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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
NO. 1

Position Title	Attorney IV	Salary Grade	23
Plantilla Item Number	URSB-ATY4-43-2022	Monthly Salary	₱80,003.00
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

Position Title	Supervising Administrative Officer (Supervising Management Specialist)	Salary Grade	22
Plantilla Item Number	URSB-SADOF-41-2022	Monthly Salary	₱71,511.00
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	<ul style="list-style-type: none">• 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 relevant to the job		
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
NO. 3

Position Title	Supervising Administrative Officer (Financial and Management Officer I)	Salary Grade	22
Plantilla Item Number	URSB-SADOF-42-2022	Monthly Salary	₱71,511.00
Employment Status	Permanent		
Office/Unit	Finance Division		
Immediate Supervisor	Chief Administrative Officer		
General Function of the Unit	Responsible for planning, directing, coordinating, and supervising all finance services functions		
General Function of the Position	Assists the Chief Administrative Officer in the general financial services pertaining to budgeting and accounting services		
Duties and Responsibilities	<ul style="list-style-type: none">• 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.• Monitors and reviews the outputs of subordinates against performance standards. (delete – this is for the CAO)• 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 relevant to the job		
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
NO. 4

Position Title	Information Technology Officer I	Salary Grade	19
Plantilla Item Number	URSB-ITO1-39-2022	Monthly Salary	₱51,357.00
Employment Status	Permanent		
Office/Unit	Information & Communications Technology Unit		
Immediate Supervisor	SUC President III		
General Function of the Unit	Responsible for the production and implementation of technology solutions in the University, reviewing and recommending new information technology alternatives, evaluating data needs and security strategies.		
General Function of the Position	Takes charge of developing and implementing technology solutions in the University.		
Duties and Responsibilities	<ul style="list-style-type: none">• Supervises , monitors, evaluates, implements and maintains the development of Information Systems• Develops, evaluates, improves and implements, ICT policies in the usage of Information Systems Developed• Prepares the University Information System Strategic Plan (ISSP)• Monitors the ICT support/Training for teaching and non-teaching staff on the utilization of the Information System• Develops and monitors back-up schedule for all critical system and data of the campus• Designs, configures, implements, supervises, monitors and maintains network infrastructure• Monitors, evaluate and maintains internet activity• Provides reports on unusual events over the network to the higher authorities• Gives due notice or warning on illegal and unauthorized internet browsing and internet access• Keeps update of the website as approved by the higher authorities• Configures, install, updates and monitors DNS server as needed• Recommends new technologies pertaining to ICT• Maintains University Portal• 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
NO. 5

Position Title	Administrative Officer V (Budget Officer III)	Salary Grade	18
Plantilla Item Number	URSB-ADOF5-34-2022	Monthly Salary	₱46,725.00
Employment Status	Permanent		
Office/Unit	Budget Unit		
Immediate Supervisor	Chief Administrative Officer		
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	Implements budgeting and financial record keeping procedures to ensure efficient coordination of various departmental, grant, and designated accounts, maintains accurate information regarding the financial status of the University		
Duties and Responsibilities	<ul style="list-style-type: none">• Certifies availability of allotments• Prepares budget proposals• Prepares, consolidates and reviews Program of Receipt and Expenditures• Prepares Agency Performance Review• Prepares Budget Execution Document• Reviews Financial Accountability Reports and Statement of Allotment Obligation and Balances• Prepares special budget requests• Attends budget hearings and meetings with DBM• Answers communication pertaining to budget queries• 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
NO. 6

Position Title	Administrative Officer V (Records Officer III)	Salary Grade	18
Plantilla Item Number	URSB-ADOF5-11-2004	Monthly Salary	₱46,725.00
Employment Status	Permanent		
Office/Unit	Records Unit		
Immediate Supervisor	Chief Administrative Officer		
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 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	<ul style="list-style-type: none">• 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• Prepares/updates the University records manual• Establishes and maintains an active continuing program for the management, preservation and disposition of records• Supervises the classifying and appraising 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	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
NO. 7

