

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)<br>N/A                                |                                                                                                                                                                                                  |
| MIDDLE NAME                      | Loreto                                                                                                                                                                                  |                                                                |                                                                                                                                                                                                  |
| 3. DATE OF BIRTH<br>(mm/dd/yyyy) | 04/29/1983                                                                                                                                                                              | 16. CITIZENSHIP                                                | <input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship<br><input type="checkbox"/> by birth <input type="checkbox"/> by naturalization<br>Pls. indicate country: |
| 4. PLACE OF BIRTH                | Baybay City, Leyte                                                                                                                                                                      | If holder of dual citizenship,<br>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<br><input type="checkbox"/> Widowed <input type="checkbox"/> Separated<br><input type="checkbox"/> Other/s: | 17. RESIDENTIAL ADDRESS                                        | 26<br>House/Block/Lot No. Street<br>Villa Trinidad Ga-as<br>Subdivision/Village Barangay<br>BAYBAY LEYTE<br>City/Municipality Province                                                           |
| 7. HEIGHT (m)                    | 1.60                                                                                                                                                                                    | ZIP CODE                                                       | 6521                                                                                                                                                                                             |
| 8. WEIGHT (kg)                   | 62.00                                                                                                                                                                                   |                                                                |                                                                                                                                                                                                  |
| 9. BLOOD TYPE                    | B+                                                                                                                                                                                      | 18. PERMANENT ADDRESS                                          | 26<br>House/Block/Lot No. Street<br>Villa Trinidad Ga-as<br>Subdivision/Village Barangay<br>BAYBAY LEYTE<br>City/Municipality Province                                                           |
| 10. GSIS ID NO.                  | 02004558960                                                                                                                                                                             | ZIP CODE                                                       | 6521                                                                                                                                                                                             |
| 11. PAG-IBIG ID NO.              | 121147839201                                                                                                                                                                            |                                                                |                                                                                                                                                                                                  |
| 12. PHILHEALTH NO.               | 130001031539                                                                                                                                                                            |                                                                |                                                                                                                                                                                                  |
| 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<br>(Write in full)               | BASIC EDUCATION/DEGREE/COURSE<br>(Write in full) | PERIOD OF ATTENDANCE |      | HIGHEST LEVEL/UNITS EARNED<br>(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                                   |

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| SIGNATURE |  | DATE | 10/24/2024 |
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IV. CIVIL SERVICE ELIGIBILITY

| 27. | CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER<br>SPECIAL LAWS/ CES/ CSEE<br>BARANGAY ELIGIBILITY / DRIVER'S LICENSE | RATING<br>(If Applicable) | DATE OF<br>EXAMINATION /<br>CONFERMENT | PLACE OF EXAMINATION / CONFERMENT | LICENSE (if applicable) |                     |
|-----|------------------------------------------------------------------------------------------------------------------|---------------------------|----------------------------------------|-----------------------------------|-------------------------|---------------------|
|     |                                                                                                                  |                           |                                        |                                   | NUMBER                  | Date of<br>Validity |
|     | Career Service Professional                                                                                      | 82.53                     | 04/04/2014                             | Tacloban City                     | 13-125552               | 05/19/2014          |
|     |                                                                                                                  |                           |                                        |                                   |                         |                     |
|     |                                                                                                                  |                           |                                        |                                   |                         |                     |
|     |                                                                                                                  |                           |                                        |                                   |                         |                     |
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|     |                                                                                                                  |                           |                                        |                                   |                         |                     |

