

PHRMO Job Portal

PGO DAVAO DEL SUR | Region XI

Place of Assignment :	Office of the Secretary to the Sanguniang Panlalawigan
Position Title :	Administrative Aide III (Driver I)
Plantilla Item No. :	154
Salary/Job/Pay Grade :	3
Monthly Salary :	15852
Eligibility :	Driver's License (Professional) MC 11, s.96-Cat II
Education :	Elementary School Graduate
Training :	None Required
Work Experience :	None Required
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