

CURRICULUM VITAE

Name: Jannet Leslie Evelyn S. Codog
Address: Pangasugan, Baybay City, Leyte
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PERSONAL DATA:

Name: Jannet Leslie Evelyn S. Codog
Middle Name: Leslie
2987
Surname: Codog
City
Civil Status: Single
Height: 4'11"

Gender: Female
Date of Birth: July 1,

Place of Birth: Baybay

Citizenship: Filipino
Weight: 56 kgs.

Mother's name: Adela S. Codog
III

Occupation: Admin Aide

Language or dialect spoken and written: English, Tagalog, Bisaya

EDUCATIONAL BACKGROUND:

College: Visayas State University (VSU)
Degree: Bachelor of Development Education
Organizations joined and position: Agricultural Extension Student Organization (Secretary and Treasurer)
Year graduated: 2010

High School Education:
Bunga National High School
Bunga, Baybay City, Leyte
Year graduated: 2004

Elementary & Primary Education
Pangasugan Elementary School
Pangasugan, Baybay City, Leyte
Year graduated: 2000

SEMINARS ATTENDED:

- Working Towards Personal Effectiveness
(August 22-25, 2023)
Personnel Officers Association of the Philippines, Inc
- Mental Health Wellness Seminar
(April 25, 2023)
Human Resource Manangement Office, Visayas State Univeristy
- ISO 9001:2015 Awareness/Re-awareness Virtual Seminar
February 15, 2023
Office of the President, Visayas State University
- Webinar: Typhoon Awareness and Calamity Readiness
June 29, 2022
Department of Meteorology
- Reorientation Workshop Among Frontliners on good Customer Service, work values, and Anti Red Tape Law (September 20, 2014)
Office of the Director of Administrative, Human Resource Development
- Briefing of Staff involved in the Conduct of Evaluation of Academic Staff by the students (January 4, 2013)
ODAHRD
- Personality Development Seminar for Frontliners
(September 20, 2012)
ODAHRD
- Forum on Anti-Red Tape Law & CSC Policy on Cash Advance
(September 24, 2012)
ODAHRD
- Reorientation Seminar of Frontliners
(July 1, 2011)
ODAHRD

EMPLOYMENT RECORD:

January 16, 2023 - Present
Admin Aide IV
University Registrar
Visayas State University, Baybay City, Leyte

- 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.
- Facilitated submission of documents to QAC through regular audits
- Received registration forms of students
- Received change of academic adviser
- Received approval sheet
- Typed communications/correspondence
- Received and facilitated the signing of approval of documents
- Attended to various inquiries/request from parents, students and other clients
- Attended to clients transacting business
- attended meetings/ webinar
- Kept and filed controlled copy of internal documents
- Take down notes and prepare minutes of the Registrar's staff meeting
- Received and recorded of class rosters
- Received and recorded of gradesheets
- Recorded approved LOA, readmission, shifting, request for overload, clearance and dropping of subjects,
- Received completion forms to student with INC grades
- Received application for graduation to students
- Received Mails (form 137, PSA)

January 7, 2011- Present
Admin Aide III
College of Nursing
Visayas State University, Baybay City, Leyte

Job Description:

- Prepare all financial and personnel documents (e.g. Reimbursement, liquidation, cash advance, DTR printing, vouchers, payroll, travel documents, etc.)
- Maintain cleanliness and orderliness of the office and reception area.

- Prepare a report of faculty 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.
- Receive and relay IP messages and telephone calls for faculty and staff.
- Performs messengerial work.
- Maintain and record files of the office.
- Facilitate the faculty members in printing of grades sheets.
- Perform other functions as assigned by the department head.
- 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.

November 16 to-December. 4, 2010

Merchandiser

3M, Inc. Tacloban City

Job Description:

- Planning and developing merchandising strategies.
- Analyzing sales figures, market trends and customer behavior to determine product needs.
- Stocking sales floor shelves and creating attractive product displays.
- Maintaining and tracking inventory.
- Forecasting sales and profits.

CHARACTER REFERENCES:

1. Joel Rey U. Acob
Email ad: joel.acob@vsu.edu.ph
Address: Maybog, Leyte

2. Phoebe Lynn C. Calungsod
Email ad: phoebelynn.calungsod@vsu.edu.ph
Address: Asian, VSU, Baybay City, Leyte
3. Jesusa M. Magno
Email ad: jesusa.magno@vsu.edu.ph
Address: Carigara, Leyte

I here certify that the above information is true and correct to the best of my knowledge and belief.