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University Human Resource Management Office
 Tel. No. (02) 8539-9950 loc. 124 Email Address: careers@urs.edu.ph

**JOB DESCRIPTION/SPECIFICATION
 NO. 1**

Position Title	Administrative Officer V (Supply Officer III)	Salary Grade	18
Plantilla Item Number	URSB-ADOF5-33-2022	Monthly Salary	₱46,725.00
Employment Status	Permanent		
Office/Unit	Supply and Property Management Unit		
Immediate Supervisor	Chief Administrative Officer		
General Function of the Unit	Manages the receiving, recording, issuance and disposal of all equipment and properties of the University		
General Function of the Position	Oversees and supervises all activities of the unit as Head of the BAC Secretariat		
Duties and Responsibilities	<ul style="list-style-type: none"> • Oversees the operation of the Supply and Property Management Office • Spearheads the conduct of trainings and seminars for Supply and Property Management. • Acts as the central channel of communications for the end users, PMOs, other units of the line agency, other government agencies and the general public. • Spearheads the conduct of inventory of all assets of the university. • Coordinates with GSIS on the Insurance of Properties of the University • Prepares all the required reports for government compliances • Performs other duties assigned 		
Qualification Standards			
Education	Bachelor's degree		
Experience	2 years of relevant experience		
Training	8 hours of relevant training		
Eligibility	Career Service (Professional) / Second Level Eligibility		



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**JOB DESCRIPTION/SPECIFICATION
 NO. 2**

Position Title	Accountant II	Salary Grade	16
Plantilla Item Number	URSB-A2-1-2023	Monthly Salary	₱39,672.00
Employment Status	Permanent		
Office/Unit	Accounting Unit		
Immediate Supervisor	Campus Director		
General Function of the Unit	To provide accounting services and financial support to the University in accordance with laws, rules and regulations.		
General Function of the Position	Ensures that financial reports will be fairly presented. That all recordable transactions must be taken up accurately in the books and that all disbursements are properly documented and in accordance with laws, rules, and regulations.		
Duties and Responsibilities	<ul style="list-style-type: none"> • Maintains Individual Subsidiary Ledger for Supplies, Semi-Expendable and PPE • Prepares lapsing schedule of PPE • Conducts Physical Inventory • Reconciles supplies ledger card with stock card • Prepares appropriate adjusting entries • Performs other duties assigned 		
Qualification Standards			
Education	Bachelor's degree in Commerce / Business Administration major in Accounting		
Experience	1 year of relevant experience		
Training	4 hours of relevant training		
Eligibility	RA 1080		



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**JOB DESCRIPTION/SPECIFICATION
 NO. 3**

Position Title	Accountant II	Salary Grade	16
Plantilla Item Number	URSB-A2-2-2023	Monthly Salary	₱39,672.00
Employment Status	Permanent		
Office/Unit	Accounting Unit		
Immediate Supervisor	Campus Director		
General Function of the Unit	To provide accounting services and financial support to the University in accordance with laws, rules and regulations.		
General Function of the Position	Ensures that financial reports will be fairly presented. That all recordable transactions must be taken up accurately in the books and that all disbursements are properly documented and in accordance with laws, rules, and regulations.		
Duties and Responsibilities	<ul style="list-style-type: none"> • Maintains Individual Subsidiary Ledger for Supplies, Semi-Expendable and PPE • Prepares lapsing schedule of PPE • Conducts Physical Inventory • Reconciles supplies ledger card with stock card • Prepares appropriate adjusting entries • Performs other duties assigned 		
Qualification Standards			
Education	Bachelor's degree in Commerce / Business Administration major in Accounting		
Experience	1 year of relevant experience		
Training	4 hours of relevant training		
Eligibility	RA 1080		



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**JOB DESCRIPTION/SPECIFICATION
 NO. 4**

Position Title	Legal Assistant III	Salary Grade	14
Plantilla Item Number	URSB-LEA3-17-2022	Monthly Salary	₱33,843.00
Employment Status	Permanent		
Office/Unit	Legal Unit		
Immediate Supervisor	Attorney IV		
General Function of the Unit	Responsible in handling all legal matters concerning the University		
General Function of the Position	Performs administrative legal duties in support to the University		
Duties and Responsibilities	<ul style="list-style-type: none"> • Maintains good public relations and provides clear spoken information to clients • Maintains confidentiality of sensitive and confidential matters and information • Prepares documents, correspondence, pleadings, data entry for accuracy and quality • Researches regulations, laws and legal articles to assist with the preparation of reports and legal advice • Performs administrative duties such as preparation of correspondence, memoranda, resolution requests and reports • Takes and transcribes general dictation and meeting minutes • Compiles, organizes and maintains confidential files • Performs other duties assigned 		
Qualification Standards			
Education	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses		
Experience	1 year experience in legal work such as preparation of pleadings, legal opinions, memoranda or legal research		
Training	8 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure		
Eligibility	Career Service (Professional) / Second Level Eligibility		



