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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	• 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		
Experience	4 years in position/s involving management and supervision		
Training	24 hours of training in management and supervision		
Eligibility	Career Service (Professional) / Second Level Eligibility		



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Tel. No. (02) 8539-9950 loc. 124 Email Address: univhrmo@urs.edu.ph

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	• 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		
Experience	4 years in position/s involving management and supervision		
Training	24 hours of training in management and supervision		
Eligibility	Career Service (Professional) / Second Level Eligibility		



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JOB DESCRIPTION/SPECIFICATION
LEGAL UNIT

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	• 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
ADMINISTRATIVE DIVISION

Position Title	Supervising Administrative Officer (Administrative Officer IV)	Salary Grade	22
Plantilla Item Number	URSB-SADOF-41-2022	Monthly Salary	₱78,162.00
Employment Status	Permanent		
Office/Unit	Administrative Division		
Immediate Supervisor	Chief Administrative Officer		
General Function of the Unit	Responsible for planning, directing, coordinating, and supervising all administrative services functions		
General Function of the Position	Assists the Chief Administrative Officer in the general administrative services pertaining to human resource management, records, property, supplies and equipment, other forms of support to operations including cashiering		
Duties and Responsibilities	• Cascades the division directions and integrates all programs, activities, and projects into a Division Work and Financial Plan. • Aligns 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. • Investigates, evaluates, and proposes the adoption of new technologies and tools to improve and update division processes. • Resolves staff concerns and raises issues to the division head when beyond authority. • Assists in monitoring and assesses the transfer of technology, learned by subordinates from training programs or similar activities attended, in the workplace. • Provides inputs to the division head in rating the performance of subordinates, identifies performance gaps and proposes staff development needs. • In the absence of the division head, represents the division in all meetings and other official gatherings, and assumes his/her supervisory functions. • Performs other duties assigned		
Qualification Standards			
Education	Bachelor’s Degree		
Experience	3 years of relevant experience		
Training	16 hours of relevant training		
Eligibility	Career Service (Professional) / Second Level Eligibility		



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JOB DESCRIPTION/SPECIFICATION
ACCOUNTING UNIT

Position Title	Accountant III	Salary Grade	19
Plantilla Item Number	URSB-A3-2-2002	Monthly Salary	₱56,390.00
Employment Status	Permanent		
Office/Unit	Accounting Unit		
Immediate Supervisor	Chief Administrative Officer		
General Function of the Unit	To provide accounting services and financial support to the University in accordance with laws, rules and regulations		
General Function of the Position	Ensures that financial reports will be fairly presented. That all recordable transactions must be taken up accurately in the books and that all disbursements are properly documented and in accordance with laws, rules, and regulations.		
Duties and Responsibilities	• Prepares reports, letters, endorsement and issuances pertaining to accounting rules and regulations • Signs DVs, TRA, Remittances of Mandatory Contributions and Other Payables • Supervises preparation of payrolls, vouchers, bank reconciliation and analysis of accounts • Prepares bank reconciliation statements of all funds • Consolidates Financial Reports • Analyzes and attests the accuracy of accounting records and reports and provide information and advice to the management • Prepares and consolidates management actions for COA issued Audit Observation Memorandum in close coordination with the Internal Auditor • Supervises, facilitates and monitors the work of the accounting personnel and provides technical assistance to implementing units to ensure proper utilization of funds and preparation of reliable and timely financial reports • Coordinates with COA, DBM, BIR and other government agencies regarding financial transactions of the University • Performs other duties assigned		
Qualification Standards			
Education	Bachelor’s degree in Commerce / Business Administration major in Accounting		
Experience	2 years of relevant experience		
Training	8 hours of relevant training		
Eligibility	RA 1080		



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JOB DESCRIPTION/SPECIFICATION
Office of the Campus Director

