

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	CODOG		
FIRST NAME	CODOG, JANNET LESLIE EVELYN		NAME EXTENSION (JR, SR)
MIDDLE NAME	SABIJON		
3. DATE OF BIRTH (mm/dd/yyyy)	7/1/1987	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 City, 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	House/Block/Lot No. Street PANGASUGAN Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.49	ZIP CODE	6521
8. WEIGHT (kg)	56		
9. BLOOD TYPE	A+	18. PERMANENT ADDRESS	House/Block/Lot No. Street PANGASUGAN Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6521
11. PAG-IBIG ID NO.	1212-0147-4619		
12. PHILHEALTH NO.	13-000103146-6		
13. SSS NO.	0111-3946710-2	19. TELEPHONE NO.	N/A
14. TIN NO.	433-960-464-000	20. MOBILE NO.	092-8080-6514
15. AGENCY EMPLOYEE NO.	V02088	21. E-MAIL ADDRESS (if any)	jannetleslie.codog@vsu.edu.ph

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	
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	CODOG			
FIRST NAME	RITO	NAME EXTENSION (JR, SR)		
MIDDLE NAME	SORIA			
25. MOTHER'S MAIDEN NAME				
SURNAME	SABIJON			
FIRST NAME	ADELA			
MIDDLE NAME	CAÑETE			

(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	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							
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN DEVELOPMENT EDUCATION	2004	2008	GRADUATE	2006	N/A
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	6/28/2015
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IV. CIVIL SERVICE ELIGIBILITY


27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
				NUMBER	Date of Validity
Career Service Sub-Professional	80.15	3/13/2022	Tacloban City	N/A	N/A
Career Service Eligibility-Professional	80.00	8/11/2024	Maasin So. Leyte	N/A	N/A

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

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

28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format "00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/ N)
From	To						
6/13/2025	Present	Administrative Aide VI	Visayas State University	18957.00	6-1	Permanent	Y
6/13/2025		Administrative Aide VI	Visayas State University	18957.00	6-1	Permanent	Y
1/1/2025		Administrative Aide VI	Visayas State University	16833.00	4-1	Permanent	Y
1/1/2023		Administrative Aide VI	Visayas State University	16209.00	4-1	Permanent	Y
2/1/2023		Administrative Aide VI	Visayas State University	15586.00	4-1	Permanent	Y
2/1/2023		Administrative Aide VI	Visayas State University	15886.00	4-1	Permanent	Y
1/1/2021	1/1/2023	Administrative Aide III	Visayas State University	12174.80		J.O	Yes
7/1/2022	12/31/2022	Administrative Aide III	Visayas State University	280.00/day		J.O	Yes
1/1/2022	6/30/2022	Administrative Aide III	Visayas State University	280.00/day		J.O	Yes
1/1/2021	6/30/2021	Administrative Aide III	Visayas State University	280.00/day		J.O	Yes
1/1/2020	6/30/2020	Administrative Aide III	Visayas State University	280.00/day		J.O	Yes
10/1/2019	12/31/2019	Administrative Aide III	Visayas State University	280/day		J.O	Yes
7/1/2019	9/30/2019	Administrative Aide III	Visayas State University	280.00/day		J.O	Yes
3/1/2019	6/30/2019	Administrative Aide III	Visayas State University	280/day		J.O	Yes
1/3/2019	2/28/2019	Administrative Aide III	Visayas State University	280.00/day		J.O	Yes
10/1/2018	12/31/2018	Administrative Aide III	Visayas State University	280/day		J.O	Yes
7/1/2018	9/30/2018	Administrative Aide III	Visayas State University	280.00/day		J.O	Yes
4/1/2018	6/30/2018	Administrative Aide III	Visayas State University	280/day		J.O	Yes
1/1/2018	3/1/2018	Administrative Aide III	Visayas State University	280.00/day		J.O	Yes
10/1/2017	12/31/2017	Administrative Aide III	Visayas State University	280/day		J.O	Yes
7/1/2017	9/30/2017	Administrative Aide III	Visayas State University	280.00/day		J.O	Yes
4/1/2017	6/30/2017	Administrative Aide III	Visayas State University	280/day		J.O	Yes
1/1/2017	3/31/2017	Administrative Aide III	Visayas State University	280.00/day		J.O	Yes
10/1/2016	12/31/2016	Administrative Aide III	Visayas State University	280/day		J.O	Yes
9/30/2018	7/1/2016	Administrative Aide III	Visayas State University	280.00/day		J.O	Yes
1/1/2016	6/30/2016	Administrative Aide III	Visayas State University	280/day		J.O	Yes
7/1/2016	12/1/2016	Administrative Aide III	Visayas State University	280.00/day		J.O	Yes
4/1/2014	12/31/2015	Administrative Aide III	Visayas State University	280/day		J.O	Yes
1/2/2011	3/31/2014	Administrative Aide III	Visayas State University	260/day		J.O	Yes

