

Province of Rizal www.urs.edu.ph



Email Address: ursmain@urs.edu.ph /urs.opmorong@gmail.com Main Campus: URS Tanay Tel. (02) 8401-4900; 8401-4910; 8401-4911; 8539-9957 to 58

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

	T	T	
Position Title	Administrative Officer I (Cashier I)	Salary Grade	10
Plantilla Item Number	URSB-ADOF1-36-2016	Monthly Salary	₱25,586.00
<b>Employment Status</b>	Permanent	•	
Office/Unit	Cash Unit		
Immediate Supervisor	Administrative Officer V (Cashier III)		
General Function of the Unit	Responsible for and/or supervises the cashiering operations of the University, assuring compliance with pertinent regulations concerning receipts, custody and handling of money or monetary substitutes		
General Function of the Position	Checks completeness of financial docu	ments and does other	related tasks
Duties and	Receives payrolls from different of	ampuses	
Responsibilities	Checks completeness of attachme	nts on documents rec	eived
	Sorts/files paid disbursement vou	ichers per fund cluste	r
	<ul> <li>Reviews correctness of Report of Collections and Deposits before submission to COA</li> <li>Assists in the releasing of check payments to suppliers, contractors and</li> </ul>		
	<ul><li>employees of the University</li><li>Performs other duties assigned</li></ul>		
Qualification Standar			
Education	Bachelor's degree		
Experience	None required		
Training	None required		
Eligibility	Career Service (Professional) / Second Level Eligibility		
Competency Require	ments		
Core	CC1-Professionalism – Basic CC2-Delivering Service Excellence – Basic CC3-Achievement Orientation Management – Basic CC4-Interpersonal Relationship Management – Basic		
Functional	FC1-Administrative Services Management – Basic FC2-Documents and Records Management – Basic FC3-Financial Management - Basic FC4-Computer Skills - Basic FC5-Communications Skills - Basic		
Leadership	None required		



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Position Title	Administrative Aide VI (Clerk III)	Salary Grade	6	
Plantilla Item Number	URSB-ADA6-27-2022	Monthly Salary	₱18,957.00	
<b>Employment Status</b>	Permanent			
Office/Unit	Records Unit			
Immediate Supervisor	Campus Director			
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 t	tasks within the office		
Duties and Responsibilities	Serves as the incoming and outgo	oing document clerk		
Responsibilities	<ul> <li>Performs general office duties such as data encoding, filing, and maintaining a filing system, scanning, and requesting and maintaining office supplies</li> </ul>			
	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			
Qualification Standard	Performs other duties assigned			
Qualification Standard			1 601	
Education	Completion of two years of college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)			
Experience	None required			
Training	None required			
Eligibility	Relevant MC 11, s. 1996 Career Service (Subprofessional) / First Level Eligibility			
Competency Requirem	` 1	of hever higibinty		
Core	CC1-Professionalism – Basic CC2-Delivering Service Excellence – Basic CC3-Achievement Orientation Management – Basic CC4-Interpersonal Relationship Management – Basic			
Functional	FC1-Administrative Services Management – Basic FC2-Documents and Records Management – Basic FC3-Financial Management - Basic FC4-Computer Skills – Basic FC5-Communication Skills – Basic			
Leadership	None required			



