



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	Planning Officer III	Salary Grade	18
Plantilla Item Number	URSB-PL03-36-2022	Monthly Salary	₱46,725.00
Employment Status	Permanent		
Office/Unit	Planning Unit		
Immediate Supervisor	University President		
General Function of the Unit	Responsible in managing and coordinating the establishment and support of programs and/or projects of significance to the operation and administration of a major, key operating component of the university.		
General Function of the Position	Provides and/or coordinates program planning and evaluation, ensuring that developing and existing programs are effective and in conformance with the overall goals and objectives of the University.		
Duties and Responsibilities	<ul style="list-style-type: none"> • Provides the needed coordination in setting the direction of the different components of the University • Spearheads the planning and evaluation of the annual, medium-term and long range institutional plans • Prepares and submits reports related to planning unit • Recommends policies and innovations relevant to the programs and projects of the University • Supervises the preparation and facilitates submission of University periodic and non-periodic reports to other government agencies • Provides guidance and participation in the preparation of University budget reports • Performs other duties assigned 		
Qualification Standards			
Education	Bachelor's degree relevant to the job		
Experience	2 years of relevant experience		
Training	8 hours of relevant training		
Eligibility	Career Service (Professional) / Second Level Eligibility		



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**JOB DESCRIPTION/SPECIFICATION
 NO. 2**

Position Title	Administrative Officer II (Human Resource Management Officer I)	Salary Grade	11
Plantilla Item Number	URSB-ADOF2-60-2022	Monthly Salary	₱27,000.00
Employment Status	Permanent		
Office/Unit	Human Resource Management Unit		
Immediate Supervisor	Administrative Officer IV (Human Resource Management Officer II)		
General Function of the Unit	Designing and implementing 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 the implementation of 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"> • Assists in the preparation of plans and implementation of recruitment, selection and placement system of the University • Assists in the implementation of University performance management system • Assists in the preparation of plans and implementation of learning and development interventions to raise the level of competence, efficiency and morale of employees • Assists in the implementation of University rewards and recognition system • Assists in the implementation and processing of government statutory compensation and benefits policies • Maintains the campus' HR data management system • Assists in the assessment of HR management system processes, proposes and conducts HR interventions such as policy enhancement, HR mechanisms development, processes streamlining, among others • Performs assistory and support functions to the unit head in the performance of other HR duties 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	None required		
Training	None required		
Eligibility	Career Service (Professional) / Second Level Eligibility		



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**JOB DESCRIPTION/SPECIFICATION
 NO. 3**

Position Title	Administrative Assistant II (Property Custodian)	Salary Grade	8
Plantilla Item Number	URSB-ADAS2-18-2004	Monthly Salary	₱19,744.00
Employment Status	Permanent		
Office/Unit	Supply and Property Management Unit		
Immediate Supervisor	Administrative Officer I (Supply Officer I)		
General Function of the Unit	Manages the receiving, recording, issuance and disposal of all equipment and properties of the Campus.		
General Function of the Position	Assists the immediate Head in managing the receiving, recording, issuance and disposal of all equipment and properties of the Campus.		
Duties and Responsibilities	<ul style="list-style-type: none"> • Assists in the operation of the Supply and Property Management Office • Prepares and updates Supplies Ledger Card • In-charge in the releasing of supplies • Updates the supplies Bin Card • In-charge in the upkeep of the University Stock Room • Prepares the supplies inventory • Performs other duties assigned 		
Qualification Standards			
Education	Completion of 2-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. 4**

Position Title	Administrative Assistant II (Budgeting Assistant)	Salary Grade	8
Plantilla Item Number	URSB-ADAS2-45-2016	Monthly Salary	₱19,744.00
Employment Status	Permanent		
Office/Unit	Budget Unit		
Immediate Supervisor	Administrative Officer IV (Budget Officer II)		
General Function of the Unit	Responsible in providing efficient budgeting services; reliable and timely financial information towards effective utilization of financial resources.		
General Function of the Position	Under general supervision, performs technical and administrative support services functions relevant to the job.		
Duties and Responsibilities	<ul style="list-style-type: none"> • Allocates fund to request • Records expenditures in appropriate registries • Reconciles of Purchase Request and Purchased Order • Performs other duties assigned 		
Qualification Standards			
Education	Completion of 2-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. 5**

