

PHRMO Job Portal

PGO DAVAO DEL SUR | Region XI

Place of Assignment :	Office of the Sangguniang Panlalawigan - Secretariat
Position Title :	PGADH - Assistant Secretary to the Sanggunian
Plantilla Item No. :	1151
Salary/Job/Pay Grade :	24
Monthly Salary :	98185
Eligibility :	Career Service (Professional) Second Level Eligibility
Education :	Bachelor's degree
Training :	24 hours of training in management and supervision
Work Experience :	4 years in position/s involving management and supervision
Competency :	NA

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; 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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : January 15, 2026

Closing Date : January 30, 2026