SIGNATURE		DATE	01/28/2015
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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	N/A	N/A	N/A	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			
	Basic Course Training on the RA 9184 and its Revised Implementing Rules and Regulation Act of 2016	11/26/2024	11/28/2024	24	Technical	VSU Learning, Development, and Human Resource Accreditation Office
	Enhancing Digital Communication: VOIP Phone Mastery and Output Messenger Transition	11/20/2024	11/20/2024	4	Technical	Department of Information and Communications Technology
	Seminar on Creating a Positive Workplace for VSU Employees: Integrating Physical and Mental Health Wellness	09/27/2024	09/27/2024	4	Technical	VSU Learning, Development, and Human Resource Accreditation Office
	ISO 9001:215 RE-AWARENESS AND AWARENESS SEMINAR	09/09/2024	09/09/2024	4	Technical	Visayas State University-QAC
	Shaping Culture: Embracing Values for Productive Workplace Performance	05/15/2024	05/15/2024	8	Technical	VSU Learning, Development, and Human Resource Accreditation Office
	Sparkling Spaces: Mastering the Art of Housekeeping	03/26/2024	03/26/2024	8	Technical	VSU Learning, Development, and Human Resource Accreditation Office
	Women Inspiring Women	03/22/2024	03/22/2024	4	Technical	Gender and Development, Visayas State University
	Regional Seminar-Workshop on Basic Records and Archives Management	02/20/2024	02/22/2024	24	Technical	National Archives of the Philippines
	Working Towards Personal Effectiveness	08/22/2023	08/25/2023	32	Technical	Personnel Officers Association of the Philippines, Inc
	Mental Health Wellness Seminar	04/25/2023	04/25/2023	4	Technical	VSU Learning, Development, and Human Resource Accreditation Office
	ISO 9001:2015 Awareness/Re-awareness Virtual Seminar	02/15/2023	02/15/2023	4	Technical	Office of the President, Visayas State University
	Re-Orientation of Employees' Duties and Responsibilities and Good Customer Service	09/23/2021	09/23/2021	4	Technical	Office of the Director of Human Resource Management
	ISO 9001:2015 Awareness/ Re-awareness Webinar	11/27/2020	11/27/2020	4	Technical	Quality Assurance Center, Visayas State University
	Document Tracking System	11/13/2020	11/13/2020	3	Technical	Human Resource Information System, Visayas State University
	Basic Life Support (CPR & AED)	11/29/2017	11/29/2017	8	Technical	American Safety & Health Institute
	HIV in the Workplace Seminar	12/09/2016	12/09/2016	4	Technical	VSU Hospital
	Reorientation of Department/Office Secretaries	11/15/2016	11/15/2016	8	Technical	Office of the Director of Human Resource and Development

PLEASE SEE ATTACHMENT A

(Continue on separate sheet if necessary)