Position Title	Administrative Officer V (Administrative Officer III)	Salary Grade	18
Plantilla Item Number	URSB-ADOF5-13-2004	Monthly Salary	₱51,304.00
Employment Status	Permanent		
Office/Unit	Office of the Campus Director		
Immediate Supervisor	Campus Director		
General Function of the Unit	Responsible for overseeing the day-to-day operations of the Campus.		
General Function of the Position	Responsible for providing administrative support to the immediate head.		
Duties and Responsibilities	- Assists the Campus Director in planning, preparing, implementing, and monitoring the approved annual development plan covering the operations of the campus - Assists the Campus Director in implementing University policies, thrusts, and programs - Assists the Campus Director in proposing, on an annual basis, budgetary requirements, materials, supplies, and equipment needed by the campus - Prepares and submits detailed report on the progress, conditions, and the needs of the campus for inclusion in the Annual Report - Provides administrative assistance, such as writing and editing e-mails, drafting issuances, preparing written communications, taking minutes of the meeting, and preparing resolutions - Conducts hazard, vulnerability, and risk assessments within the university - Develops, updates, and implements the DRRM Plan and contingency plans - Leads the conduct of emergency drills, safety orientations, and capacity-building activities - Manages early warning systems, emergency communication tools, and safety equipment - Coordinates with local DRRM offices, BFP, PNP, LGUs, DOH, and other partner agencies - Facilitates emergency response operations, evacuation procedures, and rapid damage assessments - Prepares post-disaster needs assessments and rehabilitation plans - Maintains DRRM documentation, incident reports, and after-action reports - Monitors safety compliance and conducts regular facility inspections - Manages DRRM resource inventory, including equipment, supplies, and trained personnel - Supports business continuity planning and institutional safety protocols - Performs other related functions as may be assigned by the immediate supervisor		
Qualification Standards			
Education	Bachelor's Degree		
Experience	2 years of relevant experience		
Training	8 hours of relevant training		
Eligibility	Career Service (Professional) / Second Level Eligibility		



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JOB DESCRIPTION/SPECIFICATION
PROCUREMENT UNIT

Position Title	Administrative Officer V (Administrative Officer III)	Salary Grade	18
Plantilla Item Number	URSB-ADOF5-12-2004	Monthly Salary	₱51,304.00
Employment Status	Permanent		
Office/Unit	Procurement Unit		
Immediate Supervisor	Chief Administrative Officer		
General Function of the Unit	To assist the BAC on Procurement of Goods, Services and Infrastructure Projects and act as the central channel of communications for the BAC with end-users, PMOs, other units of the line agency, other government agencies, providers of goods, infrastructure projects, and consulting services, observers, and the general public.		
General Function of the Position	Oversees and supervises all activities of the unit as Head of the BAC Secretariat		
Duties and Responsibilities	• Oversees the operation of the Procurement Office • Oversees the operation of the BAC Secretariat • Prepares and reviews Bidding Documents for projects of the University • Posts invitation to apply for eligibility and to bid, awards and other matters concerning procurement to the PHILGEPS. • Prepares and submits the Agency Procurement Compliance and Performance Indicator (APCPI) • Provides technical and administrative support to the BAC during regular/special activities and meetings • Monitors procurement activities and milestones for proper reporting to relevant agencies when required. • Prepares all the required reports for government compliances • Prepares office communications and reports as maybe required by the management • Conducts regular research related to current developments on procurement and procurement issues at hand • Performs other duties assigned		
Qualification Standards			
Education	Bachelor's Degree		
Experience	2 years of relevant experience		
Training	8 hours of relevant training		
Eligibility	Career Service (Professional) / Second Level Eligibility		



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JOB DESCRIPTION/SPECIFICATION
GENERAL SERVICES UNIT

Position Title	Administrative Officer V (Administrative Officer III)	Salary Grade	18
Plantilla Item Number	URSB-ADOF5-8-2004	Monthly Salary	₱51,304.00
Employment Status	Permanent		
Office/Unit	General Services Unit		
Immediate Supervisor	Chief Administrative Officer		
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	Supervises the provision of a diverse range of routine general services support to a specified operating unit of the University		
Duties and Responsibilities	- Plans, supervises, coordinates and evaluates performance of security and auxiliary units in the University - Plans, supervises, coordinates and evaluates disaster risk management of the university - Oversees minor repair of buildings, furniture and fixtures and facilitates the conduct of regular inspection - Monitors the implementation of security policies and issuances on the protection and safety of students, employees, visitors and properties - Initiates and evaluates calamity drill - Maintains various supplies as appropriate to the needs of the Unit - Oversees cleanliness and serviceability of facilities, grounds and/or equipment as assigned - Performs routine customer service-related activities such as security escort, providing directions to locations and/or services - Prepares records, reports and correspondence concerning the work of the assigned unit - Evaluates the performance of all the personnel in unit - Performs other duties assigned		
Qualification Standards			
Education	Bachelor's Degree		
Experience	2 years of relevant experience		
Training	8 hours of relevant training		
Eligibility	Career Service (Professional) / Second Level Eligibility		



