

# 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	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
FIRST NAME	JANNET LESLIE EVELYN	If holder of dual citizenship, please indicate the details.	<input type="checkbox"/> by birth <input type="checkbox"/> by naturalization
MIDDLE NAME	SABJON		Pls. indicate country:
3. DATE OF BIRTH (mm/dd/yyyy)	JULY 01, 1987	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street
4. PLACE OF BIRTH	BRGY. PANGASUGAN BAYBAY CITY	18. PERMANENT ADDRESS	Subdivision/Village TAGAK
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		CARIGARA Barangay
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:		City/Municipality Province
7. HEIGHT (m)	1.49		6529
8. WEIGHT (kg)	56	ZIP CODE	House/Block/Lot No. Street
9. BLOOD TYPE	A+		TAGAK
10. GSS ID NO.	N/A		Subdivision/Village Barangay
11. PAG-IBIG ID NO.	1212-0147-4619		CARIGARA LEYTE
12. PHILHEALTH NO.	13-000103146-6	19. TELEPHONE NO.	City/Municipality Province
13. SSS NO.	0111-3946710-2		6529
14. TIN NO.	433-960-464-000	20. MOBILE NO.	N/A
15. AGENCY EMPLOYEE NO.	V0000004	21. E-MAIL ADDRESS (if any)	+63935-191-2182

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A	23. NAME of CHILDREN (Write full name and list all)	N/A	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME		Sr.		
MIDDLE NAME				
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	CODOG			
FIRST NAME	RITO	Sr.		
MIDDLE NAME	SORIA			
25. MOTHER'S MAIDEN NAME	CANETE			
SURNAME	CODOG			
FIRST NAME	ADELA			
MIDDLE NAME	SABJON			

## 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	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

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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 (From "00-01") INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/N)
	From	To						
	01/01/2021	Present	Administrative Aide III	Visayas State University	12174.80	N/A	J.O	Yes
	01/03/2019	12/31/2020	Administrative Aide III	Visayas State University	280.00/day	N/A	J.O	Yes
	01/02/2015	12/31/2018	Administrative Aide III	Visayas State University	280/day	N/A	J.O	Yes
	01/02/2011	12/31/2014	Administrative Aide III	Visayas State University	260/day	N/A	J.O	Yes



**VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATIONS**

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)	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 for Human Resource Management
	ISO 9001:2015 AWARENESS RE-WARENESS	11/27/2020	11/27/2020	4	Technical	Visayas State University
	Document 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 Administration and Human Resource 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 Administration and Human Resource Development
	Procurement Planning Workshop	09/13/2016	09/13/2016	8	Technical	VSU Office of the Director of Administration and Human Resource Development
	Procurement Act Orientation	09/09/2016	09/09/2016	8	Technical	VSU Office of the Director of Administration and Human Resource Development
	Orientation Procurement Law RA. 9184	09/08/2016	09/08/2016	8	Technical	VSU Office of the Director of Administration and Human Resource Development
	Gender Sensitivity Training and Anti-Sexual Harassment 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 Documents Relative to procurement	05/27/2015	05/27/2015	8	Technical	VSU Office of the Director of Administration and Human Resource Development
	Briefing of Staff Involved in the Conduct of Evaluation of Academic Staff 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 Cast Advance	09/24/2012	09/24/2012	8	Technical	VSU Office of the Director of Administration and Human Resource Development
	Personality Development Seminar for Frontliners	09/20/2012	09/20/2012	8	Technical	VSU Office of the Director of Administration and Human Resource Development
	Reorientation Seminar of Frontliner	07/07/2011	07/07/2011	8	Technical	VSU Office of the Director of Administration and Human Resource Development

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**VIII. OTHER INFORMATION**


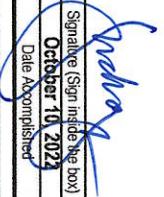
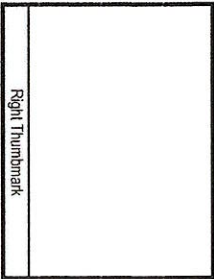
31.	SPECIAL SKILLS AND HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	Driving		NA		VSUCC
	Computer literate				

(Continue on separate sheet if necessary)

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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)		
NAME	ADDRESS	TEL. NO.
Johanna C. Torrenueva	Brgy. Pangasugan, Baybay City	
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 cases against me.		 PHOTO
Government Issued ID (e.g. 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: ORMOG CITY		 Signature (Sign inside the box) October 10, 2023 Date Accomplished   Right Thumbmark
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.		
Person Administering Oath		

## 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: Joel Rey U. Acob
- 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: 10/10/22