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**University Human Resource Management Office**  
Tel. No. (02) 8539-9950 loc. 124 Email Address: [careers@urs.edu.ph](mailto: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"><li>• Handles all legal matters concerning the University</li><li>• Provides the University President legal counsel in all matters pertaining to their official duties or concerns</li><li>• Prepares and reviews contracts, agreements, and issuances of the University</li><li>• Ensures that all proposed internal policies, rules and regulations are reviewed and revised as to substance, form and legality</li><li>• Formulates policies and guidelines responsive to the needs of the University</li><li>• Provides legal advice and assistance to Committees and Technical Working Groups</li><li>• Conducts legal research, interprets provisions of contracts, and drafts contracts, legal instruments and other documents</li><li>• Leads administrative investigations and recommends, together with the members of Investigating Committee, disciplinary action against erring employees</li><li>• Provides legal support in administrative proceedings</li><li>• Performs other duties assigned</li></ul>		
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	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"><li>• Provides the needed coordination in setting the direction of the different components of the University</li><li>• Spearheads the planning and evaluation of the annual, medium-term and long range institutional plans</li><li>• Prepares and submits reports related to planning unit</li><li>• Recommends policies and innovations relevant to the programs and projects of the University</li><li>• Supervises the preparation and facilitates submission of University periodic and non-periodic reports to other government agencies</li><li>• Provides guidance and participation in the preparation of University budget reports</li><li>• Performs other duties assigned</li></ul>		
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. 3**

<b>Position Title</b>	Information Officer III	<b>Salary Grade</b>	18
<b>Plantilla Item Number</b>	URSB-INFO3-38-2022	<b>Monthly Salary</b>	₱46,725.00
<b>Employment Status</b>	Permanent		
<b>Office/Unit</b>	Information Unit		
<b>Immediate Supervisor</b>	SUC President III		
<b>General Function of the Unit</b>	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.		
<b>General Function of the Position</b>	Responsible for the efficient and effective service delivery of the Information Unit.		
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"><li>• Conceptualizes programs and projects that will bolster the University’s identity and promote its brand, public image, and global presence</li><li>• Performs creative and innovative planning, implementation, monitoring, and evaluation for more efficient and effective service delivery of the Information Units across all Campuses.</li><li>• Validates content based on facts, evidence, universally accepted standards, and laws</li><li>• Produces high-quality briefing materials, newsletters, and other University publications of both print and electronic for both internal and external stakeholders</li><li>• Coordinates and assists with other units’ media services and/or promotional needs</li><li>• Updates content and posts on the official social media accounts, and other publicity channels</li><li>• Coordinates with the ICT Unit on updating contents and posts on the University’s website</li><li>• Tracks the University’s digital presence, provides feedback to the team, and recommends corresponding measures to address the concerns</li><li>• Designs the conduct of campus tours by either in-person or virtual means</li><li>• Establishes partnerships with external agencies for goodwill, open communication, and collaboration geared toward fulfilling the University’s mission, vision, and strategic goals</li><li>• Performs administrative and supervisory functions like the conduct of meetings, writing letters, reports, and meeting minutes;</li></ul>		



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	<p>documentation; preparing for accreditation; and other relevant activities</p> <ul style="list-style-type: none"><li>• Works closely with the Office of the University President and various offices on matters related to public affairs</li><li>• Serves as Spokesperson of the University</li><li>• Performs other duties assigned</li></ul>
<b>Qualification Standards</b>	
<b>Education</b>	Bachelor's degree
<b>Experience</b>	2 years of relevant experience
<b>Training</b>	8 hours of relevant training
<b>Eligibility</b>	Career Service (Professional) / Second Level Eligibility



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**JOB DESCRIPTION/SPECIFICATION**  
**NO. 4**

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"><li>• Prepares monthly and annual reports and schedules, assists in year-end closing, and ensures compliance with all regulations and accounting principles</li><li>• Prepares schedules to support statements of accounts or other financial statements for incorporation in the books of accounts</li><li>• Maintains complete set of book of accounts for assigned funding source</li><li>• Prepares fund utilization report and liquidation report for externally funded projects</li><li>• Performs other duties assigned</li></ul>		
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. 5**

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"><li>• Maintains Individual Subsidiary Ledger for Supplies, Semi-Expendable and PPE</li><li>• Prepares lapsing schedule of PPE</li><li>• Conducts Physical Inventory</li><li>• Reconciles supplies ledger card with stock card</li><li>• Prepares appropriate adjusting entries</li><li>• Performs other duties assigned</li></ul>		
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. 6**

