

# 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	VIRGELIO	NAME EXTENSION (JR., SR)	JR.
MIDDLE NAME	CAPUNGCOL		
3. DATE OF BIRTH (mm/dd/yyyy)	5/6/1990	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	SAN RAFAEL, DULAG LEYTE	If holder of dual citizenship, please indicate the details.	Philippines
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	House/Block/Lot No. Street Subdivision/Village Barangay City/Municipality Province
7. HEIGHT (m)	1.626 m.		UPPER MAHAPLAG LEYTE 6512
8. WEIGHT (kg)	66 kg.	ZIP CODE	6512
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay City/Municipality Province
10. GSIS ID NO.			UPPER MAHAPLAG LEYTE 6512
11. PAG-IBIG ID NO.	1212-0539-5622		
12. PHILHEALTH NO.	13-025276617-1	ZIP CODE	6512
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN NO.	454-195-726	20. MOBILE NO.	09559970397 / 09478302009
15. AGENCY EMPLOYEE NO.	V01162	21. E-MAIL ADDRESS (if any)	virgelio.dargantes@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	AIZA	NAME EXTENSION (JR., SR)	ZIAN MARCUS T. DARGANTES	6/1/2020
MIDDLE NAME	TUBAY			
OCCUPATION	HOUSEWIFE			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	DARGANTES			
FIRST NAME	VIRGILIO	NAME EXTENSION	SR.	
MIDDLE NAME	MIER			
25. MOTHER'S MAIDEN NAME				
SURNAME	CAPUNGCOL			
FIRST NAME	LIBERTY			
MIDDLE NAME	ABUYABOR			

(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	MAHAPLAG CENTRAL SCHOOL	PRIMARY EDUCATION	1997	2003	GRADUATED	2003	7TH WITH HONOR
SECONDARY	MAHAPLAG NATIONAL HIGH SCHOOL- UPPER CAMPUS	HIGH SCHOOL	2003	2007	GRADUATED	2007	1ST HONORABLE MENTION
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN DEVELOPMENT EDUCATION MAJOR IN AGRICULTURAL EXTENSION	2008	2013	GRADUATED	2013	
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTER OF SCIENCE IN AGRICULTURAL EXTENSION	2016	2019	GRADUATED	2019	

(Continue on separate sheet if necessary)

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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
AGRICULTURISTS	76.17	July 2013	TACLOBAN CITY, LEYTE	16905	8/19/2013

(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						
8/1/2019	7/31/2020	INSTRUCTOR 1	DEPARTMENT OF AGRICULTURAL EDUCATION AND EXTENSION	24,495.00		REGULAR- TEMPORARY	YES
7/12/2017	7/31/2018	SCIENCE RESEARCH ASSISTANT	ECO-FARM AND RESOURCE MANAGEMENT INSTITUTE	7,920.00		PROJECT-BASED	YES
3/18/2014	12/31/2016	COCONUT DEVELOPMENT OFFICER	PHILIPPINE COCONUT AUTHORITY	14500.00		CONTRACTUAL	YES

(Continue on separate sheet if necessary)

**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		
	OPEN BIBEL MISJON INTERNATIONAL INCORPORATED, PHILIPPINES	7/11/2019	PRESENT	8 hours/day	BOARD SECRETARY
	OPEN BIBLE MISSION PHILIPPINES INCORPORATED, LEYTE CHAPTER	7/4/2012	7/8/2017	8 hours/day	MEMBER/ CHURCH WORKER
	VISAYAS STATE UNIVERSITY- AGRICULTURAL EXTENSION SOCIETY - VISCA, BAYBAY CITY LEYTE	6/4/2012	3/22/2013	8 hours/day	PRESIDENT
	LEYTE BODY OF CHRIST YOUTH ASSOCIATION, LEYTE CHAPTER	4/26/2011	4/20/2012	8 hours/day	VICE PRESIDENT

*(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			
	Training on Writing Papers for Peer-Reviewed Publications	1/14/2020	1/17/2020	32	Technical	Visayas Consortium for Agriculture and Resource Program (VICARP)
	Short Course Training and Workshop on Food Value Chain	10/7/2019	10/11/2019	40	Technical	Visayas State University/ Association of Southeast Asian Nations/Ministry of Agriculture, Fisheries, and Food
	Seminar Series on Socio-Economic Researches in Agriculture, Aquatic, and Natural Resources	10/4/2019	10/4/2019	8	Technical	Philippine Council for Agriculture, Aquatic, and Natural Resources Research and Development
	Training-Workshop on Operationalization of the Project, Nursery Establishment and Maintenance, Planting/Replanting and Fertilization.	3/15/2016	3/16/2016	16	Technical	Philippine Coconut Authority- Provincial Local Government of Leyte
	Gender and Development Seminar (GAD)	8/14/2014	8/14/2014	8	Technical	Civil Service Commission
	Organizational Skills Training Development for 4H Club Members in Southern Leyte	2/26/2013	2/28/2013	24	Technical	Department of Agriculture- Agricultural Training Institute

