

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)	05/18/1986	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		
6 CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated	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
7. HEIGHT (m)	54 cm	ZIP CODE	6521
8. WEIGHT (kg)	58 kgs	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
9. BLOOD TYPE	A+	ZIP CODE	6521
10. GSIS ID NO.	021-1111-1691-8	19. TELEPHONE NO.	N/A
11. PAG-IBIG ID NO.	1210-0643-7290	20. MOBILE NO.	09202991714
12. PHILHEALTH NO.	13-000101373-5	21. E-MAIL ADDRESS (if any)	sheenamae.lubrio@vsu.edu.ph
13. SSS NO.	N/A		
14. TIN NO.	353-943-385-000		
15. AGENCY EMPLOYEE NO.	V000710		

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	February 10, 2014
MIDDLE NAME	Cabatuan			
OCCUPATION	Chemist			
EMPLOYER/BUSINESS NAME	Al Masane Al Kobra Mining Co.			
BUSINESS ADDRESS	Najran, Saudi Arabia			
TELEPHONE NO.	NA			
24. FATHER'S SURNAME	Pasana			
FIRST NAME	Limwel			
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	Primary Education	1993	1999		1999	Valedictoria n
SECONDARY	LSU Laboratory High School	Secondary Education	1999	2003		2003	With Honors
VOCATIONAL / TRADE COURSE							
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	45	On-going	CHED Scholarship



(Continue on separate sheet if necessary)

SIGNATURE		DATE	3/29/23	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]

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[illegible]

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)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	teaching beginning reading and enrichment reading skills		None		Reading Association of the Philippines
					International Literacy Association

SIGNATURE	<i>S. M. L. L.</i>	DATE	9/14/22 3/29/23	CS FORM 212 (Revised 2017), Page of 4
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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>Maria Vanessa E. Gabunada</td><td>VSU, Visca, Baybay City, Leyte</td><td>63635650600-Local 1028</td></tr><tr><td>Jett C. Quebec</td><td>VSU, Visca, Baybay City, Leyte</td><td>63635650600-Local 1028</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	Maria Vanessa E. Gabunada	VSU, Visca, Baybay City, Leyte	63635650600-Local 1028	Jett C. Quebec	VSU, Visca, Baybay City, Leyte	63635650600-Local 1028
NAME	ADDRESS	TEL. NO.								
Maria Vanessa E. Gabunada	VSU, Visca, Baybay City, Leyte	63635650600-Local 1028								
Jett C. Quebec	VSU, Visca, Baybay City, Leyte	63635650600-Local 1028								
<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 style="padding: 2px;">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 style="padding: 2px;">Government Issued ID: Passport</td></tr><tr><td style="padding: 2px;">ID/License/Passport No.: P5774231A</td></tr><tr><td style="padding: 2px;">Date/Place of Issuance: January 26, 2018 / 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: January 26, 2018 / Tacloban City	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="text-align: center; padding: 10px;"> Signature (Sign inside the box) 3/29/23 Date Accomplished</td></tr></table> <div style="text-align: center; margin-top: 10px;"> Right Thumbmark</div>	 Signature (Sign inside the box) 3/29/23 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: Passport										
ID/License/Passport No.: P5774231A										
Date/Place of Issuance: January 26, 2018 / Tacloban City										
 Signature (Sign inside the box) 3/29/23 Date Accomplished										
<p>SUBSCRIBED AND SWORN to before me this 31 MAR 2023 affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="text-align: center; margin-top: 20px;"> ATTY. RYSA C. GUINOCOR VSU Chief Legal Officer Person Administering Oath</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: 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

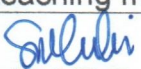
- Duration: September 1, 2016 to July 15, 2019
- Position: Instructor 1 (Permanent)
- Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences
- Immediate Supervisor: Prof. Annie P. Gravoso and Prof. Guiraldo C. Fernandez, Jr.
- Name of Agency/Organization and Location: Visayas State University, 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: 01/05/2020 3/29/23