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**JOB DESCRIPTION/SPECIFICATION
 NO. 5**

Position Title	Legal Assistant II	Salary Grade	12
Plantilla Item Number	URSB-LEA2-9-2022	Monthly Salary	₱29,165.00
Employment Status	Permanent		
Office/Unit	Legal Unit		
Immediate Supervisor	Attorney IV		
General Function of the Unit	Responsible in handling all legal matters concerning the University		
General Function of the Position	Performs administrative legal duties in support to the University		
Duties and Responsibilities	<ul style="list-style-type: none"> • Maintains good public relations and provides clear spoken information to clients • Maintains confidentiality of sensitive and confidential matters and information • Screens requests, handles inquiries and complaints • Assists in the administrative duties such as preparation of correspondence, issuances, resolution requests and reports • Takes and transcribes general dictation and meeting minutes • Manages, organizes and maintains documents in paper and electronic filing system • Acts as liaison with other departments and agencies • Provides general administrative assistance, such as maintaining the immediate head's calendar, scheduling of meetings and making travel arrangements • Performs other duties assigned 		
Qualification Standards			
Education	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses		
Experience	None required		
Training	4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure		
Eligibility	Career Service (Professional) / Second Level Eligibility		



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**JOB DESCRIPTION/SPECIFICATION
 NO. 6**

Position Title	Administrative Assistant II (Human Resource Management Assistant)	Salary Grade	8
Plantilla Item Number	URSB-ADAS2-44-2022	Monthly Salary	₱19,744.00
Employment Status	Permanent		
Office/Unit	Human Resource Management Unit		
Immediate Supervisor	Administrative Officer V (Human Resource Management Officer III)		
General Function of the Unit	Designs and implements human resource management systems in concurrence with Civil Service and applicable government rules, laws and regulations to ensure that human talent is managed effectively and efficiently to accomplish University goals.		
General Function of the Position	Performs routine administrative support work which involves providing internal administrative support including disseminating information, assisting with maintaining filing systems, and preparing and editing reports and documents.		
Duties and Responsibilities	<ul style="list-style-type: none"> • Prepares and disseminates information concerning HR programs and services. • Prepares, edits, and distributes correspondence, reports, studies, forms, and documents. • Performs general office duties such as filing, answering and routing phone calls, routing mail, and ordering and maintaining office supplies. • Responds to inquiries and explains rules, regulations, policies, and procedures. • Assists in planning meetings, conferences, and seminars. • Assists in compiling and entering data for charts, graphs, databases, summaries, or reports. • Performs other duties assigned 		
Qualification Standards			
Education	Completion of 2-year studies in college		
Experience	1 year of relevant experience		
Training	4 hours of relevant training		
Eligibility	Career Service (Subprofessional) / First Level Eligibility		



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**JOB DESCRIPTION/SPECIFICATION
 NO. 7**

Position Title	Administrative Assistant II (Property Custodian)	Salary Grade	8
Plantilla Item Number	URSB-ADAS2-45-2022	Monthly Salary	₱19,744.00
Employment Status	Permanent		
Office/Unit	Supply and Property Management Unit		
Immediate Supervisor	Administrative Officer V (Supply Officer III)		
General Function of the Unit	Manages the receiving, recording, issuance and disposal of all equipment and properties of the University		
General Function of the Position	Assists the immediate Head in managing the receiving, recording, issuance and disposal of all equipment and properties of the University		
Duties and Responsibilities	<ul style="list-style-type: none"> • Prepares and update Supplies Ledger Card • In-charge in the releasing of supplies • Updates the supplies Bin Card • In-charge in the upkeep of the University Stock Room • Prepares the supplies inventory • Performs other duties assigned 		
Qualification Standards			
Education	Completion of 2-year studies in college		
Experience	1 year of relevant experience		
Training	4 hours of relevant experience		
Eligibility	Career Service (Subprofessional) / First Level Eligibility		



