

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 () ☐ 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
FIRST NAME
MIDDLE NAME

Lubrio
Sheena Mae
Pasana

3. DATE OF BIRTH
(mm/dd/yyyy)

05/18/1986

4. PLACE OF BIRTH

Tacloban City

5. SEX

☐ Male ☒ Female

6. CIVIL STATUS

☐ Single ☒ Married ☐ Widowed ☐ Separated ☐ Other/s:

7. HEIGHT (m)

1.50m

8. WEIGHT (kg)

53kg

9. BLOOD TYPE

Type A

10. GSIS ID NO.

2003470269

11. PAG-IBIG ID NO.

1210-0643-7290

12. PHILHEALTH NO.

13-000081476-9

13. SSS NO.

NA

14. TIN NO.

252-499-120

15. AGENCY EMPLOYEE NO.

V000390

16. CITIZENSHIP

☒ Filipino ☐ Dual Citizenship
☐ by birth ☐ by naturalization
Pls. indicate country:
Philippines

17. RESIDENTIAL ADDRESS

Madrigal Compound/Apartments 30 de Diciembre Street
House/Block/Lot No. Street
Sitio Camputot Zone 23
Subdivision/Village Barangay
Baybay City Leyte
City/Municipality Province
ZIP CODE 6521

18. PERMANENT ADDRESS

30 de Diciembre Street
House/Block/Lot No. Street
Sitio Mahayahay Zone 23
Subdivision/Village Barangay
Baybay City Leyte
City/Municipality Province
ZIP CODE 6521

19. TELEPHONE NO.

NA

20. MOBILE NO.

09286800902

21. E-MAIL ADDRESS (if any)

sheenamae.lubrio@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME
FIRST NAME
MIDDLE NAME
OCCUPATION
EMPLOYER/BUSINESS NAME
BUSINESS ADDRESS
TELEPHONE NO.

Lubrio
Gelfin Ryan
Cabatuan
Chemist
Al Masane Al Kobra Mining Co.
Building 7847, Unit 2 Najran, Kingdom of Saudi Arabia
NA

23. NAME OF CHILDREN (Write full name and list all)

Johanne Louvre P. Lubrio

DATE OF BIRTH (mm/dd/yyyy)

10/2/2014

24. FATHER'S SURNAME
FIRST NAME
MIDDLE NAME

Pasana
Limwel
Cabrera

25. MOTHER'S MAIDEN NAME
SURNAME
FIRST NAME
MIDDLE NAME

Capacio
Nonita
Calungsod

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

Baybay North Central School

Primary Education

1993 1999

GRADUATE

1999

Valedictorian

SECONDARY

Visayas State University Laboratory High School

Secondary Education

1999 2003

GRADUATE

2003

With Honors

VOCATIONAL /
TRADE COURSE

N/A

N/A

COLLEGE

University of San Jose Recoletos

AB English

2003 2007

GRADUATE

2007

Cum Laude

GRADUATE STUDIES

University of the Philippines Open University

Master of Arts in Education major in Language and Literacy Education

2009 year 2014

GRADUATE

2014

None

GRADUATE STUDIES

University of the Philippines Diliman

Doctor of Philosophy in Reading Education (candidate)

2015 Present

53 units

Ongoing

CHED Scholarship

SIGNATURE

DATE

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| 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 any) |
|-----|--|---------------------------|--|-----------------------------------|------------------|
| | | | | | NUMBER |
| | Career Service Professional | NA | NA | University of San Jose Recoletos | PD 907 |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

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>Enkhbayar</i> | DATE | 9-15-2022 |
|-----------|------------------|------|-----------|

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

[illegible]

(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

| 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 | NA | Reading Association of the Philippines |
| Writing | | International Literacy Association |
| | | |
| | | |
| | | |
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| | | |

