



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
NO. 1

| | | | |
|----------------------------------|--|----------------|------------|
| Position Title | Attorney IV | Salary Grade | 23 |
| Plantilla Item Number | URSB-ATY4-43-2022 | Monthly Salary | ₱87,315.00 |
| Employment Status | Permanent | | |
| Office/Unit | Legal Unit | | |
| Immediate Supervisor | University President | | |
| General Function of the Unit | Responsible in handling all legal matters concerning the University | | |
| General Function of the Position | Provides technical and professional expertise in legal service and performs other related work | | |
| Duties and Responsibilities | <ul style="list-style-type: none">• Handles all legal matters concerning the University• Provides the University President legal counsel in all matters pertaining to their official duties or concerns• Prepares and reviews contracts, agreements, and issuances of the University• Ensures that all proposed internal policies, rules and regulations are reviewed and revised as to substance, form and legality• Formulates policies and guidelines responsive to the needs of the University• Provides legal advice and assistance to Committees and Technical Working Groups• Conducts legal research, interprets provisions of contracts, and drafts contracts, legal instruments and other documents• Leads administrative investigations and recommends, together with the members of Investigating Committee, disciplinary action against erring employees• Provides legal support in administrative proceedings• Performs other duties assigned | | |
| Qualification Standards | | | |
| Education | Bachelor of Laws | | |
| Experience | 2 years of relevant experience | | |
| Training | 8 hours of relevant training | | |
| Eligibility | RA 1080 | | |



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**JOB DESCRIPTION/SPECIFICATION
NO. 2**

| | | | |
|----------------------------------|---|----------------|------------|
| Job Title | Administrative Officer III (Supply Officer II) | Salary Grade | 14 |
| Plantilla Item Number | URSB-ADOF3-31-2016 | Monthly Salary | ₱37,024.00 |
| Office/Unit | Procurement Unit | | |
| Immediate Supervisor | Campus Director | | |
| General Function of the Unit | Takes charge of the Procurement of Goods, Services and Infrastructure Projects in the Campus | | |
| General Function of the Position | Supervises the procurement and acquisition of all supplies, materials and equipment needed by the Campus | | |
| Duties and Responsibilities | <ul style="list-style-type: none">• Takes charge in the operation of the procurement and acquisition of all office supplies, materials and equipment needed by the Campus• Spearheads the conduct of inventory of all assets of the Campus• Receives and records the supplies and equipment requested by the Campus• Prepares and coordinates the Project Procurement and Management Plan of the campus• Monitors the acquisition of request supplies and equipment• Prepares the Inventory and Inspection Report of Unserviceable Properties• Perform duties as assigned | | |
| Qualifications | | | |
| Education | Bachelor’s degree | | |
| Experience | 1 year of relevant experience | | |
| Training | 4 hours of relevant training | | |
| Eligibility | Career Service (Professional) / Second Level Eligibility | | |



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JOB DESCRIPTION/SPECIFICATION NO. 3

| | | | |
|----------------------------------|--|----------------|------------|
| Position Title | Administrative Officer III | Salary Grade | 14 |
| Plantilla Item Number | URSB-ADOF3-12-2022 | Monthly Salary | ₱37,024.00 |
| Employment Status | Permanent | | |
| Office/Unit | General Services Unit | | |
| Immediate Supervisor | Administrative Officer V | | |
| General Function of the Unit | Responsible for equipment operation, basic maintenance and repair, materials handling, custodial services, logistical support, routine security and/or customer services and other related duties | | |
| General Function of the Position | Monitors the implementation of security policies and issuances on the protection and safety of students, employees, visitors and properties | | |
| Duties and Responsibilities | <ul style="list-style-type: none">Leads the implementation of security policies and issuancesCoordinates with unit heads during campuses activities for maximum security for students, employees, visitors and properties.Records all incidents related to security measuresAssigns security officers in areas of responsibility in the campus.Schedules and assign security personnel on routine costumer service related activities and security event, providing duties and/or safety services.Plans and implements staff development for security personnelEvaluates performance of security personnel.Maintains the general services data management systemPerforms other duties related to security measures | | |
| Qualification Standards | | | |
| Education | Bachelor's degree | | |
| Experience | 1 year of relevant experience | | |
| Training | 4 hours of relevant training | | |
| Eligibility | Career Service (Professional) / Second Level Eligibility | | |