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**JOB DESCRIPTION/SPECIFICATION
 NO. 8**

Position Title	Administrative Assistant II (Budgeting Assistant)	Salary Grade	8
Plantilla Item Number	URSB-ADAS2-46-2022	Monthly Salary	₱19,744.00
Employment Status	Permanent		
Office/Unit	Budget Unit		
Immediate Supervisor	Administrative Officer V (Budget Officer III)		
General Function of the Unit	Responsible in providing efficient budgeting services; reliable and timely financial information towards effective utilization of financial resources		
General Function of the Position	Under general supervision, performs technical and administrative support services functions relevant to the job		
Duties and Responsibilities	<ul style="list-style-type: none"> • Allocates fund to request • Records expenditures in appropriate registries • Reconciles Purchase Request and Purchase Order • Performs other duties assigned 		
Qualification Standards			
Education	Completion of 2-year studies in college		
Experience	1 year of relevant experience		
Training	4 hours of relevant training		
Eligibility	Career Service (Subprofessional) / First Level Eligibility		



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**JOB DESCRIPTION/SPECIFICATION
 NO. 9**

Position Title	Administrative Assistant II (Property Custodian)	Salary Grade	8
Plantilla Item Number	URSB-ADAS2-48-2022	Monthly Salary	₱19,744.00
Employment Status	Permanent		
Office/Unit	Supply and Property Management Unit		
Immediate Supervisor	Administrative Officer I (Supply Officer I)		
General Function of the Unit	Manages the receiving, recording, issuance and disposal of all equipment and properties of the Campus.		
General Function of the Position	Assists the immediate Head in managing the receiving, recording, issuance and disposal of all equipment and properties of the Campus.		
Duties and Responsibilities	<ul style="list-style-type: none"> • Assists in the operation of the Supply and Property Management Office • Prepares and updates Supplies Ledger Card • In-charge in the releasing of supplies • Updates the supplies Bin Card • In-charge in the upkeep of the University Stock Room • Prepares the supplies inventory • Performs other duties assigned 		
Qualification Standards			
Education	Completion of 2-year studies in college		
Experience	1 year of relevant experience		
Training	4 hours of relevant training		
Eligibility	Career Service (Subprofessional) / First Level Eligibility		



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**JOB DESCRIPTION/SPECIFICATION
 NO. 10**

Position Title	Administrative Assistant I (Secretary I)	Salary Grade	7
Plantilla Item Number	URSB-ADAS1-37-2022	Monthly Salary	₱18,620.00
Employment Status	Permanent		
Office/Unit	Procurement Unit		
Immediate Supervisor	Administrative Officer III		
General Function of the Unit	Takes charge of the Procurement of Goods, Services and Infrastructure Projects in the Campus.		
General Function of the Position	Performs the functions of a Procurement Officer and will do other related tasks that may be assigned.		
Duties and Responsibilities	<ul style="list-style-type: none"> • Prepares Purchase Request for Supplies and Equipment needed by the Campus • Prepares the Report of Supplies and Materials Issued for the Day • Assists in the preparation of Inventory and Inspection Report of Unserviceable Properties • Conducts canvass of prices for campus needs • Keeps a systematic filing of procurement Documents • Perform duties as assigned 		
Qualification Standards			
Education	Completion of 2-year studies in college		
Experience	None required		
Training	None required		
Eligibility	Career Service (Subprofessional) / First Level Eligibility		



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**JOB DESCRIPTION/SPECIFICATION
 NO. 11**

Position Title	Administrative Assistant I (Secretary I)	Salary Grade	7
Plantilla Item Number	URSB-ADAS1-38-2022	Monthly Salary	₱18,620.00
Employment Status	Permanent		
Office/Unit	Procurement Unit		
Immediate Supervisor	Administrative Officer III		
General Function of the Unit	Takes charge of the Procurement of Goods, Services and Infrastructure Projects in the Campus.		
General Function of the Position	Performs the functions of a Procurement Officer and will do other related tasks that may be assigned.		
Duties and Responsibilities	<ul style="list-style-type: none"> • Prepares Purchase Request for Supplies and Equipment needed by the Campus • Prepares the Report of Supplies and Materials Issued for the Day • Assists in the preparation of Inventory and Inspection Report of Unserviceable Properties • Conducts canvass of prices for campus needs • Keeps a systematic filing of procurement Documents • Perform duties as assigned 		
Qualification Standards			
Education	Completion of 2-year studies in college		
Experience	None required		
Training	None required		
Eligibility	Career Service (Subprofessional) / First Level Eligibility		