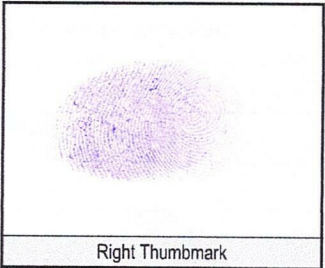


VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	Driving		N/A		Visayas State University Credit Cooperative
	Computer Literate				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	05/28/2025
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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)?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
35. a. Have you ever been found guilty of any administrative offense?  b. Have you been criminally charged before any court?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: Date Filed: _____ Status of Case/s: _____</div>												
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
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?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
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?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
39. Have you acquired the status of an immigrant or permanent resident of another country?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details (country): _____</div>												
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?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No _____</div>												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)														
<table><tr><td>NAME</td><td>ADDRESS</td><td>TEL. NO.</td></tr><tr><td>Joel Rey U. Acob</td><td>Brgy. Maybog, Baybay City</td><td>09569161146</td></tr><tr><td>Miriam De la Torre</td><td>Visayas State Univeristy</td><td>09773350599</td></tr><tr><td>Raymund M. Igcasama</td><td>BayBay City</td><td>09985663919</td></tr></table>			NAME	ADDRESS	TEL. NO.	Joel Rey U. Acob	Brgy. Maybog, Baybay City	09569161146	Miriam De la Torre	Visayas State Univeristy	09773350599	Raymund M. Igcasama	BayBay City	09985663919
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Miriam De la Torre	Visayas State Univeristy	09773350599												
Raymund M. Igcasama	BayBay City	09985663919												
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.		<div><div>JANNET LESLIE EVELYN S. CODOG</div><div>PHOTO</div></div> <div><div>Right Thumbmark</div></div>												
<div>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</div> <div>Government Issued ID: PAGIBIG</div> <div>ID/License/Passport No.: 121201474619</div> <div>Date/Place of Issuance: 11/30/-0001 / Ormoc City</div>	<div><div>Signature (Sign inside the box)</div><div>05/28/2025</div><div>Date Accomplished</div></div>													
SUBSCRIBED AND SWORN to before me this 30 MAY 2025, affiant exhibiting his/her validly issued government ID as indicated above.														
<div><div>ATTY. KAREN ABBIGAIL S. MONTERON</div><div>VSU Director, Legal Affairs and Services</div></div> <div>Person Administering Oath</div>														



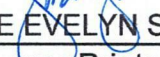
## WORK EXPERIENCE SHEET

**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- January 31, 2023
- Position: Administrative Aide III
- Name of Office/Unit: College of Nursing
- Immediate Supervisor: Michelle C. Tolibas
- 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.
  
- Duration: February 1, 2023 to Present
- Position: Administrative Aide IV
- Name of Office/Unit: University Registrar
- Immediate Supervisor: Raymund M. Igcasama
- Name of Agency/Organization and Location: Visayas State University
  
- List of Accomplishments and Contributions (if any)
  - Responsible for preparing communications and forward to respective offices
  - Received mails (form 137, PSA, Transfer Credential, Transcript of Records, GMRC).
  - Received dropping facilitated, leave of absence, readmission, shifting, and student clearance facilitated, signed, encoded and filed
  - Received class rosters, grade sheets and recorded

- Responsible for preparing all financial and personnel document (e.g. Reimbursement, liquidation, cash advance, vouchers, payroll, travel documents, etc.).
  - Received leave of absence, readmission, shifting, and student clearance facilitated, signed, and filed
  - Received request Slip, Registry Mail and Return Slip
  - quality procedures maintained that are aligned and compliant to ISO 9001:2015 standard
- Summary of Actual Duties
    - Issuing, maintaining, retrieving and controlling controlled documents
    - Assigned of documents number and other coding controls for document coordination with the DRC
    - Records in the office are kept, distributed, stored and disposed of according to the quality procedure
    - Internal documents in the office are reviewed accordingly to the quality procedure
    - 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.

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

Date: \_\_\_\_\_