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"><li>• Maintains good public relations and provides clear spoken information to clients</li><li>• Maintains confidentiality of sensitive and confidential matters and information</li><li>• Prepares documents, correspondence, pleadings, data entry for accuracy and quality</li><li>• Researches regulations, laws and legal articles to assist with the preparation of reports and legal advice</li><li>• Performs administrative duties such as preparation of correspondence, memoranda, resolution requests and reports</li><li>• Takes and transcribes general dictation and meeting minutes</li><li>• Compiles, organizes and maintains confidential files</li><li>• Performs other duties assigned</li></ul>		
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. 7**

Position Title	Administrative Officer III (Records Officer II)	Salary Grade	14
Plantilla Item Number	URSB-ADOF3-14-2022	Monthly Salary	₱33,843.00
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	<ul style="list-style-type: none"><li>• Develops the records and DCC database system</li><li>• Manages and maintains the data management system</li><li>• Maintains all the IT equipment issued to the office</li><li>• Serves as technical support</li><li>• Assists in the implementation of policies, standards and guidelines for recordkeeping including creation, classification, maintenance, retention, disposition, custody and protection of records</li><li>• Classifies and appraises records for inventory and disposition</li><li>• Reviews the formulation of records retention and disposal schedule as guide to all disposition action on records</li><li>• Reviews and recommends measures for the revision of the records retention and disposal schedule, the preservation and protection of all records</li><li>• Reviews and recommends measures for the improvement of methods, practices relative to filing, servicing files and disposition of records</li><li>• Prepares annual and other required reports</li><li>• Prepares documents for meetings and presentations during knowledge sharing sessions and related activities</li><li>• Performs other duties assigned</li></ul>		
Qualification Standards			
Education	Bachelor’s degree		





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Experience	1 year of relevant experience
Training	4 hours of relevant experience
Eligibility	Career Service (Professional) / Second Level Eligibility



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**JOB DESCRIPTION/SPECIFICATION**  
**NO. 8**

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"><li>Assists in the preparation of building plans, detailed cost estimates, general construction specification</li><li>Assists in the preparation of Project Procurement Management Plan (PPMP)</li><li>Assists in monitoring the timeline of the programs, projects, activities of the unit</li><li>Assists in drafting and/or enhancing guidelines related to the functions of the unit</li><li>Manages project records through keeping and organizing up-to-date electronic and physical forms/documents</li><li>Performs other duties assigned</li></ul>		
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. 9**

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"><li>Assists in the preparation of building plans, detailed cost estimates, general construction specification</li><li>Assists in the preparation of Project Procurement Management Plan (PPMP)</li><li>Assists in monitoring the timeline of the programs, projects, activities of the unit</li><li>Assists in drafting and/or enhancing guidelines related to the functions of the unit</li><li>Manages project records through keeping and organizing up-to-date electronic and physical forms/documents</li><li>Performs other duties assigned</li></ul>		
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. 10**

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"><li>• Conducts data gathering and preparation of information for the activities to be audited</li><li>• Discusses preliminary information with the immediate head</li><li>• Performs standard auditing work</li><li>• Assists in the preparation of report on the results of audit</li><li>• Represents the unit in the conduct of inventory and appraisal of university properties</li><li>• Conducts on the spot inspection of delivered items</li><li>• Performs other duties assigned</li></ul>		
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. 11**

Position Title	Administrative Assistant III (Secretary II)	Salary Grade	9
Plantilla Item Number	URSB-ADAS3-37-2016	Monthly Salary	₱21,211.00
Employment Status	Permanent		
Office/Unit	Office of the President		
Immediate Supervisor	SUC President III		
General Function of the Unit	Responsible in providing administrative assistance to the Office of the President.		
General Function of the Position	Performs task which involves providing internal administrative support including but not limited to dissemination of information, assisting with maintaining filing systems, and preparing, letters and administrative issuances.		
Duties and Responsibilities	<ul style="list-style-type: none"><li>Assists in providing administrative support within the office</li><li>Prepares and disseminates information concerning the University programs and procedures</li><li>Prepares and distributes communications, office issuances and reports</li><li>Performs general office duties such as filing and maintaining a filing system, answering and routing phone calls, requesting and maintaining office supplies</li><li>Compiles, enters and maintains data management system</li><li>Assists with presentations and reports</li><li>Performs other duties assigned</li></ul>		
Qualification Standards			
Education	Completion of 2-year studies in college		
Experience	1 year of relevant experience		
Training	4 hours of relevant training		
Eligibility	Career Service (Subprofessional) / First Level Eligibility		
Competency	Please see the revised URS Merit Selection Plan per BOR Resolution No. 41, Series of 2022 for competency requirements. (link)		