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**JOB DESCRIPTION/SPECIFICATION
 NO. 12**

Position Title	Administrative Aide VI (Clerk III)	Salary Grade	6
Plantilla Item Number	URSB-ADA6-2-2022	Monthly Salary	₱17,553.00
Office/Unit	Office of the Board Secretary		
Immediate Supervisor	Board Secretary V		
General Function of the Unit	Responsible in handling all matters concerning the Board of Regents as well as the Academic and Administrative Councils.		
General Function of the Position	Performs administrative and clerical tasks within the office.		
Duties and Responsibilities	<ul style="list-style-type: none"> • Serves as the incoming and outgoing document clerk • Performs general office duties such as data encoding, filing and maintaining a filing system, scanning, and requesting and maintaining office supplies • Ensures security of office equipment and availability of office supplies • Assists with presentations and reports • Screens all incoming phone calls, inquiries and correspondence and route accordingly • Performs other duties assigned 		
Qualification Standards			
Education	Completion of 2-year studies in college		
Experience	None required		
Training	None required		
Eligibility	Career Service (Subprofessional) / First Level Eligibility		



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**JOB DESCRIPTION/SPECIFICATION
 NO. 13**

Position Title	Administrative Aide VI (Clerk III)	Salary Grade	6
Plantilla Item Number	URSB-ADA6-3-2022	Monthly Salary	₱17,553.00
Office/Unit	Office of the Board Secretary		
Immediate Supervisor	Board Secretary V		
General Function of the Unit	Responsible in handling all matters concerning the Board of Regents as well as the Academic and Administrative Councils.		
General Function of the Position	Performs administrative and clerical tasks within the office.		
Duties and Responsibilities	<ul style="list-style-type: none"> • Serves as the incoming and outgoing document clerk • Performs general office duties such as data encoding, filing and maintaining a filing system, scanning, and requesting and maintaining office supplies • Ensures security of office equipment and availability of office supplies • Assists with presentations and reports • Screens all incoming phone calls, inquiries and correspondence and route accordingly • Performs other duties assigned 		
Qualification Standards			
Education	Completion of 2-year studies in college		
Experience	None required		
Training	None required		
Eligibility	Career Service (Subprofessional) / First Level Eligibility		



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**JOB DESCRIPTION/SPECIFICATION
 NO. 14**

Position Title	Administrative Aide VI (Clerk III)	Salary Grade	6
Plantilla Item Number	URSB-ADA6-6-2022	Monthly Salary	₱17,553.00
Employment Status	Permanent		
Office/Unit	Internal Audit Unit		
Immediate Supervisor	Internal Auditor III		
General Function of the Unit	Ensures that all transaction processes in the University are compliant to government laws, policies, guidelines and procedures.		
General Function of the Position	Performs administrative and clerical tasks within the office.		
Duties and Responsibilities	<ul style="list-style-type: none"> • Serves as the incoming and outgoing document clerk • Performs general office duties such as data encoding, filing and maintaining a filing system, scanning, and requesting and maintaining office supplies • Ensures security of office equipment and availability of office supplies • Assists with presentations and reports • Screens all incoming phone calls, inquiries and correspondence and route accordingly • Performs other duties assigned 		
Qualification Standards			
Education	Completion of 2-year studies in college		
Experience	None required		
Training	None required		
Eligibility	Career Service (Subprofessional) / First Level Eligibility		



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**JOB DESCRIPTION/SPECIFICATION
 NO. 15**

Position Title	Administrative Aide VI (Clerk III)	Salary Grade	6
Plantilla Item Number	URSB-ADA6-7-2022	Monthly Salary	₱17,553.00
Employment Status	Permanent		
Office/Unit	Legal Unit		
Immediate Supervisor	Attorney IV		
General Function of the Unit	Responsible for overseeing the day-to-day operations of the Legal Unit		
General Function of the Position	Performs administrative and clerical tasks within the office.		
Duties and Responsibilities	<ul style="list-style-type: none"> • Assists the Attorney IV by providing administrative assistance, such as writing and editing e-mails, drafting issuances, preparing written communications and minutes of the meeting • Assists the Attorney IV in the preparation of reports, data gathering, documentation and other support functions of basic legal unit operations • Manages the executive's calendar, including making appointments and prioritizing the most sensitive matters • Makes travel and accommodation arrangements • Performs general office duties such as filing and maintaining a filing system, answering and routing phone calls, requesting and maintaining the office supplies • Screens all incoming phone calls, inquiries and correspondence and route accordingly • Performs other duties assigned 		
Qualification Standards			
Education	Completion of 2-year studies in college		
Experience	None required		
Training	None required		
Eligibility	Career Service (Subprofessional) / First Level Eligibility		