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University Human Resource Management Office
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Position Title Administrative Aide VI (Clerk III) Salary Grade 6 Plantilla Item Number URSB-ADA6-35-2022 Monthly Salary P18,957.00  Permanent URSB-ADA6-35-2022 Monthly Salary P18,957.00  Permanent Pinch Budget Unit Immediate Supervisor Administrative Officer IV (Budget Officer II)  General Function of Responsible for 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 Prepares Obligation Request and Status / Budget Utilization Request and Status - Prepares Obligation Request and Status / Budget Utilization Request and Status - Performs general office duties such as data encoding, filling and maintaining a filing system, scanning, and requesting and maintaining office supplies  - Performs general office duties such as data encoding, filling 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 report  - Screens all incoming phone calls, inquiries and correspondence and route accordingly  - Performs other duties assigned  Qualification Standards  Education Completion of two years of college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)  Experience None required  Training None required  Performs office Supplessional Prist Level Eligibility  Competency Requirements  Core C1-Professionalism - Basic C2-Achievement Orientation Management - Basic C3-Achievement Orientation Management - Basic FC2-Documents and Records Management - Basic FC2-Computer Stills - Basic FC3-Communication Skills - Basic  FC3-Financial Management - Basic FC4-Computer Skills - Basic FC5-Communication Skills - Basic			<u> </u>	T
Number   URSB-ADAG-35-2022   Monthly Salary   P18,957.00	Position Title	Administrative Aide VI (Clerk III)	Salary Grade	6
Office/Unit         Budget Unit           Immediate Supervisor         Administrative Officer IV (Budget Officer II)           General Function of the Unit         Responsible for 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         • 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 report           • Screens all incoming phone calls, inquiries and correspondence and route accordingly         • Performs other duties assigned           Qualification Standards         Completion of two years of college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)           Experience         None required           Training         None required           Eligibility         Relevant MC 11, s. 1996 Career Service (Subprofessional) / First Level Eligibility           Core         CC1-Professionalism – Basic CC2-Delivering Service Excellence – Basic CC3-Achievement Orientation Management – Basic FC2-Documents and Records Management		URSB-ADA6-35-2022	Monthly Salary	₱18,957.00
Immediate Supervisor	<b>Employment Status</b>	Permanent		
Administrative Officer IV (Budget Officer II)	Office/Unit	Budget Unit		
### Corp.  ### End.  ### End.		Administrative Officer IV (Budget Officer II)		
the Position  Duties and Responsibilities  Prepares Obligation Request and Status / Budget Utilization Request and Status  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  Ensures security of office equipment and availability of office supplies  Assists with presentations and report  Screens all incoming phone calls, inquiries and correspondence and route accordingly  Performs other duties assigned  Qualification Standards  Education  Completion of two years of college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)  Experience  None required  Training  None required  Eligibility  Relevant MC 11, s. 1996 Career Service (Subprofessional) / First Level Eligibility  Competency Requirements  CC1-Professionalism – Basic CC2-Delivering Service Excellence – Basic CC3-Achievement Orientation Management – Basic CC4-Interpersonal Relationship Management – Basic FC2-Documents and Records Management – Basic FC3-Financial Management – Basic FC3-Financial Management – Basic FC3-Financial Management – Basic FC3-Communication Skills – Basic FC4-Computer Skills – Basic FC5-Communication Skills – Basic			0 0	-
Responsibilities  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 report  Screens all incoming phone calls, inquiries and correspondence and route accordingly  Performs other duties assigned  Qualification Standards  Education  Completion of two years of college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)  Experience  None required  Training  None required  Eligibility  Relevant MC 11, s. 1996 Career Service (Subprofessional) / First Level Eligibility  Competency Requirements  CC1-Professionalism – Basic CC2-Delivering Service Excellence – Basic CC3-Achievement Orientation Management – Basic CC4-Interpersonal Relationship Management – Basic FC2-Documents and Records Management – Basic FC2-Documents and Records Management – Basic FC3-Financial Management - Basic FC3-Financial Management - Basic FC3-Financial Management - Basic FC4-Computer Skills – Basic FC5-Communication Skills – Basic		Performs administrative and clerical	tasks within the office	9
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 report  Screens all incoming phone calls, inquiries and correspondence and route accordingly  Performs other duties assigned  Qualification Standards  Education  Completion of two years of college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)  Experience  None required  Eligibility  Relevant MC 11, s. 1996 Career Service (Subprofessional) / First Level Eligibility  Competency Requirements  CC1-Professionalism – Basic CC2-Delivering Service Excellence – Basic CC3-Achievement Orientation Management – Basic CC4-Interpersonal Relationship Management – Basic FC1-Administrative Services Management – Basic FC2-Documents and Records Management – Basic FC3-Financial Management – Basic FC3-Financial Management – Basic FC4-Computer Skills – Basic FC5-Communication Skills – Basic		, , ,		
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 report  • Screens all incoming phone calls, inquiries and correspondence and route accordingly  • Performs other duties assigned  Qualification Standards  Education		Serves as the incoming and outg	oing document clerk	
Assists with presentations and report     Screens all incoming phone calls, inquiries and correspondence and route accordingly     Performs other duties assigned  Qualification Standards  Education    Completion of two years of college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)  Experience    None required  Training    None required  Eligibility    Relevant MC 11, s. 1996     Career Service (Subprofessional) / First Level Eligibility  Competency Requirements  Core    CC1-Professionalism – Basic     CC2-Delivering Service Excellence – Basic     CC3-Achievement Orientation Management – Basic     CC4-Interpersonal Relationship Management – Basic     FC1-Administrative Services Management – Basic     FC2-Documents and Records Management – Basic     FC3-Financial Management - Basic     FC4-Computer Skills – Basic     FC5-Communication Skills – Basic		maintaining a filing system, scanning, and requesting and maintaining		
Screens all incoming phone calls, inquiries and correspondence and route accordingly     Performs other duties assigned  Qualification Standards  Education    Completion of two years of college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)  Experience    None required  Training    None required  Eligibility    Relevant MC 11, s. 1996     Career Service (Subprofessional) / First Level Eligibility  Competency Requirements  CC1-Professionalism - Basic     CC2-Delivering Service Excellence - Basic     CC3-Achievement Orientation Management - Basic     CC4-Interpersonal Relationship Management - Basic     FC1-Administrative Services Management - Basic     FC2-Documents and Records Management - Basic     FC3-Financial Management - Basic     FC4-Computer Skills - Basic     FC5-Communication Skills - Basic		Ensures security of office equipment and availability of office supplies		
accordingly Performs other duties assigned  Qualification Standards  Education		Assists with presentations and report		
Qualification Standards         Education       Completion of two years of college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)         Experience       None required         Training       None required         Eligibility       Relevant MC 11, s. 1996 Career Service (Subprofessional) / First Level Eligibility         Competency Requirements       CC1-Professionalism – Basic CC2-Delivering Service Excellence – Basic CC3-Achievement Orientation Management – Basic CC4-Interpersonal Relationship Management – Basic FC1-Administrative Services Management – Basic FC2-Documents and Records Management – Basic FC3-Financial Management - Basic FC3-Financial Management - Basic FC4-Computer Skills – Basic FC5-Communication Skills – Basic				
Qualification Standards         Education       Completion of two years of college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)         Experience       None required         Training       None required         Eligibility       Relevant MC 11, s. 1996 Career Service (Subprofessional) / First Level Eligibility         Competency Requirements       CC1-Professionalism – Basic CC2-Delivering Service Excellence – Basic CC3-Achievement Orientation Management – Basic CC4-Interpersonal Relationship Management – Basic FC1-Administrative Services Management – Basic FC2-Documents and Records Management – Basic FC3-Financial Management - Basic FC3-Financial Management - Basic FC4-Computer Skills – Basic FC5-Communication Skills – Basic		Performs other duties assigned		
Education  12/Senior High School (starting 2016)  Experience  None required  Relevant MC 11, s. 1996 Career Service (Subprofessional) / First Level Eligibility  Competency Requirements  CC1-Professionalism - Basic CC2-Delivering Service Excellence - Basic CC3-Achievement Orientation Management - Basic CC4-Interpersonal Relationship Management - Basic FC1-Administrative Services Management - Basic FC2-Documents and Records Management - Basic FC3-Financial Management - Basic FC4-Computer Skills - Basic FC5-Communication Skills - Basic	Qualification Standard			
Training  None required  Relevant MC 11, s. 1996 Career Service (Subprofessional) / First Level Eligibility  Competency Requirements  CC1-Professionalism – Basic CC2-Delivering Service Excellence – Basic CC3-Achievement Orientation Management – Basic CC4-Interpersonal Relationship Management – Basic FC1-Administrative Services Management – Basic FC2-Documents and Records Management – Basic FC3-Financial Management - Basic FC4-Computer Skills – Basic FC5-Communication Skills – Basic	Education			
Eligibility  Relevant MC 11, s. 1996 Career Service (Subprofessional) / First Level Eligibility  Competency Requirements  CC1-Professionalism - Basic CC2-Delivering Service Excellence - Basic CC3-Achievement Orientation Management - Basic CC4-Interpersonal Relationship Management - Basic FC1-Administrative Services Management - Basic FC2-Documents and Records Management - Basic FC3-Financial Management - Basic FC4-Computer Skills - Basic FC5-Communication Skills - Basic	Experience	None required		
Competency Requirements  Core  CC1-Professionalism – Basic CC2-Delivering Service Excellence – Basic CC3-Achievement Orientation Management – Basic CC4-Interpersonal Relationship Management – Basic FC1-Administrative Services Management – Basic FC2-Documents and Records Management – Basic FC3-Financial Management - Basic FC4-Computer Skills – Basic FC5-Communication Skills – Basic	Training	None required		
CC1-Professionalism – Basic CC2-Delivering Service Excellence – Basic CC3-Achievement Orientation Management – Basic CC4-Interpersonal Relationship Management – Basic  FC1-Administrative Services Management – Basic FC2-Documents and Records Management – Basic FC3-Financial Management - Basic FC4-Computer Skills – Basic FC5-Communication Skills – Basic	Eligibility	, ,		
CC2-Delivering Service Excellence – Basic CC3-Achievement Orientation Management – Basic CC4-Interpersonal Relationship Management – Basic  FC1-Administrative Services Management – Basic FC2-Documents and Records Management – Basic FC3-Financial Management - Basic FC4-Computer Skills – Basic FC5-Communication Skills – Basic	Competency Requirem	ients		
FC2-Documents and Records Management – Basic FC3-Financial Management - Basic FC4-Computer Skills – Basic FC5-Communication Skills – Basic	Core	CC2-Delivering Service Excellence – Basic CC3-Achievement Orientation Management – Basic		
Leadership None required	Functional	FC2-Documents and Records Management – Basic FC3-Financial Management - Basic FC4-Computer Skills – Basic		
	Leadership	None required		



