



Email Address: [ursmain@urs.edu.ph](mailto:ursmain@urs.edu.ph) /[urs.opmorong@gmail.com](mailto: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](mailto:careers@urs.edu.ph)

**JOB DESCRIPTION/SPECIFICATION**  
**NO. 1**

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



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**JOB DESCRIPTION/SPECIFICATION**  
**NO. 2**

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



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**JOB DESCRIPTION/SPECIFICATION**  
**NO. 3**

Position Title	Accountant II	Salary Grade	16
Plantilla Item Number	URSB-A2-31-2022	Monthly Salary	₱39,672.00
Employment Status	Permanent		
Office/Unit	Accounting Unit		
Immediate Supervisor	Accountant III		
General Function of the Unit	To provide accounting services and financial support to the University in accordance with laws, rules and regulations		
General Function of the Position	Assists in ensuring that financial reports will be fairly presented. That all recordable transactions must be taken up accurately in the books and that all disbursements are properly documented and in accordance with laws, rules, and regulations.		
Duties and Responsibilities	<ul style="list-style-type: none"><li>• Prepares monthly and annual reports and schedules, assists in year-end closing, and ensures compliance with all regulations and accounting principles</li><li>• Prepares schedules to support statements of accounts or other financial statements for incorporation in the books of accounts</li><li>• Maintains complete set of book of accounts for assigned funding source</li><li>• Prepares fund utilization report and liquidation report for externally funded projects</li><li>• Performs other duties assigned</li></ul>		
Qualification Standards			
Education	Bachelor’s degree in Commerce / Business Administration major in Accounting		
Experience	1 year of relevant experience		
Training	4 hours of relevant training		
Eligibility	RA 1080		



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

Position Title	Accountant II	Salary Grade	16
Plantilla Item Number	URSB-A2-1-2023	Monthly Salary	₱39,672.00
Employment Status	Permanent		
Office/Unit	Accounting Unit		
Immediate Supervisor	Campus Director		
General Function of the Unit	To provide accounting services and financial support to the University in accordance with laws, rules and regulations.		
General Function of the Position	Ensures that financial reports will be fairly presented. That all recordable transactions must be taken up accurately in the books and that all disbursements are properly documented and in accordance with laws, rules, and regulations.		
Duties and Responsibilities	<ul style="list-style-type: none"><li>• Maintains Individual Subsidiary Ledger for Supplies, Semi-Expendable and PPE</li><li>• Prepares lapsing schedule of PPE</li><li>• Conducts Physical Inventory</li><li>• Reconciles supplies ledger card with stock card</li><li>• Prepares appropriate adjusting entries</li><li>• Performs other duties assigned</li></ul>		
Qualification Standards			
Education	Bachelor’s degree in Commerce / Business Administration major in Accounting		
Experience	1 year of relevant experience		
Training	4 hours of relevant training		
Eligibility	RA 1080		



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**JOB DESCRIPTION/SPECIFICATION**  
**NO. 5**

Position Title	Accountant II	Salary Grade	16
Plantilla Item Number	URSB-A2-2-2023	Monthly Salary	₱39,672.00
Employment Status	Permanent		
Office/Unit	Accounting Unit		
Immediate Supervisor	Campus Director		
General Function of the Unit	To provide accounting services and financial support to the University in accordance with laws, rules and regulations.		
General Function of the Position	Ensures that financial reports will be fairly presented. That all recordable transactions must be taken up accurately in the books and that all disbursements are properly documented and in accordance with laws, rules, and regulations.		
Duties and Responsibilities	<ul style="list-style-type: none"><li>• Maintains Individual Subsidiary Ledger for Supplies, Semi-Expendable and PPE</li><li>• Prepares lapsing schedule of PPE</li><li>• Conducts Physical Inventory</li><li>• Reconciles supplies ledger card with stock card</li><li>• Prepares appropriate adjusting entries</li><li>• Performs other duties assigned</li></ul>		
Qualification Standards			
Education	Bachelor’s degree in Commerce / Business Administration major in Accounting		
Experience	1 year of relevant experience		
Training	4 hours of relevant training		
Eligibility	RA 1080		



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**JOB DESCRIPTION/SPECIFICATION**  
**NO. 6**

Position Title	Information Officer II	Salary Grade	15
Plantilla Item Number	URSB-INFO2-30-2022	Monthly Salary	₱36,619.00
Employment Status	Permanent		
Office/Unit	Information Unit		
Immediate Supervisor	Information Officer III		
General Function of the Unit	The unit serves as the University’s public information component. It facilitates the gathering, collecting, processing, storing, and transmitting of information through various appropriate channels. It is instrumental in raising awareness, strengthening the reputation, and promoting the University’s brand in local, national, and international milieus. Further, it fosters harmony in the internal community and establishes partnerships with external agencies for goodwill, open communication, and collaboration geared toward fulfilling the University’s mission, vision, and strategic goals.		
General Function of the Position	Responsible for assisting the Information Officer III with the efficient and effective service delivery of the Information Unit		
Duties and Responsibilities	<ul style="list-style-type: none"><li>• Produces high-quality briefing materials, newsletters, and other University publications of both print and electronic for both internal and external stakeholders</li><li>• Writes/Produces news and feature articles, announcements, social media posts, videos, other multimedia presentations, and podcasts with proficiency in both English and Filipino languages</li><li>• Coordinates and assists with other units’ media services and/or promotional needs</li><li>• Updates content and posts on the University’s website, social media accounts, and other publicity channels</li><li>• Assists in establishing partnerships with external agencies for goodwill, open communication, and collaboration geared toward fulfilling the University’s mission, vision, and strategic goals</li><li>• Performs administrative functions like writing letters, reports, and meeting minutes; documentation; preparing for accreditation; and other relevant activities</li><li>• Performs other duties assigned</li></ul>		
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. 7**

Position Title	Legal Assistant III	Salary Grade	14
Plantilla Item Number	URSB-LEA3-17-2022	Monthly Salary	₱33,843.00
Employment Status	Permanent		
Office/Unit	Legal Unit		
Immediate Supervisor	Attorney IV		
General Function of the Unit	Responsible in handling all legal matters concerning the University		
General Function of the Position	Performs administrative legal duties in support to the University		
Duties and Responsibilities	<ul style="list-style-type: none"><li>• Maintains good public relations and provides clear spoken information to clients</li><li>• Maintains confidentiality of sensitive and confidential matters and information</li><li>• Prepares documents, correspondence, pleadings, data entry for accuracy and quality</li><li>• Researches regulations, laws and legal articles to assist with the preparation of reports and legal advice</li><li>• Performs administrative duties such as preparation of correspondence, memoranda, resolution requests and reports</li><li>• Takes and transcribes general dictation and meeting minutes</li><li>• Compiles, organizes and maintains confidential files</li><li>• Performs other duties assigned</li></ul>		
Qualification Standards			
Education	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses		
Experience	1 year experience in legal work such as preparation of pleadings, legal opinions, memoranda or legal research		
Training	8 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure		
Eligibility	Career Service (Professional) / Second Level Eligibility		





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

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





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**JOB DESCRIPTION/SPECIFICATION**  
**NO. 9**

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