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**JOB DESCRIPTION/SPECIFICATION
 NO. 16**

Position Title	Administrative Aide VI (Clerk III)	Salary Grade	6
Plantilla Item Number	URSB-ADA6-9-2022	Monthly Salary	₱17,553.00
Employment Status	Permanent		
Office/Unit	Project Management Unit		
Immediate Supervisor	Project Development Officer III		
General Function of the Unit	Responsible on all infrastructure projects of the University by maintaining best practices in compliance with government regulations		
General Function of the Position	Performs administrative and clerical tasks within the office.		
Duties and Responsibilities	<ul style="list-style-type: none"> • Serves as the incoming and outgoing document clerk • Performs general office duties such as data encoding, filing and maintaining a filing system, scanning, and requesting and maintaining office supplies • Ensures security of office equipment and availability of office supplies • Assists with presentations and reports • Screens all incoming phone calls, inquiries and correspondence and route accordingly • Performs other duties assigned 		
Qualification Standards			
Education	Completion of 2-year studies in college		
Experience	None required		
Training	None required		
Eligibility	Career Service (Subprofessional) / First Level Eligibility		



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**JOB DESCRIPTION/SPECIFICATION
 NO. 17**

Position Title	Administrative Aide VI (Clerk III)	Salary Grade	6
Plantilla Item Number	URSB-ADA6-10-2022	Monthly Salary	₱17,553.00
Employment Status	Permanent		
Office/Unit	Quality Assurance Office		
Immediate Supervisor	Administrative Officer V		
General Function of the Unit	Ensures that the University's mandate conforms with national and international standards		
General Function of the Position	Performs administrative and clerical tasks within the office.		
Duties and Responsibilities	<ul style="list-style-type: none"> • Serves as the incoming and outgoing document clerk • Performs general office duties such as data encoding, filing and maintaining a filing system, scanning, and requesting and maintaining office supplies • Ensures security of office equipment and availability of office supplies • Assists with presentations and reports • Screens all incoming phone calls, inquiries and correspondence and route accordingly • Performs other duties assigned 		
Qualification Standards			
Education	Completion of 2-year studies in college		
Experience	None required		
Training	None required		
Eligibility	Career Service (Subprofessional) / First Level Eligibility		



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**JOB DESCRIPTION/SPECIFICATION
 NO. 18**

Position Title	Administrative Aide VI (Clerk III)	Salary Grade	6
Plantilla Item Number	URSB-ADA6-11-2022	Monthly Salary	₱17,553.00
Employment Status	Permanent		
Office/Unit	Office of the Vice President for Administration & Finance		
Immediate Supervisor	Vice President for Administration & Finance		
General Function of the Unit	Responsible in providing administrative assistance to the Office of the Vice President.		
General Function of the Position	Performs administrative and clerical tasks within the office.		
Duties and Responsibilities	<ul style="list-style-type: none"> • Assists in providing administrative support within the office • Serves as the incoming and outgoing document clerk • Performs general office duties such as data encoding, recording, filing and maintaining a filing system, scanning, and requesting and maintaining office supplies. • Maintains schedule of activities for the Vice President • Follows-up submission of the requested documents • Ensures security of office equipment and availability of office supplies. • Assists with presentations and reports • Screens all incoming phone calls, inquiries and correspondence and route accordingly • Performs other duties assigned 		
Qualification Standards			
Education	Completion of 2-year studies in college		
Experience	None required		
Training	None required		
Eligibility	Career Service (Subprofessional) / First Level Eligibility		



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**JOB DESCRIPTION/SPECIFICATION
 NO. 19**