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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<br>(mm/dd/yyyy) |            | POSITION TITLE<br>(Write in full/Do not abbreviate) | DEPARTMENT / AGENCY / OFFICE / COMPANY<br>(Write in full/Do not abbreviate) | MONTHLY<br>SALARY | SALARY/ JOB/<br>PAY GRADE (if<br>applicable)& STEP<br>(Format"00-0")/<br>INCREMENT | STATUS OF<br>APPOINTMENT | GOV'T<br>SERVICE<br>(Y/ N) |
|-------------------------------------|------------|-----------------------------------------------------|-----------------------------------------------------------------------------|-------------------|------------------------------------------------------------------------------------|--------------------------|----------------------------|
|                                     |            |                                                     |                                                                             |                   |                                                                                    |                          |                            |
| From                                | To         |                                                     |                                                                             |                   |                                                                                    |                          |                            |
| 01/01/2024                          | PRESENT    | Administrative Assistant VI                         | Visayas State University                                                    | 31,277.00         | 12-3                                                                               | Permanent                | Y                          |
| 01/01/2023                          |            | Administrative Assistant VI                         | Visayas State University                                                    | 29,737.00         | 12-3                                                                               | Permanent                | Y                          |
| 01/01/2023                          |            | Administrative Assistant VI                         | Visayas State University                                                    | 29,737.00         | 12-3                                                                               | Permanent                | Y                          |
| 12/01/2022                          |            | Administrative Assistant VI                         | Visayas State University                                                    | 28,180.00         | 12-3                                                                               | Permanent                | Y                          |
| 01/01/2022                          |            | Administrative Assistant VI                         | Visayas State University                                                    | 27,892.00         | 12-2                                                                               | Permanent                | Y                          |
| 01/01/2021                          |            | Administrative Assistant VI                         | Visayas State University                                                    | 26,336.00         | 12-2                                                                               | Permanent                | Y                          |
| 01/01/2021                          |            | Administrative Assistant VI                         | Visayas State University                                                    | 26,336.00         | 12-2                                                                               | Permanent                | Y                          |
| 01/01/2021                          |            | Administrative Assistant VI                         | Visayas State University                                                    | 26,336.00         | 12-2                                                                               | Permanent                | Y                          |
| 01/01/2020                          |            | Administrative Assistant VI                         | Visayas State University                                                    | 24,779.00         | 12-2                                                                               | Permanent                | Y                          |
| 12/01/2019                          | 12/31/2019 | Administrative Assistant VI                         | Visayas State University                                                    | 23,222.00         | 12-2                                                                               | Permanent                | Y                          |
| 01/01/2019                          |            | Administrative Assistant VI                         | Visayas State University                                                    | 22,938.00         | 12-1                                                                               | Permanent                | Y                          |
| 01/01/2018                          | 12/31/2018 | Administrative Assistant VI                         | Visayas State University                                                    | 22,149.00         | 12-1                                                                               | Permanent                | Y                          |
| 01/01/2017                          | 12/31/2017 | Administrative Assistant VI                         | Visayas State University                                                    | 21,387.00         | 12-1                                                                               | Permanent                | Y                          |
| 12/01/2016                          | 12/31/2016 | Administrative Assistant VI                         | Visayas State University                                                    | 20,651.00         | 12-1                                                                               | Permanent                | Y                          |
| 01/01/2016                          | 11/30/2016 | Administrative Assistant II                         | Visayas State University                                                    | 15,368.00         | 8-1                                                                                | Permanent                | Y                          |
| 07/01/2015                          | 12/31/2015 | Administrative Assistant II                         | Visayas State University                                                    | 14,931.00         | -                                                                                  | Permanent                | Y                          |
| 07/01/2014                          | 12/31/2015 | Administrative Assistant II                         | Visayas State University                                                    | 14,931.00         | -                                                                                  | Temporary                | Y                          |
|                                     |            |                                                     |                                                                             |                   |                                                                                    |                          |                            |
|                                     |            |                                                     |                                                                             |                   |                                                                                    |                          |                            |
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

| 29. | NAME & ADDRESS OF ORGANIZATION<br>(Write in full) | INCLUSIVE DATES<br>(mm/dd/yyyy) |     | NUMBER OF<br>HOURS | POSITION / NATURE OF WORK |
|-----|---------------------------------------------------|---------------------------------|-----|--------------------|---------------------------|
|     |                                                   | From                            | To  |                    |                           |
|     | N/A                                               | N/A                             | N/A | N/A                | N/A                       |
|     |                                                   |                                 |     |                    |                           |
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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<br>(Write in full)                                                                                                        | INCLUSIVE DATES OF<br>ATTENDANCE<br>(mm/dd/yyyy) |            | NUMBER OF<br>HOURS | Type of LD<br>( Managerial/<br>Supervisory/<br>Technical/etc) | CONDUCTED/ SPONSORED BY<br>(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<br>(Write in full) | 33. | MEMBERSHIP IN ASSOCIATION/ORGANIZATION<br>(Write in full) |
|-----|----------------------------|-----|------------------------------------------------------------|-----|-----------------------------------------------------------|
|     | N/A                        |     | N/A                                                        |     | VSU ADMINISTRATIVE PERSONNEL ASSOCIATION (VSU-ADPA)       |
|     |                            |     |                                                            |     |                                                           |
|     |                            |     |                                                            |     |                                                           |
|     |                            |     |                                                            |     |                                                           |
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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<br>(Write in full)                                                                                                                                                                      | INCLUSIVE DATES OF ATTENDANCE<br>(mm/dd/yyyy) |            | NUMBER OF HOURS | Type of LD<br>( Managerial/<br>Supervisory/<br>Technical/etc) | CONDUCTED/ SPONSORED BY<br>(Write in full)                                                           |
|                                                                                                                                                                                  |                                                                                                                                                                                                                                                           | From                                          | To         |                 |                                                               |                                                                                                      |
|                                                                                                                                                                                  | Seminar on creation of OPCR/IPCR                                                                                                                                                                                                                          | 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                                                    |                                                                                                      |



