

# PERSONAL DATA SHEET

**WARNING:** Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal cases 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 ( ) ☐ 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		16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
FIRST NAME	JANNET LESLIE EVELYN		If holder of dual citizenship, please indicate the details.	<input type="checkbox"/> by birth <input type="checkbox"/> by naturalization
MIDDLE NAME	SABJON			Pls. indicate country:
3. DATE OF BIRTH (mm/dd/yyyy)	7/1/1987			
4. PLACE OF BIRTH	BRGY. PANGASUGAN BAYBAY, CITY			
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female			
6. CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:		17. RESIDENTIAL ADDRESS	
7. HEIGHT (m)	1.49		House/Block/Lot No. Street PANGASUGAN	
8. WEIGHT (kg)	56		Subdivision/Village Barangay PANGASUGAN	
9. BLOOD TYPE	A+		City/Municipality LEYTE	
10. GSIS ID NO.	N/A		City/Municipality Province	
11. PAG-IBIG ID NO.	1212-0147-4619		6521	
12. PHILHEALTH NO.	13-000103146-6		18. PERMANENT ADDRESS	
13. SSS NO.			House/Block/Lot No. Street PANGASUGAN	
14. TIN NO.	433-960-464-000		Subdivision/Village Barangay PANGASUGAN	
15. AGENCY EMPLOYEE NO.			City/Municipality Province	
21. E-MAIL ADDRESS (if any)		jannetleslie.codog@ysu.edu.ph		

## II. FAMILY BACKGROUND

22. SPOUSES 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	SABJON			
FIRST NAME	ADELA			
MIDDLE NAME	CANETE			

(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		1994	2000	Graduate	2000	with honor
SECONDARY	BUNGA NATIONAL HIGH SCHOOL		2001	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)

SIGNATURE	DATE	
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LICENSE (if applicable)	NUMBER	Date	Valid
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[illegible]

**(Continue on separate sheet if necessary)**

**POSITION TITLE**  
(Write in full/Do not abbreviate)

GOV  
SERVIC  
(Y/N)

To

Yes

Yes

Yes

Yes

[illegible]

(Continue on separate sheet if necessary)

5/18/22








[illegible]

**(Continue on separate sheet if necessary)**

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			
	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 Webinar	11/27/2020	11/27/2020	4	Technical	Vesayas 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	12/09/2016	12/09/2016	4	Technical	VSU- Hospital, Vicea Baybay Layte
	Reorientation of Department/Office Secretaries	11/15/2016	11/15/2016	8	Technical	VSU-Office of the Director of Administration and Human Resource Development
	Procurement Planning Workshop	09/13/2016	09/13/2016	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	09/16/2016	09/16/2016	8	Technical	ISROS, Vesayas State University
	Orientation Procurement Law RA, 9184	09/08/2016	09/08/2016	8	Technical	Vice President for Administration and Finance
	Workshop to Review and improve Citizen Charter	09/01/2016	09/01/2016	8	Technical	VSU-Office of the Director of Administration and Human Resource Development
	Procurement Act Orientation	9/9/2016	9/9/2016	4	Technical	Vice President for Administration and Finance
	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	ISROS, Vesayas State University
	Planning-Workshop: On the Preparation and Processing of Documents Relative to procurement	5/27/2015	5/27/2015	8	Technical	Vice President for Administration and Finance
	Briefing of Staff Involved in the Conduct of Evaluation of Academic Staff by the Students	1/14/2013	1/14/2013	8	Technical	Vice President for Administration and Finance
	Anti-Red Tape Law	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
	Workshop to Review and improve Citizen Charter per CSC MC No. 14, 2016	9/1/2016	9/1/2016	8	Technical	VSU-Office of the Director of Administration and Human Resource Development
	Paralegal-Training for Fishery Law Enforcement Team	2/6/2008	2/7/2008	16	Technical	DA, Bureau of Fisheries and Aquatic Resources , Reg. VIII

**(Continue on separate sheet if necessary)**

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
Computer literate		
(Continue on separate sheet if necessary)		
SIGNATURE		DATE
		5/18/22



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?

☐ YES ☒ NO  
If YES, give details: \_\_\_\_\_

b. Have you been criminally charged before any court?

☐ YES ☒ NO  
If YES, give details: \_\_\_\_\_  
Date Filed: \_\_\_\_\_  
Status of Cases: \_\_\_\_\_

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)?

☐ YES ☒ NO  
If YES, give details: \_\_\_\_\_

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: \_\_\_\_\_

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?

☐ YES ☒ NO  
If YES, please specify: \_\_\_\_\_

b. Are you a person with disability?

☐ YES ☒ NO  
If YES, please specify ID No: \_\_\_\_\_

c. Are you a solo parent?

☐ 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	
Jesusa M. Magno	Brgy. Carigara, Leyte	
Phoeb Lynn B. Calungsod	Asean Apartment Visca Baybay City	

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, 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: Osmoc City

Signature (Sign inside the box)

Date Accomplished

Right Thumbmark

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

Person Administering Oath