Position Title	Administrative Assistant I	Salary Grade	7
Plantilla Item Number	URSB-ADAS1-38-2022	Monthly Salary	₱18,620.00
Employment Status	Permanent		
Office/Unit	Procurement Unit		
Immediate Supervisor	Administrative Officer III		
General Function of the Unit	Takes charge of the Procurement of Goods, Services and Infrastructure Projects in the Campus.		
General Function of the Position	Performs the functions of a Procurement Officer and will do other related tasks that may be assigned.		
Duties and Responsibilities	<ul style="list-style-type: none"> • Prepares Purchase Request for Supplies and Equipment needed by the Campus • Prepares the Report of Supplies and Materials Issued for the Day • Assists in the preparation of Inventory and Inspection Report of Unserviceable Properties • Conducts canvass of prices for campus needs • Keeps a systematic filing of procurement Documents • Perform duties as 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. 6**

Position Title	Administrative Aide VI (Clerk III)	Salary Grade	6
Plantilla Item Number	URSB-ADA6-30-2022	Monthly Salary	₱17,553.00
Employment Status	Permanent		
Office/Unit	Office of the Director		
Immediate Supervisor	Campus Director		
General Function of the Unit	Responsible for overseeing the day-to-day operations of the Campus.		
General Function of the Position	Performs administrative and clerical tasks within the office.		
Duties and Responsibilities	<ul style="list-style-type: none"> • Assists the Administrative Officer by providing administrative assistance, such as writing and editing e-mails, drafting issuances, preparing written communications and minutes of the meeting • Assists the Administrative Officer in the preparation of reports, data gathering, documentation and other support functions of basic campus operations • Manages the executive's calendar, including making appointments and prioritizing the most sensitive matters • Makes travel and accommodation arrangements • Performs general office duties such as filing and maintaining a filing system, answering and routing phone calls, requesting and maintaining the office supplies • 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. 7**

Position Title	Administrative Aide VI (Clerk III)	Salary Grade	6
Plantilla Item Number	URSB-ADA6-31-2022	Monthly Salary	₱17,553.00
Employment Status	Permanent		
Office/Unit	Cash Unit		
Immediate Supervisor	Administrative Officer III (Cashier II)		
General Function of the Unit	Responsible for the cashiering operations of the Campus, assuring compliance with pertinent regulations concerning receipts, custody and handling of money or monetary substitutes.		
General Function of the Position	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 • Screens all incoming phone calls, inquiries and correspondence and route accordingly • Greets visitors and directs them to appropriate departments • Performs other duties assigned 		
Qualification Standards			
Education	Completion of 2-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. 8**

Position Title	Administrative Aide VI (Clerk III)	Salary Grade	6
Plantilla Item Number	URSB-ADA6-32-2022	Monthly Salary	₱17,553.00
Office/Unit	Human Resource Management Unit		
Immediate Supervisor	Administrative Officer IV (Human Resource Management Officer II)		
General Function of the Unit	Designing and implementing 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"> • Assists in providing administrative support within the office • 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. 9**

Position Title	Administrative Aide VI (Clerk III)	Salary Grade	6
Plantilla Item Number	URSB-ADA6-33-2022	Monthly Salary	₱17,553.00
Employment Status	Permanent		
Office/Unit	Records Unit		
Immediate Supervisor	Administrative Officer I (Records Officer I)		
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"> • Takes charge of all the incoming and outgoing documents of the office • Performs general office duties such as data encoding, filing and maintaining a filing system and scanning • Ensures security and maintenance of office equipment and availability of office supplies • Assists with the preparation of 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. 10**

Position Title	Administrative Aide VI (Clerk III)	Salary Grade	6
Plantilla Item Number	URSB-ADA6-34-2022	Monthly Salary	₱17,553.00
Employment Status	Permanent		
Office/Unit	Accounting Unit		
Immediate Supervisor	Accountant II		
General Function of the Unit	To provide accounting services and financial support to the University in accordance with laws, rules and regulations.		
General Function of the Position	Performs administrative and clerical tasks within the office.		
Duties and Responsibilities	<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 • 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. 11**

Position Title	Administrative Aide VI (Clerk III)	Salary Grade	6
Plantilla Item Number	URSB-ADA6-35-2022	Monthly Salary	₱17,553.00
Employment Status	Permanent		
Office/Unit	Budget Unit		
Immediate Supervisor	Administrative Officer IV (Budget Officer II)		
General Function of the Unit	Responsible in providing efficient budgeting services; reliable and timely financial information towards effective utilization of financial resources.		
General Function of the Position	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 • Records incoming and outgoing documents • Serves as the incoming and outgoing document clerk • Performs general office duties such as data encoding, filing and maintaining a filing system, scanning, and requesting and maintaining office supplies. • Screens all incoming phone calls, inquiries and correspondence and route accordingly • Performs other duties assigned 		
Qualification Standards			
Education	Completion of 2-year studies in college		
Experience	None required		
Training	None required		
Eligibility	Career Service (Subprofessional) / First Level Eligibility		