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**JOB DESCRIPTION/SPECIFICATION
NO. 4**

| | | | |
|----------------------------------|---|----------------|------------|
| Position Title | Legal Assistant III | Salary Grade | 14 |
| Plantilla Item Number | URSB-LEA3-17-2022 | Monthly Salary | ₱37,024.00 |
| Employment Status | Permanent | | |
| Office/Unit | Legal Unit | | |
| Immediate Supervisor | Attorney IV | | |
| General Function of the Unit | Responsible in handling all legal matters concerning the University | | |
| General Function of the Position | Performs administrative legal duties in support to the University | | |
| Duties and Responsibilities | <ul style="list-style-type: none">• Maintains good public relations and provides clear spoken information to clients• Maintains confidentiality of sensitive and confidential matters and information• Prepares documents, correspondence, pleadings, data entry for accuracy and quality• Researches regulations, laws and legal articles to assist with the preparation of reports and legal advice• Performs administrative duties such as preparation of correspondence, memoranda, resolution requests and reports• Takes and transcribes general dictation and meeting minutes• Compiles, organizes and maintains confidential files• Performs other duties assigned | | |
| Qualification Standards | | | |
| Education | BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses | | |
| Experience | 1 year experience in legal work such as preparation of pleadings, legal opinions, memoranda or legal research | | |
| Training | 8 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure | | |
| Eligibility | Career Service (Professional) / Second Level Eligibility | | |



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**JOB DESCRIPTION/SPECIFICATION
NO. 5**

| | | | |
|----------------------------------|---|----------------|------------|
| Position Title | Legal Assistant II | Salary Grade | 12 |
| Plantilla Item Number | URSB-LEA2-9-2022 | Monthly Salary | ₱32,245.00 |
| Employment Status | Permanent | | |
| Office/Unit | Legal Unit | | |
| Immediate Supervisor | Attorney IV | | |
| General Function of the Unit | Responsible in handling all legal matters concerning the University | | |
| General Function of the Position | Performs administrative legal duties in support to the University | | |
| Duties and Responsibilities | <ul style="list-style-type: none">• Maintains good public relations and provides clear spoken information to clients• Maintains confidentiality of sensitive and confidential matters and information• Screens requests, handles inquiries and complaints• Assists in the administrative duties such as preparation of correspondence, issuances, resolution requests and reports• Takes and transcribes general dictation and meeting minutes• Manages, organizes and maintains documents in paper and electronic filing system• Acts as liaison with other departments and agencies• Provides general administrative assistance, such as maintaining the immediate head's calendar, scheduling of meetings and making travel arrangements• Performs other duties assigned | | |
| Qualification Standards | | | |
| Education | BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses | | |
| Experience | None required | | |
| Training | 4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure | | |
| Eligibility | Career Service (Professional) / Second Level Eligibility | | |



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**JOB DESCRIPTION/SPECIFICATION
NO. 6**

| | | | |
|----------------------------------|--|----------------|------------|
| Position Title | Administrative Officer I (Records Officer I) | Salary Grade | 10 |
| Plantilla Item Number | URSB-ADOF1-4-2008 | Monthly Salary | ₱25,586.00 |
| Employment Status | Permanent | | |
| Office/Unit | General Services Unit | | |
| Immediate Supervisor | Administrative Officer V | | |
| General Function of the Unit | Responsible for administrative function, 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 | Provides economical, efficient and effective motor pool services to the University. | | |
| Duties and Responsibilities | <ul style="list-style-type: none">Oversees the implementation of university policies on provision of safe travels to key official, faculty and employeesAssigns and monitors the assignment of university vehiclesPrepares and submits reports related to the use of university vehicleEvaluates performance of official drivers and provide feedback to them for improvementImplements measures for material economy of services on vehicle maintenance.Performs other duties related to security measures | | |
| Qualification Standards | | | |
| Education | Bachelor's degree | | |
| Experience | None required | | |
| Training | None required | | |
| Eligibility | Career Service (Professional) / Second Level Eligibility | | |