Position Title	Administrative Officer V (Supply Officer III)	Salary Grade	18
Plantilla Item Number	URSB-ADOF5-33-2022	Monthly Salary	₱46,725.00
Employment Status	Permanent		
Office/Unit	Supply and Property Management Unit		
Immediate Supervisor	Chief Administrative Officer		
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	Oversees and supervises all activities of the unit as Head of the BAC Secretariat		
Duties and Responsibilities	<ul style="list-style-type: none">• Oversees the operation of the Supply and Property Management Office• Spearheads the conduct of trainings and seminars for Supply and Property Management.• Acts as the central channel of communications for the end users, PMOs, other units of the line agency, other government agencies and the general public.• Spearheads the conduct of inventory of all assets of the university.• Coordinates with GSIS on the Insurance of Properties of the University• Prepares all the required reports for government compliances• 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
NO. 8

Position Title	Administrative Officer V (Cashier III)	Salary Grade	18
Plantilla Item Number	URSB-ADOF5-6-2004	Monthly Salary	₱46,725.00
Employment Status	Permanent		
Office/Unit	Cash Unit		
Immediate Supervisor	Chief Administrative Officer		
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	Supervises and accounts for receipts, custody and disbursement of funds		
Duties and Responsibilities	<ul style="list-style-type: none">Keeps financial record of cash transaction for accounting purposesSigns and issues checks in all funds for payment of obligationsSigns payrolls, check/cash disbursement record, monthly report of accountable forms/monthly report of collections and issues and signs receipt for Fund 073Signs forms/documents for submission to the land bank such as eMDS/ADA deposit/withdrawal slips and check re-order formsSupervises the payment of salaries, wages and other disbursementsEnsures that all cash, cash items and accountable forms are in safe custodyKeeps an up-to-date cashbooks and records of all accountable formsCoordinates the preparation of report of collections and deposits/report of accountable forms for submission to government agencies and other officersDeposits money to authorized depository bankHandles matter on bonding of University accountable officersPrepares all required reports for government compliancesPerforms 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
NO. 9

Position Title	College Librarian III	Salary Grade	18
Plantilla Item Number	URSB-CL3-1-2022	Monthly Salary	₱46,725.00
Employment Status	Permanent		
Office/Unit	Library Services, URS Morong Campus		
Immediate Supervisor	Campus Director, URS Morong Campus		
General Function of the Unit	Responsible for the implementation of approved plans on the development of library services to make them responsive to the needs of faculty, staff, students and community		
General Function of the Position	Performs a range of duties such as implementing approved plans for development of library services, cataloging library resources, maintaining library records, and managing budgets		
Duties and Responsibilities	<ul style="list-style-type: none">• Implements approved plans on the development of library services to make them responsive to the needs of the faculty and personnel, students and community• Recommends and implements policies, rules and regulations on library services• Collects and catalog library resources• Helps clients locate reference and leisure reading materials and educates them on how to properly search for information using the library databases• Maintains library records and ensures they are up to date• Keeps abreast of new services/technological developments from which the Library could benefit• Performs regular audits of the information and inventory on file• Manages budgeting, planning, and employee activities• Oversees the check-out process for books and other resource materials• Establishes linkage and networking system with other institutions• Performs other duties assigned		
Qualification Standards			
Education	Bachelor’s degree in Library Services or Information Science or Bachelor of Science in Education/Arts major in Library Science		
Experience	2 years of relevant experience		
Training	8 hours of relevant training		
Eligibility	RA 1080		



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JOB DESCRIPTION/SPECIFICATION
NO. 10

Position Title	Registrar III	Salary Grade	18
Plantilla Item Number	URSB-R3-2-2002	Monthly Salary	₱46,725.00
Employment Status	Permanent		
Office/Unit	Registrar’s Office, URS Tanay Campus		
Immediate Supervisor	Campus Director, URS Tanay Campus		
General Function of the Unit	Responsible for the implementation of university policies and procedures regarding student registration, records, class schedules, instructional space scheduling, residency requirements, and graduation requirements		
General Function of the Position	Recommends and participates in the development and implementation of university policies and procedures regarding student registration, records, class schedules, instructional space scheduling, residency requirements, and graduation requirements.		
Duties and Responsibilities	<ul style="list-style-type: none">• Recommends and implements policies, rules and regulations on enrolment, promotion, retention, graduation and awards of students• Initiates, implements, and evaluates systematic innovations of students’ records management• Prepares and consolidates statistical reports on student matters in consultation with the Campus Director• Coordinates with the Campus Director on the submission of records and reports of student• Checks and signs all documents needed by the clients• Acts on queries of faculty members and students pertaining to academic load, Transcript of Records, certifications and other related matters• Takes charge of the preparation of information materials like University catalogue and general bulletin of information• 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
NO. 11