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	<u> </u>		
Position Title	Administrative Aide IV (Clerk II)	Salary Grade	4
Plantilla Item Number	URSB-ADA4-62-2012	Monthly Salary	₱16,833.00
<b>Employment Status</b>	Permanent		
Office/Unit	Human Resource Management Unit		
Immediate Supervisor	Campus Director		
General Function of the Unit	To assess the work required to achieve the University's goal, put the right people in the right positions to do the work and empower them to perform at the highest possible levels.		
General Function of the Position	Supervises and implements the HR sy- Recruitment, Selection & Promotion Management; Rewards & Recognition;	; Learning & Develop and, Compensation &	ment; Performance Benefits
Duties and Responsibilities	<ul> <li>Conducts a comprehensive and program designed to raise level personnel</li> </ul>		-
	<ul> <li>Sees to it that all campus personnel complies with the submission of documents pertaining to Performance Evaluation System</li> <li>Attends to meetings as member of the Campus Performance Management Team, and Campus PRAISE Committee</li> </ul>		
	<ul> <li>Initiates the establishment of linkages for staff development</li> <li>Assesses HR needs, proposes and conducts HR interventions</li> <li>Supervises the preparation and safekeeping of pertinent documents, reports and other personnel actions</li> <li>Reviews work performance of personnel to conform with existing laws, rules and regulations, and policies related to personnel matters</li> </ul>		
	Performs other duties assigned		
Qualification Standa	rds		
Education	Completion of two years of college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)		
Experience	None required		
Training	None required		
Eligibility	Relevant MC 11, s. 1996 Career Service (Subprofessional) / First Level Eligibility		
Competency Require		<u> </u>	
Core	CC1-Professionalism – Basic CC2-Delivering Service Excellence – Basic CC3-Achievement Orientation Management – Basic CC4-Interpersonal Relationship Management – Basic		
Functional	FC1-Administrative Services Management – Basic FC2-Documents and Records Management – Basic FC3-Financial Management - Basic FC4-Computer Skills – Basic		



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	FC5-Communication Skills – Basic
Leadership	None required