Position Title	Administrative Aide VI (Clerk III)	Salary Grade	6
Plantilla Item Number	URSB-ADA6-14-2022	Monthly Salary	₱17,553.00
Employment Status	Permanent		
Office/Unit	General Services Unit		
Immediate Supervisor	Administrative Officer V		
General Function of the Unit	Responsible for equipment operation, basic maintenance and repair, materials handling, custodial services, logistical support, routine security and/or customer services and other related duties		
General Function of the Position	Performs administrative and clerical tasks within the office		
Duties and Responsibilities	<ul style="list-style-type: none"> • Serves as the incoming and outgoing document clerk • Performs general office duties such as data encoding, filing and maintaining a filing system, scanning, and requesting and maintaining office supplies • Ensures security of office equipment and availability of office supplies • Assists with presentations and reports • Screens all incoming phone calls, inquiries and correspondence and route accordingly • Performs other duties assigned 		
Qualification Standards			
Education	Completion of 2-year studies in college		
Experience	None required		
Training	None required		
Eligibility	Career Service (Subprofessional) / First Level Eligibility		



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**JOB DESCRIPTION/SPECIFICATION
 NO. 20**

Position Title	Administrative Aide VI (Clerk III)	Salary Grade	6
Plantilla Item Number	URSB-ADA6-16-2022	Monthly Salary	₱17,553.00
Employment Status	Permanent		
Office/Unit	Human Resource Management Unit		
Immediate Supervisor	Administrative Officer V (Human Resource Management Officer III)		
General Function of the Unit	Designs and implements human resource management systems in concurrence with Civil Service and applicable government rules, laws and regulations to ensure that human talent is managed effectively and efficiently to accomplish University goals.		
General Function of the Position	Performs administrative and clerical tasks within the office		
Duties and Responsibilities	<ul style="list-style-type: none"> • Serves as the incoming and outgoing document clerk • Performs general office duties such as data encoding, filing and maintaining a filing system, scanning, and requesting and maintaining office supplies • Ensures security of office equipment and availability of office supplies • Assists with presentations and reports • Screens all incoming phone calls, inquiries and correspondence and route accordingly • Performs other duties assigned 		
Qualification Standards			
Education	Completion of 2-year studies in college		
Experience	None required		
Training	None required		
Eligibility	Career Service (Subprofessional) / First Level Eligibility		



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**JOB DESCRIPTION/SPECIFICATION
 NO. 21**

Position Title	Administrative Aide VI (Clerk III)	Salary Grade	6
Plantilla Item Number	URSB-ADA6-17-2022	Monthly Salary	₱17,553.00
Employment Status	Permanent		
Office/Unit	Procurement Unit		
Immediate Supervisor	Administrative Officer V		
General Function of the Unit	To assist the BAC on Procurement of Goods, Services and Infrastructure Projects and act as the central channel of communications for the BAC with end-users, PMOs, other units of the line agency, other government agencies, providers of goods, infrastructure projects, and consulting services, observers, and the general public.		
General Function of the Position	Performs the functions of a Procurement Officer/BAC Secretariat Staff and will do other related tasks that may be assigned		
Duties and Responsibilities	<ul style="list-style-type: none"> • Accurately prepares the Abstract of Quotations • Prepares Purchase Orders (052 and 062) • Prepares and Monitors Purchase Request • Coordinates with supply coordinators on their purchase request • Files P.O's, Abstract and other procurement documents in hard and digitized format • Answers to queries from suppliers and end-users • Performs other duties assigned 		
Qualification Standards			
Education	Completion of 2-year studies in college		
Experience	None required		
Training	None required		
Eligibility	Career Service (Subprofessional) / First Level Eligibility		



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**JOB DESCRIPTION/SPECIFICATION
 NO. 22**

Position Title	Administrative Aide VI (Clerk III)	Salary Grade	6
Plantilla Item Number	URSB-ADA6-18-2022	Monthly Salary	₱17,553.00
Employment Status	Permanent		
Office/Unit	Procurement Unit		
Immediate Supervisor	Administrative Officer V		
General Function of the Unit	To assist the BAC on Procurement of Goods, Services and Infrastructure Projects and act as the central channel of communications for the BAC with end-users, PMOs, other units of the line agency, other government agencies, providers of goods, infrastructure projects, and consulting services, observers, and the general public.		
General Function of the Position	Performs the functions of a Procurement Officer/BAC Secretariat Staff and will do other related tasks that may be assigned		
Duties and Responsibilities	<ul style="list-style-type: none"> • Serves as the incoming and outgoing document clerk • Performs general office duties such as data encoding, filing and maintaining a filing system, scanning, and requesting and maintaining office supplies • Ensures security of office equipment and availability of office supplies • Assists with presentations and reports • Screens all incoming phone calls, inquiries and correspondence and route accordingly • Performs other duties assigned 		
Qualification Standards			
Education	Completion of 2-year studies in college		
Experience	None required		
Training	None required		
Eligibility	Career Service (Subprofessional) / First Level Eligibility		