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JOB DESCRIPTION/SPECIFICATION
HUMAN RESOURCE MANAGEMENT UNIT

Position Title	Administrative Officer V (Human Resource Management Officer III)	Salary Grade	18
Plantilla Item Number	URSB-ADOF5-10-2004	Monthly Salary	₱51,304.00
Employment Status	Permanent		
Office/Unit	Human Resource Management Unit		
Immediate Supervisor	Chief Administrative Officer		
General Function of the Unit	Designs and implements human resource management systems in concurrence with Civil Service and applicable government rules, laws and regulations to ensure that human talent is managed effectively and efficiently to accomplish University goals.		
General Function of the Position	Supervises and implements the HR systems/processes of the University such as: Recruitment, Selection & Placement; Learning & Development; Performance Management; Rewards & Recognition; Compensation & Benefits and; Employee Relations & Welfare.		
Duties and Responsibilities	• Conducts a comprehensive and balanced human resource development program designed to raise level of efficiency, effectiveness and morale of personnel • Conceptualizes/designs project proposal concerning human resource management/development • Updates frequently the plantilla of personnel and the profile of the faculty and non-teaching staff • Sees to it that all University personnel complied with the submission of documents pertaining to the Performance Management System • Certifies the veracity and authenticity of human resource documents • Initiates the establishment of linkages for staff development • Evaluates and recommends candidates for scholarship, seminars and trainings • Assesses HR management system processes, proposes and conducts HR interventions such as policy enhancement, HR mechanisms development, processes streamlining, among others • 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 • Represents the unit in various meetings as member of the Human Resource Merit Promotion & Selection Board (HRMPSB), Faculty Selection Board, University Scholarship Committee, University Performance Management Team, and University PRAISE Committee		



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	• Performs functions as may be provided by the Civil Service Commission and other applicable government rules, laws and regulations • Performs other duties assigned
Qualification Standards	
Education	Bachelor’s Degree
Experience	2 years of relevant experience
Training	8 hours of relevant training
Eligibility	Career Service (Professional) / Second Level Eligibility



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JOB DESCRIPTION/SPECIFICATION
PLANNING UNIT

Position Title	Planning Officer III	Salary Grade	18
Plantilla Item Number	URSB-PL03-36-2022	Monthly Salary	₱51,304.00
Employment Status	Permanent		
Office/Unit	Planning Unit		
Immediate Supervisor	SUC President III		
General Function of the Unit	Responsible in managing and coordinating the establishment and support of programs and/or projects of significance to the operation and administration of a major, key operating component of the university		
General Function of the Position	Provides and/or coordinates program planning and evaluation, ensuring that developing and existing programs are effective and in conformance with the overall goals and objectives of the University		
Duties and Responsibilities	• Provides the needed coordination in setting the direction of the different components of the University • Spearheads the planning and evaluation of the annual, medium-term and long range institutional plans • Prepares and submits reports related to planning unit • Recommends policies and innovations relevant to the programs and projects of the University • Supervises the preparation and facilitates submission of University periodic and non-periodic reports to other government agencies • Provides guidance and participation in the preparation of University budget reports • Performs other duties assigned		
Qualification Standards			
Education	Bachelor's degree relevant to the job		
Experience	2 years of relevant experience		
Training	8 hours of relevant training		
Eligibility	Career Service (Professional) / Second Level Eligibility		



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**JOB DESCRIPTION/SPECIFICATION
INFORMATION UNIT**

Position Title	Information Officer III	Salary Grade	18
Plantilla Item Number	URSB-INFO3-38-2022	Monthly Salary	₱51,304.00
Employment Status	Permanent		
Office/Unit	Information Unit		
Immediate Supervisor	SUC President III		
General Function of the Unit	The unit serves as the University’s public information component. It facilitates the gathering, collecting, processing, storing, and transmitting of information through various appropriate channels. It is instrumental in raising awareness, strengthening the reputation, and promoting the University’s brand in local, national, and international milieus. Further, it fosters harmony in the internal community and establishes partnerships with external agencies for goodwill, open communication, and collaboration geared toward fulfilling the University’s mission, vision, and strategic goals.		
General Function of the Position	Responsible for the efficient and effective service delivery of the Information Unit.		
Duties and Responsibilities	• Conceptualizes programs and projects that will bolster the University’s identity and promote its brand, public image, and global presence • Performs creative and innovative planning, implementation, monitoring, and evaluation for more efficient and effective service delivery of the Information Units across all Campuses. • Validates content based on facts, evidence, universally accepted standards, and laws • Produces high-quality briefing materials, newsletters, and other University publications of both print and electronic for both internal and external stakeholders • Coordinates and assists with other units’ media services and/or promotional needs • Updates content and posts on the official social media accounts, and other publicity channels • Coordinates with the ICT Unit on updating contents and posts on the University’s website • Tracks the University’s digital presence, provides feedback to the team, and recommends corresponding measures to address the concerns • Designs the conduct of campus tours by either in-person or virtual means • Establishes partnerships with external agencies for goodwill, open communication, and collaboration geared toward fulfilling the University’s mission, vision, and strategic goals		



