

## CURRICULUM VITAE

**Name:** JANNET LESLIE EVELYN S. CODOG  
**Address:** PANGASUGAN, BAYBAY CITY, LEYTE  
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**Email Address:** [jannetleslie.codog@ysu.edu.ph](mailto:jannetleslie.codog@ysu.edu.ph)

### PERSONAL DATA:

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

**Gender:** Female  
**Date of Birth:** July 1, 2987  
**Place of Birth:** Baybay City  
**Citizenship:** Filipino  
**Weight:** 57kgs.  
**Occupation:** Admin Aide III

**Mother's name:** Adela S. Codog  
**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:

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

#### Job Description:

- Prepare all financial and personnel document (e.g. Reimbursement, liquidation, cash advance, DTR printing, vouchers, payroll, travel documents, etc.)
- Maintain cleanliness and orderliness of the office and reception area.
- 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.
- Receive and relay IP messages and telephone calls for faculty and staff.
- Performs messengerial work.
- Maintain and record filing system 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.

#### **CHARACTER REFERENCES:**

1. Joel Rey U. Acob  
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Address: Maybog, Leyte
2. Phoebe Lynn C. Calungsod  
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3. Jesusa M. Magno  
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*I here certify that the above information is true and correct to the best of my knowledge and belief.*