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University Human Resource Management Office
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Position Title	Administrative Aide IV (Clerk II)	Salary Grade	4	
Plantilla Item			-	
Number	URSB-ADA4-31-2004	Monthly Salary	₱16,833.00	
<b>Employment Status</b>	Permanent			
Office/Unit	Human Resource Management Unit			
Immediate Supervisor	Campus Director			
General Function of the Unit	To assess the work required to achieve the University's goal, put the right people in the right positions to do the work and empower them to perform at the highest possible levels.			
General Function of the Position	Supervises and implements the HR sy Recruitment, Selection & Promotion Management; Rewards & Recognition	n; Learning & Develon; and, Compensation &	pment; Performance & Benefits	
Duties and Responsibilities	<ul> <li>Conducts a comprehensive and program designed to raise level personnel</li> </ul>		_	
	<ul> <li>Sees to it that all campus personnel complies with the submission of documents pertaining to Performance Evaluation System</li> <li>Attends to meetings as member of the Campus Performance Management Team, and Campus PRAISE Committee</li> </ul>			
	<ul> <li>Initiates the establishment of linkages for staff development</li> <li>Assesses HR needs, proposes and conducts HR interventions</li> </ul>			
	Supervises the preparation and safekeeping of pertinent documents, reports and other personnel actions			
	Reviews work performance of personnel to conform with existing laws, rules and regulations, and policies related to personnel matters			
Qualification Standa	Performs other duties assigned			
Qualification Standa	Standards  Completion of two years of college (prior to 2018), or Completion of Grade			
Education	12/Senior High School (starting 2016)			
Experience	None required			
Training	None required			
Eligibility	Relevant MC 11, s. 1996 Career Service (Subprofessional) / First Level Eligibility			
Competency Requirements				
Core	CC1-Professionalism – Basic CC2-Delivering Service Excellence – Basic CC3-Achievement Orientation Management – Basic CC4-Interpersonal Relationship Management – Basic			
Functional	FC1-Administrative Services Management – Basic FC2-Documents and Records Management – Basic FC3-Financial Management - Basic FC4-Computer Skills – Basic			



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	FC5-Communication Skills – Basic
Leadership	None required



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Position Title	Administrative Aide IV (Clerk II)	Salary Grade	4		
Plantilla Item Number	URSB-ADA4-33-2004	Monthly Salary	₱16,833.00		
Employment Status	Permanent	Permanent			
Office/Unit	Human Resource Management Unit				
Immediate Supervisor	Campus Director				
General Function of the Unit	=	To assess the work required to achieve the University's goal, put the right people in the right positions to do the work and empower them to perform at the highest possible levels.			
General Function of the Position	Supervises and implements the HR Recruitment, Selection & Promotion Management; Rewards & Recognit	on; Learning & Develo	opment; Performance		
Duties and Responsibilities	<ul> <li>Conducts a comprehensive and balanced human resource development program designed to raise level of efficiency, effectiveness and morale of personnel</li> <li>Sees to it that all campus personnel complies with the submission of documents pertaining to Performance Evaluation System</li> <li>Attends to meetings as member of the Campus Performance Management Team, and Campus PRAISE Committee</li> <li>Initiates the establishment of linkages for staff development</li> <li>Assesses HR needs, proposes and conducts HR interventions</li> <li>Supervises the preparation and safekeeping of pertinent documents, reports and other personnel actions</li> <li>Reviews work performance of personnel to conform with existing laws, rules and regulations, and policies related to personnel matters</li> <li>Performs other duties assigned</li> </ul>				
Qualification Stand	lards				
Education	Completion of two years of college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)				
Experience	None required				
Training	None required				
Eligibility	Relevant MC 11, s. 1996 Career Service (Subprofessional) / First Level Eligibility				
Competency Requi	, , ,				
Core	CC1-Professionalism – Basic CC2-Delivering Service Excellence – Basic CC3-Achievement Orientation Management – Basic CC4-Interpersonal Relationship Management – Basic				



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Functional	FC1-Administrative Services Management – Basic FC2-Documents and Records Management – Basic FC3-Financial Management - Basic FC4-Computer Skills – Basic FC5-Communication Skills – Basic
Leadership	None required



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Position Title	Administrative Aide IV (Clerk II)	Salary Grade	4	
Plantilla Item	Administrative flue IV (GIETK II)	Salary Grade		
Number	URSB-ADA4-34-2004	Monthly Salary	₱16,833.00	
Employment Status	Permanent			
Office/Unit	Human Resource Management Unit			
Immediate Supervisor	Campus Director	Campus Director		
General Function of the Unit	To assess the work required to achieve the University's goal, put the right people in the right positions to do the work and empower them to perform at the highest possible levels.			
General Function of the Position	Supervises and implements the HR systems/processes of the University such as: Recruitment, Selection & Promotion; Learning & Development; Performance Management; Rewards & Recognition; and, Compensation & Benefits			
Duties and Responsibilities	<ul> <li>Conducts a comprehensive and balanced human resource development program designed to raise level of efficiency, effectiveness and morale of personnel</li> <li>Sees to it that all campus personnel complies with the submission of documents pertaining to Performance Evaluation System</li> <li>Attends to meetings as member of the Campus Performance Management Team, and Campus PRAISE Committee</li> <li>Initiates the establishment of linkages for staff development</li> <li>Assesses HR needs, proposes and conducts HR interventions</li> <li>Supervises the preparation and safekeeping of pertinent documents, reports and other personnel actions</li> <li>Reviews work performance of personnel to conform with existing laws, rules and regulations, and policies related to personnel matters</li> <li>Performs other duties assigned</li> </ul>			
Qualification Standa	ards			
Education		Completion of two years of college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)		
Experience	None required			
Training	None required			
Eligibility	Relevant MC 11, s. 1996 Career Service (Subprofessional) / First Level Eligibility			
Competency Requir	ements			
Core	CC1-Professionalism – Basic CC2-Delivering Service Excellence – Basic CC3-Achievement Orientation Management – Basic CC4-Interpersonal Relationship Management – Basic			



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Functional	FC1-Administrative Services Management – Basic FC2-Documents and Records Management – Basic FC3-Financial Management - Basic FC4-Computer Skills – Basic FC5-Communication Skills – Basic
Leadership	None required



