



Email Address: ursmain@urs.edu.ph / urs.opmorong@gmail.com
Main Campus: URS Tanay Tel. (02) 8401-4900; 8401-4910; 8401-4911; 8539-9957 to 58

University Human Resource Management Office
Tel. No. (02) 8539-9950 loc. 124 Email Address: careers@urs.edu.ph

JOB DESCRIPTION/SPECIFICATION
NO. 1

| | | | |
|----------------------------------|---|-------------------|------------|
| Position Title | Administrative Officer IV (Administrative Officer II) | Salary Grade | 15 |
| Plantilla Item Number | URSB-ADOF4-19-2022 | Monthly Salary | ₱36,619.00 |
| Employment Status | Permanent | | |
| Office/Unit | Quality Assurance Office | | |
| Immediate Supervisor | Administrative Officer V | | |
| General Function of the Unit | Ensures that the University’s mandate conforms with national and international standards | | |
| General Function of the Position | Assists in the systematic review of the University’s mandate to maintain and improve its quality, equity and efficiency | | |
| Duties and Responsibilities | <ul style="list-style-type: none">Assists in the development of the University’s Quality Assurance practices and procedures through informed assimilation of and reflection on emerging quality developments, both of national and international standardsAssists in the effective implementation and maintenance of the Quality Management System (QMS) to be establishedAssists in the planning and implementation of the accreditation of academic programs in all campusesAssists in monitoring the accreditation status of the academic programs and assist the Deans in complying with recommendation of accrediting institutionPrepares and maintains quality assurance data management systemAssists in managing the development and implementation of the University’s quality assurance and enhancement policies and proceduresAssists in the preparation of reports and related information for communication to external validating and accreditation agenciesCoordinates schedule of activities relative to program accreditation and auditAssists in analyzing, interprets, and reports data to the top management and participates in corrective action planning.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. 2

| | | | |
|----------------------------------|---|----------------|------------|
| Position Title | Administrative Officer IV (Administrative Officer II) | Salary Grade | 15 |
| Plantilla Item Number | URSB-ADOF4-20-2022 | Monthly Salary | ₱36,619.00 |
| Employment Status | Permanent | | |
| Office/Unit | General Services Unit | | |
| Immediate Supervisor | Administrative Officer V | | |
| General Function of the Unit | Responsible for equipment operation, basic maintenance and repair, materials handling, custodial services, logistical support, routine security and/or customer services and other related duties | | |
| General Function of the Position | Supervises repairs and Maintenance of University Facilities | | |
| Duties and Responsibilities | <ul style="list-style-type: none">• Conducts inspection and oversees minor repair of buildings, furniture and fixtures• Facilitate the conduct of preventive maintenance• Prepares inspection report, detailed plan, detailed cost estimate, and scope of works• Requests supply and materials for repairs and maintenance of facilities, air-conditioning units and electrical services• Recommends human resource necessary to implement repairs and maintenance• Plans and implements staff development and recommend repair and maintenance personnel to specific skills enhancement training• Assists in the evaluation performance of personnel in the repairs and maintenance section• 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 | | |
| Competency | Please see the revised URS Merit Selection Plan per BOR Resolution No. 41, Series of 2022 for competency requirements. (link) | | |



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JOB DESCRIPTION/SPECIFICATION
NO. 3

| | | | |
|----------------------------------|---|----------------|------------|
| Position Title | Administrative Officer IV (Human Resource Management Officer II) | Salary Grade | 15 |
| Plantilla Item Number | URSB-ADOF4-21-2022 | Monthly Salary | ₱36,619.00 |
| Employment Status | Permanent | | |
| Office/Unit | Human Resource Management Unit | | |
| Immediate Supervisor | Administrative Officer V (Human Resource Management Officer III) | | |
| 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 | Assists the immediate Head in supervising and implementing the HR systems/processes of the University such as: Recruitment, Selection & Promotion; Learning & Development; Performance Management; Rewards & Recognition; Compensation & Benefits and, Employee Relations & Welfare. | | |
| Duties and Responsibilities | <ul style="list-style-type: none">• Prepares action on appointment, transfers, resignation, retirements, separation, reinstatement, salary adjustment, position classification and/or reclassification, performance ratings, fringe benefits and other personnel benefits and services• Informs employees of the civil service rules and regulations, and explains the meaning of, and reasons for, various personnel actions• Submits periodic personnel reports and maintains personnel records and plantilla• Assists in the supervision of work of HR staff in checking appropriate eligibilities of personnel• Prepares pertinent documents, reports and other personnel actions• Reviews accomplishments of the staff in accordance with existing laws, rules, regulations and policies and general quality levels• Enforces office discipline and regulations of a unit• 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. 4

