

# **PHRMO Job Portal**

**PGO DAVAO DEL SUR | Region XI**

|                               |   |
|-------------------------------|---|
| <b>Place of Assignment :</b>  | Office of the Secretary to the Sangguniang Panlalawigan |
| <b>Position Title :</b>       | Board Secretary   |
| <b>Plantilla Item No. :</b>   | 145   |
| <b>Salary/Job/Pay Grade :</b> | 14  |
| <b>Monthly Salary :</b>       | 37024   |
| <b>Eligibility :</b>          | Career Service (Professional) Second Level Eligibility  |
| <b>Education :</b>            | Bachelor's degree                                       |
| <b>Training :</b>             | 4 hours of relevant training                            |
| <b>Work Experience :</b>      | 1 year of relevant experience                           |
| <b>Competency :</b>           | 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](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 :** January 15, 2026

**Closing Date :** January 30, 2026