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Position Title	Administrative Aide IV (Clerk II)	Salary Grade	4	
Plantilla Item Number	URSB-ADA4-35-2004	Monthly Salary	₱16,833.00	
Employment Status	Permanent			
Office/Unit	Human Resource Management Unit			
Immediate Supervisor	Campus Director			
General Function of the Unit		To assess the work required to achieve the University's goal, put the right people in the right positions to do the work and empower them to perform at the highest possible levels.		
General Function of the Position	Supervises and implements the HR sy Recruitment, Selection & Promotion Management; Rewards & Recognition	; Learning & Develor	oment; Performance	
Duties and Responsibilities	<ul> <li>Conducts a comprehensive and balanced human resource development program designed to raise level of efficiency, effectiveness and morale of personnel</li> <li>Sees to it that all campus personnel complies with the submission of documents pertaining to Performance Evaluation System</li> <li>Attends to meetings as member of the Campus Performance Management Team, and Campus PRAISE Committee</li> <li>Initiates the establishment of linkages for staff development</li> <li>Assesses HR needs, proposes and conducts HR interventions</li> <li>Supervises the preparation and safekeeping of pertinent documents, reports and other personnel actions</li> <li>Reviews work performance of personnel to conform with existing laws, rules and regulations, and policies related to personnel matters</li> <li>Performs other duties assigned</li> </ul>			
Qualification Stand	lards			
Education	Completion of two years of college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)			
Experience	None required			
Training	None required			
Eligibility	Relevant MC 11, s. 1996 Career Service (Subprofessional) / First Level Eligibility			
Competency Requi	Competency Requirements			
Core	CC1-Professionalism – Basic CC2-Delivering Service Excellence – Basic CC3-Achievement Orientation Management – Basic CC4-Interpersonal Relationship Management – Basic			



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Functional	FC1-Administrative Services Management – Basic FC2-Documents and Records Management – Basic FC3-Financial Management - Basic FC4-Computer Skills – Basic FC5-Communication Skills – Basic
Leadership	None required



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University Human Resource Management Office
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Г	T	1		
Position Title	Administrative Aide IV (Clerk II)	Salary Grade	4	
Plantilla Item Number	URSB-ADA4-37-2004	Monthly Salary	₱16,833.00	
Employment Status	Permanent			
Office/Unit	Human Resource Management Unit			
Immediate Supervisor	Campus HRMO			
General Function of the Unit	To assess the work required to achie in the right positions to do the work possible levels.	and empower them to p	perform at the highest	
General Function of the Position	Assists the immediate head in systems/processes of the University Learning & Development; Performand, Compensation & Benefits	such as: Recruitment, S	election & Promotion;	
Duties and Responsibilities	<ul> <li>Assists in the conduct of com development program designed morale of personnel</li> </ul>	•		
		Assists in the monitoring of campus personnel compliance with the submission of documents pertaining to the Performance Evaluation System		
	Assists in the conduct of HR inte	rventions		
	1 2 2	Assists in supervising the preparation and safekeeping of pertinent documents, reports and other personnel actions		
	Performs other duties assigned			
Qualification Standa	ards			
Education	Completion of two years of college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)			
Experience	None required	one required		
Training	None required			
Eligibility	Relevant MC 11, s. 1996 Career Service (Subprofessional) / F.	irst Level Eligibility		
Competency Requir	ements			
Core	CC1-Professionalism – Basic CC2-Delivering Service Excellence – Basic CC3-Achievement Orientation Management – Basic CC4-Interpersonal Relationship Management – Basic			
Functional	FC2-Documents and Records M FC3-Financial Management - Ba FC4-Computer Skills – Basic	FC1-Administrative Services Management – Basic FC2-Documents and Records Management – Basic FC3-Financial Management - Basic FC4-Computer Skills – Basic FC5-Communication Skills – Basic		
Leadership	None required			



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Position Title	Administrative Aide IV (Clerk II)	Salary Grade	4	
Plantilla Item Number	URSB-ADA4-27-2004	Monthly Salary	₱16,833.00	
<b>Employment Status</b>	Permanent			
Office/Unit	Supply and Procurement Management Unit			
Immediate Supervisor	Campus Director			
General Function of the Unit	Manages the receiving, recording, iss properties of the University	suance and disposal of	fall equipment and	
General Function of the Position	Performs administrative and clerica	l tasks within the offic	ce	
Duties and	Assists in the operation of the S	upply and Property M	lanagement Office	
Responsibilities	Prepares and updates Supplies	Ledger Card		
	In-charge in the releasing of sup	oplies		
	Updates the supplies Bin Card			
	In-charge in the upkeep of the c	In-charge in the upkeep of the campus stock room		
	Prepares the supplies inventory			
	Performs other duties assigned			
<b>Qualification Standards</b>				
Education	Completion of two years of college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)			
Experience	None required			
Training	None required			
Eligibility	Relevant MC 11, s. 1996 Career Service (Subprofessional) / F	First Level Eligibility		
Competency Requiremen	nts			
Core	CC1-Professionalism – Basic CC2-Delivering Service Excellence – Basic CC3-Achievement Orientation Management – Basic CC4-Interpersonal Relationship Management – Basic			
Functional	FC1-Administrative Services Management – Basic FC2-Documents and Records Management – Basic FC3-Financial Management - Basic FC4-Computer Skills – Basic FC5-Communication Skills – Basic			
Leadership	None required			