| | | | |
|----------------------------------|--|-------------------|------------|
| Position Title | Administrative Officer IV (Human Resource Management Officer II) | Salary Grade | 15 |
| Plantilla Item Number | URSB-ADOF4-23-2022 | Monthly Salary | ₱36,619.00 |
| Employment Status | Permanent | | |
| Office/Unit | Human Resource Management Unit | | |
| Immediate Supervisor | Campus Director | | |
| General Function of the Unit | Designs and implements human resource management systems in accordance 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 Human Resource Management 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 | <ul style="list-style-type: none">• Prepares plans and implements the recruitment, selection and placement system of the University• Implements University performance management system• Prepares plans and implements learning and development interventions to raise the level of competence, efficiency and morale of employees• Implements University rewards and recognition system• Implements and processes Civil Service and other applicable government statutory compensation and benefits policies• Supervises and ensures maintenance and safekeeping of HR documents, records, reports and other human resource actions• Performs functions as member of various campus human resource committees such as but not limited to Human Resource Merit Promotion and Selection Board, Performance Management Team, Program on Awards and Incentives for Service Excellence Committee, Grievance Committee• Initiates the establishment of linkages for human resource development• Assesses HR management system processes, proposes and conducts HR interventions such as policy enhancement, HR mechanisms development, processes streamlining, among others• Performs all other 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 | 1 year of relevant experience | | |
| Training | 4 hours of relevant training | | |



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| Eligibility | Career Service (Professional) / Second Level Eligibility |
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JOB DESCRIPTION/SPECIFICATION
NO. 5

| | | | |
|----------------------------------|--|----------------|------------|
| Position Title | Administrative Officer IV (Human Resource Management Officer II) | Salary Grade | 15 |
| Plantilla Item Number | URSB-ADOF4-25-2022 | Monthly Salary | ₱36,619.00 |
| Employment Status | Permanent | | |
| Office/Unit | Human Resource Management Unit | | |
| Immediate Supervisor | Campus Director | | |
| General Function of the Unit | Designs and implements human resource management systems in accordance 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 Human Resource Management 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 | <ul style="list-style-type: none">• Prepares plans and implements the recruitment, selection and placement system of the University• Implements University performance management system• Prepares plans and implements learning and development interventions to raise the level of competence, efficiency and morale of employees• Implements University rewards and recognition system• Implements and processes Civil Service and other applicable government statutory compensation and benefits policies• Supervises and ensures maintenance and safekeeping of HR documents, records, reports and other human resource actions• Performs functions as member of various campus human resource committees such as but not limited to Human Resource Merit Promotion and Selection Board, Performance Management Team, Program on Awards and Incentives for Service Excellence Committee, Grievance Committee• Initiates the establishment of linkages for human resource development• Assesses HR management system processes, proposes and conducts HR interventions such as policy enhancement, HR mechanisms development, processes streamlining, among others• Performs all other 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 | 1 year of relevant experience | | |
| Training | 4 hours of relevant training | | |



