CS Form No. 212
Revised 2017

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
4. PLACE OF BIRTH	Baybay
5. SEX	☐ Male ☑ Female
6. CIVIL STATUS	☑ Single ☐ Married ☐ Widowed ☐ Separated ☐ Other/s:
7. HEIGHT (m)	1.49
8. WEIGHT (kg)	56.00
9. BLOOD TYPE	A+
10. GSIS ID NO.	2006225639
11. PAG-IBIG ID NO.	121201474619
12. PHILHEALTH NO.	130001031466
13. SSS NO.	N/A
14. TIN NO.	433960464
15. AGENCY EMPLOYEE NO.	V02088
16. CITIZENSHIP	☑ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization
If holder of dual citizenship, please indicate the details.	Pls. indicate country: Philippines
17. RESIDENTIAL ADDRESS	House/Block/Lot No. / Street; Pangasungan (Subdivision/Village / Barangay); BAYBAY (City/Municipality) LEYTE (Province)
ZIP CODE	6521
18. PERMANENT ADDRESS	House/Block/Lot No. / Street; Subdivision/Village / Barangay; City/Municipality / Province
ZIP CODE	
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 From	To	HIGHEST LEVEL/UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
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***	05/28/2025

IV. CIVIL SERVICE ELIGIBILITY

27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
				NUMBER	Date of Validity
Career Service Sub-Professional	80.15	03/13/2022	Tacloban City	N/A	N/A
Career Service Eligibility - Professional	80.00	08/11/2024	Maasin, So. Leyte	N/A	N/A

(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.

28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format"00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
From	To						
01/01/2025	PRESENT	Administrative Aide IV	Visayas State University	16,833.00	4-1	Permanent	Y
01/01/2024		Administrative Aide IV	Visayas State University	16,209.00	4-1	Permanent	Y
02/01/2023		Administrative Aide IV	Visayas State University	15,586.00	4-1	Permanent	Y
02/01/2023		Administrative Aide IV	Visayas State University	15,586.00	4-1	Permanent	Y

(Continue on separate sheet if necessary)

SIGNATURE		***DATE***	05/28/2025

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			
Basic Course Training on the RA 9184 and its Revised Implementing Rules and Regulation Act of 2016	11/26/2024	11/28/2024	24	Technical	VSU Learning, Development, and Human Resource Accreditation Office
Enhancing Digital Communication: VOIP Phone Mastery and Output Messenger Transition	11/20/2024	11/20/2024	4	Technical	Department of Information and Communications Technology
Seminar on Creating a Positive Workplace for VSU Employees: Integrating Physical and Mental Health Wellness	09/27/2024	09/27/2024	4	Technical	VSU Learning, Development, and Human Resource Accreditation Office
ISO 9001:215 RE-AWARENESS AND AWARENESS SEMINAR	09/09/2024	09/09/2024	4	Technical	Visayas State University-QAC
Shaping Culture: Embracing Values for Productive Workplace Performance	05/15/2024	05/15/2024	8	Technical	VSU Learning, Development, and Human Resource Accreditation Office
Sparkling Spaces: Mastering the Art of Housekeeping	03/26/2024	03/26/2024	8	Technical	VSU Learning, Development, and Human Resource Accreditation Office
Women Inspiring Women	03/22/2024	03/22/2024	4	Technical	Gender and Development, Visayas State University
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	VSU Learning, Development, and Human Resource Accreditation Office
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
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	05/28/2025

Attachment A.1

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			
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
Briefing of Staff Involved in the Conduct of Evaluation of Academic Staff by the Students	01/14/2013	01/14/2013	8	Technical	Office of the Vice President for Instruction
Anti-Red Tape Law and CSC Policy on Cash Advance	09/24/2012	09/24/2012	8	Technical	Office of the Director of Human Resource and Development
Personality Development Seminar for Frontliners	09/20/2012	09/20/2012	8	Technical	Office of the Director for Human Resource Management
Reorientation Seminar of Frontliners	07/07/2011	07/07/2011	8	Technical	Office of the Director of Human Resource and Development
Paralegal-Training for Fishery Law Enforcement Team	02/06/2008	02/07/2008	16	Technical	Bureau of Fisheries and Aquatic Resources

(Continue on separate sheet if necessary)

SIGNATURE		***DATE***	05/28/2025

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 apppointed, 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 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)?	☐ 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? 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	09569161146
Miriam De la Torre	Visayas State Univeristy	09773350599
Raymund M. Igcasama	BayBay City	09985663919

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.

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

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: **PAGIBIG**
ID/License/Passport No.: **121201474619**
Date/Place of Issuance: 11/30/-0001 / Ormoc City

Signature (Sign inside the box)
05/28/2025
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