Position Title	Internal Auditor III	Salary Grade	18
Plantilla Item Number	URSB-IAUD3-37-2022	Monthly Salary	₱46,725.00
Employment Status	Permanent		
Office/Unit	Internal Audit Unit		
Immediate Supervisor	SUC President III		
General Function of the Unit	Ensures that all transaction processes in the University are compliant to government laws, policies, guidelines and procedures.		
General Function of the Position	Examines, investigates, and reviews internal records, reports, financial statements, and manages practices to ensure legal compliance with government rules and regulations.		
Duties and Responsibilities	<ul style="list-style-type: none">• Ensures that all financial transactions of the University comply with COA and other government requirements and regulations• Prepares management’s actions on COA audit findings• Ensures that vouchers and supporting papers, records and documents are reviewed, verified and found to be correct and that fidelity in handling and safekeeping of them shall be exercised at all times• Recommends policies and procedures for effective management and economic utilization of the resources of the University• Reviews the University organizational structure, staffing administrative systems and procedures• Monitors and evaluates the operation of the offices in the University• Prepares audit plans for approval• Conducts audit of financial and operational transactions• Discusses audit results with auditee/s before the draft of the report is finalized• Prepares report on the results of audit and makes appropriate recommendations• Follows-up action to determine if audit recommendations have been carried out or not and to inquire for the reasons for non-compliance• Performs other duties assigned		
Qualification Standards			
Education	Bachelor’s degree relevant to the job		
Experience	2 years of relevant training		
Training	8 hours of relevant training		
Eligibility	Career Service (Professional) / Second Level Eligibility		



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JOB DESCRIPTION/SPECIFICATION
NO. 12

Position Title	Information Officer III	Salary Grade	18
Plantilla Item Number	URSB-INFO3-38-2022	Monthly Salary	₱46,725.00
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	<ul style="list-style-type: none">• 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• Performs administrative and supervisory functions like the conduct of meetings, writing letters, reports, and meeting minutes;		



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	<p>documentation; preparing for accreditation; and other relevant activities</p> <ul style="list-style-type: none">• 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
NO. 13

Position Title	Planning Officer III	Salary Grade	18
Plantilla Item Number	URSB-PL03-36-2022	Monthly Salary	₱46,725.00
Employment Status	Permanent		
Office/Unit	Planning Unit		
Immediate Supervisor	University President		
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	<ul style="list-style-type: none">• 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
NO. 14

Position Title	Project Development Officer III	Salary Grade	18
Plantilla Item Number	URSB-PDO3-35-2022	Monthly Salary	₱46,725.00
Employment Status	Permanent		
Office/Unit	Project Management Unit		
Immediate Supervisor	SUC President III		
General Function of the Unit	Responsible on all infrastructure projects of the University by maintaining best practices in compliance with government regulations		
General Function of the Position	Plans project management activities, and analyzes financial information to keep projects on track and ensure timely completion		
Duties and Responsibilities	<ul style="list-style-type: none">• Takes charge of planning project management activities, and analyzes financial information to keep projects on track• Develops a comprehensive infrastructure plan including construction, improvement, rehabilitation, demolition, repair, restoration and/or maintenance of University physical facilities• Assists in policy and planning development projects and prepares proposals, impact assessment and implementation plans• Collaborates with other units to define, prioritize and develop projects• Analyzes financial data including project budgets, risks and resource allocation• Conducts market research and gathers as much information about the goods, infrastructure projects or expertise required.• Monitors project implementation and evaluates projects to ensure they are meeting the University’s standards, government statutory requirements, and adhere to budgets and meet deadlines• Manages project records through keeping and organizing up-to-date electronic and physical forms/documents• Ensures compliance and monitoring of Land Use Development and Infrastructure Project• Conducts onsite inspection of infrastructure projects• 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
NO. 15