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**JOB DESCRIPTION/SPECIFICATION
NO. 7**

| | | | |
|----------------------------------|--|----------------|------------|
| Position Title | Administrative Assistant III (Senior Bookkeeper) | Salary Grade | 9 |
| Plantilla Item Number | URSB-ADAS3-50-2022 | Monthly Salary | ₱23,226.00 |
| Employment Status | Permanent | | |
| Office/Unit | Accounting Unit | | |
| Immediate Supervisor | Accountant III | | |
| General Function of the Unit | To provide accounting services and financial support to the University in accordance with laws, rules and regulations | | |
| General Function of the Position | Assists in ensuring that financial reports will be fairly presented. That all recordable transactions must be taken up accurately in the books and that all disbursements are properly documented and in accordance with laws, rules, and regulations. | | |
| Duties and Responsibilities | <ul style="list-style-type: none">• Maintains database of all transactions• Prepares disbursement vouchers and journal entry vouchers• Prepares withholding tax certificates• Prepares special journals• Assists in the conduct of physical inventory• Performs other duties assigned | | |
| Qualification Standards | | | |
| Education | Completion of 2-year studies in college | | |
| Experience | 1 year of relevant experience | | |
| Training | 4 hours of relevant training | | |
| Eligibility | Career Service (Subprofessional) / First Level Eligibility | | |



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**JOB DESCRIPTION/SPECIFICATION
NO. 8**

| | | | |
|----------------------------------|--|----------------|------------|
| Position Title | Administrative Assistant II (Property Custodian) | Salary Grade | 8 |
| Plantilla Item Number | URSB-ADAS2-18-2004 | Monthly Salary | ₱21,448.00 |
| Employment Status | Permanent | | |
| Office/Unit | Supply and Property Management Unit | | |
| Immediate Supervisor | Administrative Officer I (Supply Officer I) | | |
| General Function of the Unit | Manages the receiving, recording, issuance and disposal of all equipment and properties of the Campus. | | |
| General Function of the Position | Assists the immediate Head in managing the receiving, recording, issuance and disposal of all equipment and properties of the Campus. | | |
| Duties and Responsibilities | <ul style="list-style-type: none">Assists in the operation of the Supply and Property Management OfficePrepares and updates Supplies Ledger CardIn-charge in the releasing of suppliesUpdates the supplies Bin CardIn-charge in the upkeep of the University Stock RoomPrepares the supplies inventoryPerforms other duties assigned | | |
| Qualification Standards | | | |
| Education | Completion of 2-year studies in college | | |
| Experience | 1 year of relevant experience | | |
| Training | 4 hours of relevant training | | |
| Eligibility | Career Service (Subprofessional) / First Level Eligibility | | |



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**JOB DESCRIPTION/SPECIFICATION
NO. 9**

| | | | |
|----------------------------------|--|----------------|------------|
| Position Title | Administrative Assistant II (Property Custodian) | Salary Grade | 8 |
| Plantilla Item Number | URSB-ADAS2-48-2022 | Monthly Salary | ₱21,448.00 |
| Employment Status | Permanent | | |
| Office/Unit | Supply and Property Management Unit | | |
| Immediate Supervisor | Administrative Officer I (Supply Officer I) | | |
| General Function of the Unit | Manages the receiving, recording, issuance and disposal of all equipment and properties of the Campus. | | |
| General Function of the Position | Assists the immediate Head in managing the receiving, recording, issuance and disposal of all equipment and properties of the Campus. | | |
| Duties and Responsibilities | <ul style="list-style-type: none">Assists in the operation of the Supply and Property Management OfficePrepares and updates Supplies Ledger CardIn-charge in the releasing of suppliesUpdates the supplies Bin CardIn-charge in the upkeep of the University Stock RoomPrepares the supplies inventoryPerforms other duties assigned | | |
| Qualification Standards | | | |
| Education | Completion of 2-year studies in college | | |
| Experience | 1 year of relevant experience | | |
| Training | 4 hours of relevant training | | |
| Eligibility | Career Service (Subprofessional) / First Level Eligibility | | |



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**JOB DESCRIPTION/SPECIFICATION
NO. 10**

| | | | |
|----------------------------------|--|----------------|------------|
| Position Title | Administrative Assistant II (Budgeting Assistant) | Salary Grade | 8 |
| Plantilla Item Number | URSB-ADAS2-46-2022 | Monthly Salary | ₱21,448.00 |
| Employment Status | Permanent | | |
| Office/Unit | Budget Unit | | |
| Immediate Supervisor | Administrative Officer V (Budget Officer III) | | |
| General Function of the Unit | Responsible in providing efficient budgeting services; reliable and timely financial information towards effective utilization of financial resources | | |
| General Function of the Position | Under general supervision, performs technical and administrative support services functions relevant to the job | | |
| Duties and Responsibilities | <ul style="list-style-type: none">• Allocates fund to request• Records expenditures in appropriate registries• Reconciles Purchase Request and Purchase Order• Performs other duties assigned | | |
| Qualification Standards | | | |
| Education | Completion of 2-year studies in college | | |
| Experience | 1 year of relevant experience | | |
| Training | 4 hours of relevant training | | |
| Eligibility | Career Service (Subprofessional) / First Level Eligibility | | |