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| Eligibility | Career Service (Professional) / Second Level Eligibility |
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JOB DESCRIPTION/SPECIFICATION
NO. 6

| | | | |
|----------------------------------|---|----------------|------------|
| Position Title | Administrative Officer IV (Budget Officer II) | Salary Grade | 15 |
| Plantilla Item Number | URSB-ADOF4-22-2022 | Monthly Salary | ₱36,619.00 |
| 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 | Assists the immediate supervisor with allotment and expense projections, and prepares a variety of operational and financial reports and spreadsheets. | | |
| Duties and Responsibilities | <ul style="list-style-type: none">• Reviews funding allocation of request• Prepares Financial Accountability Reports• Assists in preparation of budget proposals• Assists in preparation of Program of Receipt and Expenditures• Assists in preparation of Agency Performance Review• Assists in preparation of Budget Execution Document• 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. 7

| | | | |
|----------------------------------|--|----------------|------------|
| Position Title | Administrative Officer IV (Budget Officer II) | Salary Grade | 15 |
| Plantilla Item Number | URSB-ADOF4-24-2022 | Monthly Salary | ₱36,619.00 |
| Employment Status | Permanent | | |
| Office/Unit | Budget Unit | | |
| Immediate Supervisor | Campus Director | | |
| 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 | Takes charge of the allotment and expense projections, and prepares a variety of operational and financial reports and spreadsheets for the campus. | | |
| Duties and Responsibilities | <ul style="list-style-type: none">• Reviews funding allocation of request• Assists in preparation of budget proposals• Assists in the preparation of Program of Receipt and Expenditures• Monitors allotment and expenditure• 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 | | |
| Competency | Please see the revised URS Merit Selection Plan per BOR Resolution No. 41, Series of 2022 for competency requirements. (link) | | |



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JOB DESCRIPTION/SPECIFICATION
NO. 8

| | | | |
|----------------------------------|--|----------------|------------|
| Position Title | Administrative Officer IV (Budget Officer II) | Salary Grade | 15 |
| Plantilla Item Number | URSB-ADOF4-26-2022 | Monthly Salary | ₱36,619.00 |
| Employment Status | Permanent | | |
| Office/Unit | Budget Unit | | |
| Immediate Supervisor | Campus Director | | |
| 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 | Takes charge of the allotment and expense projections, and prepares a variety of operational and financial reports and spreadsheets for the campus. | | |
| Duties and Responsibilities | <ul style="list-style-type: none">• Reviews funding allocation of request• Assists in preparation of budget proposals• Assists in the preparation of Program of Receipt and Expenditures• Monitors allotment and expenditure• 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 | | |
| Competency | Please see the revised URS Merit Selection Plan per BOR Resolution No. 41, Series of 2022 for competency requirements. (link) | | |



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JOB DESCRIPTION/SPECIFICATION
NO. 9

| | | | |
|----------------------------------|---|----------------|------------|
| Position Title | Administrative Officer III (Cashier II) | Salary Grade | 14 |
| Plantilla Item Number | URSB-ADOF3-11-2022 | Monthly Salary | ₱33,843.00 |
| 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 check preparation and its recording and does other related tasks | | |
| Duties and Responsibilities | <ul style="list-style-type: none">• Prepares check for all funds of the University• Records checks to the check disbursement record and warrant register• Releases checks and LDDAP ADA to payees• Takes charge of the payment of utility expenses thru Land bank BDES• Prepares LDDAP-ADA payment to suppliers, contractors and individuals• Prepares transmittal and ADA for salaries and other claims for submission to Land bank• Stamps paid disbursement vouchers• Prepares and submits monthly reports to COA and Accounting Unit• Maintains the cashier’s database management system• 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. 10

| | | | |
|----------------------------------|---|----------------|------------|
| Position Title | Administrative Officer III (Cashier II) | Salary Grade | 14 |
| Plantilla Item Number | URSB-ADOF3-30-2016 | Monthly Salary | ₱33,843.00 |
| Employment Status | Permanent | | |
| Office/Unit | Cash Unit | | |
| Immediate Supervisor | Campus Director | | |
| 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 cash collection and disbursement, preparation of reports and other related tasks. | | |
| Duties and Responsibilities | <ul style="list-style-type: none">• Receives payment for school related fees and other payments• Issues Official Receipts and checks for payment received• Classifies and counts cash, balance total collections and prepare cash & check deposits• Deposits collections to authorized depository bank• Encashes check for the cash advance• Counts and envelopes over the counter salaries and other benefits of officials and employees of the University• Releases Financial Assistance to student-scholars• Prepares payroll for the liquidation• Checks student’s account and signs student’s clearance• Prepares and issues certificate of collections• Prepares and submits monthly Report of Collections and Deposits and Report Accountability for Accountable Forms• Updates Official Cashbook and all Accountable Forms• Prepares release monthly and other claim slips• 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. 11

