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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	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 issuances• Coordinates with unit heads during campuses activities for maximum security for students, employees, visitors and properties.• Records all incidents related to security measures• Assigns 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 personnel• Evaluates performance of security personnel.• Maintains the general services data management system• Performs 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. 2

Position Title	Project Development Officer I	Salary Grade	11
Plantilla Item Number	URSB-PDO1-62-2022	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. 3

Position Title	Administrative Officer II	Salary Grade	11
Plantilla Item Number	URSB-ADOF2-52-2022	Monthly Salary	₱27,000.00
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 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 the preparation and maintenance 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 agenciesPrepares 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.Manages quality assurance 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. 4

Position Title	Administrative Officer II	Salary Grade	11
Plantilla Item Number	URSB-ADOF2-53-2022	Monthly Salary	₱27,000.00
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 educational provision to maintain and improve its quality, equity and efficiency		
Duties and Responsibilities	<ul style="list-style-type: none">Assists 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 the preparation and maintenance 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 agenciesPrepares 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.Manages quality assurance 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. 5

Position Title	Administrative Officer II (Human Resource Management Officer I)	Salary Grade	11
Plantilla Item Number	URSB-ADOF2-54-2022	Monthly Salary	₱27,000.00
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	None required		
Training	None required		
Eligibility	Career Service (Professional) / Second Level Eligibility		



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JOB DESCRIPTION/SPECIFICATION
NO. 6

Position Title	Administrative Officer II (Human Resource Management Officer I)	Salary Grade	11
Plantilla Item Number	URSB-ADOF2-55-2022	Monthly Salary	₱27,000.00
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; and, Compensation & Benefits.		
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	None required		
Training	None required		
Eligibility	Career Service (Professional) / Second Level Eligibility		



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JOB DESCRIPTION/SPECIFICATION
NO. 7

Position Title	Administrative Officer II (Accounting Analyst)	Salary Grade	11
Plantilla Item Number	URSB-ADOF2-56-2022	Monthly Salary	₱27,000.00
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 general payroll and other claims payroll, remittances, payroll register and payslip• Maintains Index of payment of all employees• Maintains Individual Subsidiary Ledger for Loans• Reconciles unposted remittances• 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. 8

Position Title	Administrative Officer II (Accounting Analyst)	Salary Grade	11
Plantilla Item Number	URSB-ADOF2-57-2022	Monthly Salary	₱27,000.00
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 general payroll and other claims payroll, remittances, payroll register and payslip• Maintains Index of payment of all employees• Maintains Individual Subsidiary Ledger for Loans• Reconciles unposted remittances• 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. 9

Position Title	Administrative Officer II (Budget Officer I)	Salary Grade	11
Plantilla Item Number	URSB-ADOF2-58-2022	Monthly Salary	₱27,000.00
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">• Consolidates financial expenses• Prepares Statement of Allotment Obligation and Balances• Coordinates with offices regarding their program / activity / projects• 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. 10

Position Title	Administrative Assistant III (Senior Bookkeeper)	Salary Grade	9
Plantilla Item Number	URSB-ADAS3-50-2022	Monthly Salary	₱21,211.00
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">• Maintains database of all transactions• Prepares disbursement vouchers and journal entry vouchers• Prepares withholding tax certificates• Prepares special journals• Assists in the conduct of physical inventory• Performs 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. 11

Position Title	Administrative Assistant III (Senior Bookkeeper)	Salary Grade	9
Plantilla Item Number	URSB-ADAS3-51-2022	Monthly Salary	₱21,211.00
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">• Maintains database of all transactions• Prepares disbursement vouchers and journal entry vouchers• Prepares withholding tax certificates• Prepares special journals• Assists in the conduct of physical inventory• Performs 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. 12

Position Title	Administrative Assistant II (Property Custodian)	Salary Grade	8
Plantilla Item Number	URSB-ADAS2-17-2004	Monthly Salary	₱19,744.00
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">• Prepares and update Supplies Ledger Card• In-charge in the releasing of supplies• Updates the supplies Bin Card• In-charge in the upkeep of the University Stock Room• Prepares the supplies inventory• Performs other duties assigned		
Qualification Standards			
Education	Completion of 2-year studies in college		
Experience	1 year of relevant experience		
Training	4 hours of relevant experience		
Eligibility	Career Service (Subprofessional) / First Level Eligibility		



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JOB DESCRIPTION/SPECIFICATION
NO. 13