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	T		
Position Title	Administrative Aide IV (Clerk II)	Salary Grade	4
Plantilla Item Number	URSB-ADA4-32-2004	Monthly Salary	₱16,833.00
<b>Employment Status</b>	Permanent		
Office/Unit	Supply and Procurement Management Unit		
Immediate Supervisor	Campus Director		
General Function of the Unit	Manages the receiving, recording, iss properties of the University	suance and disposal of	fall equipment and
General Function of the Position	Performs administrative and clerica	l tasks within the offic	ce
Duties and	Assists in the operation of the S	upply and Property M	lanagement Office
Responsibilities	Prepares and updates Supplies	Ledger Card	
	In-charge in the releasing of sup	oplies	
	Updates the supplies Bin Card		
	In-charge in the upkeep of the c	ampus stock room	
	Prepares the supplies inventory		
	Performs other duties assigned		
<b>Qualification Standards</b>			
Education	Completion of two years of college (12/Senior High School (starting 201	_	npletion of Grade
Experience	None required		
Training	None required		
Eligibility	Relevant MC 11, s. 1996 Career Service (Subprofessional) / F	irst Level Eligibility	
Competency Requiremen	nts		
Core	CC1-Professionalism – Basic CC2-Delivering Service Excellence – Basic CC3-Achievement Orientation Management – Basic CC4-Interpersonal Relationship Management – Basic		
Functional	FC1-Administrative Services Management – Basic FC2-Documents and Records Management – Basic FC3-Financial Management - Basic FC4-Computer Skills – Basic FC5-Communication Skills – Basic		
Leadership	None required		



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Position Title	Administrative Aide IV (Clerk II)	Salary Grade	4	
Plantilla Item Number	URSB-ADA4-36-2004	<b>Monthly Salary</b>	₱16,833.00	
<b>Employment Status</b>	Permanent	Permanent		
Office/Unit	Supply and Procurement Manageme	Supply and Procurement Management Unit		
Immediate Supervisor	Campus Director			
General Function of the Unit	Manages the receiving, recording, iss properties of the University	uance and disposal of	all equipment and	
General Function of the Position	Performs administrative and clerical	tasks within the offic	ce	
Duties and	Assists in the operation of the Si	upply and Property M	Ianagement Office	
Responsibilities	Prepares and updates Supplies	Ledger Card		
	In-charge in the releasing of sup	pplies		
	Updates the supplies Bin Card			
	In-charge in the upkeep of the car	ampus stock room		
	Prepares the supplies inventory			
	Performs other duties assigned			
<b>Qualification Standards</b>				
Education	Completion of two years of college (1) 12/Senior High School (starting 201		npletion of Grade	
Experience	None required			
Training	None required			
Eligibility	Relevant MC 11, s. 1996 Career Service (Subprofessional) / First Level Eligibility			
Competency Requiremen	nts			
Core	CC1-Professionalism – Basic CC2-Delivering Service Excellence – CC3-Achievement Orientation Mana CC4-Interpersonal Relationship Man	gement – Basic		
Functional	FC1-Administrative Services Management – Basic FC2-Documents and Records Management – Basic FC3-Financial Management - Basic FC4-Computer Skills – Basic FC5-Communication Skills – Basic			
Leadership	None required			



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Position Title	Administrative Aide IV (Clerk II)	Salary Grade	4
			-
Plantilla Item Number	URSB-ADA4-40-2004	Monthly Salary	₱16,833.00
<b>Employment Status</b>	Permanent		
Office/Unit	Supply and Procurement Manageme	ent Unit	
Immediate Supervisor	Campus Director		
General Function of the Unit	Manages the receiving, recording, iss properties of the University	suance and disposal of	fall equipment and
General Function of the Position	Performs administrative and clerica	l tasks within the offi	ce
Duties and	Assists in the operation of the S	upply and Property M	lanagement Office
Responsibilities	Prepares and updates Supplies	Ledger Card	
	In-charge in the releasing of sup	oplies	
	Updates the supplies Bin Card		
	In-charge in the upkeep of the contact in the upkeep of	ampus stock room	
	Prepares the supplies inventory		
	Performs other duties assigned		
<b>Qualification Standards</b>			
Education	Completion of two years of college ( 12/Senior High School (starting 201		npletion of Grade
Experience	None required		
Training	None required		
Eligibility	Relevant MC 11, s. 1996 Career Service (Subprofessional) / First Level Eligibility		
Competency Requiremen	nts		
Core	CC1-Professionalism – Basic CC2-Delivering Service Excellence – Basic CC3-Achievement Orientation Management – Basic CC4-Interpersonal Relationship Management – Basic		
Functional	FC1-Administrative Services Management – Basic FC2-Documents and Records Management – Basic FC3-Financial Management - Basic FC4-Computer Skills – Basic FC5-Communication Skills – Basic		
Leadership	None required		



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Position Title	Administrative Aide IV (Clerk II)	Salary Grade	4	
Plantilla Item Number	URSB-ADA4-29-2004	Monthly Salary	₱16,833.00	
<b>Employment Status</b>	Permanent			
Office/Unit	General Services Unit			
Immediate Supervisor	Campus Director			
General Function of the Unit	Responsible for equipment operation handling, custodial services, logistical services and other related duties			
General Function of the Position	Performs administrative and clerica	l tasks within the office		
Duties and Responsibilities	Monitors minor and major repa structure	ir needs of campus equ	ipment, and building	
	<ul> <li>facilities, including landscaping</li> <li>Ensures availability, proper equipment under the unit</li> </ul>	facilities, including landscaping  • Ensures availability, proper storage and inventory of materials and		
Qualification Standar	<ul> <li>Performs other duties assigned</li> </ul>			
Education	Completion of two years of college ( 12/Senior High School (starting 201		oletion of Grade	
Experience	None required			
Training	None required			
Eligibility	Relevant MC 11, s. 1996 Career Service (Subprofessional) / F	First Level Eligibility		
Competency Require	ments			
Core	CC1-Professionalism – Basic CC2-Delivering Service Excellence – Basic CC3-Achievement Orientation Management – Basic CC4-Interpersonal Relationship Management – Basic			
Functional	FC1-Administrative Services Management – Basic FC2-Documents and Records Management – Basic FC3-Financial Management - Basic FC4-Computer Skills – Basic FC5-Communication Skills – Basic			
Leadership	None required			