| | | | |
|----------------------------------|--|----------------|------------|
| Position Title | Administrative Officer III | Salary Grade | 14 |
| Plantilla Item Number | URSB-ADOF3-12-2022 | Monthly Salary | ₱33,843.00 |
| Employment Status | Permanent | | |
| Office/Unit | General Services Unit | | |
| Immediate Supervisor | Administrative Officer V | | |
| General Function of the Unit | Responsible for equipment operation, basic maintenance and repair, materials handling, custodial services, logistical support, routine security and/or customer services and other related duties | | |
| General Function of the Position | Monitors the implementation of security policies and issuances on the protection and safety of students, employees, visitors and properties | | |
| Duties and Responsibilities | <ul style="list-style-type: none">Leads the implementation of security policies and issuancesCoordinates with unit heads during campuses activities for maximum security for students, employees, visitors and properties.Records all incidents related to security measuresAssigns security officers in areas of responsibility in the campus.Schedules and assign security personnel on routine costumer service related activities and security event, providing duties and/or safety services.Plans and implements staff development for security personnelEvaluates performance of security personnel.Maintains the general services data management systemPerforms other duties related to security measures | | |
| Qualification Standards | | | |
| Education | Bachelor’s degree 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. 12

| | | | |
|----------------------------------|---|----------------|------------|
| Position Title | Administrative Officer III | Salary Grade | 14 |
| Plantilla Item Number | URSB-ADOF3-13-2022 | Monthly Salary | ₱33,843.00 |
| 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 | Assists the immediate Head in supervising the procurement and acquisition of all supplies, materials and equipment needed by the University as Assistant Head of the BAC Secretariat | | |
| Duties and Responsibilities | <ul style="list-style-type: none">• Prepares and updates Procurement Monitoring Report• Posts and Awards bid opportunities to the PHILGEPS (Alternate)• Reviews abstract of quotations for signature of BAC Member• Prepares Purchase Request Status Report• Manages the sale and distribution of bidding documents• Prepares and posts APP-CSE to PS-DBM Portal• Prepares PS APR for Supplies needed by the University• Maintains the procurement database management system• 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. 13

| | | | |
|----------------------------------|---|----------------|------------|
| Position Title | Administrative Officer III | Salary Grade | 14 |
| Plantilla Item Number | URSB-ADOF3-16-2022 | Monthly Salary | ₱33,843.00 |
| Employment Status | Permanent | | |
| Office/Unit | Procurement Unit | | |
| Immediate Supervisor | Campus Director | | |
| General Function of the Unit | Takes charge of the Procurement of Goods, Services and Infrastructure Projects in the Campus. | | |
| General Function of the Position | Supervises the procurement and acquisition of all supplies, materials and equipment needed by the Campus. | | |
| Duties and Responsibilities | <ul style="list-style-type: none">• Takes charge in the operation of the procurement and acquisition of all office supplies, materials and equipment needed by the Campus• Spearheads the conduct of inventory of all assets of the Campus• Receives and records the supplies and equipment requested by the Campus• Prepares and coordinates the Project Procurement and Management Plan of the campus• Monitors the acquisition of request supplies and equipment• Prepares the Inventory and Inspection Report of Unserviceable Properties• Perform duties as assigned | | |
| 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. 14

| | | | |
|----------------------------------|--|----------------|------------|
| 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">• Develops the records and DCC database system• Manages and maintains the data management system• Maintains all the IT equipment issued to the office• Serves as technical support• Assists in the implementation of policies, standards and guidelines for recordkeeping including creation, classification, maintenance, retention, disposition, custody and protection of records• 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 | | |



