

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) N/A	
MIDDLE NAME	Sabijon		
3. DATE OF BIRTH (mm/dd/yyyy)	07/01/1987	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	Baybay	If holder of dual citizenship, please indicate the details.	Philippines
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	ZIP CODE	House/Block/Lot No. Street Pangasungan
8. WEIGHT (kg)	56.00		Subdivision/Village Barangay BAYBAY LEYTE
9. BLOOD TYPE	A+		City/Municipality Province 6521
10. GSIS ID NO.	N/A		
11. PAG-IBIG ID NO.	121201474619		
12. PHILHEALTH NO.	130001031466	18. PERMANENT ADDRESS	
13. SSS NO.	N/A	ZIP CODE	House/Block/Lot No. Street Subdivision/Village Barangay City/Municipality Province
14. TIN NO.	433960464		
15. AGENCY EMPLOYEE NO.	V02088		
19. TELEPHONE NO.	N/A		
20. MOBILE NO.	928-080-6514		
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	N/A	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	CODOG			
FIRST NAME	RITO	NAME EXTENSION (JR., 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	1994	2000		2000	N/A
SECONDARY	Bunga National High Shool	High School	2000	2004		2004	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	N/A						
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	10/23/2024
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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	N/A	N/A	N/A	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			
	Regional Seminar-Workshop on Basic Records and Archives Management	02/20/2024	02/22/2024	24	Technical	National Archives of the Philippines
	Working Towards Personal Effectiveness	08/22/2023	08/25/2023	32	Technical	Personnel Officers Association of the Philippines, Inc
	Mental Health Wellness Seminar	04/25/2023	04/25/2023	4	Technical	HUMAN RESOURCE MANAGEMENT OFFICE, VISAYAS STATE UNIVERSITY
	ISO 9001:2015 Awareness/Re-awareness Virtual Seminar	02/15/2023	02/15/2023	4	Technical	Office of the President, Visayas State University
	Re-Orientation of Employees' Duties and Responsibilities and Good Customer Service	09/23/2021	09/23/2021	4	Technical	Office of the Director of Human Resource Management
	ISO 9001:2015 Awareness/ Re-awareness Webinar	11/27/2020	11/27/2020	4	Technical	Quality Assurance Center, Visayas State University
	Document Tracking System	11/13/2020	11/13/2020	3	Technical	Human Resource Information System, Visayas State University
	Basic Life Support (CPR & AED)	11/29/2017	11/29/2017	8	Technical	American Safety & Health Institute
	HIV in the Workplace Seminar	12/09/2016	12/09/2016	4	Technical	VSU Hospital
	Reorientation of Department/Office Secretaries	11/15/2016	11/15/2016	8	Technical	Office of the Director of Human Resource and Development
	Gender Development Reorientation for Frontliners, Department Heads, and Center Directors of VSU	09/16/2016	09/16/2016	8	Technical	Gender and Development, Visayas State University
	Procurement Planning Workshop	09/15/2016	09/15/2016	4	Technical	Human Resource Information System, Visayas State University
	Procurement Act Orientation	09/09/2016	09/09/2016	4	Technical	Office of the Vice-President for Administration and Finance, Visayas State University
	Orientation Procurement Law RA.9184	09/08/2016	09/08/2016	4	Technical	Office of the Vice-President for Administration and Finance, Visayas State University
	Workshop to Review and Improve Citizens' Charter per CSC MC No. 14, s. 2016	09/01/2016	09/01/2016	8	Technical	Office of the Director of Human Resource and Development
	Gender Sensitivity Training and Anti-Sexual Harassment 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
	Planning-Workshop: On the Preparation & Processing of Documents Relative to Procurement	05/27/2015	05/27/2015	8	Technical	Office of the Vice-President for Administration and Finance, Visayas State University

PLEASE SEE ATTACHMENT A

(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		Visayas State University Credit Cooperative
	Computer Literate				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	10/23/2024
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<div>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)?</div>		<div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div></div>												
<div>35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?</div>		<div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: Date Filed: _____ Status of Case/s: _____</div></div></div>												
<div>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</div>		<div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div></div>												
<div>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?</div>		<div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div></div>												
<div>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?</div>		<div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div></div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div></div></div>												
<div>39. Have you acquired the status of an immigrant or permanent resident of another country?</div>		<div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details (country): _____</div></div>												
<div>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?</div>		<div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, please specify: _____</div></div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, please specify ID No _____</div></div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, please specify ID No _____</div></div></div>												
<div>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</div> <table><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr><tr><td>Joel Rey U. Acob</td><td>Brgy. Maybog, Baybay City</td><td>09569161146</td></tr><tr><td>Phoebe Lynn B. Calungsod</td><td>Visayas State Univeristy</td><td>09773350599</td></tr><tr><td>Jesusa M. Magno</td><td>Carigara, Leyte</td><td>09351912182</td></tr></table>			NAME	ADDRESS	TEL. NO.	Joel Rey U. Acob	Brgy. Maybog, Baybay City	09569161146	Phoebe Lynn B. Calungsod	Visayas State Univeristy	09773350599	Jesusa M. Magno	Carigara, Leyte	09351912182
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<div>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.</div>		<div><div><div>ID picture taken within the last 6 months 3.5 cm x 4.5 cm (passport size) With full and handwritten name tag and signature over printed name Computer generated or photocopied picture is not acceptable</div><div>PHOTO</div></div><div><div></div><div>Right Thumbmark</div></div></div>												
<div><div>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) <i>PLEASE INDICATE ID Number and Date of Issuance</i></div><div>Government Issued ID: PAGIBIG</div><div>ID/License/Passport No.: 121201474619</div><div>Date/Place of Issuance: 11/30/-0001 / Ormoc City</div></div>	<div><div></div><div>Signature (Sign inside the box)</div><div>10/23/2024</div><div>Date Accomplished</div></div>													
<div>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</div> <div><div></div><div>Person Administering Oath</div></div>														