

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 () ☐ If 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	JANNET LESLIE EVELYN	NAME EXTENSION (JR., SR) NA	
MIDDLE NAME	SABIJON		
3. DATE OF BIRTH (mm/dd/yyyy)	7/1/1987	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	BRGY. PANGASUGAN BAYBAY, CITY	If holder of dual citizenship, please indicate the details.	
5. SEX	☐ Male ☒ Female		
6 CIVIL STATUS	☒ Single ☐ Married ☐ Widowed ☐ Separated ☐ 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	
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	
11. PAG-IBIG ID NO.	1212-0147-4619		
12. PHILHEALTH NO.	13-000103146-6		6521
13. SSS NO.	0111-3946710-2	19. TELEPHONE NO.	N/A
14. TIN NO.	433-960-464-000	20. MOBILE NO.	09300793064
15. AGENCY EMPLOYEE NO.		21. E-MAIL ADDRESS (if any)	jannetleslie.codog@vsu.edu.ph/ jannetleslie27@gmail.com

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	1994	2000	Graduate	2000	with honor
SECONDARY	BUNGA NATIONAL HIGH SCHOOL	High School	2000	2004	Graduate	2004	N/A
VOCATIONAL / TRADE COURSE							
COLLEGE	VISAYAS STATE UNIVERISTY	BACHELOR OF SCIENCE IN DEVELOPMENT EDUCATION	2004	2008	Graduate	2008	N/A
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)	
SIGNATURE	DATE
	5/18/24

IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(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.

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	5/18/22
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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					

(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)

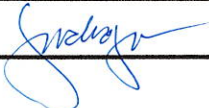
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	Re-Orientation of Employees Duties and Responsibilities ad Good Customer Service	09/23/2021	09/23/2021	4	Technical	Office of the Director Adminstration and Human Resourse Development
	ISO 9001:2015 Awareness/ Re-awareness Webinar	11/27/2020	11/27/2020	4	Technical	Visayas Satte 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 Adminstration and Human Resource Development
	Gender Development Reorientation for Frontliners, Department Heads, and Center Directors of VSU	9/16//2016	9/16//2016	8	Technical	Gender and Development, Visayas State University
	Procurement Planning Workshop	09/15/2016	09/15/2016	8	Technical	Office of the Director Adminstration and Human Resourse Development
	Procurement Act Orientation	09/09/2016	09/09/2016	4	Technical	VSU-Office of the Director of Adminstration and Human Resourse Development
	Orientation Procurement Law RA. 9184	09/08/2016	09/08/2016	8	Technical	VSU-Office of the Director of Adminstration and Human Resourse Development
	Workshop to Review and improve Citizen Charter per CSC MC No. 14, s. 2016	09/01/2016	09/01/2016	8	Technical	VSU-Office of the Director of Adminstration and Human Resourse Development
	Gender Sensitivity Training and Anti-Sexual Harrassment Orientation for the Faculty, Staff and Students of the College of Nursing	08/31/2016	08/31/2016	8	Technical	Gender and Development, Visayas State University
	Plannng-Workshop: On the Prepartion & Processing of Documents Relative to Procurement	5/27/2015	5/27/2015	8	Technical	VSU-Office of the Director of Adminstration and Human Resourse Development
	Briefing of Staff Involved in the Conduct of Evaluation of Academic Staff by the Students	1/14/2013	1/14/2013	8	Technical	Office of the Vice President for Instruction,Visayas State University
	Anti-Red Tape Law and CSC Policy on Cash Advance	9/24/2012	1/14/2013	8	Technical	VSU-Office of the Director of Adminstration and Human Resourse Development
	Personality Development Seminar for Frontliners	9/20/2012	9/20/2012	8	Technical	VSU-Office of the Director of Adminstration and Human Resourse Development
	Reorientation Seminar of Frontliners	7/7/2011	7/7/2011	8	Technical	VSU-Office of the Director of Adminstration and Human Resourse Development
	Paralegal-Training for Fishery Law Enforcement Team	2/6/2008	2/7/2008	16	Technical	Bereau of Fisheries and Aquatic Resources

(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		N/A
	Computer literate				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	5/10/22
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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)?

☐ YES☒ NO

☐ YES☒ 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?

☐ YES☒ NO

If YES, give details:

☐ YES☒ 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?

☐ YES☒ 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?

☐ YES☒ 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?

☐ YES☒ NO

If YES, give details:

☐ YES☒ NO

If YES, give details:

39. Have you acquired the status of an immigrant or permanent resident of another country?

☐ YES☒ 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?

☐ YES☒ NO

If YES, please specify:

☐ YES☒ NO

If YES, please specify ID No:

☐ YES☒ NO

If YES, please specify ID No:

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
Joel Rey U. Acob	Brgy. Maybog, Baybay City	9569161146
Jesusa M. Magno	Brgy. Carigara, Leyte	9351912182
Phoebe Lynn B. Calngsod	Asean Visayas State University	9773350599

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.

Government Issued ID (i.e.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: Ormoc City

Signature (Sign inside the box)

5/18/2022

Date Accomplished

PHOTO

Right Thumbmark

SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.

Person Administering Oath

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