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	• Performs administrative and supervisory functions like the conduct of meetings, writing letters, reports, and meeting minutes; documentation; preparing for accreditation; and other relevant activities • Works closely with the Office of the University President and various offices on matters related to public affairs • Serves as Spokesperson of the University • Performs other duties assigned
Qualification Standards	
Education	Bachelor's Degree
Experience	2 years of relevant experience
Training	8 hours of relevant training
Eligibility	Career Service (Professional) / Second Level Eligibility



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JOB DESCRIPTION/SPECIFICATION
ACCOUNTING UNIT

Position Title	Accountant II	Salary Grade	16
Plantilla Item Number	URSB-A2-2-2023	Monthly Salary	₱43,560.00
Employment Status	Permanent		
Office/Unit	Accounting Unit		
Immediate Supervisor	Campus Director		
General Function of the Unit	To provide accounting services and financial support to the University in accordance with laws, rules and regulations.		
General Function of the Position	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	• Prepares monthly and annual reports and schedules, assists in year-end closing, and ensures compliance with all regulations and accounting principles • Prepares schedules to support statements of accounts or other financial statements for incorporation in the books of accounts • Maintains complete set of book of accounts for assigned funding source • Prepares fund utilization report and liquidation report for externally funded projects • Performs other duties assigned		
Qualification Standards			
Education	Bachelor’s degree in Commerce / Business Administration major in Accounting		
Experience	1 year of relevant experience		
Training	4 hours of relevant training		
Eligibility	RA 1080		



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**JOB DESCRIPTION/SPECIFICATION
INFORMATION UNIT**

Position Title	Information Officer II	Salary Grade	15
Plantilla Item Number	URSB-INFO2-30-2022	Monthly Salary	₱40,208.00
Employment Status	Permanent		
Office/Unit	Information Unit		
Immediate Supervisor	Information Officer III		
General Function of the Unit	The unit serves as the University’s public information component. It facilitates the gathering, collecting, processing, storing, and transmitting of information through various appropriate channels. It is instrumental in raising awareness, strengthening the reputation, and promoting the University’s brand in local, national, and international milieus. Further, it fosters harmony in the internal community and establishes partnerships with external agencies for goodwill, open communication, and collaboration geared toward fulfilling the University’s mission, vision, and strategic goals.		
General Function of the Position	Responsible for assisting the Information Officer III with the efficient and effective service delivery of the Information Unit		
Duties and Responsibilities	• Produces high-quality briefing materials, newsletters, and other University publications of both print and electronic for both internal and external stakeholders • Writes/Produces news and feature articles, announcements, social media posts, videos, other multimedia presentations, and podcasts with proficiency in both English and Filipino languages • Coordinates and assists with other units’ media services and/or promotional needs • Updates content and posts on the University’s website, social media accounts, and other publicity channels • Assists in establishing partnerships with external agencies for goodwill, open communication, and collaboration geared toward fulfilling the University’s mission, vision, and strategic goals • Performs administrative functions like writing letters, reports, and meeting minutes; documentation; preparing for accreditation; and other relevant activities • Performs other duties assigned		
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
GENERAL SERVICES UNIT