Position Title	Information Systems Analyst II	Salary Grade	16
Plantilla Item Number	URSB-INFOSA2-32-2022	Monthly Salary	₱39,672.00
Employment Status	Permanent		
Office/Unit	Information & Communications Technology Unit		
Immediate Supervisor	Information Technology Officer I		
General Function of the Unit	Responsible for the production and implementation of technology solutions in the University, reviewing and recommending new information technology alternatives, evaluating data needs and security strategies.		
General Function of the Position	Performs moderately complex computer systems analysis work which involves analyzing and identifying system requirements, procedures, and problems to automate processing or to improve existing systems and implementing designs using software programming languages.		
Duties and Responsibilities	<ul style="list-style-type: none">– Analyzes new or existing procedures, information systems, or utility programs for efficiency and effectiveness– Analyzes user needs, defines the system’s scope, documents requirements, and translates the user needs and requirements into functional specifications for the design of organizational systems– Tests and diagnoses systems to ensure critical requirements are met– Designs, modifies and implements new or revised systems to serve new purposes or improve workflow– Develops programs and applications using object-oriented programming languages, client server application development processes, multimedia, and internet technology– Assists with defining the goals of the system, devises flow charts, and diagrams logical and operational steps of programs– Determines computer software or hardware needs required to set up or alter systems– Provides technical support as a high-level resource available for problem resolution or new feature creation– Performs other duties assigned		
Qualification Standards			
Education	Bachelor’s degree relevant to the job		
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. 16

Position Title	Accountant II	Salary Grade	16
Plantilla Item Number	URSB-A2-31-2022	Monthly Salary	₱39,672.00
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">• 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
NO. 17

Position Title	Accountant II	Salary Grade	16
Plantilla Item Number	URSB-A2-1-2023	Monthly Salary	₱39,672.00
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	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	<ul style="list-style-type: none">• Maintains Individual Subsidiary Ledger for Supplies, Semi-Expendable and PPE• Prepares lapsing schedule of PPE• Conducts Physical Inventory• Reconciles supplies ledger card with stock card• Prepares appropriate adjusting entries• 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
NO. 18

Position Title	Accountant II	Salary Grade	16
Plantilla Item Number	URSB-A2-2-2023	Monthly Salary	₱39,672.00
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	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	<ul style="list-style-type: none">• Maintains Individual Subsidiary Ledger for Supplies, Semi-Expendable and PPE• Prepares lapsing schedule of PPE• Conducts Physical Inventory• Reconciles supplies ledger card with stock card• Prepares appropriate adjusting entries• 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
NO. 19

Position Title	Nurse II	Salary Grade	16
Plantilla Item Number	URSB-NURSE2-2-2021	Monthly Salary	₱39,672.00
Employment Status	Permanent		
Office/Unit	Health Services		
Immediate Supervisor	Campus Director, URS Morong Campus		
General Function of the Unit	To provide medical services to the URS community		
General Function of the Position	Provides health-related activities, programs and projects		
Duties and Responsibilities	<ul style="list-style-type: none">Assists the Medical Officer in the implementation of Health and Nutrition Programs and Projects or Implements Health and Nutrition Programs and ProjectsAssists the University Physician in school clinic work such as vital signs taking, RBS monitoring, immunizations etc.Provides preventive and remedial measure for simple and common ailments and gives first aid treatment in the campusConducts Height, Weight Measurement and health assessmentCoordinates with the University Physician for the provision of needed health facilities, medicine, and supplies.Maintains a functional clinicPrepares and submits the needed reportsPerforms other duties assigned		
Qualification Standards			
Education	Bachelor of Science in Nursing		
Experience	1 year of relevant experience		
Training	4 hours of relevant training		
Eligibility	RA 1080		



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JOB DESCRIPTION/SPECIFICATION
NO. 20

