

## 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	Dargantes		
FIRST NAME	Toni Marc	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Loreto		
3. DATE OF BIRTH (mm/dd/yyyy)	04/29/1983	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: Philippines
4. PLACE OF BIRTH	Baybay City, Leyte	If holder of dual citizenship, please indicate the details.	
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		
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:	17. RESIDENTIAL ADDRESS	26 House/Block/Lot No. Street Villa Trinidad Ga-as Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.60		
8. WEIGHT (kg)	62.00	ZIP CODE	6521
9. BLOOD TYPE	B+	18. PERMANENT ADDRESS	26 House/Block/Lot No. Street Villa Trinidad Ga-as Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
10. GSIS ID NO.	02004558960		
11. PAG-IBIG ID NO.	121147839201		
12. PHILHEALTH NO.	130001031539	ZIP CODE	6521
13. SSS NO.	0629708699	19. TELEPHONE NO.	N/A
14. TIN NO.	287276670	20. MOBILE NO.	097-771-8659
15. AGENCY EMPLOYEE NO.	V00854	21. E-MAIL ADDRESS (if any)	tmdargantes@vsu.edu.ph

## II. FAMILY BACKGROUND


22. SPOUSE'S SURNAME	Dargantes		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Dearly	NAME EXTENSION (JR., SR)	Angel Ziya M. Dargantes	12/20/2007
MIDDLE NAME	Managbanag		Dea Nibelle M. Dargantes	07/04/2013
OCCUPATION	Teller			
EMPLOYER/BUSINESS NAME	Metro Ormoc Credit Cooperative			
BUSINESS ADDRESS	Baybay City			
TELEPHONE NO.				
24. FATHER'S SURNAME	Dargantes			
FIRST NAME	Buenaventura	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Boholst			
25. MOTHER'S MAIDEN NAME	Fe Isabel T. Loreto			
SURNAME	Dargantes			
FIRST NAME	Fe Isabel			
MIDDLE NAME	Loreto			

(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	Visca Foundation Elementary School	Elementary	1990	1996		1996	N/A
SECONDARY	Visayas State University Laboratory High School	High School	1996	2000		2000	N/A
VOCATIONAL/ TRADE COURSE	Dualtech Training Center	Electricity Serviceman	2000	2002		2002	N/A
COLLEGE	Visayas State University	Bachelor of Science in Computer Science	2004	2008		2008	N/A
GRADUATE STUDIES	Visayas State University	Master of Management	2015	2018		2018	N/A

(Continue on separate sheet if necessary)


SIGNATURE		DATE	10/24/2024
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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]

SIGNATURE		DATE	10/24/2024
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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		
	N/A	N/A	N/A	N/A	N/A

(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			
	10th Annual National GAD Conference for Advocators in Education and Industries	10/09/2024	10/11/2024	24	Technical	Philippine Association of Gender and Development Advocators in Education and Industries, Inc.
	Seminar/Training on Batas Pambansa Bilang 344 (Accessibility Law)	08/01/2024	08/02/2024	16	Technical	Department of Public Works and Highways, Leyte 5th District Engineering Office
	Solar and Storage Live Philippines Conference	05/20/2024	05/21/2024	16	Technical	Solar and Storage LIVE Philippines
	2024 National Internal Quality Audit Forum	04/04/2024	04/05/2024	16	Technical	AGF Consulting Group
	Climate Change Expenditure Tagging (CCET) Training	10/23/2023	10/23/2023	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	SUPERVISORY DEVELOPMENT COURSE (SDC) TRACKS 2 & 3	10/09/2023	10/13/2023	20	Supervisory	Civil Service Commission Regional Office VIII
	Training on Republic Act (R.A.) No. 9184 and Its 2016 Revised Implementing Rules and Regulations for the Negros Oriental State University	10/09/2023	10/09/2023	4	Technical	Negros Oriental State University
	Training Workshop on Risk Assessment	09/11/2023	09/12/2023	16	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Attended the ISO 9001:2015 Awareness/Re-awareness Webinar	08/29/2023	08/29/2023	4	Managerial	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	PPP Project Concept Note Development Workshop	08/24/2023	08/25/2023	16	Technical	Public-Private Partnership Center of the Philippines
	2023 Recruitment, Selection, Retention, and Recognition Program - Knowledge and Skills Training Workshop - of the Government Procurement Policy Board - Technical Support Office (GPPB-TSO)	08/17/2023	08/19/2023	20	Technical	GPPB-TSO
	2023 Recruitment, Selection, Retention, and Recognition Program - Technical Review Sessions - of the Government Procurement Policy Board - Technical Support Office (GPPB-TSO)	08/13/2023	08/16/2023	28	Managerial	GPPB-TSO
	Training on R.A. 9184 and its implementing rules and regulations	07/31/2023	08/04/2023	40	Technical	GPPB-TSO
	Philippine Procurement System and Updates and Property Appraisal and Disposal in Government	06/28/2023	06/30/2023	24	Technical	Government Financial Management Innovators Circle Inc.
	Re-Orientation Seminar on Office Performance Commitment and Review (OPCR) and Individual Performance Commitment and Review (IPCR)	06/05/2023	06/05/2023	4	Managerial	Visayas State University - Isabel
	Orientation Seminar on creation of Office Performance Commitment and Review (OPCR)	05/30/2023	05/30/2023	4	Managerial	Visayas State University - Villaba Campus
	Planning, Budgeting, and Expenditure Management for SUCs	05/16/2023	05/18/2023	24	Managerial	Philippine Association of State Universities and Colleges (PASUC)

