

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

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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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/Security Manageral 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	6/29/2022	6/29/2022	4	Technical	Department of Meteorology
	Reorientation of Employees' Duties and Responsibilities and Good Customer Service	9/23/2021	9/23/2021	4	Technical	Office of the Director for Human Resource Management
	ISO 9001:2015 AWARENESS RE-AWARENESS	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	12/9/2016	12/9/2016	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	9/16/2016	9/16/2016	8	Technical	ISRDs, Visayas State University
	Workshop to Review and Improve Citizen Charter per CSC MC No. 14, s. 2016	9/13/2016	9/13/2016	8	Technical	VSU-Office of the Director of Administration and Human Resource Development
	Procurement Planning Workshop	9/13/2016	9/13/2016	8	Technical	VSU-Office of the Director of Administration and Human Resource Development
	Procurement Act Orientation	9/9/2016	9/9/2016	8	Technical	VSU-Office of the Director of Administration and Human Resource Development
	Orientation Procurement Law RA. 9184	9/8/2016	9/8/2016	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	8/31/2016	8/31/2016	8	Technical	ISRDs, Visayas State University
	Planning-Workshop On the Preparation and Processing of Documents Relative to procurement	5/27/2015	5/27/2015	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	1/14/2013	1/14/2013	8.0	Technical	Office of the Vice President for Instruction, Visayas State University
	Anti-Red Tape Law and CSC Policy on Cash Advance	9/24/2012	9/24/2012	8	Technical	VSU-Office of the Director of Administration and Human Resource Development
	Personality Development Seminar for Frontliners	9/20/2012	9/20/2012	8	Technical	VSU-Office of the Director of Administration and Human Resource Development
	Reorientation Seminar of Frontliner	7/7/2011	7/7/2011	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				

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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: _____ <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 Peoples 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	
JOEL REY U. ACOB		BRGY. MAYBOG, BAYBAY CITY	
JESUSA M. MAGNO		BRGY. CARIGARA, LEYTE	
PHOEBE LYNN B. CALUNGSON		ASEAN VISAYAS STATE UNIVERSITY	
		9772250599	
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.		 PHOTO	
Government Issued ID (i.e. Passport, GIS, 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		Signature (Sign inside the box) October 10, 2022 Date Accomplished	
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.		Right Thumbmark	
Person Administering Oath			