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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. 15

| | | | |
|----------------------------------|--|----------------|------------|
| Position Title | Administrative Officer III (Supply Officer II) | Salary Grade | 14 |
| Plantilla Item Number | URSB-ADOF3-15-2022 | Monthly Salary | ₱33,843.00 |
| 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 | <ul style="list-style-type: none">• Receives supplies and equipment delivered to the University• Prepares notification to the COA/ Internal Audit Office on deliveries• Conducts initial inspection and coordinates with the property inspector on deliveries• Prepares the Suppliers Evaluation Report• Picks-up supplies from the Procurement Service• Maintains the supply data management system• Assists in the preparation of all the required reports for government compliances• 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. 16

| | | | |
|----------------------------------|--|----------------|------------|
| 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">Assists in providing administrative support within the officePrepares and disseminates information concerning the University programs and proceduresPrepares and distributes communications, office issuances and reportsPerforms general office duties such as filing and maintaining a filing system, answering and routing phone calls, requesting and maintaining office suppliesCompiles, enters and maintains data management systemAssists with presentations and reportsPerforms other duties assigned | | |
| Qualification Standards | | | |
| Education | Completion of 2-year studies in college | | |
| Experience | 1 year of relevant experience | | |
| Training | 4 hours of relevant training | | |
| Eligibility | Career Service (Subprofessional) / First Level Eligibility | | |
| Competency | Please see the revised URS Merit Selection Plan per BOR Resolution No. 41, Series of 2022 for competency requirements. (link) | | |



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JOB DESCRIPTION/SPECIFICATION
NO. 17

| | | | |
|----------------------------------|---|----------------|------------|
| Position Title | Administrative Assistant III (Secretary II) | Salary Grade | 9 |
| Plantilla Item Number | URSB-ADAS3-38-2016 | Monthly Salary | ₱21,211.00 |
| 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 | 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">Assists the Board Secretary by providing administrative support within the officePrepares and disseminates information concerning the University programs and proceduresPrepares and distributes communications, office issuances and reportsPerforms general office duties such as filing and maintaining a filing system, answering and routing phone calls, requesting and maintaining office suppliesCompiles, enters and maintains data management systemAssists in the consolidation of submitted reportsPerforms other duties assigned | | |
| Qualification Standards | | | |
| Education | Completion of 2-year studies in college | | |
| Experience | 1 year of relevant experience | | |
| Training | 4 hours of relevant training | | |
| Eligibility | Career Service (Subprofessional) / First Level Eligibility | | |



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JOB DESCRIPTION/SPECIFICATION
NO. 18

| | | | |
|----------------------------------|---|----------------|------------|
| Position Title | Administrative Assistant III (Secretary II) | Salary Grade | 9 |
| Plantilla Item Number | URSB-ADAS3-49-2022 | Monthly Salary | ₱21,211.00 |
| Employment Status | Permanent | | |
| Office/Unit | Office of the Vice President for Administration & Finance | | |
| Immediate Supervisor | Vice President for Administration & Finance | | |
| General Function of the Unit | Responsible in providing administrative assistance to the Office of the Vice 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">Assists the Vice President by providing administrative support within the officePrepares and disseminates information concerning the University programs and proceduresPrepares and distributes communications, office issuances and reportsPerforms Internal Control on all incoming and outgoing documents that requires compliance with the URS policies and government rules and regulationsMaintains schedule of activities for the Vice PresidentPerforms general office duties such as filing and maintaining a filing system, answering and routing phone calls, requesting and maintaining office suppliesCompiles and enters data for charts, graphs, databases, summaries or reportsAssists with presentations and reportsGreets visitors and directs them to appropriate departmentsPerforms other duties assigned | | |
| Qualification Standards | | | |
| Education | Completion of 2-year studies in college | | |
| Experience | 1 year of relevant experience | | |
| Training | 4 hours of relevant training | | |
| Eligibility | Career Service (Subprofessional) / First Level Eligibility | | |



