

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)	NA
MIDDLE NAME	Pasana		
3. DATE OF BIRTH (mm/dd/yyyy)	05/18/1986	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" 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	17. RESIDENTIAL ADDRESS	30 de Diciembre St. House/Block/Lot No. Street Sitio Mahayahay Zone 23 Poblacion Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	ZIP CODE	6521
7. HEIGHT (m)	54 cm	18. PERMANENT ADDRESS	30 de Diciembre St. House/Block/Lot No. Street Sitio Mahayahay Zone 23 Poblacion Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
8. WEIGHT (kg)	56 kgs	ZIP CODE	6521
9. BLOOD TYPE	A+	19. TELEPHONE NO.	NA
10. GSIS ID NO.	2003470269	20. MOBILE NO.	09286800902
11. PAG-IBIG ID NO.	NA	21. E-MAIL ADDRESS (if any)	sheenamae.lubrio@vsu.edu.ph
12. PHILHEALTH NO.	13-000081476-9		
13. SSS NO.	NA		
14. TIN NO.	252-499-120		
15. AGENCY EMPLOYEE NO.	V000390		


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	Gelfin Ryan	NAME EXTENSION (JR., SR)	Johanne Louvre P. Lubrio
MIDDLE NAME	Cabatuan		February 10, 2014
OCCUPATION	Chemist		NA
EMPLOYER/BUSINESS NAME	Al Masane Al Kobra Mining Co.		NA
BUSINESS ADDRESS	Najran, Saudi Arabia		NA
TELEPHONE NO.	NA		NA
24. FATHER'S SURNAME	Pasana		NA
FIRST NAME	Limwel		NA
MIDDLE NAME	Cabrera		NA
25. MOTHER'S MAIDEN NAME			NA
SURNAME	Capacio		NA
FIRST NAME	Nonita		NA
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	Primary Education	1993	1999		1999	Valedictorian
SECONDARY	LSU Laboratory High School	Secondary Education	1999	2003		2003	With Honors
VOCATIONAL / TRADE COURSE	NA	NA	NA	NA	NA	NA	NA
COLLEGE	University of San Jose-Recoletos	Bachelor of Arts in English	2003	2007		2007	Cum Laude
GRADUATE STUDIES	University of the Philippines Open University	Master of Arts in Education (Language and	2009	year 2014		2014	None
	University of the Philippines-Diliman	Doctor of Philosophy in Reading Education	2015	Present	54	On-going	CHED Scholarship

(Continue on separate sheet if necessary)

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V. WORK EXPERIENCE
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

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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		
	NA	NA	NA	NA	NA
	NA	NA	NA	NA	NA
	NA	NA	NA	NA	NA
	NA	NA	NA	NA	NA
	NA	NA	NA	NA	NA
	NA	NA	NA	NA	NA
	NA	NA	NA	NA	NA

(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			
	Play and Literacy	8-26-23	8-26-23	1 day	Educational	Adarna Group Foundation, Inc.; Adarna House
	Eager Reader Learning Session: Making Your Own Board Book	10/08/2023	10/08/2023	1 day	Educational	Adarna Group Foundation, Inc.; Adarna House
	Reading Association of the Philippines' 7th International Literacy Conference	7-22-21	7-24-21	3 days	Educational	Reading Association of the Philippines and REX Publishing
	Echo-Seminar Workshop on Educational Technologies for 21st Century Teachers	7-23-19	7-24-19	2 days	Educational	Visayas State University
	Seminar-Workshop on Integration of Reading and Language Arts	12/01/2018	12/01/2018	8.0	Educational	ViSCA Foundation Elementary School
	10th International Conference on Teacher Education	8/23/18	8/25/18	16.0	Educational	ICTED, UP College of Education
	Orientation Seminar on General Education Courses (GEC)	7/26/18	7/27/18	16	Educational	Mutya Publishing House, Inc.
	Ikalawang Internasyonal na Kumperensya sa Araling Filipino at Asyano	05/03/2018	05/05/2018	24	Educational	De La Salle University and Visayas State University
	NA	NA	NA	NA	NA	NA
	NA	NA	NA	NA	NA	NA
	NA	NA	NA	NA	NA	NA
	NA	NA	NA	NA	NA	NA
	NA	NA	NA	NA	NA	NA
	NA	NA	NA	NA	NA	NA
	NA	NA	NA	NA	NA	NA
	NA	NA	NA	NA	NA	NA
	NA	NA	NA	NA	NA	NA
	NA	NA	NA	NA	NA	NA
	NA	NA	NA	NA	NA	NA
	NA	NA	NA	NA	NA	NA
	NA	NA	NA	NA	NA	NA

(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)
	teaching beginning reading and enrichment reading skills		None		Reading Association of the Philippines
	NA		NA		NA
	NA		NA		NA
	NA		NA		NA
	NA		NA		NA
	NA		NA		NA
	NA		NA		NA

(Continue on separate sheet if necessary)

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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: September 2022 – Present
- Position: Assistant Professor II (Permanent)
- Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences
- Immediate Supervisor: Prof. Jett Quebec
- 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, modules, and other instructional materials
-
- Summary of Actual Duties
 - Responsible in teaching language, literacy, and literature courses, and accomplishing other necessary requirements

- Duration: July 2019 to July 2022
- Position: Assistant Professor I (Permanent)
- Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences
- Immediate Supervisor: Prof. Jett Quebec
- 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, modules, and other instructional materials
-
- Summary of Actual Duties
 - Responsible in teaching language, literacy, and literature courses, and accomplishing other necessary requirements

- Duration: September 1, 2016 to July 15, 2019
- Position: Instructor 1 (Permanent)
- Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences
- Immediate Supervisor: Prof. Annie P. Gravoso and 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: December 1, 2012 – August 31, 2016
- Position: Instructor 1 (Temporary)
- Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences
- Immediate Supervisor/s: Prof. Guiraldo C. Fernandez Jr. and Prof. Annie P. Gravoso
- 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)

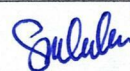
- Duration: January 1, 2008 – November 30, 2012
- Position: Instructor 1 (Contractual)
- Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences
- Immediate Supervisor: Prof. Guiraldo C. Fernandez Jr.
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay 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: May 2, 2024