Position Title	School Farming Coordinator III	Salary Grade	15
Plantilla Item Number	URSB-SFC3-1-2002	Monthly Salary	₱36,619.00
Employment Status	Permanent		
Office/Unit	Production Unit, URS Tanay Campus		
Immediate Supervisor	Campus Director, URS Tanay Campus		
General Function of the Unit	Responsible for the implementation of the school farm’s programs and projects		
General Function of the Position	Supervises school’s farm operations through all areas of cultivation, development, maintenance and project follow-through		
Duties and Responsibilities	<ul style="list-style-type: none">Analyzes existing operations, crops, livestock, staff, and financial documents and recommends improvementsPrepares plans and schedules for planting and harvesting and ensures staff understands expectationsSupervises staff and monitors crops, and livestock and ensures all staff adheres to health and safety regulationsEnsures feeds, seeds, fertilizers, and other supplies are regularly restockedSchedules repairs, maintenance, and replacement of equipment and machineryMaintains professional networks and keeps abreast of developments in agricultural scienceAssists with the recruitment and training of new staff membersPerforms other duties assigned		
Qualification Standards			
Education	Bachelor’s degree relevant to the job		
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. 21

Position Title	Internal Auditor II	Salary Grade	15
Plantilla Item Number	URSB-IAUD2-29-2022	Monthly Salary	₱36.619.00
Employment Status	Permanent		
Office/Unit	Internal Audit Unit		
Immediate Supervisor	Internal Auditor III		
General Function of the Unit	Ensures that all transaction processes in the University are compliant to government laws, policies, guidelines and procedures.		
General Function of the Position	Assists in the examination, investigation, and review of internal records, reports, financial statements, and manages practices to ensure legal compliance with government rules and regulations.		
Duties and Responsibilities	<ul style="list-style-type: none">• Examines vouchers and supporting papers, records and documents are reviewed, verified and found to be correct and that fidelity in handling and safekeeping of them shall be exercised at all times• Assists in the preparation of audit plans• Assists in the conduct of audit for financial and operational transactions• Discusses audit findings with the immediate head and performs standard auditing work• Prepares report on the results of audit• Performs other duties assigned		
Qualification Standards			
Education	Bachelor’s degree relevant to the job		
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. 22

Position Title	Information Officer II	Salary Grade	15
Plantilla Item Number	URSB-INFO2-30-2022	Monthly Salary	₱36,619.00
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	<ul style="list-style-type: none">• 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
NO. 23

Position Title	Project Development Officer II	Salary Grade	15
Plantilla Item Number	URSB-PD02-27-2022	Monthly Salary	₱36,619.00
Employment Status	Permanent		
Office/Unit	Project Management Unit		
Immediate Supervisor	Project Development Officer III		
General Function of the Unit	Responsible on all infrastructure projects of the University by maintaining best practices in compliance with government regulations		
General Function of the Position	Assists in the planning and implementation of project management activities		
Duties and Responsibilities	<ul style="list-style-type: none">• Reviews existing plans, policies and standards and proposes enhancement• Writes/develops project proposals and correspondences• Prepares building plans, cost estimates, general construction specification• Prepares Project Procurement Management Plan (PPMP) for infrastructure projects• Prepares report on project implementation to ensure that project management activities meet the timeline• Ensures compliance and monitoring of Land Use Development and Infrastructure Project• Conducts onsite inspection of infrastructure projects and submits report to the immediate supervisor• Performs other duties assigned		
Qualification Standards			
Education	Bachelor’s degree relevant to the job		
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. 24

Position Title	Planning Officer II	Salary Grade	15
Plantilla Item Number	URSB-PLO2-28-2022	Monthly Salary	₱36,619.00
Employment Status	Permanent		
Office/Unit	Planning Unit		
Immediate Supervisor	Planning Officer 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 assistance and inputs in setting the direction of the different components of the University		
Duties and Responsibilities	<ul style="list-style-type: none">• Provides the needed coordination in setting the preparation of the annual accomplishment report• Provides coordination in the planning and evaluation of the annual, medium-term and long range institutional plans• Recommends policies and innovations relevant to the achievement and accomplishment of the University’s major final output and performance• Assists in the preparation and facilitates submission of the University periodic and non-periodic reports to other government agencies• Prepares, reviews and coordinates project proposals related in the University budget reports• Performs other duties assigned		
Qualification Standards			
Education	Bachelor’s degree relevant to the job		
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. 25