PLEASE SEE ATTACHMENT A

(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)
	N/A		N/A		VSU ADMINISTRATIVE PERSONNEL ASSOCIATION (VSU-ADPA)

(Continue on separate sheet if necessary)

SIGNATURE		DATE	10/24/2024
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Attachment A.1

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			
	Seminar on creation of OPCR/PCR	04/04/2023	04/04/2023	4	Managerial	Visayas State University Tolosa
	Regional Budget Forum for FY 2024 Budget Preparation	02/03/2023	02/03/2023	4	Managerial	Department of Budget and Management Regional Office VIII
	Training on the Preparation of a Land Use Development and Infrastructure Plan (LUDIP) for SUCs: Module 5: Plan Implementation Tools (Investment Planning)	01/17/2023	01/27/2023	9	Managerial	University of the Philippines School of Urban and Regional Planning
	Training on the Preparation of a Land Use Development and Infrastructure Plan (LUDIP) for SUCs: Module 4 - Development Planning / Land Use Development and Infrastructure Plan	12/13/2022	01/15/2023	33	Managerial	University of the Philippines School of Urban and Regional Planning
	Training on the Preparation of a Land Use Development and Infrastructure Plan (LUDIP) for SUCs: Module 3: Conceptualization	11/29/2022	12/11/2022	12	Technical	University of the Philippines School of Urban and Regional Planning
	Training-Workshop on Risk Assessment	11/24/2022	11/25/2022	16	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Training on the Preparation of a Land Use Development and Infrastructure Plan (LUDIP) for SUCs: Module 1 - Planning Rationale and Context Module 2 - Profiling and Analysis of Planning Area	11/08/2022	12/11/2022	36	Managerial	University of the Philippines School of Urban and Regional Planning
	CSC Supervisory Development Course Track 1	09/20/2022	09/23/2022	32	Managerial	Civil Service Commission - Region 8
	National Convention cum Seminar	08/30/2022	09/01/2022	24	Managerial	People Managers Association of State Universities and Colleges, Inc. (PMASUC)
	In-House Training on Public Financial Management	08/03/2022	08/05/2022	24	Managerial	DBM, Visayas State University
	Seminar on Virtual Reality to Agriculture, Land use and Transportation Plans	06/22/2022	06/22/2022	4	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Orientation to Human Resource Management Information System	06/16/2022	06/16/2022	4	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Disaster Risk Reduction and Management (DRRM) Training for LGU - Baybay City, Leyte	06/04/2022	06/04/2022	8	Technical	Philippine KOICA Fellows Association, Inc.
	Philippine Government Electronic Procurement System (PhilGEPS) Online Training for Buyers	05/30/2022	05/31/2022	16	Technical	PhilGEPS & e-Blackboards Learning and Solutions Inc.
	Forum: Women Inspiring Women	03/07/2022	03/07/2022	4	Technical	Gender and Development, Visayas State University
	Online Training on the Eastern Visayas Project Monitoring System (EVPMS)	03/02/2022	03/02/2022	8	Technical	National Economic Development Authority RO8
	18 Day Campaign to End Violence Against Women	12/08/2021	12/08/2021	4	Technical	VSU Gender Resource Center
	Online Course on Strategic Planning: Using Balanced Score Card	09/20/2021	09/24/2021	40	Managerial	Development Academy of the Philippines
	Fundamentals Seminar of the CHED and Benilde Business Continuity Plan Project	07/15/2021	07/16/2021	16	Managerial	DE LA SALLE-COLLEGE OF SAINT BENILDE
	Webminar on Fundamental Topics Relative to the Development of a Land Use Development and Infrastructure Plan: Infrastructure Planning	05/06/2021	05/06/2021	2	Technical	CHED and Department of Human Settlement and Urban Development
	Virtual Training on RA 9184 and its Revised Implementing Rules and Regulations	05/03/2021	05/07/2021	20	Technical	GPPB/VSU
	Webminar on Fundamental Topics Relative to the Development of a Land Use Development and Infrastructure Plan: Campus Land Use Planning	04/30/2021	04/30/2021	2	Managerial	CHED
	Webminar on Fundamental Topics relative to the Development of a Land Use Development and Infrastructure Plan: Understanding Land Conflict and Resolutions	04/22/2021	04/22/2021	4	Managerial	CHED
	Operational Planning Workshop and Reframing of the Strategic Plan	10/05/2020	10/07/2020	24	Managerial	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Workshop on the Assessment of Accomplishment and Target Setting of the Strategic Plan	09/30/2020	09/30/2020	8	Managerial	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Training on Identification of Proper and Complete Items Technical Specification and Parameters and Orientation of the Purchase Request (PR) Module of the Supply Properties Procurement Management Information system (SPPMIS)	08/28/2020	08/28/2020	8	Technical	Visayas State University
	Workshop on Listing and Categorization of Items for the PPMP	08/20/2020	08/20/2020	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Introduction to Risk Management According to ISO 31000:2018	08/03/2020	08/03/2020	4	Managerial	TUV Rheinland Philippines Inc.
	Seminar-Workshop on the Midterm Review and Updating of 2017-2022 Higher Education PDP Indicators as Input to Updating of Program Expenditures Classification (PREXC) indicator and Programs, Activities and Projects for SUCs in Region VI, VII, and VIII	11/06/2019	11/07/2019	16	Managerial	De la Salle University
	Cyber Security Essentials	10/01/2019	10/04/2019	32	Technical	Department of Information and Communications Technology - Valenzuela Campus (DICT-Valenzuela Campus)
	Introduction to Cyber Security	09/02/2019	09/03/2019	16	Technical	Department of Information and Communications Technology - Valenzuela Campus (DICT-Valenzuela Campus)
(Continue on separate sheet if necessary)						
SIGNATURE				DATE		
				10/24/2024		



