



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

JOB DESCRIPTION/SPECIFICATION

Position Title	Administrative Officer I (Cashier I)	Salary Grade	10
Plantilla Item Number	URSB-ADOF1-36-2016	Monthly Salary	₱25,586.00
Employment Status	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 documents and does other related tasks		
Duties and Responsibilities	<ul style="list-style-type: none">• Receives payrolls from different campuses• Checks completeness of attachments on documents received• Sorts/files paid disbursement vouchers per fund cluster• Reviews correctness of Report of Collections and Deposits before submission to COA• Assists in the releasing of check payments to suppliers, contractors and employees of the University• Performs other duties assigned		
Qualification Standards			
Education	Bachelor’s degree		
Experience	None required		
Training	None required		
Eligibility	Career Service (Professional) / Second 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 FC5-Communications Skills - Basic		
Leadership	None required		



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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

Position Title	Administrative Aide VI (Clerk III)	Salary Grade	6
Plantilla Item Number	URSB-ADA6-27-2022	Monthly Salary	₱18,957.00
Employment Status	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 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 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		
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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JOB DESCRIPTION/SPECIFICATION

Position Title	Administrative Aide VI (Clerk III)	Salary Grade	6
Plantilla Item Number	URSB-ADA6-35-2022	Monthly Salary	₱18,957.00
Employment Status	Permanent		
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	<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 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		
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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JOB DESCRIPTION/SPECIFICATION

Position Title	Administrative Aide IV (Clerk II)	Salary Grade	4
Plantilla Item Number	URSB-ADA4-62-2012	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 systems/processes of the University such as: Recruitment, Selection & Promotion; Learning & Development; Performance Management; Rewards & Recognition; and, Compensation & Benefits		
Duties and Responsibilities	<ul style="list-style-type: none">• Conducts a comprehensive and balanced human resource development program designed to raise level of efficiency, effectiveness and morale of personnel• Sees to it that all campus personnel complies with the submission of documents pertaining to Performance Evaluation System• Attends to meetings as member of the Campus Performance Management Team, and Campus PRAISE Committee• Initiates the establishment of linkages for staff development• Assesses HR needs, proposes and conducts HR interventions• 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• 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		
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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JOB DESCRIPTION/SPECIFICATION

Position Title	Administrative Aide IV (Clerk II)	Salary Grade	4
Plantilla Item Number	URSB-ADA4-31-2004	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 systems/processes of the University such as: Recruitment, Selection & Promotion; Learning & Development; Performance Management; Rewards & Recognition; and, Compensation & Benefits		
Duties and Responsibilities	<ul style="list-style-type: none">• Conducts a comprehensive and balanced human resource development program designed to raise level of efficiency, effectiveness and morale of personnel• Sees to it that all campus personnel complies with the submission of documents pertaining to Performance Evaluation System• Attends to meetings as member of the Campus Performance Management Team, and Campus PRAISE Committee• Initiates the establishment of linkages for staff development• Assesses HR needs, proposes and conducts HR interventions• 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• 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		
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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JOB DESCRIPTION/SPECIFICATION

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		
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 systems/processes of the University such as: Recruitment, Selection & Promotion; Learning & Development; Performance Management; Rewards & Recognition; and, Compensation & Benefits		
Duties and Responsibilities	<ul style="list-style-type: none">• Conducts a comprehensive and balanced human resource development program designed to raise level of efficiency, effectiveness and morale of personnel• Sees to it that all campus personnel complies with the submission of documents pertaining to Performance Evaluation System• Attends to meetings as member of the Campus Performance Management Team, and Campus PRAISE Committee• Initiates the establishment of linkages for staff development• Assesses HR needs, proposes and conducts HR interventions• 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• 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		



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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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JOB DESCRIPTION/SPECIFICATION

Position Title	Administrative Aide IV (Clerk II)	Salary Grade	4
Plantilla Item Number	URSB-ADA4-34-2004	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 systems/processes of the University such as: Recruitment, Selection & Promotion; Learning & Development; Performance Management; Rewards & Recognition; and, Compensation & Benefits		
Duties and Responsibilities	<ul style="list-style-type: none">• Conducts a comprehensive and balanced human resource development program designed to raise level of efficiency, effectiveness and morale of personnel• Sees to it that all campus personnel complies with the submission of documents pertaining to Performance Evaluation System• Attends to meetings as member of the Campus Performance Management Team, and Campus PRAISE Committee• Initiates the establishment of linkages for staff development• Assesses HR needs, proposes and conducts HR interventions• 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• 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		