*(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)
	Leadership		Visayas State University- Leadership Award in Agricultural Extension Society		Visayas State University-Faculty Association
	Facilitating Kids, Youth and Adult		Department of Agriculture Baybay City - Training Facilitator		Visayas State University- Agricultural Extension Society
	Community Organizing		World Vision- Technical and extension services		Leyte Body of Christ Youth Association
	Computer Skills				Open Bible Mission Church Organization
	Singing				Open Bibel Misjon International Incorporated
	Hosting				

*(Continue on separate sheet if necessary)*

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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?  YES  NO

b. within the fourth degree (for Local Government Unit - Career Employees)?  YES  NO

If YES, give details: \_\_\_\_\_

35. a. Have you ever been found guilty of any administrative offense?  YES  NO

If YES, give details: \_\_\_\_\_

b. Have you been criminally charged before any court?  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: \_\_\_\_\_

Finished contract on my former job at PCA.

38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?  YES  NO

If YES, give details: \_\_\_\_\_

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

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?  YES  NO

If YES, please specify: \_\_\_\_\_

b. Are you a person with disability?  YES  NO

If YES, please specify ID No: \_\_\_\_\_

c. Are you a solo parent?  YES  NO

If YES, please specify ID No: \_\_\_\_\_

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

NAME	ADDRESS	TEL. NO.
Leamae M. Parinasan	Baybay City, Leyte	9975716211
Dr. Edwin A. Balbarino	Tahud, Inopacan Leyte	9778304475
Dr. Antonia Cecilia Y. Sandoval	Guadalupe, Baybay City Leyte	9324466410

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: **PRC ID**

ID/License/Passport No.: **16905**

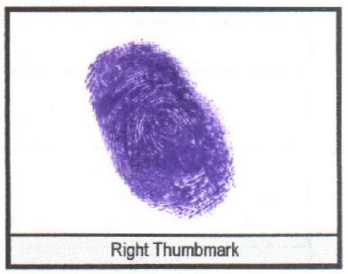
Date/Place of Issuance: **8-19-2013 / TACLOBAN CITY, LEYTE**



Signature (Sign inside the box)

**JUL 15, 2020**

Date Accomplished



SUBSCRIBED AND SWORN to before me this 16 JUL 2020 affiant exhibiting his/her validly issued government ID as indicated above.

**ATTY. RYSAN C. GUINOCOR**  
VS LEGAL OFFICER

Person Administering Oath

## WORK EXPERIENCE SHEET

**Instructions:** 1. Include only the work experiences relevant to the position being applied for.

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 starting with the most recent/present employment

Duration: August 1, 2019- present

- Position: Instructor 1
- Name of Office/Unit: Department of Agricultural Education and Extension (DAEEEx)
- Immediate Supervisor: Dr. Henry Y. Goltiano
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
  
- List of Accomplishments and Contributions (if any)
  - Prepares and revised teaching materials and submit to department head
  - Facilitates capability development trainings for extension professionals
  
- Summary of Actual Duties
  - Develop the professional capabilities of undergraduate and graduate students
  - Guide and nurture the values and attitudes of sincere community service on top of theoretical and technical capabilities
  - Teaches assigned subjects and performs other teaching related functions

Duration: July 12, 2017- July 31, 2018

- Position: Science Research Assistant
- Name of Office/Unit: Eco- Farm and Resource Management Institute (ECO-FARMI)
- Immediate Supervisor: Dr. Edwin A. Balbarino
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
  
- List of Accomplishments and Contributions (if any)
  - Made Accomplishment Report on the project entitled, "Household-level Production and Utilization of Organic Fertilizer for Vegetable Production in Brgy. Marcos, Baybay Leyte
  - Produced Natural Farming Systems (NFS) Brochures to the Farmers in the barangay
  
- Summary of Actual Duties
  - Responsible in facilitating trainings on Household-level Production and Utilization of Organic Fertilizer for Vegetable Production in Brgy. Marcos, Baybay Leyte;
  - Conducted Monitoring and Evaluation in the assigned area.

Duration: March 18, 2014 to December 31, 2016

- Position: Coconut Development Officer
- Name of Office/Unit: PCA- Municipality of Macarthur, Leyte
- Immediate Supervisor: Engr. Joel O. Pilapil
- Name of Agency/Organization and Location: Philippine Coconut Authority, Baras Palo Leyte
  
- List of Accomplishments and Contributions (if any)
  - Organized Small Coconut Farmers Association in all barangays in MacArthur, Leyte
  
- Summary of Actual Duties
  - Conducted Seminar- Trainings and meetings for the coconut farmers
  - Conducted Monitoring and Evaluation of PCA Projects and Programs
  - Supervised in the coconut debris clearing operation in the assigned areas

  
**VIRGELIO C. DARGANTES JR.**

(Signature over Printed Name  
of Employee/Applicant)

Date: JULY 15, 2020