Position Title	Administrative Assistant II (Property Custodian)	Salary Grade	8
Plantilla Item Number	URSB-ADAS2-45-2022	Monthly Salary	₱19,744.00
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">• Prepares and update Supplies Ledger Card• In-charge in the releasing of supplies• Updates the supplies Bin Card• In-charge in the upkeep of the University Stock Room• Prepares the supplies inventory• Performs other duties assigned		
Qualification Standards			
Education	Completion of 2-year studies in college		
Experience	1 year of relevant experience		
Training	4 hours of relevant experience		
Eligibility	Career Service (Subprofessional) / First Level Eligibility		



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JOB DESCRIPTION/SPECIFICATION
NO. 14

Position Title	Administrative Assistant II (Disbursing Officer II)	Salary Grade	8
Plantilla Item Number	URSB-ADAS2-39-2022	Monthly Salary	₱19,744.00
Employment Status	Permanent		
Office/Unit	Cash Unit		
Immediate Supervisor	Administrative Officer V (Cashier III)		
General Function of the Unit	Responsible for and/or supervises the cashiering operations of the University, assuring compliance with pertinent regulations concerning receipts, custody and handling of money or monetary substitutes		
General Function of the Position	Takes charge of the disbursement documents, records and reports in compliance with the existing government rules and regulations		
Duties and Responsibilities	<ul style="list-style-type: none">• Prepares Liquidation Report• Scans paid disbursement vouchers and its supporting documents for submission to COA and Accounting Unit• Submits copy of scanned Disbursement Vouchers and uploads to Google Drive for all funds• Assists in releasing of check payments to suppliers and employees of the University• Performs other duties assigned		
Qualification Standards			
Education	Completion of 2-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. 15

Position Title	Administrative Assistant II (Disbursing Officer II)	Salary Grade	8
Plantilla Item Number	URSB-ADAS2-40-2022	Monthly Salary	₱19,744.00
Employment Status	Permanent		
Office/Unit	Cash Unit		
Immediate Supervisor	Administrative Officer V (Cashier III)		
General Function of the Unit	Responsible for and/or supervises the cashiering operations of the University, assuring compliance with pertinent regulations concerning receipts, custody and handling of money or monetary substitutes		
General Function of the Position	Takes charge of the disbursement documents, records and reports in compliance with the existing government rules and regulations		
Duties and Responsibilities	<ul style="list-style-type: none">• Prepares Liquidation Report• Scans paid disbursement vouchers and its supporting documents for submission to COA and Accounting Unit• Submits copy of scanned Disbursement Vouchers and uploads to Google Drive for all funds• Assists in releasing of check payments to suppliers and employees of the University• Performs other duties assigned		
Qualification Standards			
Education	Completion of 2-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. 16

Position Title	Administrative Assistant II	Salary Grade	8
Plantilla Item Number	URSB-ADAS2-41-2022	Monthly Salary	₱19,744.00
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	Provides technical assistance to section heads and update accomplishment reports of the General Services Section		
Duties and Responsibilities	<ul style="list-style-type: none">Coordinates with Campus General Services head regarding schedule of preventive maintenance and repairs and maintenanceReceives reports of status of facilities needing repair and conduct site inspection to recommend necessities action.Prepares Detailed Plans, Detailed budgetary cost estimate, inspection report and Scope of works.Collects and update reports on serviceability of university vehicles and equipmentUpdates reports of security unit on incidents occurring on the university policiesAssists the unit heads in General Services division on policy and guidelines formulation affecting general services.Performs other duties related to security measures		
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. 17

Position Title	Administrative Assistant II	Salary Grade	8
Plantilla Item Number	URSB-ADAS2-42-2022	Monthly Salary	₱19,744.00
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	Provides technical assistance to section heads and update accomplishment reports of the General Services Section		
Duties and Responsibilities	<ul style="list-style-type: none">• Coordinates with Campus General Services head regarding schedule of preventive maintenance and repairs and maintenance• Receives reports of status of facilities needing repair and recommend necessities• Collects and update reports on serviceability of university vehicles and equipment• Updates reports of security unit on incidents occurring on the university policies• Assists the unit heads in General Services division on policy and guidelines formulation affecting general services.• Performs other duties related to security measures		
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 II (Human Resource Management Assistant)	Salary Grade	8
Plantilla Item Number	URSB-ADAS2-43-2022	Monthly Salary	₱19,744.00
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	Performs routine administrative support work which involves providing internal administrative support including disseminating information, assisting with maintaining filing systems, and preparing and editing reports and documents.		
Duties and Responsibilities	<ul style="list-style-type: none">• Prepares and disseminates information concerning HR programs and services.• Prepares, edits, and distributes correspondence, reports, studies, forms, and documents.• Performs general office duties such as filing, answering and routing phone calls, routing mail, and ordering and maintaining office supplies.• Responds to inquiries and explains rules, regulations, policies, and procedures.• Assists in planning meetings, conferences, and seminars.• Assists in compiling and entering data for charts, graphs, databases, summaries, or reports.• Performs 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 Assistant II (Human Resource Management Assistant)	Salary Grade	8
Plantilla Item Number	URSB-ADAS2-44-2022	Monthly Salary	₱19,744.00
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	Performs routine administrative support work which involves providing internal administrative support including disseminating information, assisting with maintaining filing systems, and preparing and editing reports and documents.		
Duties and Responsibilities	<ul style="list-style-type: none">• Prepares and disseminates information concerning HR programs and services.• Prepares, edits, and distributes correspondence, reports, studies, forms, and documents.• Performs general office duties such as filing, answering and routing phone calls, routing mail, and ordering and maintaining office supplies.• Responds to inquiries and explains rules, regulations, policies, and procedures.• Assists in planning meetings, conferences, and seminars.• Assists in compiling and entering data for charts, graphs, databases, summaries, or reports.• Performs 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. 20