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**JOB DESCRIPTION/SPECIFICATION
 NO. 23**

Position Title	Administrative Aide VI (Clerk III)	Salary Grade	6
Plantilla Item Number	URSB-ADA6-23-2022	Monthly Salary	₱17,553.00
Employment Status	Permanent		
Office/Unit	Budget Unit		
Immediate Supervisor	Administrative Officer V (Budget Officer III)		
General Function of the Unit	Responsible in providing efficient budgeting services; reliable and timely financial information towards effective utilization of financial resources		
General Function of the Position	Performs administrative and clerical tasks within the office		
Duties and Responsibilities	<ul style="list-style-type: none"> • Prepares Obligation Request and Status / Budget Utilization Request and Status • Serves as the incoming and outgoing document clerk • Performs general office duties such as data encoding, filing and maintaining a filing system, scanning, and requesting and maintaining office supplies. • Ensures security of office equipment and availability of office supplies. • Assists with presentations and reports • Screens all incoming phone calls, inquiries and correspondence and route accordingly • Performs other duties assigned 		
Qualification Standards			
Education	Completion of 2-year studies in college		
Experience	None required		
Training	None required		
Eligibility	Career Service (Subprofessional) / First Level Eligibility		



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**JOB DESCRIPTION/SPECIFICATION
 NO. 24**

Position Title	Administrative Aide VI (Clerk III)	Salary Grade	6
Plantilla Item Number	URSB-ADA6-25-2022	Monthly Salary	₱17,553.00
Employment Status	Permanent		
Office/Unit	Cash Unit		
Immediate Supervisor	Administrative Officer III (Cashier II)		
General Function of the Unit	Responsible for the cashiering operations of the Campus, assuring compliance with pertinent regulations concerning receipts, custody and handling of money or monetary substitutes.		
General Function of the Position	Performs administrative and clerical tasks within the office.		
Duties and Responsibilities	<ul style="list-style-type: none"> • Serves as the incoming and outgoing document clerk • Performs general office duties such as data encoding, filing and maintaining a filing system, scanning, and requesting and maintaining office supplies • Ensures security of office equipment and availability of office supplies • Assists in recording and submission of approved ACIC/LDDAP ADA to the Land bank • Prepares Purchase Requests • Screens all incoming phone calls, inquiries and correspondence and route accordingly • Greets visitors and directs them to appropriate departments • Performs other duties assigned 		
Qualification Standards			
Education	Completion of 2-year studies in college		
Experience	None required		
Training	None required		
Eligibility	Career Service (Subprofessional) / First Level Eligibility		



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**JOB DESCRIPTION/SPECIFICATION
 NO. 25**

Position Title	Administrative Aide VI (Clerk III)	Salary Grade	6
Plantilla Item Number	URSB-ADA6-26-2022	Monthly Salary	₱17,553.00
Office/Unit	Human Resource Management Unit		
Immediate Supervisor	Administrative Officer IV (Human Resource Management Officer II)		
General Function of the Unit	Designing and implementing human resource management systems in concurrence with Civil Service and applicable government rules, laws and regulations to ensure that human talent is managed effectively and efficiently to accomplish University goals.		
General Function of the Position	Performs administrative and clerical tasks within the office.		
Duties and Responsibilities	<ul style="list-style-type: none"> • Assists in providing administrative support within the office • Serves as the incoming and outgoing document clerk • Performs general office duties such as data encoding, filing and maintaining a filing system, scanning, and requesting and maintaining office supplies • Ensures security of office equipment and availability of office supplies • Assists with presentations and reports • Screens all incoming phone calls, inquiries and correspondence and route accordingly • Performs other duties assigned 		
Qualification Standards			
Education	Completion of 2-year studies in college		
Experience	None required		
Training	None required		
Eligibility	Career Service (Subprofessional) / First Level Eligibility		



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**JOB DESCRIPTION/SPECIFICATION
 NO. 26**