## Attachment A.2

[illegible]



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

☐ 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 election to promote/actively campaign for a national or local candidate?

☐ YES☒ NO

☐ YES☒ NO

If YES, give details:

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 (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?

☐ YES☒ NO

☐ YES☒ NO

☐ YES☒ NO

If YES, please specify:

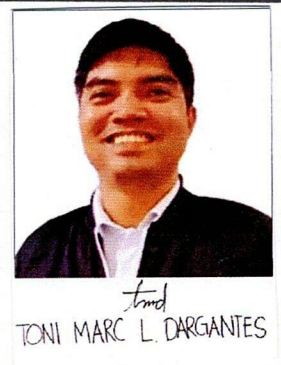
If YES, please specify ID No

If YES, please specify ID No

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
DILBERTO O. FERRAREN	OVPPRGAS, VSU, VISCA, Byabya City, Leyte	0917-6341488
REMBERTO A. PATINDOL	OVPAF, VSU, VISCA, BAYBAY CITY	053-563-7108
Moises Neil V. Sereño	Visca, Pangasugan, Baybay City	053-565-0600

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.

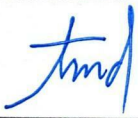


Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: DL

ID/License/Passport No.: H1210000670

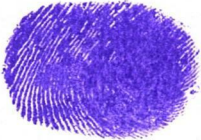
Date/Place of Issuance: 04/26/2024 / Land Transportation Office, Baybay City



Signature (Sign inside the box)

10/24/2024

Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this 05 NOV 2024, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. ROSAN 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: **July 2020 to present (Designated Planning Officer)**
- Position: Administrative Assistant VI
- Name of Office/Unit: Planning Office
- Immediate Supervisor: Moises Neil V. Sereño
- Name of Agency/Organization and Location: Visayas State University, Visca, Pangasugan, Baybay City, Leyte
  
- **List of Accomplishments (if any)**
  - **Developed the Institutional Planning Quality Procedure and Forms**
  - **Identified and implement the Capital Outlay and MOOE documentary requirement**
  
- **Summary of Actual Duties**
  - Assigned as Planning Officer and Head of the Planning Office
    - Facilitate and guide VSU faculty and staff in the monitoring of accomplishment as part of the internal assessment.
    - Assigned as ISO Coordinator for Planning for office processes and compliance.
    - Facilitate and guide VSU faculty and staff in the conduct of revisiting and reframing of the strategic plan.
    - Review revisiting and reframing strategic plan documents for suggestions and clarifications.
    - Generate reports for strategic direction for the reframing of the Strategic Plan.
    - Review, evaluate, consolidate, and validate OPCR of all offices of the University including Component Colleges
  - Authorized as Visayas State University Focal Person 1 for the Public Investment Program (PIP) of NEDA for 2019, 2020, 2021, and 2022 VSU projects.

- Assist TWGs in the creation of the of the University Land Use Development and Infrastructure Plan (LUDIP)
- Guide project proponents in the creation of project proposals and evaluate completeness and readiness of Capital Outlay projects of VSU.
- Aligning VSU projects in the Philippine Development Plan, the Philippine Sustainable Development Goals, the Philippine 10 Point Socio-Economic Agenda, Regional Development Investment Program, and the Strategic Plan of VSU.
- Manage the preparation and entry of Capital Outlay Projects in the PIPOL system.
- Package University proposals for submission and funding to DBM
- Create and enhance the Project Preparation Process Flow.



**TONI MARC L. DARGANTES**

(Signature over Printed Name  
of Employee/Applicant)

Date: Oct. 23, 2024