

JANNET LESLIE EVELYN S. CODOG

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OBJECTIVES

I would like to find a job where in I can apply my education and skills for the development of the company as well as to augment the economic status of my family.

WORK QUALITIES:

I am a responsible person who can easily develop close personal relationships as a result of working relationship. I am a person who can easily be taught and willing to work overtime with less supervision, if necessary.

PERSONAL BACKGROUND:

Age	:	34 years old
Birth Date	:	July 1, 1987
Birth Place	:	Baybay, Leyte
Civil Status	:	Single
Religion	:	Roman Catholic
Sex	:	Female
Height	:	1.49 m
Weight	:	56 kg
Language / Dialect Spoken & written	:	English, Tagalog, Bisaya, Cebuano

SKILLS:

- Interpersonal relationship abilities
- Driving
- Computer literate

SEMINARS AND TRAININGS ATTENDED:

- Reorientation of Employees' Duties and Responsibilities and Good Customer Service (September 23, 2021)
- ISO 9001:2015 Awareness/Re-awareness Webinar (November 27, 2020)
- Document Tracking System (November 13, 2020)
- Basic Life Support (CPR & AED) (November 29, 2017)
- HIV Seminar (December 09, 2016)
- Reorientation of Department/Office Secretaries (November 15, 2016)
- Procurement Planning Workshop (September 3, 2016)
- Gender and Development Reorientation for frontliners, Department Heads and Center Directors of VSU (September 16, 2016)
- Orientation Procurement Law RA. 9184 (September 8, 2016)
- Workshop to Review and improve Citizen Charter (September 1, 2016)
- Procurement Act Orientation September 9, 2016)
- Gender Sensitivity Training and Anti-Sexual Harassment Orientation for the Faculty, Staff and Students of the College of Nursing (August 31, 2016)
- Document Tracking System (November 13, 2020)
- Planning-Workshop: On the Preparation and Processing of Documents Relative to procurement (May 27, 2015)
- Briefing of Staff Involved in the Conduct of Evaluation of Academic Staff by the Students (January 14, 2013)
- Anti-Red Tape Law (September 24, 2012)

- Personality Development Seminar for Frontliners (September 20, 2012)
- Reorientation Seminar of Frontliner (July 7, 2011)
- Workshop to Review and improve Citizen Charter per CSC MC No. 14, 2016 (September 1, 2016)
- Paralegal-Training for Fishery Law Enforcement Team (February 6-7, 2008)

EDUCATIONAL BACKGROUND

Bachelor of Development Education

Major: Agricultural Extension

Visayas State University (VSU- 2010)

Visca Baybay City, Leyte

Secondary Education

Visca Laboratory High School

Visca, Baybay City Leyte (2000-2001)

Bunga National High School (2001-2004)

Bunga, Baybya City, Leyte

Elementary & Primary Education

Pangasugan Elementary School

Pangasugan, Baybay City, Leyte

WORK EXPERIENCE

- **Admin Aide III**
Visayas State University
Jan. 7, 2011 to Present
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.
- Alternate Deputy Document Record Controller
 - August 2019 up to Present
- 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.

REFERENCES

Joel Rey U. Acob, DNS
Dean, College of Nursing
 Visayas State University
 Visca Baybay, Leyte

Phoebe Lynn B. Calungsod
Instructor, College of Nursing
Visayas State University
Visca Baybay, Leyte

Jesusa M. Magno
Instructor, College of Nursing
Visayas State University
Visca Baybay, Leyte