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	I			
Position Title	Administrative Aide IV (Clerk II)	Salary Grade	4	
Plantilla Item Number	URSB-ADA4-41-2004	Monthly Salary	₱16,833.00	
<b>Employment Status</b>	Permanent			
Office/Unit	General Services Unit			
Immediate Supervisor	Campus Director			
General Function of the Unit	Responsible for equipment operation handling, custodial services, logistical services and other related duties			
General Function of the Position	Performs administrative and clerica	l tasks within the office		
Duties and Responsibilities	Monitors minor and major repa structure	ir needs of campus equ	ipment, and building	
	<ul> <li>facilities, including landscaping</li> <li>Ensures availability, proper equipment under the unit</li> </ul>	facilities, including landscaping  • Ensures availability, proper storage and inventory of materials and		
Qualification Standar	<ul> <li>Performs other duties assigned</li> </ul>			
Education	Completion of two years of college ( 12/Senior High School (starting 201		oletion of Grade	
Experience	None required			
Training	None required			
Eligibility	Relevant MC 11, s. 1996 Career Service (Subprofessional) / F	irst Level Eligibility		
Competency Require	ments			
Core	CC1-Professionalism – Basic CC2-Delivering Service Excellence – Basic CC3-Achievement Orientation Management – Basic CC4-Interpersonal Relationship Management – Basic			
Functional	FC1-Administrative Services Management – Basic FC2-Documents and Records Management – Basic FC3-Financial Management - Basic FC4-Computer Skills – Basic FC5-Communication Skills – Basic			
Leadership	None required			



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Position Title	Farm Worker II	Salary Grade	4
Plantilla Item		-	-
Number	URSB-FAWK2-2-2002	Monthly Salary	₱16,833.00
Employment Status	Permanent		
Office/Unit	Production Unit		
Immediate Supervisor	Director for Production		
General Function of the Unit	Focuses on the enhancement and through the establishment and cand services as well as to wo achieving the University Vision a	levelopment of income ger rking hand in hand with and Mission	nerating projects/SMEs other units to help in
General Function of the Position	Performs a variety of tasks relat harvesting, and maintaining cr equipment		
Duties and Responsibilities	<ul> <li>Plants, cultivates, maintain and other crops</li> </ul>	s, and harvests crops suc	ch as vegetables, fruits,
	<ul> <li>Maintains and repairs farm buildings, machinery, and equipment</li> <li>Feeds and cares for animals, such as cows, pigs, chickens, and other farm animals</li> </ul>		
	Operates and maintains farm equipment and machinery such as tractors, plows, harvesters		
	Transports and hauls crops, livestock, and equipment to different areas of the farm/market		
	Performs other duties assigned		
Qualification Standa			
Education	Elementary School Graduate		
Experience	None required		
Training	None required		
Eligibility	None required (MC 11, s. 96-Cat	. III)	
Competency Require	acy Requirements		
Core	CC1-Professionalism – Basic CC2-Delivering Service Exceller CC3-Achievement Orientation I CC4-Interpersonal Relationship	Management – Basic	
Functional	FC1-Administrative Services Management – Basic FC5-Communication Skills – Basic		
Leadership	None required		



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Γ				
Position Title	Administrative Aide III (Clerk I)	Salary Grade	3	
Plantilla Item Number	URSB-ADA3-48-2004	Monthly Salary	₱15,852.00	
<b>Employment Status</b>	Permanent			
Office/Unit	General Services Unit			
Immediate Supervisor	Campus Director			
General Function of the Unit	Responsible for equipment operation handling, custodial services, logistical services and other related duties			
General Function of the Position	Performs administrative and clerica	l tasks within the office		
Duties and Responsibilities	Monitors minor and major repa structure	ir needs of campus equ	ipment, and building	
	<ul> <li>facilities, including landscaping</li> <li>Ensures availability, proper equipment under the unit</li> </ul>	facilities, including landscaping  • Ensures availability, proper storage and inventory of materials and		
Qualification Standar	• Performs other duties assigned eds			
Education	Completion of two years of college ( 12/Senior High School (starting 201		oletion of Grade	
Experience	None required			
Training	None required			
Eligibility	Relevant MC 11, s. 1996 Career Service (Subprofessional) / F	irst Level Eligibility		
Competency Require	ments			
Core	CC1-Professionalism – Basic CC2-Delivering Service Excellence – Basic CC3-Achievement Orientation Management – Basic CC4-Interpersonal Relationship Management – Basic			
Functional	FC1-Administrative Services Management – Basic FC2-Documents and Records Management – Basic FC3-Financial Management - Basic FC4-Computer Skills – Basic FC5-Communication Skills – Basic			
Leadership	None required			