Position Title	Board Secretary I	Salary Grade	14
Plantilla Item Number	URSB-BS1-18-2022	Monthly Salary	₱33,843.00
Employment Status	Permanent		
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	Assists the Board Secretary V in handling matters concerning the University, Board of Regents and the Academic and Administrative Councils.		
Duties and Responsibilities	<ul style="list-style-type: none">• Acts as assistant secretary during the Board of Regents, Academic Council and Administrative Council meetings and other meetings and conferences called for by the University President• Assists in the preparation of documents relative to the meeting, such as agenda folders, minutes and resolutions and other pertinent enclosure for adequate documentation of items in the agenda• Provides administrative assistance, such as writing and editing e-mails, drafting issuances, and preparing communications• Organizes and files records, and maintains the office filing system• Screens all incoming phone calls, inquiries and correspondence and route accordingly• 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
NO. 26

Position Title	Legal Assistant III	Salary Grade	14
Plantilla Item Number	URSB-LEA3-17-2022	Monthly Salary	₱33,843.00
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. 27

Position Title	Information Systems Analyst I	Salary Grade	12
Plantilla Item Number	URSB-INFOSA1-10-2022	Monthly Salary	₱29,165.00
Employment Status	Permanent		
Office/Unit	Information & Communications Technology Unit		
Immediate Supervisor	Information Technology Officer I		
General Function of the Unit	Responsible for the production and implementation of technology solutions in the University, reviewing and recommending new information technology alternatives, evaluating data needs and security strategies.		
General Function of the Position	Assists in gathering, validating and documenting various system information requirements and needs.		
Duties and Responsibilities	<ul style="list-style-type: none">– Assists in analyzing new or existing procedures, information systems, or utility programs for efficiency and effectiveness– Assists in analyzing user needs, defines the system’s scope, documents requirements, and translates the user needs and requirements into functional specifications for the design of organizational systems– Supports the team in continuously driving innovations for various systems applications– Supports in the design and development of mobile and web visualization and applications– Determines computer software or hardware needs required to set up or alter systems– Provides technical support as a high-level resource available for problem resolution or new feature creation– Performs other duties assigned		
Qualification Standards			
Education	Bachelor’s degree relevant to the job		
Experience	None required		
Training	None required		
Eligibility	Career Service (Professional) / Second Level Eligibility		



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JOB DESCRIPTION/SPECIFICATION
NO. 28

Position Title	Legal Assistant II	Salary Grade	12
Plantilla Item Number	URSB-LEA2-8-2022	Monthly Salary	₱29,165.00
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. 29**

Position Title	Legal Assistant II	Salary Grade	12
Plantilla Item Number	URSB-LEA2-9-2022	Monthly Salary	₱29,165.00
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. 30

Position Title	Computer Maintenance Technologist I	Salary Grade	11
Plantilla Item Number	URSB-CTMT1-7-2022	Monthly Salary	₱27,000.00
Employment Status	Permanent		
Office/Unit	Information & Communications Technology Unit		
Immediate Supervisor	Information Technology Officer I		
General Function of the Unit	Responsible for the production and implementation of technology solutions in the University, reviewing and recommending new information technology alternatives, evaluating data needs and security strategies.		
General Function of the Position	Provides hardware/software technical support and assistance to different units.		
Duties and Responsibilities	<ul style="list-style-type: none">– Troubleshoots and repairs computer systems (hardware/software), peripherals and network– Conducts regular monitoring of computer’s actual capabilities to prevent breakdown occurrence and to ensure optimization of its systems– Installs, configures and maintains ICT hardware equipment and software application– Conducts inventory of all hardware/network/telecom equipment and software– Administers IT archives, software disks, manuals, documentation, back-up tapes and IT consumable supplies within the Office– Responds to inquiries and requests for assistance from all divisions pertaining to IT related issues– Documents system problem resolutions and prepares management information reports/correspondence– Performs other duties assigned		
Qualification Standards			
Education	Bachelor’s degree relevant to the job		
Experience	None required		
Training	None required		
Eligibility	Career Service (Professional) / Second Level Eligibility		



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JOB DESCRIPTION/SPECIFICATION
NO. 31

