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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	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"> • Maintains Individual Subsidiary Ledger for Supplies, Semi-Expendable and PPE • Prepares lapsing schedule of PPE • Conducts Physical Inventory • Reconciles supplies ledger card with stock card • Prepares appropriate adjusting entries • Performs other duties assigned 		
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. 2**

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"> • Maintains Individual Subsidiary Ledger for Supplies, Semi-Expendable and PPE • Prepares lapsing schedule of PPE • Conducts Physical Inventory • Reconciles supplies ledger card with stock card • Prepares appropriate adjusting entries • Performs other duties assigned 		
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. 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"> • Prepares monthly and annual reports and schedules, assists in year-end closing, and ensures compliance with all regulations and accounting principles • Prepares schedules to support statements of accounts or other financial statements for incorporation in the books of accounts • Maintains complete set of book of accounts for assigned funding source • Prepares fund utilization report and liquidation report for externally funded projects • Performs other duties assigned 		
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	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"> • Maintains good public relations and provides clear spoken information to clients • Maintains confidentiality of sensitive and confidential matters and information • Prepares documents, correspondence, pleadings, data entry for accuracy and quality • Researches regulations, laws and legal articles to assist with the preparation of reports and legal advice • Performs administrative duties such as preparation of correspondence, memoranda, resolution requests and reports • Takes and transcribes general dictation and meeting minutes • Compiles, organizes and maintains confidential files • Performs other duties assigned 		
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. 5**

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. 6**

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 specification • Assists in the preparation of Project Procurement Management Plan (PPMP) • Assists in monitoring the timeline of the programs, projects, activities of the unit • Assists in drafting and/or enhancing guidelines related to the functions of the unit • Manages project records through keeping and organizing up-to-date electronic and physical forms/documents • 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. 7**

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. 8**

Position Title	Administrative Assistant III (Secretary II)	Salary Grade	9
Plantilla Item Number	URSB-ADAS3-37-2016	Monthly Salary	₱21,211.00
Employment Status	Permanent		
Office/Unit	Office of the President		
Immediate Supervisor	SUC President III		
General Function of the Unit	Responsible in providing administrative assistance to the Office of the President.		
General Function of the Position	Performs task which involves providing internal administrative support including but not limited to dissemination of information, assisting with maintaining filing systems, and preparing, letters and administrative issuances.		
Duties and Responsibilities	<ul style="list-style-type: none"> • Assists in providing administrative support within the office • Prepares and disseminates information concerning the University programs and procedures • Prepares and distributes communications, office issuances and reports • Performs general office duties such as filing and maintaining a filing system, answering and routing phone calls, requesting and maintaining office supplies • Compiles, enters and maintains data management system • Assists with presentations and 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. 9**

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. 10**

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. 11**

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 request • Records expenditures in appropriate registries • Reconciles Purchase Request and Purchase 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. 12**

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. 13**

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. 14**

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 office • Serves as the incoming and outgoing document clerk • Performs 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 President • Follows-up submission of the requested documents • 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. 15**

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. 16**

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. 17**

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. 18**

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. 19**

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 clerk • Performs general office duties such as data encoding, filing and maintaining a filing system, scanning, and requesting and maintaining office supplies • Ensures security of office equipment and availability of office supplies • Assists with presentations and reports • Screens all incoming phone calls, inquiries and correspondence and route accordingly • Performs other duties assigned 		
Qualification Standards			
Education	Completion of 2-year studies in college		
Experience	None required		
Training	None required		
Eligibility	Career Service (Subprofessional) / First Level Eligibility		



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**JOB DESCRIPTION/SPECIFICATION
 NO. 20**

Position Title	Administrative Aide VI (Clerk III)	Salary Grade	6
Plantilla Item Number	URSB-ADA6-16-2022	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. 21**

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. 22**

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. 23**

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		