

PHRMO Job Portal

PGO DAVAO DEL SUR | Region XI

Place of Assignment :	Office of the Provincial Procurement Management Officer
Position Title :	Administrative Assistant II (Clerk IV)
Plantilla Item No. :	1072
Salary/Job/Pay Grade :	8
Monthly Salary :	21448.00
Eligibility :	Career Service Subprofessional (First Level Eligibility)
Education :	Completion of two (2) years studies in college
Training :	Four (4) hours of relevant training
Work Experience :	One (1) year of relevant experience
Competency :	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:

- Scanned and Clear Copy of : 1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2025) which can be downloaded at www.csc.gov.ph; 2. Performance rating in the last rating period (if applicable); 3. Certificate of eligibility/rating/license; 4. Transcript of Records; 5. PSA Birth Certificate; 6. PSA Marriage Certificate (if applicable); 7. Training Certificate (ONLY trainings relevant to the position); 8. Work Experience Sheet (ONLY experience relevant to the position applied for).

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 : February 13, 2026

Closing Date : April 09, 2026