Position Title	Internal Auditor I	Salary Grade	11
Plantilla Item Number	URSB-IAUD1-3-2022	Monthly Salary	₱27,000.00
Employment Status	Permanent		
Office/Unit	Internal Audit Unit		
Immediate Supervisor	Internal Auditor III		
General Function of the Unit	Ensures that all transaction processes in the University are compliant to government laws, policies, guidelines and procedures.		
General Function of the Position	Assists in the examination, investigation, and review of internal records, reports, financial statements, and manages practices to ensure legal compliance with government rules and regulations.		
Duties and Responsibilities	<ul style="list-style-type: none">• Conducts data gathering and preparation of information for the activities to be audited• Discusses preliminary information with the immediate head• Performs standard auditing work• Assists in the preparation of report on the results of audit• Represents the unit in the conduct of inventory and appraisal of university properties• Conducts on the spot inspection of delivered items• Performs other duties assigned		
Qualification Standards			
Education	Bachelor’s degree relevant to the job		
Experience	None required		
Training	None required		
Eligibility	Career Service (Professional) / Second Level Eligibility		



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JOB DESCRIPTION/SPECIFICATION
NO. 32

Position Title	Internal Auditor I	Salary Grade	11
Plantilla Item Number	URSB-IAUD1-4-2022	Monthly Salary	₱27,000.00
Employment Status	Permanent		
Office/Unit	Internal Audit Unit		
Immediate Supervisor	Internal Auditor III		
General Function of the Unit	Ensures that all transaction processes in the University are compliant to government laws, policies, guidelines and procedures.		
General Function of the Position	Assists in the examination, investigation, and review of internal records, reports, financial statements, and manages practices to ensure legal compliance with government rules and regulations.		
Duties and Responsibilities	<ul style="list-style-type: none">• Conducts data gathering and preparation of information for the activities to be audited• Discusses preliminary information with the immediate head• Performs standard auditing work• Assists in the preparation of report on the results of audit• Represents the unit in the conduct of inventory and appraisal of university properties• Conducts on the spot inspection of delivered items• Performs other duties assigned		
Qualification Standards			
Education	Bachelor’s degree relevant to the job		
Experience	None required		
Training	None required		
Eligibility	Career Service (Professional) / Second Level Eligibility		



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JOB DESCRIPTION/SPECIFICATION
NO. 33

Position Title	Information Officer I	Salary Grade	11
Plantilla Item Number	URSB-INFO1-5-2022	Monthly Salary	₱27,000.00
Employment Status	Permanent		
Office/Unit	Information Unit		
Immediate Supervisor	Information Officer III		
General Function of the Unit	The unit Information Officer III 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	<ul style="list-style-type: none">Assists in producing high-quality briefing materials, newsletters, and other University publications of both print and electronic for both internal and external stakeholdersWrites/Produces news and feature articles, announcements, social media posts, videos, other multimedia presentations, and podcasts with proficiency in both English and Filipino languagesCoordinates and assists with other units’ media services and/or promotional needsAssists in updating content and posts on the University’s website, social media accounts, and other publicity channelsConducts campus tours by either in-person or virtual meansAssists in establishing partnerships with external agencies for goodwill, open communication, and collaboration geared toward fulfilling the University’s mission, vision, and strategic goalsPerforms administrative functions like writing letters, reports, and meeting minutes; documentation; preparing for accreditation; and other relevant activitiesPerforms 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
NO. 34

Position Title	Information Officer I	Salary Grade	11
Plantilla Item Number	URSB-INFO1-6-2022	Monthly Salary	₱27,000.00
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	<ul style="list-style-type: none">Assists in producing high-quality briefing materials, newsletters, and other University publications of both print and electronic for both internal and external stakeholdersWrites/Produces news and feature articles, announcements, social media posts, videos, other multimedia presentations, and podcasts with proficiency in both English and Filipino languagesCoordinates and assists with other units’ media services and/or promotional needsAssists in updating content and posts on the University’s website, social media accounts, and other publicity channelsConducts campus tours by either in-person or virtual meansAssists in establishing partnerships with external agencies for goodwill, open communication, and collaboration geared toward fulfilling the University’s mission, vision, and strategic goalsPerforms administrative functions like writing letters, reports, and meeting minutes; documentation; preparing for accreditation; and other relevant activitiesPerforms 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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University Human Resource Management Office
Tel. No. (02) 8539-9950 loc. 124 Email Address: careers@urs.edu.ph

