

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	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Baybay City, Leyte	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	☒ Male ☐ Female		
6. CIVIL STATUS	☐ Single ☒ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS	26 House/Block/Lot No. Street Villa Trinidad Ga-as Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521
7. HEIGHT (m)	1.60	18. PERMANENT ADDRESS	26 House/Block/Lot No. Street Villa Trinidad Ga-as Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521
8. WEIGHT (kg)	62.00		
9. BLOOD TYPE	B+		
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	
SECONDARY	Visayas State University Laboratory High School	High School	1996	2000		2000	
VOCATIONAL/ TRADE COURSE	Dualtech Training Center	Electricity Serviceman	2000	2002		2002	
COLLEGE	Visayas State University	Bachelor of Science in Computer Science	2004	2008		2008	
GRADUATE STUDIES	Visayas State University	Master of Management	2015	2018		2018	

(Continue on separate sheet if necessary)

SIGNATURE		DATE	02/08/2022
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IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(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.

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	02/08/2022
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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			
	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
	Webinar 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
	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)
	Philippine Government Electronic Procurement System (PhilGEPS) Training for Buyers	07/17/2019	09/18/2019	16	Technical	GPPB-TSO
	Disaster Risk Reduction Training for NGCP Partner Communities	06/20/2019	06/22/2019	24	Technical	NGCP
	In-House Training on Republic Act 9184 and the 2016 Revised Implementing Rules and Regulations	06/10/2019	06/12/2019	24	Managerial	GPPB/VSU
	Seminar Workshop on Implementation Ready Project Proposal Preparation	03/15/2019	03/15/2019	8	Managerial	Visayas State University
	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	12/10/2018	12/10/2018	8	Managerial	AGF Consulting Group
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	02/08/2022	

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 election to promote/actively campaign for a national or local candidate?		☐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 (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 If YES, please specify: _____ ☐YES☒NO If YES, please specify ID No _____ ☐YES☒NO If YES, please specify ID No _____												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee) <table><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr><tr><td>DILBERTO O. FERRAREN</td><td>OVPPRGAS, VSU, VISCA, Byabya City, Leyte</td><td>0917-6341488</td></tr><tr><td>REMBERTO A. PATINDOL</td><td>OVPAF, VSU, VISCA, BAYBAY CITY</td><td>053-563-7108</td></tr><tr><td>WINSTON M. TABADA</td><td>DCST, VSU, VISCA, BAYBAY CITY</td><td></td></tr></table>			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	WINSTON M. TABADA	DCST, VSU, VISCA, BAYBAY CITY	
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REMBERTO A. PATINDOL	OVPAF, VSU, VISCA, BAYBAY CITY	053-563-7108												
WINSTON M. TABADA	DCST, VSU, VISCA, BAYBAY CITY													
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.		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												
Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) <i>PLEASE INDICATE ID Number and Date of Issuance</i> Government Issued ID: N/A ID/License/Passport No.: N/A Date/Place of Issuance: N/A	Signature (Sign inside the box) 02/08/2022 Date Accomplished													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath														