



**Lot 26, Villa Trinidad Subd.
Brgy. Gaas, Baybay City Leyte, Philippines
Email: tmdargantes@vsu.edu.ph
Cell #: 0977-7186594 / 0998-3286945**

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

Level	Name of School	Year
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 Assistant 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 and 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 strategic reports for strategic direction for the reframing of the Strategic Plan.
- Authorized as Visayas State University Focal Person 1 for the Public Investment Program (PIP) of NEDA for 2019, 2020, 2021, and 2022 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.

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
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 Facilitator

Title	Inclusive Date	Organizer	Level
Curriculum Review for Graduate Programs	Jan. 21-22, 2016	VSU	Local
Training on Dehydrated Jackfruit Processing	May 30-31, 2014	VICARP & LGU Mahaplag, Leyte	Local
Training on Vacuum Fried Jackfruit Processing	April 1-3, 2014	VICARP-VSU	Local
Jackfruit Production Training and Technology Clinic with the Identified Jackfruit Growers in Javier, Leyte	Feb. 28, 2014	VICARP & LGU Javier, Leyte	Local
Jackfruit Production Training and Technology Clinic with the Identified Jackfruit Growers in Inopacan, Leyte	Feb. 7, 2014	VICARP & Inopacan, Leyte	Local
Training workshop on writing & reviewing research papers	Dec.16-20, 2013	VICARP-VSU	Regional
Jackfruit Production Training and Technology Clinic with the Identified Jackfruit Growers in Mahaplag, Leyte	Oct. 24, 2013	VICARP & DA-RIARC Abuyog	Local
Training Course on Disaster Risk Reduction and Management	May 29-31, 2013	VICARP-VSU	Regional
VICARP RRDEN Inter-Agency Research and Development/Extension Review for Cluster 3	June 14-15, 2012	NWSSU	Regional
Non-linear video production training	Oct. 4-7, 2011	VICARP-VSU	Regional
23 rd Joint RRDEN and VICARP Regional Research and Development/Extension Symposium	Aug. 2-4, 2011	VICARP & NSU Biliran	Regional
Training-Workshop on Qualitative Research Methods	April 25-28, 2011	VICARP-VSU	Regional
Training-Workshop on writing and reviewing research articles for peer-reviewed publication	April 11-15, 2011	VICARP & ATI	Local
VSU Research, Development and Extension in-House Review	Feb. 21-24, 2011	VSU	Local
Training-Workshop on writing and reviewing research articles for peer-reviewed publication	Jan. 17-21, 2011	VICARP & ATI	Regional

Training-Workshop on Project Proposal Development and Resource Generation	Nov. 29-Dec. 30, 2010	VICARP-VSU	Regional
Regional Technical Working Group Training on Basic ICT	Sept. 25, 2009	VICARP-VSU	Regional
Training on Human Resource Information System	Oct. 27-28, 2008	VICARP-VSU	Regional
Training on Facilitating Participatory Decision-Making Process	Oct. 22-24, 2008	VICARP-VSU	Regional

As Participant

Title	Inclusive Date	Organizer	Level
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
OVPAF Strategic Planning Workshop	Feb. 15-16, 2017	VSU	Local
VSU Web Development Workshop	Jan. 19-21, 2015	VSU	Local
Development of Web Based Spatial Information System Using Free and Open Source Software and Open Geospatial Consortium Based Web Services	May 15-16, 2013	VSU	Local
PHP/MySQL for Developers Training	June 25-29, 2012	DOST-ASTI, Diliman, Q.C.	National
Seminar on Fire Prevention	March 30, 2012	VSU	Local
IEC Materials Production Training	Oct. 18-19, 2011	VSU	Regional
Training on Information Technology for Researchers (IT4R)	Aug. 22-26, 2011	PCAARRD, Los Baños, Laguna	National
Inter-Agency Research and Development /Extension (RDE) Review-Cluster 2	May 10-11, 2011	SLSU	Local
Inter-Agency Research and Development /Extension (RDE) Review-Cluster 4	May 3-4, 2011	VSU	Local
Process Documentation Research Training	Oct. 27-29, 2010 Dec. 7-8, 2010	VICARP- VSU	Regional
Arts through the Lenses: Basic Photography Training	Aug. 6-7, 2010	VICARP- VSU	Regional
Seminar on Basic Wifi and Windows Operating Systems	April 7, 2010	VSU	Local
21 st Regional Research and Development/Extension Symposium	July 7-8, 2009	VICARP- VSU	Regional
Joint PTIAs and PLGUs Agency In House Review	May 12-13, 2009	UEP	Regional

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