

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		
FIRST NAME	JANNET LESLIE EVELYN		NAME EXTENSION (JR., SR)
MIDDLE NAME	SABIJON		
3. DATE OF BIRTH (mm/dd/yyyy)	JULY 01,1987	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	BRGY. PANGASUGAN BAYBAY CITY	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6 CIVIL STATUS	<input checked="" type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street TAGAK Subdivision/Village Barangay CARIGARA LEYTE City/Municipality Province
7. HEIGHT (m)	1.49	ZIP CODE	6529
8. WEIGHT (kg)	56	18. PERMANENT ADDRESS	House/Block/Lot No. Street TAGAK Subdivision/Village Barangay CARIGARA LEYTE City/Municipality Province
9. BLOOD TYPE	A+	ZIP CODE	6521
10. GSIS ID NO.	N/A	19. TELEPHONE NO.	N/A
11. PAG-IBIG ID NO.	1212-0147-4619	20. MOBILE NO.	0917-712-3733
12. PHILHEALTH NO.	13-000103146-6	21. E-MAIL ADDRESS (if any)	jannetteslie.codog@vsu.edu.ph
13. SSS NO.	0111-3946710-2		
14. TIN NO.	433-960-464-000		
15. AGENCY EMPLOYEE NO.	V000004		

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			
EMPLOYER/BUSINESS NAME			
BUSINESS ADDRESS			
TELEPHONE NO.			
24. FATHER'S SURNAME	CODOG		
FIRST NAME	RITO	SR.	
MIDDLE NAME	SORIA		
25. MOTHER'S MAIDEN NAME	CAÑETE		
SURNAME	CODOG		
FIRST NAME	ADELA		
MIDDLE NAME	SABIJON		

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

(Continue on separate sheet if necessary)

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[illegible]

V. WORK EXPERIENCE

(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

[illegible]

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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			
Working Towards Personal Effectiveness	08/22/2023	08/25/2023	32	Technical	Personnel Officers Association of the Philippines, Inc
Mental Health Wellness Seminar	4/25/2023	4/25/2023	4	Technical	Human Resource Management Office, Visayas State University
Webinar: Typhoon Awareness and Calamity Readiness	6/29/2022	6/29/2022	4	Technical	Department of Meteorology
ISO 9001:2015 Awareness/Re-awareness Virtual Seminar	2/15/2023	2/15/2023	4	Technical	Office of the President, Visayas State University
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 REAWARENESS	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 Harrassment 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

(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	VSUCC Cooperative
Computer literate		

(Continue on separate sheet if necessary)

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<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <hr/> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: right;">Date Filed: _____</p> <p style="text-align: right;">Status of Case/s: _____</p>												
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>												
<p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>												
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">NAME</th> <th style="width: 35%;">ADDRESS</th> <th style="width: 30%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>JOEL REY U. ACOB</td> <td>BRGY. MAYBOG, BAYBAY CITY</td> <td>9561611146</td> </tr> <tr> <td>JESUSA M. MAGNO</td> <td>BRGY. CARIGARA, LEYTE</td> <td>9351912182</td> </tr> <tr> <td>PHOEBE LYNN B. CALUNGSOD</td> <td>ASEAN VISAYAS STATE UNIVERISTY</td> <td>9772250599</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	JOEL REY U. ACOB	BRGY. MAYBOG, BAYBAY CITY	9561611146	JESUSA M. MAGNO	BRGY. CARIGARA, LEYTE	9351912182	PHOEBE LYNN B. CALUNGSOD	ASEAN VISAYAS STATE UNIVERISTY	9772250599
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<p>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.</p>													
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<div style="text-align: center;"> <p>PHOTO</p> </div> <div style="border: 1px solid black; height: 100px; width: 150px; margin: 10px auto;"></div> <div style="text-align: center;"> <p>Right Thumbmark</p> </div>													
<p>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="border: 1px solid black; height: 60px; width: 250px; margin: 10px auto;"></div> <div style="text-align: center; margin-top: 5px;"> <p>Person Administering Oath</p> </div>													