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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: univhrmo@urs.edu.ph

**JOB DESCRIPTION/SPECIFICATION
ADMINISTRATIVE DIVISION**

Position Title	Chief Administrative Officer (Administrative Officer V)	Salary Grade	24
Plantilla Item Number	URSB-CADOF-1-2004	Monthly Salary	₱98,185.00
Employment Status	Permanent		
Office/Unit	Administrative Division		
Immediate Supervisor	Vice President for Administration & Finance		
General Function of the Unit	Responsible for planning, directing, coordinating, and supervising all administrative services functions		
General Function of the Position	Undertakes the general supervision of administrative services pertaining to human resource management, records, property, supplies and equipment, other forms of support to operations including cashiering		
Duties and Responsibilities	<ul style="list-style-type: none"> • Spearheads the division directions and integrates all programs, activities, and projects into a Division Work and Financial Plan. • Supervises the alignment of work outputs and processes to the division directions and priorities and ensures conformance to internal and external policies that are applicable to the division. • Reviews, develops and recommends internal work processes, guidelines, standards, policies and procedures. • Reviews the submitted outputs against performance standards. • Reviews the performance of unit subordinates, identifies performance gaps and development needs. • Evaluates and proposes the adoption of new technologies and tools to improve and update division processes. • Monitors and assesses the transfer of technology, learned by subordinates from training programs or similar activities attended, in the workplace. • Performs other duties assigned 		
Qualification Standards			
Education	Master's Degree or Certificate in Leadership and Management from the CSC		
Experience	4 years of supervisory/management experience		
Training	40 hours of supervisory/management learning and development intervention		
Eligibility	Career Service (Professional) / Second Level Eligibility		



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**JOB DESCRIPTION/SPECIFICATION
FINANCE DIVISION**

Position Title	Chief Administrative Officer (Financial and Management Officer II)	Salary Grade	24
Plantilla Item Number	URSB-CADOF-3-2004	Monthly Salary	₱98,185.00
Employment Status	Permanent		
Office/Unit	Finance Division		
Immediate Supervisor	Vice President for Administration & Finance		
General Function of the Unit	Responsible for planning, directing, coordinating, and supervising all finance services functions		
General Function of the Position	Undertakes the general supervision of the financial services pertaining to budgeting and accounting services		
Duties and Responsibilities	<ul style="list-style-type: none"> • Spearheads the division directions and integrates all programs, activities, and projects into a Division Work and Financial Plan. • Supervises the alignment of work outputs and processes to the division directions and priorities and ensures conformance to internal and external policies that are applicable to the division. • Reviews, develops and recommends internal work processes, guidelines, standards, policies and procedures. • Reviews the submitted outputs against performance standards. • Reviews the performance of unit subordinates, identifies performance gaps and development needs. • Evaluates and proposes the adoption of new technologies and tools to improve and update division processes. • Monitors and assesses the transfer of technology, learned by subordinates from training programs or similar activities attended, in the workplace. • Performs other duties assigned 		
Qualification Standards			
Education	Master's Degree or Certificate in Leadership and Management from the CSC		
Experience	4 years of supervisory/management experience		
Training	40 hours of supervisory/management learning and development intervention		
Eligibility	Career Service (Professional) / Second Level Eligibility		