Position Title	Administrative Officer III (Supply Officer II)	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 IV		
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	Assists the head of auxiliary in the day-to-day operations of the Auxiliary Services Unit		
Duties and Responsibilities	- Assists the auxiliary head in the conduct of inspection and oversight of levels 1 & 2 repair and maintenance, installation and fabrication in university facilities, buildings, furniture and fixtures across campuses - Prepare inspection report, detailed plan, detailed cost estimate, and scope of works - Prepare, monitor and close auxiliary work orders - Conduct of monthly action planning - Prepare quarterly accomplishment report of auxiliary services unit - Facilitate the conduct of preventive and corrective maintenance - Develop and maintain auxiliary operations manual, policies and procedures - Assists the auxiliary head in the preparation and maintenance of ISO documents of auxiliary services unit - Requests supply and materials for repairs and maintenance of facilities, air-conditioning units and electrical services - Plans and implements staff development and recommend auxiliary personnel to specific skills enhancement training - Performs other duties assigned		
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
LEGAL UNIT

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	• 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
LEGAL UNIT

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	• 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
RECORDS UNIT

Position Title	Administrative Officer I (Records Officer I)	Salary Grade	10
Plantilla Item Number	URSB-ADOF1-1-2012	Monthly Salary	₱25,586.00
Employment Status	Permanent		
Office/Unit	Records Unit		
Immediate Supervisor	Administrative Officer V (Records Officer III)		
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	Assists the immediate head in providing administrative support in the planning, formulating and implementing a records management and archival administration program for the efficient creation, utilization, maintenance, retention, storage, preservation, conservation and disposal of public records including the adoption of security measures and vital records protection program for the University		
Duties and Responsibilities	- Assists in the implementation of policies, standards and guidelines for recordkeeping including creation, classification, maintenance, retention, disposition, custody and protection of records - Checks and classifies signed correspondence before they are released - Classifies and appraises records for inventory and disposition - Reviews the formulation of records retention and disposal schedule as guide to all disposition action on records - Reviews and recommends measures for the revision of the records retention and disposal schedule, the preservation and protection of all records - Reviews and recommends measures for the improvement of methods, practices relative to filing, servicing files and disposition of records - Prepares annual and other required reports - Prepares documents for meetings and presentations during knowledge sharing sessions and related activities - Performs other duties assigned		
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
RECORDS UNIT

Position Title	Administrative Officer I (Records Officer I)	Salary Grade	10
Plantilla Item Number	URSB-ADOF1-42-2016	Monthly Salary	₱25,586.00
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	Provides administrative support in implementing a records management and archival administration program for the efficient creation, utilization, maintenance, retention, storage, preservation, conservation and disposal of public records including the adoption of security measures and vital records protection program for the Campus.		
Duties and Responsibilities	• Supervises the receipt, delivery, reproduction, filing, binding, documentation of official documents and records • Implements policies, standards and guidelines for recordkeeping including creation, classification, maintenance, retention, disposition, custody and protection of records • Directs the coding/filing of materials and important documents • Assists in the preparation/updating of University records manual • Assists in the establishment and maintaining an active continuing program for the management, preservation and disposition of records • Supervises the classifying and appraising of records for inventory and disposition • Directs the preservation of important documents for future use • Reviews and recommends measures for the revision of the records retention and disposal schedule, the preservation and protection of all records • Authenticates copies of documents in the possession of the Unit • Performs other duties assigned		
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
SUPPLY AND PROPERTY MANAGEMENT UNIT

Position Title	Administrative Officer I (Supply Officer I)	Salary Grade	10
Plantilla Item Number	URSB-ADOF1-14-2004	Monthly Salary	₱25,586.00
Employment Status	Permanent		
Office/Unit	Supply and Property Management Unit		
Immediate Supervisor	Administrative Officer V (Supply Officer III)		
General Function of the Unit	Manages the receiving, recording, issuance and disposal of all equipment and properties of the University		
General Function of the Position	Assists the immediate Head in managing the receiving, recording, issuance and disposal of all equipment and properties of the University		
Duties and Responsibilities	• Prepares and updates the Equipment Ledger Card • Prepares the property sticker • Picks-up supplies from the Procurement Service • Records newly acquired equipment in the inventory for equipment • Records newly acquired semi-expendable equipment • Performs other duties assigned		
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
ACCOUNTING UNIT

Position Title	Administrative Assistant III (Senior Bookkeeper)	Salary Grade	9
Plantilla Item Number	URSB-ADAS3-16-2004	Monthly Salary	₱23,226.00
Employment Status	Permanent		
Office/Unit	Accounting Unit		
Immediate Supervisor	Accountant II		
General Function of the Unit	To provide accounting services and financial support to the University in accordance with laws, rules and regulations.		
General Function of the Position	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	• Maintains records of all transactions • Prepares Disbursement vouchers and journal entry vouchers • Prepares special journals • Performs other duties assigned		
Qualification Standards			
Education	Completion of 2 years of studies in college (prior to 2018) or Completion of Grade 12 / Senior High School (starting 2016)		
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
SUPPLY AND PROPERTY MANAGEMENT UNIT

