVELYN S. CODOG</div><div> Right Thumbmark</div></td></tr></table>	<div>Signature (Sign inside the box)</div> <div>110812020</div> <div>Date Accomplished</div>	<div> JANNET LESLIE EVELYN S. CODOG</div> <div> Right Thumbmark</div>						
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SUBSCRIBED AND SWORN to before me this 21 JAN 2023, affiant exhibiting his/her validly issued government ID as indicated above.													
<div>ATTY. RYAN L. GUINOCOR</div> <div>VSU Chief Legal Officer</div> <div>Person Administering Oath</div>													

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: January 7, 2011-present
- Position: Administrative Aide III
- Name of Office/Unit: College of Nursing
- Immediate Supervisor: Jesusa M. Magno
- Name of Agency/Organization and Location: Visayas State University
- List of Accomplishments and Contributions (if any)
 - Responsible for preparing all financial and personnel document (e.g. Reimbursement, liquidation, cash advance, DTR printing, vouchers, payroll, travel documents, etc.).
 - Prepare faculty report of projected workload, actual teaching load, individual faculty workload and classroom utilization.
 - Coordinate office and administrative activities particularly storing, retrieving and integrating information.
 - Disseminates department meetings and seminars.
- Summary of Actual Duties
 - Perform the functions of the deputy Document and Records Controller (dDRC) within the unit he/she is assigned in the absence of the former by: a) issuing, maintaining, retrieving and controlling of documents; b) assigning of document numbers and other coding controls for document in coordination with the DRC; c) coordinate with and inform relevant personnel on any changes, and d) ensuring the implementation of the control of records. Ensure that there is good coordination between him/her, the University Document and Records Controller, and the Office dDRCs in all concerns related to document and records control. Assist the dDRC in the performance of his/her duties.


JANNET LESLIE EVELYN S. CODOG
(Signature over Printed Name
of Employee/Applicant)

Date: Jan - 03, 2023