| <div>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,<br/>a. within the third degree?<br/>b. within the fourth degree (for Local Government Unit - Career Employees)?</div>                                                                                                                           |                                          | <div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details:<br/>_____</div></div>                                                                                                                                                                                                       |  |      |         |          |                      |                                          |              |                      |                                |              |                       |                                |              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|------|---------|----------|----------------------|------------------------------------------|--------------|----------------------|--------------------------------|--------------|-----------------------|--------------------------------|--------------|
| <div>35. a. Have you ever been found guilty of any administrative offense?<br/><br/>b. Have you been criminally charged before any court?</div>                                                                                                                                                                                                                                                                                                                                                                 |                                          | <div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details:<br/>_____</div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details:<br/>Date Filed: _____<br/>Status of Case/s: _____</div></div></div>                                                                                                          |  |      |         |          |                      |                                          |              |                      |                                |              |                       |                                |              |
| <div>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</div>                                                                                                                                                                                                                                                                                                                                                                     |                                          | <div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details:<br/>_____</div></div>                                                                                                                                                                                                                                                                                    |  |      |         |          |                      |                                          |              |                      |                                |              |                       |                                |              |
| <div>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?</div>                                                                                                                                                                                                                                                  |                                          | <div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details:<br/>_____</div></div>                                                                                                                                                                                                                                                                                    |  |      |         |          |                      |                                          |              |                      |                                |              |                       |                                |              |
| <div>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?<br/><br/>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?</div>                                                                                                                                                                                     |                                          | <div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div></div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div></div></div>                                                                                                                                               |  |      |         |          |                      |                                          |              |                      |                                |              |                       |                                |              |
| <div>39. Have you acquired the status of an immigrant or permanent resident of another country?</div>                                                                                                                                                                                                                                                                                                                                                                                                           |                                          | <div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details (country):<br/>_____</div></div>                                                                                                                                                                                                                                                                          |  |      |         |          |                      |                                          |              |                      |                                |              |                       |                                |              |
| <div>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:<br/>a. Are you a member of any indigenous group?<br/>b. Are you a person with disability?<br/>c. Are you a solo parent?</div>                                                                                                                                                                               |                                          | <div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, please specify: _____</div></div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, please specify ID No _____</div></div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, please specify ID No _____</div></div></div> |  |      |         |          |                      |                                          |              |                      |                                |              |                       |                                |              |
| <div>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</div> <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>Moises Neil V. Sereño</td><td>Visca, Pangasugan, Baybay City</td><td>053-565-0600</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 | Moises Neil V. Sereño | Visca, Pangasugan, Baybay City | 053-565-0600 |
| 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                                                                                                                                                                                                                                                                                                                                                                                                          |  |      |         |          |                      |                                          |              |                      |                                |              |                       |                                |              |
| <div>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.</div> |                                          | <div><div><div>ID picture taken within the last 6 months<br/>3.5 cm x 4.5 cm<br/>(passport size)<br/><br/>With full and handwritten name tag and signature over printed name<br/><br/>Computer generated or photocopied picture is not acceptable</div><div>PHOTO</div></div><div><div></div><div>Right Thumbmark</div></div></div>                                                                                   |  |      |         |          |                      |                                          |              |                      |                                |              |                       |                                |              |
| <div><div>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) <i>PLEASE INDICATE ID Number and Date of Issuance</i><br/>Government Issued ID: <b>DL</b><br/>ID/License/Passport No.: <b>H1210000670</b><br/>Date/Place of Issuance: <b>04/26/2024 / Land Transportation Office, Baybay City</b></div></div>                                                                                                                                                                             |                                          | <div><div></div><div>Signature (Sign inside the box)<br/>10/24/2024<br/>Date Accomplished</div></div>                                                                                                                                                                                                                                                                                                                 |  |      |         |          |                      |                                          |              |                      |                                |              |                       |                                |              |
| <div>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.<br/><div></div><div>Person Administering Oath</div></div>                                                                                                                                                                                                                                                                                                                        |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                       |  |      |         |          |                      |                                          |              |                      |                                |              |                       |                                |              |