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	- Assists in the operation of the Supply and Property Management Office - Prepares and updates Supplies Ledger Card - In-charge in the releasing of supplies - Updates the supplies Bin Card - In-charge in the upkeep of the University Stock Room - Prepares the supplies inventory - Performs other duties assigned		
Qualification Standards			
Education	Completion of 2 years of studies in college (prior to 2018) or Completion of Grade 12 / Senior High School (starting 2016)		
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
BUDGET UNIT

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	• 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 years of studies in college (prior to 2018) or Completion of Grade 12 / Senior High School (starting 2016)		
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
BUDGET UNIT

Position Title	Administrative Assistant II (Budgeting Assistant)	Salary Grade	8
Plantilla Item Number	URSB-ADAS2-45-2016	Monthly Salary	₱21,448.00
Employment Status	Permanent		
Office/Unit	Budget Unit		
Immediate Supervisor	Administrative Officer IV (Budget Officer II)		
General Function of the Unit	Responsible in providing efficient budgeting services; reliable and timely financial information towards effective utilization of financial resources.		
General Function of the Position	Under general supervision, performs technical and administrative support services functions relevant to the job.		
Duties and Responsibilities	• Allocates fund to request • Records expenditures in appropriate registries • Reconciles of Purchase Request and Purchased Order • Performs other duties assigned		
Qualification Standards			
Education	Completion of 2 years of studies in college (prior to 2018) or Completion of Grade 12 / Senior High School (starting 2016)		
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
BUDGET UNIT

Position Title	Administrative Assistant II (Budgeting Assistant)	Salary Grade	8
Plantilla Item Number	URSB-ADAS2-20-2004	Monthly Salary	₱21,448.00
Employment Status	Permanent		
Office/Unit	Budget Unit		
Immediate Supervisor	Administrative Officer IV (Budget Officer II)		
General Function of the Unit	Responsible in providing efficient budgeting services; reliable and timely financial information towards effective utilization of financial resources.		
General Function of the Position	Under general supervision, performs technical and administrative support services functions relevant to the job.		
Duties and Responsibilities	• Allocates fund to request • Records expenditures in appropriate registries • Reconciles of Purchase Request and Purchased Order • Performs other duties assigned		
Qualification Standards			
Education	Completion of 2 years of studies in college (prior to 2018) or Completion of Grade 12 / Senior High School (starting 2016)		
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
CASH UNIT

Position Title	Administrative Assistant II (Disbursing Officer II)	Salary Grade	8
Plantilla Item Number	URSB-ADAS2-39-2022	Monthly Salary	₱21,448.00
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	Takes charge of the disbursement documents, records and reports in compliance with the existing government rules and regulations		
Duties and Responsibilities	• Prepares Liquidation Report • Scans paid disbursement vouchers and its supporting documents for submission to COA and Accounting Unit • Submits copy of scanned Disbursement Vouchers and uploads to Google Drive for all funds • Assists in releasing of check payments to suppliers and employees of the University • Performs other duties assigned		
Qualification Standards			
Education	Completion of 2 years of studies in college (prior to 2018) or Completion of Grade 12 / Senior High School (starting 2016)		
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
CASH UNIT

Position Title	Administrative Assistant II (Disbursing Officer II)	Salary Grade	8
Plantilla Item Number	URSB-ADAS2-19-2004	Monthly Salary	₱21,448.00
Employment Status	Permanent		
Office/Unit	Cash Unit		
Immediate Supervisor	Administrative Officer III (Cashier II)		
General Function of the Unit	Responsible for the cashiering operations of the Campus, assuring compliance with pertinent regulations concerning receipts, custody and handling of money or monetary substitutes.		
General Function of the Position	Takes charge of the disbursement documents, records and reports in compliance with the existing government rules and regulations.		
Duties and Responsibilities	• Receives payment for school related fees and other payments • Issues Official Receipts and checks for payment received • Counts and envelopes over the counter salaries and other benefits of faculty & staff • Releases over the counter salaries and other benefits of faculty and staff • Releases financial assistance of students. (TES &CHED Tulong Dunong) • Checks student’s account and sign student’s clearance • Prepares and issues certificate of collections. • Prepares monthly Report of Collections and Deposits and Report of Accountability for Accountable Forms • Submits required reports • Prepares other claim slip/s • Releases monthly and other claim slips • Performs other duties assigned		
Qualification Standards			
Education	Completion of 2 years of studies in college (prior to 2018) or Completion of Grade 12 / Senior High School (starting 2016)		
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
BUDGET UNIT