JOB DESCRIPTION/SPECIFICATION
NO. 35

Position Title	Project Development Officer I	Salary Grade	11
Plantilla Item Number	URSB-PD01-61-2022	Monthly Salary	₱27,000.00
Employment Status	Permanent		
Office/Unit	Project Management Unit		
Immediate Supervisor	Project Development Officer III		
General Function of the Unit	Responsible on all infrastructure projects of the University by maintaining best practices in compliance with government regulations		
General Function of the Position	Assists in the planning and implementation of project management activities		
Duties and Responsibilities	<ul style="list-style-type: none">Assists in the preparation of building plans, detailed cost estimates, general construction specificationAssists in the preparation of Project Procurement Management Plan (PPMP)Assists in monitoring the timeline of the programs, projects, activities of the unitAssists in drafting and/or enhancing guidelines related to the functions of the unitManages project records through keeping and organizing up-to-date electronic and physical forms/documentsPerforms other duties assigned		
Qualification Standards			
Education	Bachelor’s degree relevant to the job		
Experience	None required		
Training	None required		
Eligibility	Career Service (Professional) / Second Level Eligibility		



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JOB DESCRIPTION/SPECIFICATION
NO. 36

Position Title	Project Development Officer I	Salary Grade	11
Plantilla Item Number	URSB-PD01-62-2022	Monthly Salary	₱27,000.00
Employment Status	Permanent		
Office/Unit	Project Management Unit		
Immediate Supervisor	Project Development Officer III		
General Function of the Unit	Responsible on all infrastructure projects of the University by maintaining best practices in compliance with government regulations		
General Function of the Position	Assists in the planning and implementation of project management activities		
Duties and Responsibilities	<ul style="list-style-type: none">Assists in the preparation of building plans, detailed cost estimates, general construction specificationAssists in the preparation of Project Procurement Management Plan (PPMP)Assists in monitoring the timeline of the programs, projects, activities of the unitAssists in drafting and/or enhancing guidelines related to the functions of the unitManages project records through keeping and organizing up-to-date electronic and physical forms/documentsPerforms other duties assigned		
Qualification Standards			
Education	Bachelor’s degree relevant to the job		
Experience	None required		
Training	None required		
Eligibility	Career Service (Professional) / Second Level Eligibility		



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JOB DESCRIPTION/SPECIFICATION
NO. 37

Position Title	Planning Officer I	Salary Grade	11
Plantilla Item Number	URSB-PLO1-1-2022	Monthly Salary	₱27,000.00
Employment Status	Permanent		
Office/Unit	Planning Unit		
Immediate Supervisor	Planning Officer 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 assistance and inputs in setting the direction of the different components of the University		
Duties and Responsibilities	<ul style="list-style-type: none">• Provides assistance and coordination in setting the preparation of the annual accomplishment report• Monitors progress and evaluation of the University’s annual, medium-term and long range institutional plans• Assists in the preparation and facilitates submission of the University periodic and non-periodic reports to other government agencies• Prepares, reviews and coordinates project proposals related in the University budget reports• Prepares and maintains planning data management system• Performs other duties assigned		
Qualification Standards			
Education	Bachelor’s degree relevant to the job		
Experience	None required		
Training	None required		
Eligibility	Career Service (Professional) / Second Level Eligibility		



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JOB DESCRIPTION/SPECIFICATION
NO. 38

Position Title	Planning Officer I	Salary Grade	11
Plantilla Item Number	URSB-PL01-2-2022	Monthly Salary	₱27,000.00
Employment Status	Permanent		
Office/Unit	Planning Unit		
Immediate Supervisor	Planning Officer 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 assistance and inputs in setting the direction of the different components of the University		
Duties and Responsibilities	<ul style="list-style-type: none">• Provides assistance and coordination in setting the preparation of the annual accomplishment report• Monitors progress and evaluation of the University’s annual, medium-term and long range institutional plans• Assists in the preparation and facilitates submission of the University periodic and non-periodic reports to other government agencies• Prepares, reviews and coordinates project proposals related in the University budget reports• Prepares and maintains planning data management system• Performs other duties assigned		
Qualification Standards			
Education	Bachelor’s degree relevant to the job		
Experience	None required		
Training	None required		
Eligibility	Career Service (Professional) / Second Level Eligibility		