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**JOB DESCRIPTION/SPECIFICATION
NO. 11**

| | | | |
|----------------------------------|--|----------------|------------|
| Position Title | Administrative Assistant II (Budgeting Assistant) | Salary Grade | 8 |
| Plantilla Item Number | URSB-ADAS2-44-2016 | Monthly Salary | ₱21,448.00 |
| Employment Status | Permanent | | |
| Office/Unit | Budget Unit | | |
| Immediate Supervisor | Administrative Officer V (Budget Officer III) | | |
| General Function of the Unit | Responsible in providing efficient budgeting services; reliable and timely financial information towards effective utilization of financial resources | | |
| General Function of the Position | Under general supervision, performs technical and administrative support services functions relevant to the job | | |
| Duties and Responsibilities | <ul style="list-style-type: none">• Allocates fund to request• Records expenditures in appropriate registries• Reconciles Purchase Request and Purchase Order• Performs other duties assigned | | |
| Qualification Standards | | | |
| Education | Completion of 2-year studies in college | | |
| Experience | 1 year of relevant experience | | |
| Training | 4 hours of relevant training | | |
| Eligibility | Career Service (Subprofessional) / First Level Eligibility | | |



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**JOB DESCRIPTION/SPECIFICATION
NO. 12**

| | | | |
|----------------------------------|---|----------------|------------|
| Position Title | Administrative Aide VI (Clerk III) | Salary Grade | 6 |
| Plantilla Item Number | URSB-ADA6-21-2004 | Monthly Salary | ₱18,957.00 |
| Employment Status | Permanent | | |
| Office/Unit | Budget Unit | | |
| Immediate Supervisor | Administrative Officer V (Budget Officer III) | | |
| General Function of the Unit | Responsible in providing efficient budgeting services; reliable and timely financial information towards effective utilization of financial resources | | |
| General Function of the Position | Performs administrative and clerical tasks within the office | | |
| Duties and Responsibilities | <ul style="list-style-type: none">• Serves as the incoming and outgoing document clerk• Performs general office duties such as data encoding, filing and maintaining a filing system, scanning, and requesting and maintaining office supplies• Ensures security of office equipment and availability of office supplies• Assists with presentations and reports• Screens all incoming phone calls, inquiries and correspondence and route accordingly• Performs other duties assigned | | |
| Qualification Standards | | | |
| Education | Completion of 2-year studies in college | | |
| Experience | None required | | |
| Training | None required | | |
| Eligibility | Career Service (Subprofessional) / First Level Eligibility | | |



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**JOB DESCRIPTION/SPECIFICATION
NO. 13**

| | | | |
|---|---|-----------------------|------------|
| Job Title | Administrative Aide VI (Clerk III) | Salary Grade | 6 |
| Plantilla Item Number | URSB-ADA6-22-2004 | Monthly Salary | ₱18,957.00 |
| Office/Unit | Accounting Unit | | |
| Immediate Supervisor | Accountant III | | |
| General Function of the Unit | To provide accounting services and financial support to the University in accordance with laws, rules and regulations | | |
| General Function of the Position | Performs administrative and clerical tasks within the office | | |
| Duties and Responsibilities | <ul style="list-style-type: none">• Receives, record and releases documents• Computes honoraria for teaching overload, Part Time Instructors, Professorial Lecturers, and wages of Emergency Laborers/ Job Order• Maintains database of all transactions• 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• Greets visitors and directs them to appropriate departments• Performs other duties assigned | | |
| Qualifications | | | |
| Education | Completion of 2-year studies in college | | |
| Experience | 1 year of relevant experience | | |
| Training | 4 hours of relevant training | | |
| Eligibility | Career Service (Subprofessional) / First Level Eligibility | | |



