

# PHRMO Job Portal

PGO DAVAO DEL SUR | Region XI

<b>Place of Assignment :</b>	Office of the Provincial Treasurer
<b>Position Title :</b>	Administrative Officer I (Record Officer I)
<b>Plantilla Item No. :</b>	335
<b>Salary/Job/Pay Grade :</b>	10
<b>Monthly Salary :</b>	25586.00
<b>Eligibility :</b>	Career Service Professional (Second Level Eligibility)
<b>Education :</b>	Bachelor's degree
<b>Training :</b>	None required
<b>Work Experience :</b>	None required
<b>Competency :</b>	Computer Proficient

## Instructions/Remarks :

This office highly encourages all interested and qualified applicants, including persons with disability(PWD), members of indigenous communities, and those with diverse sexual orientation, genderidentity and expression (SOGIE), to apply. Interested and qualified applicants should signify theirinterest in writing.

## Documents:

- 1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph); 2. Performance rating in the last rating period (if applicable); 3. Photocopy of certificate of eligibility/rating/license; and 4. Photocopy of Transcript of Records.

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**RAUL D. RAUT, ENP, JD**

**PGDH-Provincial Human Resource Management Officer**

PHRMO, Matti, Digos City, Davao del Sur

**Email:** [pgohrmodavaodelsur@gmail.com](mailto:pgohrmodavaodelsur@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

**Posting Date :** February 13, 2026

**Closing Date :** April 09, 2026