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	• 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 years of studies in college (prior to 2018) or Completion of Grade 12 / Senior High School (starting 2016)		
Experience	None required		
Training	None required		
Eligibility	Career Service (Subprofessional) / First Level Eligibility		



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JOB DESCRIPTION/SPECIFICATION
ACCOUNTING UNIT

Position Title	Administrative Aide VI (Clerk III)	Salary Grade	6
Plantilla Item Number	URSB-ADA6-22-2004	Monthly Salary	₱18,957.00
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	Performs administrative and clerical tasks within the office		
Duties and Responsibilities	• 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		
Qualification Standards			
Education	Completion of 2 years of studies in college (prior to 2018) or Completion of Grade 12 / Senior High School (starting 2016)		
Experience	None required		
Training	None required		
Eligibility	Career Service (Subprofessional) / First Level Eligibility		



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JOB DESCRIPTION/SPECIFICATION
ACCOUNTING UNIT

Position Title	Administrative Aide VI (Clerk III)	Salary Grade	6
Plantilla Item Number	URSB-ADA6-34-2022	Monthly Salary	₱18,957.00
Employment Status	Permanent		
Office/Unit	Accounting Unit		
Immediate Supervisor	Accountant II		
General Function of the Unit	To provide accounting services and financial support to the University in accordance with laws, rules and regulations.		
General Function of the Position	Performs administrative and clerical tasks within the office.		
Duties and Responsibilities	• Serves as the incoming and outgoing document clerk • Performs general office duties such as data encoding, filing and maintaining a filing system, scanning, and requesting and maintaining office supplies • Screens all incoming phone calls, inquiries and correspondence and route accordingly • Performs other duties assigned		
Qualification Standards			
Education	Completion of 2 years of studies in college (prior to 2018) or Completion of Grade 12 / Senior High School (starting 2016)		
Experience	None required		
Training	None required		
Eligibility	Career Service (Subprofessional) / First Level Eligibility		



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**JOB DESCRIPTION/SPECIFICATION
PROCUREMENT UNIT**

Position Title	Administrative Aide VI (Clerk III)	Salary Grade	6
Plantilla Item Number	URSB-ADA6-17-2022	Monthly Salary	₱18,957.00
Employment Status	Permanent		
Office/Unit	Procurement Unit		
Immediate Supervisor	Administrative Officer V		
General Function of the Unit	To assist the BAC on Procurement of Goods, Services and Infrastructure Projects and act as the central channel of communications for the BAC with end-users, PMOs, other units of the line agency, other government agencies, providers of goods, infrastructure projects, and consulting services, observers, and the general public.		
General Function of the Position	Performs the functions of a Procurement Officer/BAC Secretariat Staff and will do other related tasks that may be assigned		
Duties and Responsibilities	• Accurately prepares the Abstract of Quotations • Prepares Purchase Orders (052 and 062) • Prepares and Monitors Purchase Request • Coordinates with supply coordinators on their purchase request • Files P.O's, Abstract and other procurement documents in hard and digitized format • Answers to queries from suppliers and end-users • Performs other duties assigned		
Qualification Standards			
Education	Completion of 2 years of studies in college (prior to 2018) or Completion of Grade 12 / Senior High School (starting 2016)		
Experience	None required		
Training	None required		
Eligibility	Career Service (Subprofessional) / First Level Eligibility		



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JOB DESCRIPTION/SPECIFICATION
GENERAL SERVICES UNIT

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, Rodriguez Campus		
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	- 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 2 years of studies in college (prior to 2018) or Completion of Grade 12 / Senior High School (starting 2016)		
Experience	None required		
Training	None required		
Eligibility	Career Service (Subprofessional) / First Level Eligibility		



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JOB DESCRIPTION/SPECIFICATION
PRODUCTION UNIT

Position Title	Farm Worker I	Salary Grade	2
Plantilla Item Number	URSB-FAWK1-4-2002	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	- 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 assigned		
Qualification Standards			
Education	Elementary School Graduate		
Experience	None required		
Training	None required		
Eligibility	None required (MC 11, s. 96-Cat. III)		