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JOB DESCRIPTION/SPECIFICATION
NO. 19

| | | | |
|----------------------------------|---|----------------|------------|
| Position Title | Administrative Aide VI (Clerk III) | Salary Grade | 6 |
| Plantilla Item Number | URSB-ADA6-2-2022 | Monthly Salary | ₱17,553.00 |
| Office/Unit | Office of the Board Secretary | | |
| Immediate Supervisor | Board Secretary V | | |
| General Function of the Unit | Responsible in handling all matters concerning the Board of Regents as well as the Academic and Administrative Councils. | | |
| General Function of the Position | Performs administrative and clerical tasks within the office. | | |
| Duties and Responsibilities | <ul style="list-style-type: none">• Serves as the incoming and outgoing document clerk• Performs general office duties such as data encoding, filing and maintaining a filing system, scanning, and requesting and maintaining office supplies• Ensures security of office equipment and availability of office supplies• Assists with presentations and reports• Screens all incoming phone calls, inquiries and correspondence and route accordingly• Performs other duties assigned | | |
| Qualification Standards | | | |
| Education | Completion of 2-year studies in college | | |
| Experience | None required | | |
| Training | None required | | |
| Eligibility | Career Service (Subprofessional) / First Level Eligibility | | |



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JOB DESCRIPTION/SPECIFICATION
NO. 20

| | | | |
|---|---|-----------------------|------------|
| Position Title | Administrative Aide VI (Clerk III) | Salary Grade | 6 |
| Plantilla Item Number | URSB-ADA6-3-2022 | Monthly Salary | ₱17,553.00 |
| Office/Unit | Office of the Board Secretary | | |
| Immediate Supervisor | Board Secretary V | | |
| General Function of the Unit | Responsible in handling all matters concerning the Board of Regents as well as the Academic and Administrative Councils. | | |
| General Function of the Position | Performs administrative and clerical tasks within the office. | | |
| Duties and Responsibilities | <ul style="list-style-type: none">• Serves as the incoming and outgoing document clerk• Performs general office duties such as data encoding, filing and maintaining a filing system, scanning, and requesting and maintaining office supplies• Ensures security of office equipment and availability of office supplies• Assists with presentations and reports• Screens all incoming phone calls, inquiries and correspondence and route accordingly• Performs other duties assigned | | |
| Qualification Standards | | | |
| Education | Completion of 2-year studies in college | | |
| Experience | None required | | |
| Training | None required | | |
| Eligibility | Career Service (Subprofessional) / First Level Eligibility | | |



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JOB DESCRIPTION/SPECIFICATION
NO. 21

| | | | |
|----------------------------------|---|----------------|------------|
| Position Title | Administrative Aide VI (Clerk III) | Salary Grade | 6 |
| Plantilla Item Number | URSB-ADA6-11-2022 | Monthly Salary | ₱17,553.00 |
| Employment Status | Permanent | | |
| Office/Unit | Office of the Vice President for Administration & Finance | | |
| Immediate Supervisor | Vice President for Administration & Finance | | |
| General Function of the Unit | Responsible in providing administrative assistance to the Office of the Vice President. | | |
| General Function of the Position | Performs administrative and clerical tasks within the office. | | |
| Duties and Responsibilities | <ul style="list-style-type: none">Assists in providing administrative support within the officeServes as the incoming and outgoing document clerkPerforms general office duties such as data encoding, recording, filing and maintaining a filing system, scanning, and requesting and maintaining office supplies.Maintains schedule of activities for the Vice PresidentFollows-up submission of the requested documentsEnsures security of office equipment and availability of office supplies.Assists with presentations and reportsScreens all incoming phone calls, inquiries and correspondence and route accordinglyPerforms other duties assigned | | |
| Qualification Standards | | | |
| Education | Completion of 2-year studies in college | | |
| Experience | None required | | |
| Training | None required | | |
| Eligibility | Career Service (Subprofessional) / First Level Eligibility | | |