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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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JOB DESCRIPTION/SPECIFICATION

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 systems/processes of the University such as: Recruitment, Selection & Promotion; Learning & Development; Performance Management; Rewards & Recognition; and, Compensation & Benefits		
Duties and Responsibilities	<ul style="list-style-type: none">• Conducts a comprehensive and balanced human resource development program designed to raise level of efficiency, effectiveness and morale of personnel• Sees to it that all campus personnel complies with the submission of documents pertaining to Performance Evaluation System• Attends to meetings as member of the Campus Performance Management Team, and Campus PRAISE Committee• Initiates the establishment of linkages for staff development• Assesses HR needs, proposes and conducts HR interventions• 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• 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		



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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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JOB DESCRIPTION/SPECIFICATION

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 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	Assists the immediate head in supervising and implementing 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 style="list-style-type: none">Assists in the conduct of comprehensive and balanced human resource development program designed to raise level of efficiency, effectiveness and morale of personnelAssists in the monitoring of campus personnel compliance with the submission of documents pertaining to the Performance Evaluation SystemAssists in the conduct of HR interventionsAssists in supervising the preparation and safekeeping of pertinent documents, reports and other personnel actionsPerforms 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		
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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JOB DESCRIPTION/SPECIFICATION

Position Title	Administrative Aide IV (Clerk II)	Salary Grade	4
Plantilla Item Number	URSB-ADA4-27-2004	Monthly Salary	₱16,833.00
Employment Status	Permanent		
Office/Unit	Supply and Procurement Management Unit		
Immediate Supervisor	Campus Director		
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	Performs administrative and clerical tasks within the office		
Duties and Responsibilities	<ul style="list-style-type: none">Assists in the operation of the Supply and Property Management OfficePrepares and updates Supplies Ledger CardIn-charge in the releasing of suppliesUpdates the supplies Bin CardIn-charge in the upkeep of the campus stock roomPrepares the supplies inventoryPerforms 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		
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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JOB DESCRIPTION/SPECIFICATION

Position Title	Administrative Aide IV (Clerk II)	Salary Grade	4
Plantilla Item Number	URSB-ADA4-32-2004	Monthly Salary	₱16,833.00
Employment Status	Permanent		
Office/Unit	Supply and Procurement Management Unit		
Immediate Supervisor	Campus Director		
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	Performs administrative and clerical tasks within the office		
Duties and Responsibilities	<ul style="list-style-type: none">Assists in the operation of the Supply and Property Management OfficePrepares and updates Supplies Ledger CardIn-charge in the releasing of suppliesUpdates the supplies Bin CardIn-charge in the upkeep of the campus stock roomPrepares the supplies inventoryPerforms 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		
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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JOB DESCRIPTION/SPECIFICATION

Position Title	Administrative Aide IV (Clerk II)	Salary Grade	4
Plantilla Item Number	URSB-ADA4-36-2004	Monthly Salary	₱16,833.00
Employment Status	Permanent		
Office/Unit	Supply and Procurement Management Unit		
Immediate Supervisor	Campus Director		
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	Performs administrative and clerical tasks within the office		
Duties and Responsibilities	<ul style="list-style-type: none">Assists in the operation of the Supply and Property Management OfficePrepares and updates Supplies Ledger CardIn-charge in the releasing of suppliesUpdates the supplies Bin CardIn-charge in the upkeep of the campus stock roomPrepares the supplies inventoryPerforms 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		
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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JOB DESCRIPTION/SPECIFICATION

Position Title	Administrative Aide IV (Clerk II)	Salary Grade	4
Plantilla Item Number	URSB-ADA4-40-2004	Monthly Salary	₱16,833.00
Employment Status	Permanent		
Office/Unit	Supply and Procurement Management Unit		
Immediate Supervisor	Campus Director		
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	Performs administrative and clerical tasks within the office		
Duties and Responsibilities	<ul style="list-style-type: none">Assists in the operation of the Supply and Property Management OfficePrepares and updates Supplies Ledger CardIn-charge in the releasing of suppliesUpdates the supplies Bin CardIn-charge in the upkeep of the campus stock roomPrepares the supplies inventoryPerforms 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		
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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JOB DESCRIPTION/SPECIFICATION