(Continue on separate sheet if necessary)

| | | | |
|-----------|---------------|------|-----------|
| SIGNATURE | <i>Snukhi</i> | DATE | 9-15-2022 |
|-----------|---------------|------|-----------|

| 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>Jeff C. Quebec</td><td>DLABS, VSU, Baybay City, Leyte</td><td>053 565 0600 loc. 1028</td></tr><tr><td>Annie A. Parmis</td><td>DLABS, VSU, Baybay City, Leyte</td><td>053 565 0600 loc. 1028</td></tr><tr><td>Maria Vanessa E. Gabunada</td><td>DLABS, VSU, Baybay City, Leyte</td><td>053 565 0600 loc. 1028</td></tr></tbody></table> | | NAME | ADDRESS | TEL. NO. | Jeff C. Quebec | DLABS, VSU, Baybay City, Leyte | 053 565 0600 loc. 1028 | Annie A. Parmis | DLABS, VSU, Baybay City, Leyte | 053 565 0600 loc. 1028 | Maria Vanessa E. Gabunada | DLABS, VSU, Baybay City, Leyte | 053 565 0600 loc. 1028 | | | | |
| NAME | ADDRESS | TEL. NO. | | | | | | | | | | | | | | | |
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| Maria Vanessa E. Gabunada | DLABS, VSU, Baybay City, Leyte | 053 565 0600 loc. 1028 | | | | | | | | | | | | | | | |
| 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 colspan="2">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:</td><td>Passport</td></tr><tr><td>ID/License/Passport No.:</td><td>P5774231A</td></tr><tr><td>Date/Place of Issuance:</td><td>January 26, 2018/DFA Tacloban</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: | January 26, 2018/DFA Tacloban | <table><tr><td colspan="2"></td></tr><tr><td colspan="2">Signature (Sign inside the box)</td></tr><tr><td colspan="2">9-15-2022</td></tr><tr><td colspan="2">Date Accomplished</td></tr></table> |  | | Signature (Sign inside the box) | | 9-15-2022 | | Date Accomplished | |
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| Signature (Sign inside the box) | | | | | | | | | | | | | | | | | |
| 9-15-2022 | | | | | | | | | | | | | | | | | |
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| <table><tr><td></td></tr><tr><td>PHOTO</td></tr><tr><td></td></tr><tr><td>Right Thumbmark</td></tr></table> | |  | PHOTO |  | Right Thumbmark | | | | | | | | | | | | |
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| PHOTO | | | | | | | | | | | | | | | | | |
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| Right Thumbmark | | | | | | | | | | | | | | | | | |
| SUBSCRIBED AND SWORN to before me this <u>13 OCT 2022</u> , affiant exhibiting his/her validly issued government ID as indicated above. | | | | | | | | | | | | | | | | | |
| <table><tr><td colspan="2"></td></tr><tr><td colspan="2">ATTY. RYSAN C. GUINOCOR VSU Chief Legal Officer</td></tr><tr><td colspan="2">Person Administering Oath</td></tr></table> | |  | | ATTY. RYSAN C. GUINOCOR VSU Chief Legal Officer | | Person Administering Oath | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| ATTY. RYSAN C. GUINOCOR VSU Chief Legal Officer | | | | | | | | | | | | | | | | | |
| 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.

- Duration: January 1, 2019 to Present
- Position: Assistant Professor 1
- Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences
- Immediate Supervisor: Jett C. Quebec, Ph.D.
- Name of Agency/Organization and Location: Visayas State University
 - List of Accomplishments and Contributions (if any)
 - 1. Taught language, literacy, and literature courses
 - 2. Designed and revised course syllabi, modules, and other instructional materials
 - Summary of Actual Duties
Responsible in teaching language, literature, and literacy courses and accomplishing necessary and/or related requirements
- Duration: September 1, 2016 to June 30, 2019
- Position: Instructor 1
- Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences
- Immediate Supervisor: Annie P. Gravoso / Guiraldo Fernandez, Jr.
- Name of Agency/Organization and Location: Visayas State University
 - List of Accomplishments and Contributions (if any)
 - 1. Taught language, literacy, and literature courses
 - 2. Designed and revised course syllabi, modules, and other instructional materials
 - 3. Pursued doctoral studies, attended training, seminars, and conferences to enrich one's expertise
 - Summary of Actual Duties
Responsible in teaching language, literature, and literacy courses and accomplishing necessary and/or related requirement



SHEENA MAE P. LUBRIO

(Signature over Printed Name
of Employee/Applicant)

Date: 9-15-2022