

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 (Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	Vaughn				
FIRST NAME	Vanessa		NAME EXTENSION (JR,SR)		
MIDDLE NAME	Melegrito				
3. DATE OF BIRTH (mm/dd/yyyy)	11/26/1987	16. CITIZENSHIP If holder of dual citizenship, please indicate the details.	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country		
4. PLACE OF BIRTH	Moncada, Tarlac				
5. SEX	☐ Male ☒ Female				
6. CIVIL STATUS	☐ Single ☒ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS ZIP CODE	Mabini		
			House/Block/Lot	Street	
			Mabini		
			Subdivision/Village	Barangay	
7. HEIGHT (m)	1.57		Moncada	Central Luzon (Region III)	
8. WEIGHT (kg)	53.00		City/Municipality	Province	
			2308		
9. BLOOD TYPE	B+		18. PERMANENT ADDRESS ZIP CODE	Mabini	
10. GSIS ID NO.	2004860998			House/Block/Lot	Street
				Mabini	
11. PAG-IBIG ID NO.	121164696604	Subdivision/Village		Barangay	
		Moncada		Central Luzon (Region III)	
12. PHILHEALTH NO.	070257548870	City/Municipality	Province		
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A		
				20. MOBILE NO.	09309349366
14. TIN	476683643	21. EMAIL ADDRESS (if any)	vanessa.vaughn@deped.gov.ph		
15. AGENCY EMPLOYEE NO.	5372781				

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Vaughn		23. NAME OF CHILD (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Matthew	NAME EXTENSION (JR,SR)		
MIDDLE NAME	Alan			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	Melegrito			
FIRST NAME	Romulo	NAME EXTENSION (JR,SR)		
MIDDLE NAME	Mendoza			
25. MOTHER'S MAIDEN NAME				
SURNAME	Baldonado			
FIRST NAME	Victoria			
MIDDLE NAME	Silvestre		(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	Mabini Elementary School	Primary Education	06/05/1995	03/30/2000	Elementary Graduate	2000	N/A
SECONDARY	San Pedro High School	Secondary Education	06/05/2000	03/30/2004	High School Graduate	2004	N/A
COLLEGE	Interworld Colleges Foundation, Inc.	Bachelor of Elementary Education	06/14/2004	03/28/2008	College Graduate	2008	N/A
GRADUATE STUDIES	Collegio De Dagupan	Master in Education Major in Educational Leadership	01/08/2018	02/13/2021	Graduated	2021	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
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IV. CIVIL SERVICE ELIGIBILITY							
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 applicable)		
					NUMBER	DATE OF VALIDITY	
LET (Licensure Examination For Teacher)		75.40	01/26/2014	Baguio	1286626	11/26/2024	
(Continue on separate sheet if necessary)							
V. WORK EXPERIENCE							
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.							
28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format "00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/N)
From	To						
09/12/2023	Present	Teacher III	Mabini Elementary School	31,320.00	13-1	Permanent	Y
01/01/2023	09/11/2023	Teacher I	Mabini Elementary School	27,573.00	11-3	Permanent	Y
02/01/2022	12/31/2022	Teacher I	Mabini Elementary School	26,012.00	11-3	Permanent	Y
01/01/2022	01/31/2022	Teacher I	Mabini Elementary School	308,676.00	11-2	Permanent	Y
06/22/2021	12/31/2021	Teacher I	Mabini Elementary School	293,400.00	11-2	Permanent	Y
01/01/2021	06/21/2021	Teacher I	Mabini Elementary School	289,932.00	11-2	Permanent	Y
01/01/2020	12/31/2020	Teacher I	Mabini Elementary School	271,200.00	11-2	Permanent	Y
02/01/2019	12/31/2019	Teacher I	Mabini Elementary School	252,456.00	11-2	Permanent	Y
01/01/2019	01/31/2019	Teacher I	Mabini Elementary School	242,148.00	11-1	Permanent	Y
01/01/2018	12/31/2018	Teacher I	Mabini Elementary School	242,148.00	11-1	Permanent	Y
01/01/2017	12/31/2017	Teacher I	Engracio M. Castaneda Central Elementary School	235,440.00	11-1	Permanent	Y
03/01/2016	12/31/2016	Teacher I	Engracio M. Castaneda Central Elementary School	228,924.00	11-1	Permanent	Y
01/01/2016	02/04/2016	Teacher I	Pura Central Elementary School	222,588.00	11-1	Substitute	Y
12/08/2015	12/31/2015	Teacher I	Pura Central Elementary School	222,588.00	11-1	Substitute	Y
09/10/2015	10/30/2015	Teacher I	Villa Primary School	222,588.00	11-1	Substitute	Y
(Continue on separate sheet if necessary)							
SIGNATURE				DATE			

