



**Lot 26, Villa Trinidad Subd.**  
**Brgy. Gaas, Baybay City Leyte, Philippines**  
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## **Toni Marc L. Dargantes**

### **Objectives**

This resume is respectfully submitted for your expert perusal and assessment as to whether the applicant has sufficient capabilities appropriate to the highest standard of your office/organization.

### **Personal Information**

Sex	Male
Date of Birth	April 29, 1983
Place of Birth	Baybay, Leyte
Citizenship	Filipino
Civil Status	Married
Name of Spouse	Dearly M. Dargantes
Religion	Roman Catholic
Height	5'8"
Weight	62 Kg.
Name of Father	Buenaventura B. Dargantes
Name of Mother	Fe Isabel L. Dargantes

## **Educational Attainment**

<b>Level</b>	<b>Name of School</b>	<b>Year</b>
Graduate	Visayas State University Master of Management (Business Management)	2015-2018
Tertiary	Visayas State University Bachelor of Science in Computer Science	2004-2008
Vocational	Dualtech Training Center Manila Electromechanics Technician	2000-2002
Secondary	Visca Laboratory High School	1996-2000
Primary	ViSCA Foundation Elementary School	1990-1996

## **Publication:**

- Co-Author, "Tracer Study of the Graduate Degree Programs of the Visayas State University", Science and Humanities Journal, Vol. 11:16-39, 2017

## **Eligibility:**

- Civil Service Professional Eligibility

## **Recognition**

January 26, 2017     **Resource Speaker**  
*School Learning Activity Cell (SLAC)*  
*Session: ICT Updates and Technicalities*  
Baybay National High School, Baybay City, Leyte

## Research and Development Involvement

Oct. 1 to Nov. 30, 2017     **Project Title:** Scoping Study on Non-metallic Aggregates (Sand and Gravel) Quarrying in Leyte Islands.

Mar. 20 to April 30, 2018     **Project Title:** Gender and Development in Support to VSU's Research and Extension Program.

**Agency:** Institute for Strategic Research and Development Studies (ISRDS), VSU

- Convert the survey questionnaire into Open Data Kit format
- Set up ISRDS server account
- Ensures that the tablets used in data gathering are in good condition
- Address tablet software problems encountered in the data gathering

May 15 to July 15, 2016     **Project Title:** Tropical Tree Fruit Research and Development in the Philippines and Northern Australia

**Agency:** Australian Center for International Agricultural Research (ACIAR)

- Develop digital data collection application based on Open data kit.

## Work Experiences

- December 2016 to present     **Administrative Assistant VI (Computer Operator III)**

### ***July 2020 to present***

*Office of the Vice President for Planning, Resource Generation and Auxiliary Services (OVPPRGAS), VSU, Baybay City, Leyte*

- 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
  - Facilitate VSU faculty and staff in the conduct of revisiting and reframing of the

strategic plan.

- Generate strategic reports for strategic direction for the reframing of the Strategic Plan.
- Facilitate the Development of the 10-year University LUDIP
- Authorized as Visayas State University Focal Person 1 for the Public Investment Program (PIP) of NEDA for VSU projects from 2018 to present.
  - 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.
  - Help identify indicators for the results matrices of Public Investment Program
  - Manage the preparation and entry of Capital Outlay Projects in the PIPOL system.
  - Create and enhance the Project Preparation Process Flow.

### **December 2016 to June 2020**

*Office of the Vice President for Administration and Finance(OVPAF), VSU, Baybay City, Leyte*

- Initiate the Creation of the VSU Information System Strategic Plan for the year 2021 to 2023.
- Update source code, maintain system functions, and troubleshoot operational problems of the Financial Management System of VSU.
- Development of a web-based Human Resource Information System, Personnel Information Module of VSU.
- Assigned as Project Leader in the development of

the integrated Human Resource Management Information System (HRMIS).

- Help in the Creation of the HRMIS project proposal, Terms of References, and Work and Financial Plan.
- Implementation of the Hospital Billing System of the VSU Infirmary.
- Authorized as Visayas State University Focal Person 1 for the Public Investment Program (PIP) of NEDA for 2019, 2020, and 2021 VSU projects.
  - 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.
  - Help identify indicators for the results matrices of Public Investment Program
  - Manage the preparation and entry of Capital Outlay Projects in the PIPOL system.
  - Create and enhance the Project Preparation Process Flow.
- Assigned as Assistant Head of the Visayas State University Bids and Awards Committee (BAC) Secretariat.
  - Facilitate the procurement process of the University in accordance to the Procurement Law (R.A. 9184)
  - In-charge and monitor procurement operations of the University and make sure that it does not violate the Procurement Law.
  - Analyze procurement documents for its content and completeness for identification of mode of procurement by the BAC.