Position Title	Administrative Aide IV (Clerk II)	Salary Grade	4
Plantilla Item Number	URSB-ADA4-29-2004	Monthly Salary	₱16,833.00
Employment Status	Permanent		
Office/Unit	General Services Unit		
Immediate Supervisor	Campus Director		
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">• Monitors minor and major repair needs of campus equipment, and building structure• Ensures the cleanliness, orderliness, and safety of offices and campus facilities, including landscaping• Ensures availability, proper storage and inventory of materials and equipment under the unit• 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		
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
Tel. No. (02) 8539-9950 loc. 124 Email Address: careers@urs.edu.ph

JOB DESCRIPTION/SPECIFICATION

Position Title	Administrative Aide IV (Clerk II)	Salary Grade	4
Plantilla Item Number	URSB-ADA4-41-2004	Monthly Salary	₱16,833.00
Employment Status	Permanent		
Office/Unit	General Services Unit		
Immediate Supervisor	Campus Director		
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">Monitors minor and major repair needs of campus equipment, and building structureEnsures the cleanliness, orderliness, and safety of offices and campus facilities, including landscapingEnsures availability, proper storage and inventory of materials and equipment under the unitPerforms 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		
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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JOB DESCRIPTION/SPECIFICATION

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 innovation of the University income generation through the establishment and development of income generating projects/SMEs and services as well as to 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 style="list-style-type: none">Plants, cultivates, maintains, and harvests crops such as vegetables, fruits, and other cropsMaintains and repairs farm buildings, machinery, and equipmentFeeds and cares for animals, such as cows, pigs, chickens, and other farm animalsOperates and maintains farm equipment and machinery such as tractors, plows, harvestersTransports and hauls crops, livestock, and equipment to different areas of the farm/marketPerforms other duties assigned		
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		



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JOB DESCRIPTION/SPECIFICATION

Position Title	Administrative Aide III (Clerk I)	Salary Grade	3
Plantilla Item Number	URSB-ADA3-48-2004	Monthly Salary	₱15,852.00
Employment Status	Permanent		
Office/Unit	General Services Unit		
Immediate Supervisor	Campus Director		
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">• Monitors minor and major repair needs of campus equipment, and building structure• Ensures the cleanliness, orderliness, and safety of offices and campus facilities, including landscaping• Ensures availability, proper storage and inventory of materials and equipment under the unit• 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		
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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JOB DESCRIPTION/SPECIFICATION

Position Title	Farm Worker I	Salary Grade	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 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 style="list-style-type: none">Plants, cultivates, maintains, and harvests crops such as vegetables, fruits, and other cropsMaintains and repairs farm buildings, machinery, and equipmentFeeds and cares for animals, such as cows, pigs, chickens, and other farm animalsOperates and maintains farm equipment and machinery such as tractors, plows, harvestersTransports and hauls crops, livestock, and equipment to different areas of the farm/marketPerforms other duties assigned		
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		



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JOB DESCRIPTION/SPECIFICATION

Position Title	Farm Worker I	Salary Grade	2
Plantilla Item Number	URSB-FAWK1-11-2002	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's 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 style="list-style-type: none">Plants, cultivates, maintains, and harvests crops such as vegetables, fruits, and other cropsMaintains and repairs farm buildings, machinery, and equipmentFeeds and cares for animals, such as cows, pigs, chickens, and other farm animalsOperates and maintains farm equipment and machinery such as tractors, plows, harvestersTransports and hauls crops, livestock, and equipment to different areas of the farm/marketPerforms other duties assigned		
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		



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JOB DESCRIPTION/SPECIFICATION

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 style="list-style-type: none">Plants, cultivates, maintains, and harvests crops such as vegetables, fruits, and other cropsMaintains and repairs farm buildings, machinery, and equipmentFeeds and cares for animals, such as cows, pigs, chickens, and other farm animalsOperates and maintains farm equipment and machinery such as tractors, plows, harvestersTransports and hauls crops, livestock, and equipment to different areas of the farm/marketPerforms other duties assigned		
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		



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JOB DESCRIPTION/SPECIFICATION

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	<ul style="list-style-type: none">Plants, cultivates, maintains, and harvests crops such as vegetables, fruits, and other cropsMaintains and repairs farm buildings, machinery, and equipmentFeeds and cares for animals, such as cows, pigs, chickens, and other farm animalsOperates and maintains farm equipment and machinery such as tractors, plows, harvestersTransports and hauls crops, livestock, and equipment to different areas of the farm/marketPerforms other duties assigned		
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		