

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	Lubrio		
FIRST NAME	Sheena Mae	NAME EXTENSION (JR., SR)	
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.	Philippines
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
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)	57		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. 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
		19. TELEPHONE NO.	563-7647
		20. MOBILE NO.	09286800902
		21. E-MAIL ADDRESS (if any)	sheenamaelubrio@gmail.com

II. FAMILY BACKGROUND

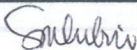
22. SPOUSE'S SURNAME	Lubrio		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Sheena Mae	NAME EXTENSION (JR., SR)	Johanne Louvre P. Lubrio	February 10, 2014
MIDDLE NAME	Cabatuan			
OCCUPATION	Shift Supervisor (Chemist)			
EMPLOYER/BUSINESS NAME	PASAR Corporation			
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	Valedictoria n
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	11/19/19	CS FORM 212 (Revised 2017), Page 1 of 4
-----------	---	------	----------	---



#### IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

## V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE	H/19 Smelvin	DATE	11/19/19	CS FORM 212 (Revised 2017), Page 2 of 4
-----------	--------------	------	----------	---



## 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		
READING ASSOCIATION OF THE PHILIPPINES	6/1/2018	PRESENT	N/A	MEMBER
INTERNATIONAL LITERACY ASSOCIATION	6/1/2018	PRESENT	NA	MEMBER

(Continue on separate sheet if necessary)

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

[illegible]

(Continue on separate sheet if necessary)

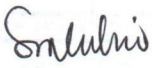
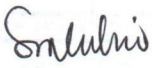
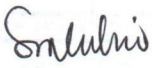









## VIII. OTHER INFORMATION

[illegible]

(Continue on separate sheet if necessary)

<b>SIGNATURE</b>		<b>DATE</b>		CS FORM 212 (Revised 2017), Page 3 of 4
------------------	--	-------------	--	---



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)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____												
35. a. Have you ever been found guilty of any administrative offense?  b. Have you been criminally charged before any court?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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)?  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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____												
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)													
<table><thead><tr><th>NAME</th><th>ADDRESS</th><th>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												
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.													
<table><tr><td>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID: <b>Passport</b></td></tr><tr><td>ID/License/Passport No.: <b>P5774231A</b></td></tr><tr><td>Date/Place of Issuance: <b>Tacloban City</b></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: <b>Passport</b>	ID/License/Passport No.: <b>P5774231A</b>	Date/Place of Issuance: <b>Tacloban City</b>	<table><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td><b>11/19/19</b></td></tr><tr><td>Date Accomplished</td></tr></table>		Signature (Sign inside the box)	<b>11/19/19</b>	Date Accomplished				
Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance													
Government Issued ID: <b>Passport</b>													
ID/License/Passport No.: <b>P5774231A</b>													
Date/Place of Issuance: <b>Tacloban City</b>													
													
Signature (Sign inside the box)													
<b>11/19/19</b>													
Date Accomplished													
	<table><tr><td></td></tr><tr><td><b>Sheena</b> <b>SHEENA MAE P. LUBRIO</b></td></tr></table>		<b>Sheena</b> <b>SHEENA MAE P. LUBRIO</b>										
													
<b>Sheena</b> <b>SHEENA MAE P. LUBRIO</b>													
	<table><tr><td></td></tr><tr><td>Right Thumbmark</td></tr></table>		Right Thumbmark										
													
Right Thumbmark													
SUBSCRIBED AND SWORN to before me this <b>20 NOV 2019</b> , affiant exhibiting his/her validly issued government ID as indicated above.													
<table><tr><td></td></tr><tr><td><b>ATTY. RYAN C. GUINOCOR</b></td></tr><tr><td>Person Administering Oath</td></tr></table>			<b>ATTY. RYAN C. GUINOCOR</b>	Person Administering Oath									
													
<b>ATTY. RYAN C. GUINOCOR</b>													
Person Administering Oath													



**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.

**Sample: If applying to Supervising Administrative Officer**

- Duration: August 02, 2016 – January 31, 2017
  - Position: Instructor
  - 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 Filipino subjects
    - Designed and revised a number of course syllabi and instructional materials
  - Summary of Actual Duties
    - Responsible in teaching Filipino subjects, submitting grades and accomplishing other necessary requirements.
- 
- Duration: June 2009 – present
  - Position: Instructor I (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 and literature major and minor subjects
    - Designed and revised a number of course syllabi and instructional materials
    - Participated in DLABS and also in the University's activities
    - Attended trainings, seminars and conferences to enhance teaching method and learn new strategies
  - Summary of Actual Duties
    - Responsible in teaching English subjects, ensuring a quality service as instructor, adviser and mentor to the students
    - Perform task assigned by the head, dean and other university authorities
    - Submit grades and accomplishing other necessary requirements asked by the department, the university and other governing bodies.


**SHEENA MAE P. LUBRIO**(Signature over Printed Name  
of Employee/Applicant)Date: 11/19/19