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**JOB DESCRIPTION/SPECIFICATION
NO. 14**

| | | | |
|----------------------------------|---|----------------|------------|
| Position Title | Administrative Aide VI (Clerk III) | Salary Grade | 6 |
| Plantilla Item Number | URSB-ADA6-13-2022 | Monthly Salary | ₱18,957.00 |
| 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 | Performs administrative and clerical tasks within the office | | |
| Duties and Responsibilities | <ul style="list-style-type: none">• Serves as the incoming and outgoing document clerk• Performs general office duties such as data encoding, filing and maintaining a filing system, scanning, and requesting and maintaining office supplies• Ensures security of office equipment and availability of office supplies• Assists with presentations and reports• Screens all incoming phone calls, inquiries and correspondence and route accordingly• Performs other duties assigned | | |
| Qualification Standards | | | |
| Education | Completion of 2-year studies in college | | |
| Experience | None required | | |
| Training | None required | | |
| Eligibility | Career Service (Subprofessional) / First Level Eligibility | | |



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**JOB DESCRIPTION/SPECIFICATION
NO. 15**

| | | | |
|----------------------------------|---|----------------|------------|
| Position Title | Administrative Aide VI (Clerk III) | Salary Grade | 6 |
| Plantilla Item Number | URSB-ADA6-3-2022 | Monthly Salary | ₱18,957.00 |
| Office/Unit | Office of the Board Secretary | | |
| Immediate Supervisor | Board Secretary V | | |
| General Function of the Unit | Responsible in handling all matters concerning the Board of Regents as well as the Academic and Administrative Councils. | | |
| General Function of the Position | Performs administrative and clerical tasks within the office. | | |
| Duties and Responsibilities | <ul style="list-style-type: none">• Serves as the incoming and outgoing document clerk• Performs general office duties such as data encoding, filing and maintaining a filing system, scanning, and requesting and maintaining office supplies• Ensures security of office equipment and availability of office supplies• Assists with presentations and reports• Screens all incoming phone calls, inquiries and correspondence and route accordingly• Performs other duties assigned | | |
| Qualification Standards | | | |
| Education | Completion of 2-year studies in college | | |
| Experience | None required | | |
| Training | None required | | |
| Eligibility | Career Service (Subprofessional) / First Level Eligibility | | |



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**JOB DESCRIPTION/SPECIFICATION
NO. 16**

| | | | |
|----------------------------------|---|----------------|------------|
| Position Title | Administrative Aide VI (Clerk III) | Salary Grade | 6 |
| Plantilla Item Number | URSB-ADA6-7-2022 | Monthly Salary | ₱18,957.00 |
| Employment Status | Permanent | | |
| Office/Unit | Legal Unit | | |
| Immediate Supervisor | Attorney IV | | |
| General Function of the Unit | Responsible in handling all legal matters concerning the University | | |
| General Function of the Position | Performs administrative and clerical tasks within the office. | | |
| Duties and Responsibilities | <ul style="list-style-type: none">• Serves as the incoming and outgoing document clerk• Performs general office duties such as data encoding, filing and maintaining a filing system, scanning, and requesting and maintaining office supplies• Ensures security of office equipment and availability of office supplies• Assists with presentations and reports• Screens all incoming phone calls, inquiries and correspondence and route accordingly• Performs other duties assigned | | |
| Qualification Standards | | | |
| Education | Completion of 2-year studies in college | | |
| Experience | None required | | |
| Training | None required | | |
| Eligibility | Career Service (Subprofessional) / First Level Eligibility | | |



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**JOB DESCRIPTION/SPECIFICATION
NO. 17**

| | | | |
|----------------------------------|---|----------------|------------|
| Position Title | Administrative Aide VI (Clerk III) | Salary Grade | 6 |
| Plantilla Item Number | URSB-ADA6-14-2022 | Monthly Salary | ₱18,957.00 |
| Employment Status | Permanent | | |
| Office/Unit | General Services Unit | | |
| Immediate Supervisor | Administrative Officer V | | |
| General Function of the Unit | Responsible for equipment operation, basic maintenance and repair, materials handling, custodial services, logistical support, routine security and/or customer services and other related duties | | |
| General Function of the Position | Performs administrative and clerical tasks within the office | | |
| Duties and Responsibilities | <ul style="list-style-type: none">• Serves as the incoming and outgoing document clerk• Performs general office duties such as data encoding, filing and maintaining a filing system, scanning, and requesting and maintaining office supplies• Ensures security of office equipment and availability of office supplies• Assists with presentations and reports• Screens all incoming phone calls, inquiries and correspondence and route accordingly• Performs other duties assigned | | |
| Qualification Standards | | | |
| Education | Completion of 2-year studies in college | | |
| Experience | None required | | |
| Training | None required | | |
| Eligibility | Career Service (Subprofessional) / First Level Eligibility | | |