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			
(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			
	Webinar on Positive Dicipline in Everyday Teaching & Homeroom Guidance Program	05/05/2021	05/07/2021	24	Technical	Department of Education/ Moncada North District
	Developmental Appropriate Practices in Early Literacy	04/28/2021	04/29/2021	16	Technical	Department of Education/ Moncada North District
	Developmental Appropriate Practices in Early Numeracy	04/20/2021	04/22/2021	24	Technical	Department of Education/ Moncada North District
	Webinar on Assessment	12/14/2020	12/16/2020	24	Technical	Department of Education/ Schools Division of Tarlac Province
	Webinar on Addressing Challenges in Delivery Remote Learning for Offline Learners	06/22/2020	06/24/2020	24	Technical	Department of Education/ Moncada North District
	Professional Knowledge of English Grammar and Capability to Educate Language on such Concepts in a relatable manner	05/18/2020	05/22/2020	40	Technical	TEFL Professional Development Institute
	Understanding of Different Teaching Methods and their Application to meet Diverse Learner needs	05/11/2020	05/15/2020	40	Technical	TEFL Professional Development Institute
	Knowledge of Classroom Management, Learning strategies & International Teaching	05/04/2020	05/08/2020	40	Technical	TEFL Professional Development Institute
	Upgrading Teachers Competence in using Technology on Paper works & Instruction	12/06/2019	12/06/2019	8	Technical	Department of Education/ Mabini Elementary School
	School LAC Session on Strategies for Sow Learners	11/08/2019	11/08/2019	8	Technical	Department of Education/ Mabini Elementary School
	School-Based Training on Capacity Building of Teachers on Content, Classroom management, construction of Table of Specification & test Questions(KCAASE) and production of instructional materials, Develop modules and Action Research	10/23/2019	10/25/2019	24	Technical	Department of Education/ Mabini Elementary school
	Innovation and Congress in Line with the 2018 Education Week Celebrations	12/13/2018	12/13/2018	8	Technical	Department of Education/ AD Jimenez Elementary School
	School-Based In-Service Training on GEMS-CL (Modules 3&4)	10/24/2018	10/26/2018	24	Technical	Department of Education/ Engracio M. Castaneda Central Elementary School
(Continue on separate sheet if necessary)						
VIII. OTHER INFORMATION						
31.	SPECIAL SKILLS / HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)		33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)		
	Beauticare NC II, Massage Therapy NC II, Basic Computer NC II	N/A		Technical Education and Skills Development		
(Continue on separate sheet if necessary)						
SIGNATURE				DATE		

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)?			☐ YES☐ NO ☐ YES☐ 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?			☐ YES☐ NO If YES, give details : _____	
			☐ YES☐ 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?			☐ YES☐ 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?			☐ YES☐ 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			☐ YES☐ NO If YES, give details ☐ YES☐ NO If YES, give details _____	
			☐ YES☐ NO If YES, give details : _____	
39. Have you acquired the status of an immigrant or permanent resident of another country?			☐ YES☐ NO If YES, give details : _____	
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: b. Are you a member of any indigenous group? b. Are you a person with disability? c. Are you a solo parent?			☐ YES☐ NO If YES, give details _____	
			☐ YES☐ NO If YES, please specify ID _____	
			☐ YES☐ NO If YES, please specify ID _____	
41. REFERENCES (Person not related by consanguinity or affinity to applicant / appointee)				
NAME		ADDRESS		TEL. NO.
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.				
Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) Government Issued ID: ID/License/Passport No.: Date/Place of Issuance:		Signature (Sign inside the box) Date Accomplished		
		ID picture taken within the last 6 months 3.5 cm. X 4.5 cm (passport size) With full and handwritten name tag and signature over printed name Computer generated or photocopied picture is not acceptable PHOTO Right Thumbmark		
SUBSCRIBED AND SWORN to before me this 09/13/2025, affiant exhibiting his/her validly issued government ID as indicated above.				
Person Administering Oath				