

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	Lubrio		
FIRST NAME	Sheena Mae	NAME EXTENSION (JR, SR) N/A	
MIDDLE NAME	Pasana		
3. DATE OF BIRTH (mm/dd/yyyy)	May 18, 1986	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	Tacloban City	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	Philippines	
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	30 de Diciembre Street
7. HEIGHT (m)	1.50	House/Block/Lot No.	Street
8. WEIGHT (kg)	55	Sitio Mahayahay	Zone 23
9. BLOOD TYPE	A	Subdivision/Village	Barangay
10. GSIS ID NO.	006-0174-4411-4	Baybay	Leyte
11. PAG-IBIG ID NO.		City/Municipality	Province
12. PHILHEALTH NO.	13-00008476-9	ZIP CODE	6521
13. SSS NO.	N/A	18. PERMANENT ADDRESS	30 de Diciembre Street
14. TIN NO.	252-499-120	House/Block/Lot No.	Street
15. AGENCY EMPLOYEE NO.	V000390	Sitio Mahayahay	Zone 23
		Subdivision/Village	Barangay
		Baybay	Leyte
		City/Municipality	Province
		ZIP CODE	6521
		19. TELEPHONE NO.	563-7647
		20. MOBILE NO.	09286800902
		21. E-MAIL ADDRESS (if any)	sheenamaelubrio@gmail.com

II. FAMILY BACKGROUND

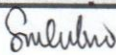
22. SPOUSE'S SURNAME	Lubrio		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Sheena Mae	NAME EXTENSION (JR, SR)	Johanne Louvre P. Lubrio	February 10, 2014
MIDDLE NAME	Cabatuan			
OCCUPATION	Shift Supervisor (Chemist)			
EMPLOYER/BUSINESS NAME	PASAR Corporation			
BUSINESS ADDRESS	Isabel, Leyte			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	Pasana			
FIRST NAME	Limwel	NAME EXTENSION (JR, SR)		
MIDDLE NAME	Cabrera			
25. MOTHER'S MAIDEN NAME				
SURNAME	Capacio			
FIRST NAME	Nonita			
MIDDLE NAME	Calungsod			

(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	Baybay North Central School		1/6/1993	1/3/1999		1999	Valedictorian
SECONDARY	Leyte State University Laboratory High School		1/6/1999	1/3/2003		2003	With Honors
COLLEGE	University of San Jose-Recoletos	Bachelor of Arts in English	1/10/2003	03/27/2007		2007	Cum Laude
GRADUATE STUDIES	University of the Philippines Open University	Master of Arts in Education-Language and Literacy Education	1/10/2009	05/24/2014		2014	
GRADUATE STUDIES	University of the Philippines Diliman	Doctor of Philosophy in Reading Education	7/8/2015	Present			CHED-FDP

(Continue on separate sheet if necessary)

SIGNATURE		DATE	8/23/19	CS FORM 212 (Revised 2017), Page 1 of 4
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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]

SIGNATURE	<i>Sulejmanovic</i>	DATE	8/23/19	CS FORM 212 (Revised 2017), Page 2 of 4
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29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	READING ASSOCIATION OF THE PHILIPPINES	6/1/2018	PRESENT	N/A	MEMBER
	INTERNATIONAL LITERACY ASSOCIATION	6/1/2018	PRESENT	NA	MEMBER

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

[illegible]

VIII. OTHER INFORMATION

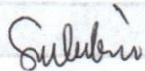
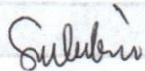
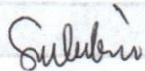
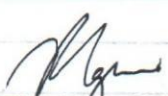
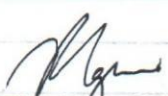
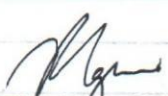


31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	teaching beginning reading and enrichment reading skills			Reading Association of the Philippines

SIGNATURE

Solution

DATE _____

8	23	19
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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 checked="" 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> <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>Dr. Guiraldo C. Frenandez, Jr.</td> <td>Visca, Baybay, Leyte</td> <td></td> </tr> <tr> <td>Dr. Annie P. Gravoso</td> <td>Visca, Baybay, Leyte</td> <td></td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	Dr. Guiraldo C. Frenandez, Jr.	Visca, Baybay, Leyte		Dr. Annie P. Gravoso	Visca, Baybay, Leyte				
NAME	ADDRESS	TEL. NO.											
Dr. Guiraldo C. Frenandez, Jr.	Visca, Baybay, Leyte												
Dr. Annie P. Gravoso	Visca, Baybay, Leyte												
<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>													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</td> </tr> <tr> <td colspan="2">PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td>Government Issued ID:</td> <td>Passport</td> </tr> <tr> <td>ID/License/Passport No.:</td> <td>P5774231A</td> </tr> <tr> <td>Date/Place of Issuance:</td> <td>Tacloban City</td> </tr> </table>	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)		PLEASE INDICATE ID Number and Date of Issuance		Government Issued ID:	Passport	ID/License/Passport No.:	P5774231A	Date/Place of Issuance:	Tacloban City	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">  Signature (Sign inside the box) 08/02/2019 Date Accomplished </td> </tr> </table>	 Signature (Sign inside the box) 08/02/2019 Date Accomplished	
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 Signature (Sign inside the box) 08/02/2019 Date Accomplished													
<p>SUBSCRIBED AND SWORN to before me this <u>27 AUG 2019</u>, affiant exhibiting his/her validly issued government ID as indicated above.</p>													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">  ATTY. RYSAN C. GUINOCOR Person Administering Oath </td> </tr> </table>		 ATTY. RYSAN C. GUINOCOR Person Administering Oath											
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<div style="display: flex; align-items: center;">  <div style="margin-left: 10px;"> <p><i>Sheena Mae P. Lubric</i></p> <p>SHEENA MAE P. LUBRIC</p> <p>PHOTO</p> </div> </div> <div style="display: flex; align-items: center; margin-top: 10px;">  <div style="margin-left: 10px;"> <p>Right Thumbmark</p> </div> </div>													

WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied to.
 2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed from most recent first.

- Duration: January 1, 2016 - Present
 - Position: Instructor 1 (Permanent)
 - Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences
 - Immediate Supervisor: Prof. Guiraldo C. Fernandez Jr.
 - Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
 - List of Accomplishments and Contributions (if any)
 - Taught language, literacy, and literature courses
 - Designed and revised course syllabi, textbooks, and other instructional materials
 - Summary of Actual Duties
 - Responsible in teaching language, literacy, and literature courses, and accomplishing other necessary requirements
-
- Duration: January 12, 2012 – August 31, 2016
 - Position: Instructor 1 (Temporary)
 - Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences
 - Immediate Supervisor: Prof. Guiraldo C. Fernandez Jr.
 - Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
 - List of Accomplishments and Contributions (if any)
 - Taught language and literature courses
 - Designed and revised course syllabi and instructional materials
 - Pursued doctoral studies, attended trainings, seminars and conferences to enhance teaching method and learn new strategies
 - Summary of Actual Duties
 - Responsible in teaching language and literature subjects and accomplishing other necessary requirements (i.e. graduate studies, learning and application of new teaching methodologies)


SHEENA MAE P. LUBRIO(Signature over Printed Name
of Employee/Applicant)Date: 08/27/2019