Position Title	Administrative Assistant II (Budgeting Assistant)	Salary Grade	8
Plantilla Item Number	URSB-ADAS2-46-2022	Monthly Salary	₱19,744.00
Employment Status	Permanent		
Office/Unit	Budget Unit		
Immediate Supervisor	Administrative Officer V (Budget Officer III)		
General Function of the Unit	Responsible in providing efficient budgeting services; reliable and timely financial information towards effective utilization of financial resources		
General Function of the Position	Under general supervision, performs technical and administrative support services functions relevant to the job		
Duties and Responsibilities	<ul style="list-style-type: none">Allocates fund to requestRecords expenditures in appropriate registriesReconciles Purchase Request and Purchase OrderPerforms 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. 21

Position Title	Administrative Assistant I	Salary Grade	7
Plantilla Item Number	URSB-ADAS1-36-2022	Monthly Salary	₱18,620.00
Employment Status	Permanent		
Office/Unit	Procurement Unit		
Immediate Supervisor	Administrative Officer V		
General Function of the Unit	To assist the BAC on Procurement of Goods, Services and Infrastructure Projects and act as the central channel of communications for the BAC with end-users, PMOs, other units of the line agency, other government agencies, providers of goods, infrastructure projects, and consulting services, observers, and the general public.		
General Function of the Position	Performs the functions of a Procurement Officer/BAC Secretariat Staff and will do other related tasks that may be assigned		
Duties and Responsibilities	<ul style="list-style-type: none">• Prepares Purchase Orders (011)• Submits approved Purchase Orders to suppliers of the University• Secures quotations from the suppliers• 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. 22

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. 23

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. 24**

Position Title	Administrative Aide VI (Clerk III)	Salary Grade	6
Plantilla Item Number	URSB-ADA6-4-2022	Monthly Salary	₱17,553.00
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 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. 25

Position Title	Administrative Aide VI (Clerk III)	Salary Grade	6
Plantilla Item Number	URSB-ADA6-5-2022	Monthly Salary	₱17,553.00
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	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. 26

Position Title	Administrative Aide VI (Clerk III)	Salary Grade	6
Plantilla Item Number	URSB-ADA6-6-2022	Monthly Salary	₱17,553.00
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	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. 27**

Position Title	Administrative Aide VI (Clerk III)	Salary Grade	6
Plantilla Item Number	URSB-ADA6-8-2022	Monthly Salary	₱17,553.00
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	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. 28**

Position Title	Administrative Aide VI (Clerk III)	Salary Grade	6
Plantilla Item Number	URSB-ADA6-9-2022	Monthly Salary	₱17,553.00
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	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. 29**

Position Title	Administrative Aide VI (Clerk III)	Salary Grade	6
Plantilla Item Number	URSB-ADA6-10-2022	Monthly Salary	₱17,553.00
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	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. 30

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		



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JOB DESCRIPTION/SPECIFICATION
NO. 31

Position Title	Administrative Aide VI (Clerk III)	Salary Grade	6
Plantilla Item Number	URSB-ADA6-12-2022	Monthly Salary	₱17,553.00
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	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 in recording and submission of approved ACIC/LDDAP ADA to the Land bank• Prepares Purchase Requests and Requisition Issue Slip• 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. 32**

Position Title	Administrative Aide VI (Clerk III)	Salary Grade	6
Plantilla Item Number	URSB-ADA6-13-2022	Monthly Salary	₱17,553.00
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	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. 33

Position Title	Administrative Aide VI (Clerk III)	Salary Grade	6
Plantilla Item Number	URSB-ADA6-14-2022	Monthly Salary	₱17,553.00
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	Performs administrative and clerical tasks within the office		
Duties and Responsibilities	<ul style="list-style-type: none">Serves as the incoming and outgoing document clerkPerforms general office duties such as data encoding, filing and maintaining a filing system, scanning, and requesting and maintaining office suppliesEnsures security of office equipment and availability of office suppliesAssists 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		