- Prepare all needed documents for bidding and Post Invitation to Bid in the PhilGEPS website for procurement using Public Bidding mode.

July 2014 to November 2016

### **Administrative Assistant II**

*Online Programs Office, VSU, Baybay City, Leyte*

- Create a web-based instructional material for the online courses.
- Create and configure class schedule for online classes in the Open University website
- Convert Instructional Materials from Hard Copy to soft copy.
- Maintain the Open University Online Courses website.

October 2008 to June 2014

### **Science Research Specialist**

*Visayas Consortium for Agriculture and Resource Program (VICARP), VSU, Baybay City, Leyte*

- Update and maintain the VICARP Website.
- Facilitate and supervise the content build-up of PCAARD information Systems (FITS-IS, RDMIS, and HRIS).
- Maintain the VIARP OSIS.
- Create the TechnoPinoy Disc version 2.
- Facilitate RDE in-house review of VICARP and RRDEN.

July 2008 to September 2008

### **Science Research Assistant**

*Office of the Vice President for Research and Extension(OVPRE), VSU, Baybay City, Leyte*

- Monitor Research workload of VSU faculty.
- Prepare research information for the RDMIS database.
- Troubleshoot and maintain research I.T. equipment.

January 2003 to April 2003

### **Electrician**

*Pulp Specialist Philippines INC., Albuera, Leyte*

- Installation of the main electrical line for the plant.
- Maintain electrical connections and equipment of the plant.

April 2001 to June 2002

### **Maintenance On the Job Trainee**

*Monde M.Y. San Biscuits INC., Cainta, Rizal Philippines*

- Maintain and repair biscuit wrapping machines.
- Monitor the operation of the shrink wrap machine.
- Monitor the operation of the waste water treatment facility.

## Seminars, Trainings/Workshops and Symposium

### As Resource Person

Title	Inclusive Date	Organizer	Level
Seminar on creation of OPCR/IPCR	April 4, 2023	VSU Tolosa	Local
Orientation to Human Resource Management Information System	June 16, 2022	VSU	Local
Operational Planning Workshop and Reframing of Strategic Planning	Coct. 5-7, 2020	VSU	Local
Workshop on the Assessment of Accomplishment and Target Setting of the Strategic Plan	Sept. 30, 2020	VSU	Local
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)	Aug. 28, 2020	VSU	Local
Seminar Workshop on Implementation Ready Project Proposal Preparation	March 15, 2019	VSU	Local
ICT Refresher and Web Page Development Training for FITS Centers	May 16-17, 2012	VICARP-VSU	Regional
Basic ICT Training, FITS-IS and E-Learning for newly established Techno Gabay Centers	Dec. 5-8, 2011	VICARP-VSU	Regional
Basic ICT Training, FITS-IS and E-Learning for newly established Techno Gabay Centers	Nov. 15-18, 2011	VICARP-VSU	Regional
Basic ICT Training, FITS-IS and E-Learning for newly established Techno Gabay Centers	Sept. 14-17, 2010	VICARP-VSU	Regional
Basic ICT Training, FITS-IS and E-Learning for newly established Techno Gabay Centers	Sept. 22-24, 2009	VICARP-VSU	Regional
PMA Leader's Training on FITS-IS and Open Source Application	July 2-3, 2009	VICARP-VSU	Regional
Training on FITS-IS and Web Content Management	Oct. 29-31, 2008	VICARP-VSU	Regional