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Position Title	Farm Worker I	Salary Grade	2
	railli worker i	Salary Graue	2
Plantilla Item Number	URSB-FAWK1-3-2002	Monthly Salary	₱14,925.00
Employment Status	Permanent		
Office/Unit	Production Unit		
Immediate Supervisor	Director for Production		
General Function of the Unit	Focuses on the enhancement and through the establishment and d and services, as well as working the University Vision and Missio	evelopment of income-ger hand in hand with other ui n	nerating projects/SMEs nits to help in achieving
General Function of the Position	Performs a variety of tasks relat harvesting, and maintaining crequipment		
Duties and Responsibilities	Plants, cultivates, maintain and other crops	s, and harvests crops suc	h as vegetables, fruits,
	<ul> <li>Maintains and repairs farm buildings, machinery, and equipment</li> <li>Feeds and cares for animals, such as cows, pigs, chickens, and other farm animals</li> </ul>		
	<ul> <li>Operates and maintains farm equipment and machinery such as tractors, plows, harvesters</li> <li>Transports and hauls crops, livestock, and equipment to different areas of the farm/market</li> </ul>		
Oualification Standa	Performs other duties assigneds	ned	
Education	Elementary School Graduate		
Experience	None required		
Training	None required		
Eligibility	None required (MC 11, s. 96-Cat	. III)	
Competency Require	cy Requirements		
Core	CC1-Professionalism – Basic CC2-Delivering Service Exceller CC3-Achievement Orientation N CC4-Interpersonal Relationship	Management – Basic	
Functional	FC1-Administrative Services Management – Basic FC5-Communication Skills – Basic		
Leadership	None required		



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Position Title	Farm Worker I	Salary Grade	2
Plantilla Item Number	URSB-FAWK1-11-2002	Monthly Salary	<b>₱</b> 14,925.00
Employment Status	Permanent		
Office/Unit	Production Unit		
Immediate Supervisor	Director for Production		
General Function of the Unit	Focuses on the enhancement a through the establishment and and services, as well as workin the University's Vision and Mi	l development of income-ge g hand in hand with other u ssion	nerating projects/SMEs nits to help in achieving
General Function of the Position	Performs a variety of tasks rel harvesting, and maintaining equipment	_	0 01 0
Duties and Responsibilities	Plants, cultivates, mainta and other crops	ins, and harvests crops suc	ch as vegetables, fruits,
	Maintains and repairs far	m buildings, machinery, and	l equipment
	Feeds and cares for animals, such as cows, pigs, chickens, and other farm animals		
	Operates and maintains farm equipment and machinery such as tractors, plows, harvesters		
	Transports and hauls crops, livestock, and equipment to different areas of the		
	farm/market		
	Performs other duties ass	igned	
Qualification Standa	ards		
Education	Elementary School Graduate		
Experience	None required		
Training	None required		
Eligibility	None required (MC 11, s. 96-C	at. III)	
Competency Requir	ements		
Core	CC1-Professionalism – Basic CC2-Delivering Service Excel CC3-Achievement Orientation CC4-Interpersonal Relationsh	n Management – Basic	
Functional	FC1-Administrative Services FC5-Communication Skills –		
Leadership	None required		



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Position Title	Farm Worker I	Salary Grade	2		
Plantilla Item Number	URSB-FAWK1-13-2002	Monthly Salary	₱14,925.00		
Employment Status	Permanent				
Office/Unit	Production Unit				
Immediate Supervisor	Director for Production				
General Function of the Unit	Focuses on the enhancement and innovation of the University income generation through the establishment and development of income-generating projects/SMEs and services, as well as working hand in hand with other units to help in achieving the University Vision and Mission				
General Function of the Position	Performs a variety of tasks related to agriculture and farming, including planting, harvesting, and maintaining crops, as well as caring for livestock and farm equipment				
Duties and Responsibilities	<ul> <li>Plants, cultivates, maintains, and harvests crops such as vegetables, fruits, and other crops</li> </ul>				
	Maintains and repairs farm buildings, machinery, and equipment				
	Feeds and cares for animals, such as cows, pigs, chickens, and other farm animals				
	Operates and maintains farm equipment and machinery such as tractors, plows, harvesters				
	Transports and hauls crops, livestock, and equipment to different areas of the				
	farm/market				
	<ul> <li>Performs other duties assignment</li> </ul>	gned			
<b>Qualification Standa</b>	rds				
Education	Elementary School Graduate				
Experience	None required				
Training	None required				
Eligibility	None required (MC 11, s. 96-Cat. III)				
Competency Requirements					
Core	CC1-Professionalism – Basic CC2-Delivering Service Excellence – Basic CC3-Achievement Orientation Management – Basic CC4-Interpersonal Relationship Management – Basic				
Functional	FC1-Administrative Services Management – Basic FC5-Communication Skills – Basic				
Leadership	None required				



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Position Title	Farm Worker I	Salary Grade	2	
Plantilla Item Number	URSB-FAWK1-18-2002	Monthly Salary	₱14,925.00	
Employment Status	Permanent			
Office/Unit	Production Unit			
Immediate Supervisor	Director for Production			
General Function of the Unit	Focuses on the enhancement and innovation of the University income generation through the establishment and development of income generating projects/SMEs and services, as well as to work hand in hand with other units to help in achieving the University Vision and Mission			
General Function of the Position	Performs a variety of tasks related to agriculture and farming, including planting, harvesting, and maintaining crops, as well as caring for livestock and farm equipment			
Duties and Responsibilities	Plants, cultivates, maintains, and harvests crops such as vegetables, fruits, and other crops			
	Maintains and repairs farm buildings, machinery, and equipment			
	Feeds and cares for animals, such as cows, pigs, chickens, and other farm animals			
	Operates and maintains farm equipment and machinery such as tractors, plows, harvesters			
	Transports and hauls crops, livestock, and equipment to different areas of the			
	farm/market			
	Performs other duties ass	igned		
Qualification Standards				
Education	Elementary School Graduate			
Experience	None required			
Training	None required			
Eligibility	None required (MC 11, s. 96-Cat. III)			
Competency Requirements				
Core	CC1-Professionalism – Basic CC2-Delivering Service Excellence – Basic CC3-Achievement Orientation Management – Basic CC4-Interpersonal Relationship Management – Basic			
Functional	FC1-Administrative Services Management – Basic FC5-Communication Skills – Basic			
Leadership	None required			
<u> </u>	1			