Position Title	Administrative Aide VI (Clerk III)	Salary Grade	6
Plantilla Item Number	URSB-ADA6-29-2022	Monthly Salary	₱17,553.00
Employment Status	Permanent		
Office/Unit	Budget Unit		
Immediate Supervisor	Administrative Officer IV (Budget Officer II)		
General Function of the Unit	Responsible in providing efficient budgeting services; reliable and timely financial information towards effective utilization of financial resources.		
General Function of the Position	Performs administrative and clerical tasks within the office.		
Duties and Responsibilities	<ul style="list-style-type: none"> • Prepares Obligation Request and Status/Budget Utilization Request and Status • Records incoming and outgoing documents • Serves as the incoming and outgoing document clerk • Performs general office duties such as data encoding, filing and maintaining a filing system, scanning, and requesting and maintaining office supplies. • Screens all incoming phone calls, inquiries and correspondence and route accordingly • Performs other duties assigned 		
Qualification Standards			
Education	Completion of 2-year studies in college		
Experience	None required		
Training	None required		
Eligibility	Career Service (Subprofessional) / First Level Eligibility		



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**JOB DESCRIPTION/SPECIFICATION
 NO. 27**

Position Title	Administrative Aide VI (Clerk III)	Salary Grade	6
Plantilla Item Number	URSB-ADA6-33-2022	Monthly Salary	₱17,553.00
Employment Status	Permanent		
Office/Unit	Records Unit		
Immediate Supervisor	Administrative Officer I (Records Officer I)		
General Function of the Unit	Responsible for processing, storing, retrieving, managing, safekeeping and proper disposal of hard copy and digital records and information of the University.		
General Function of the Position	Performs administrative and clerical tasks within the office.		
Duties and Responsibilities	<ul style="list-style-type: none"> • Takes charge of all the incoming and outgoing documents of the office • Performs general office duties such as data encoding, filing and maintaining a filing system and scanning • Ensures security and maintenance of office equipment and availability of office supplies • Assists with the preparation of presentations and reports • Screens all incoming phone calls, inquiries and correspondence and route accordingly • Performs other duties assigned 		
Qualification Standards			
Education	Completion of 2-year studies in college		
Experience	None required		
Training	None required		
Eligibility	Career Service (Subprofessional) / First Level Eligibility		



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**JOB DESCRIPTION/SPECIFICATION
 NO. 28**

Position Title	Administrative Aide VI (Clerk III)	Salary Grade	6
Plantilla Item Number	URSB-ADA6-34-2022	Monthly Salary	₱17,553.00
Employment Status	Permanent		
Office/Unit	Accounting Unit		
Immediate Supervisor	Accountant II		
General Function of the Unit	To provide accounting services and financial support to the University in accordance with laws, rules and regulations.		
General Function of the Position	Performs administrative and clerical tasks within the office.		
Duties and Responsibilities	<ul style="list-style-type: none"> • Serves as the incoming and outgoing document clerk • Performs general office duties such as data encoding, filing and maintaining a filing system, scanning, and requesting and maintaining office supplies • Screens all incoming phone calls, inquiries and correspondence and route accordingly • Performs other duties assigned 		
Qualification Standards			
Education	Completion of 2-year studies in college		
Experience	None required		
Training	None required		
Eligibility	Career Service (Subprofessional) / First Level Eligibility		



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**JOB DESCRIPTION/SPECIFICATION
 NO. 29**

Position Title	Administrative Aide VI (Clerk III)	Salary Grade	6
Plantilla Item Number	URSB-ADA6-35-2022	Monthly Salary	₱17,553.00
Employment Status	Permanent		
Office/Unit	Budget Unit		
Immediate Supervisor	Administrative Officer IV (Budget Officer II)		
General Function of the Unit	Responsible in providing efficient budgeting services; reliable and timely financial information towards effective utilization of financial resources.		
General Function of the Position	Performs administrative and clerical tasks within the office.		
Duties and Responsibilities	<ul style="list-style-type: none"> • Prepares Obligation Request and Status/Budget Utilization Request and Status • Records incoming and outgoing documents • Serves as the incoming and outgoing document clerk • Performs general office duties such as data encoding, filing and maintaining a filing system, scanning, and requesting and maintaining office supplies. • Screens all incoming phone calls, inquiries and correspondence and route accordingly • Performs other duties assigned 		
Qualification Standards			
Education	Completion of 2-year studies in college		
Experience	None required		
Training	None required		
Eligibility	Career Service (Subprofessional) / First Level Eligibility		