## As Participant

Title	Inclusive Date	Organizer	Level
Philippine Procurement System and Updates and Property Appraisal and Disposal in Government	June, 28-30, 2023	GFMIC	National
Planning, Budgeting, and Expenditure Management for SUCs	May 16-18, 2023	PASUC	National
Regional Budget Forum for FY 2024 Budget Preparation	Feb. 3, 2023	DBM-RO8	Regional
Training on the Preparation of a Land Use Development and Infrastructure Plan (LUDIP) for SUCs: Module 5: Plan Implementation Tools (Investment Planning)	Jan. 17-27, 2023	UP-SURP	National
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	Dec. 13, 2022- Jan. 15, 2023	UP-SURP	National
Training on the Preparation of a Land Use Development and Infrastructure Plan (LUDIP) for SUCs: Module 3: Conceptualization	Nov. 29-Dec. 11, 2022	UP-SURP	National
Training-Workshop on Risk Assessment	Nov. 24-25, 2022	VSU	Local
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	Nov. 11-Dec. 11, 2022	UP-SURP	National
CSC Supervisory Development Course Track 1	Sept. 20-23, 2022	CSC-RO 8	Regional
National Convention cum Seminar	Aug. 30, 2022	PMASUC	National
In-House Training on Public Financial Management	Aug. 3, 2022	DBM-VSU	Regional
Seminar on Virtual Reality to Agriculture, Land use and Transportation Plans	June 22, 2022	VSU	Local
Disaster Risk Reduction and Management (DRRM) Training for LGU - Baybay City, Leyte	June 4, 2022	Philippine KOICA Fellows Association Inc.	National



Philippine Government Electronic Procurement System (PhilGEPS) Online Training for Buyers	May 30-31, 2022	PhilGEPS & e-Blackboards Learning and Solutions, Inc.	National
Forum: Women Inspiring Women	March 7, 2022	VSU-GRC	Local
Online Training on the Eastern Visayas Project Monitoring System (EVPMS)	March 2, 2022	NEDA-RO8	Regional
18 Day Campaign to End Violence Against Women	Dec. 8, 2021	VSU-GRC	Local
Online Course on Strategic Planning: Using Balanced Score Card	Sept. 20-24, 2021	DAP	National
Fundamentals Seminar of the CHED and Benilde Business Continuity Plan Project	July 15-16, 2021	DE LA SALLE-COLLEGE OF SAINT BENILDE CHED	National
Webminar on Fundamental Topics Relative to the Development of a Land Use Development and Infrastructure Plan: Infrastructure Planning	May 6, 2021	CHED	National
Virtual Training on RA 9184 and its Revised Implementing Rules and Regulations	May 3, 2021	CPPB/VSU	National
Webminar on Fundamental Topics Relative to the Development of a Land Use Development and Infrastructure Plan: Campus Land Use Planning	April 30, 2021	CHED	National
Webminar on Fundamental Topics relative to the Development of a Land Use Development and Infrastructure Plan: Understanding Land Conflict and Resolutions	April 22, 2021	CHED	National
Introduction to Risk Management According to ISO 31000:2018	August 3, 2020	TUV Rheinland Philippines Inc.	National
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	Nov. 6-7, 2019	CHED	National

Cyber Security Essentials	Oct. 1-4, 2019	DICT	National
Introduction to Cyber Security	Sept. 2-3, 2019	DICT	National
Philippine Government Electronic Procurement System (PhilGEPS) Training for Buyers	July 17-18, 2019	e-Blackboards Secretariat/PhilGEPS	National
Disaster Risk Reduction Training for NGCP Partner Communities	June 20-22, 2019	NGCP	National
In-house Training on Republic Act 9184 and the 2016 Revised Implementing Rules and Regulations	June 10-12, 2019	VSU & GPPB	National
Workshop on the Development of Higher Education Data Dictionary and Alignment of Indicators, Data Sets and Data Elements for Monitoring the Public Investment Program of State Universities and Colleges	Dec. 10, 2018	CHED	National
Information System Strategic Planning Seminar-Workshop	Oct. 24-26, 2018	DICT	National
Target Setting Workshop	Aug. 20-21, 2018	VSU	Local
Training Course on the International Classification of Diseases version 10 (ICD-10) for Coders	Dec.4-8, 2017	Dept. of Health	National
Open Data Workshop	March 15, 2017	VSU	Local
OVPAP Strategic Planning Workshop	Feb. 15-16, 2017	VSU	Local

## References

**Prof. Winston W. Tabada**

Department Head

Department of Computer Science and Technology

Visayas State University

**Dr. Othello B. Capuno**

Vice President for Research and Extension

Office of the Vice President for Research and Extension

Visayas State University

**Dr. Remberto A. Patindol**

Vice President for Administration and Finance

Office of the Vice President for Administration and Finance

Visayas State University

**Dr. Dilberto O. Ferarren**

Vice President for Planning, Resource Generation and External Affairs

Visayas State University