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JOB DESCRIPTION/SPECIFICATION
NO. 34

Position Title	Administrative Aide VI (Clerk III)	Salary Grade	6
Plantilla Item Number	URSB-ADA6-15-2022	Monthly Salary	₱17,553.00
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	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. 35

Position Title	Administrative Aide VI (Clerk III)	Salary Grade	6
Plantilla Item Number	URSB-ADA6-16-2022	Monthly Salary	₱17,553.00
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	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. 36

Position Title	Administrative Aide VI (Clerk III)	Salary Grade	6
Plantilla Item Number	URSB-ADA6-17-2022	Monthly Salary	₱17,553.00
Employment Status	Permanent		
Office/Unit	Procurement Unit		
Immediate Supervisor	Administrative Officer V		
General Function of the Unit	To assist the BAC on Procurement of Goods, Services and Infrastructure Projects and act as the central channel of communications for the BAC with end-users, PMOs, other units of the line agency, other government agencies, providers of goods, infrastructure projects, and consulting services, observers, and the general public.		
General Function of the Position	Performs the functions of a Procurement Officer/BAC Secretariat Staff and will do other related tasks that may be assigned		
Duties and Responsibilities	<ul style="list-style-type: none">• Accurately prepares the Abstract of Quotations• Prepares Purchase Orders (052 and 062)• Prepares and Monitors Purchase Request• Coordinates with supply coordinators on their purchase request• Files P.O's, Abstract and other procurement documents in hard and digitized format• Answers to queries from suppliers and end-users• Performs other duties assigned		
Qualification Standards			
Education	Completion of 2-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. 37

Position Title	Administrative Aide VI (Clerk III)	Salary Grade	6
Plantilla Item Number	URSB-ADA6-18-2022	Monthly Salary	₱17,553.00
Employment Status	Permanent		
Office/Unit	Procurement Unit		
Immediate Supervisor	Administrative Officer V		
General Function of the Unit	To assist the BAC on Procurement of Goods, Services and Infrastructure Projects and act as the central channel of communications for the BAC with end-users, PMOs, other units of the line agency, other government agencies, providers of goods, infrastructure projects, and consulting services, observers, and the general public.		
General Function of the Position	Performs the functions of a Procurement Officer/BAC Secretariat Staff and will do other related tasks that may be assigned		
Duties and Responsibilities	<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. 38

Position Title	Administrative Aide VI (Clerk III)	Salary Grade	6
Plantilla Item Number	URSB-ADA6-19-2022	Monthly Salary	₱17,553.00
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	Performs administrative and clerical tasks within the office		
Duties and Responsibilities	<ul style="list-style-type: none">Serves as the incoming and outgoing document clerkPerforms general office duties such as data encoding, filing and maintaining a filing system, scanning, and requesting and maintaining office suppliesEnsures security of office equipment and availability of office suppliesAssists 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		



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Main Campus: URS Tanay Tel. (02) 8401-4900; 8401-4910; 8401-4911; 8539-9957 to 58

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

JOB DESCRIPTION/SPECIFICATION
NO. 39

Position Title	Administrative Aide VI (Clerk III)	Salary Grade	6
Plantilla Item Number	URSB-ADA6-20-2022	Monthly Salary	₱17,553.00
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	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. 40

Position Title	Administrative Aide VI (Clerk III)	Salary Grade	6
Plantilla Item Number	URSB-ADA6-21-2022	Monthly Salary	₱17,553.00
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">Records the newly acquired equipment in the Supply PortalPrepares the Report of Supplies and Materials Issued for the DayDelivers supplies to campuses of the UniversityCoordinates with supply coordinators on their requested suppliesPrepares the Inventory and Inspection Report of Unserviceable PropertiesKeep a systematic filing of Supply and Property Management Unit DocumentsPerforms 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. 41

Position Title	Administrative Aide VI (Clerk III)	Salary Grade	6
Plantilla Item Number	URSB-ADA6-22-2022	Monthly Salary	₱17,553.00
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">• 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. 42

Position Title	Administrative Aide VI (Clerk III)	Salary Grade	6
Plantilla Item Number	URSB-ADA6-23-2022	Monthly Salary	₱17,553.00
Employment Status	Permanent		
Office/Unit	Budget Unit		
Immediate Supervisor	Administrative Officer V (Budget Officer III)		
General Function of the Unit	Responsible in providing efficient budgeting services; reliable and timely financial information towards effective utilization of financial resources		
General Function of the Position	Performs administrative and clerical tasks within the office		
Duties and Responsibilities	<ul style="list-style-type: none">• Prepares Obligation Request and Status / Budget Utilization Request and Status• 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		