



**JOB DESCRIPTION/SPECIFICATION**

1

<b>Position Title</b>	<b>Legal Assistant II</b>	<b>Salary Grade</b>	12
<b>Plantilla Item Number</b>	URSB-LEA2-8-2022	<b>Monthly Salary</b>	₱33,947.00
<b>Employment Status</b>	Permanent		
<b>Office/Unit</b>	Legal Unit		
<b>Immediate Supervisor</b>	Attorney IV		
<b>General Function of the Unit</b>	Responsible in handling all legal matters concerning the University		
<b>General Function of the Position</b>	Performs administrative legal duties in support to the University		
<b>Duties and Responsibilities</b>	<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>• Screens requests, handles inquiries and complaints</li> <li>• Assists in the administrative duties such as preparation of correspondence, issuances, resolution requests and reports</li> <li>• Takes and transcribes general dictation and meeting minutes</li> <li>• Manages, organizes and maintains documents in paper and electronic filing system</li> <li>• Acts as liaison with other departments and agencies</li> <li>• Provides general administrative assistance, such as maintaining the immediate head's calendar, scheduling of meetings and making travel arrangements</li> <li>• Performs other duties assigned</li> </ul>		
<b>Qualification Standards</b>			
<b>Education</b>	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses		
<b>Experience</b>	None required		
<b>Training</b>	4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure		
<b>Eligibility</b>	Career Service (Professional) / Second Level Eligibility		



**JOB DESCRIPTION/SPECIFICATION**

<b>Position Title</b>	<b>Information Officer I</b>	<b>Salary Grade</b>	11
<b>Plantilla Item Number</b>	URSB-INFO1-6-2022	<b>Monthly Salary</b>	₱31,705.00
<b>Employment Status</b>	Permanent		
<b>Office/Unit</b>	Information Unit		
<b>Immediate Supervisor</b>	Information Officer III		
<b>General Function of the Unit</b>	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.		
<b>General Function of the Position</b>	Responsible for assisting the Information Officer III with the efficient and effective service delivery of the Information Unit.		
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Assists in producing 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>• Assists in updating content and posts on the University's website, social media accounts, and other publicity channels</li> <li>• Conducts campus tours by either in-person or virtual means</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>		
<b>Qualification Standards</b>			
<b>Education</b>	Bachelor's Degree		
<b>Experience</b>	None required		
<b>Training</b>	None required		
<b>Eligibility</b>	Career Service (Professional) / Second Level Eligibility		



**JOB DESCRIPTION/SPECIFICATION**

3

<b>Position Title</b>	<b>Administrative Assistant III (Senior Bookkeeper)</b>	<b>Salary Grade</b>	9
<b>Plantilla Item Number</b>	URSB-ADAS3-39-2016	<b>Monthly Salary</b>	₱ 24,329.00
<b>Employment Status</b>	Permanent		
<b>Office/Unit</b>	Accounting Unit		
<b>Immediate Supervisor</b>	Accountant II		
<b>General Function of the Unit</b>	To provide accounting services and financial support to the University in accordance with laws, rules and regulations		
<b>General Function of the Position</b>	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.		
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Maintains database of all transactions</li> <li>• Prepares disbursement vouchers and journal entry vouchers</li> <li>• Prepares withholding tax certificates</li> <li>• Prepares special journals</li> <li>• Assists in the conduct of physical inventory</li> <li>• Performs other duties assigned</li> </ul>		
<b>Qualification Standards</b>			
<b>Education</b>	Completion of 2 years of studies in college (prior to 2018) or Completion of Grade 12 / Senior High School (starting 2016)		
<b>Experience</b>	1 year of relevant experience		
<b>Training</b>	4 hours of relevant training		
<b>Eligibility</b>	Career Service (Sub professional) / First Level Eligibility		



**JOB DESCRIPTION/SPECIFICATION**

4

<b>Position Title</b>	<b>Administrative Assistant II (Property Custodian)</b>	<b>Salary Grade</b>	8
<b>Plantilla Item Number</b>	URSB-ADAS2-45-2022	<b>Monthly Salary</b>	₱22,423.00
<b>Employment Status</b>	Permanent		
<b>Office/Unit</b>	Supply and Property Management Unit		
<b>Immediate Supervisor</b>	Administrative Officer V (Supply Officer III)		
<b>General Function of the Unit</b>	Manages the receiving, recording, issuance and disposal of all equipment and properties of the University		
<b>General Function of the Position</b>	Assists the immediate Head in managing the receiving, recording, issuance and disposal of all equipment and properties of the University		
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Prepares and update Supplies Ledger Card</li> <li>• In-charge in the releasing of supplies</li> <li>• Updates the supplies Bin Card</li> <li>• In-charge in the upkeep of the University Stock Room</li> <li>• Prepares the supplies inventory</li> <li>• Performs other duties assigned</li> </ul>		
<b>Qualification Standards</b>			
<b>Education</b>	Completion of 2 years of studies in college (prior to 2018) or Completion of Grade 12 / Senior High School (starting 2016)		
<b>Experience</b>	1 year of relevant experience		
<b>Training</b>	4 hours of relevant training		
<b>Eligibility</b>	Career Service (Sub professional) / First Level Eligibility		



**JOB DESCRIPTION/SPECIFICATION**

5

<b>Position Title</b>	<b>Administrative Aide VI (Clerk III)</b>	<b>Salary Grade</b>	6
<b>Plantilla Item Number</b>	URSB-ADA6-28-2022	<b>Monthly Salary</b>	₱ 19,716.00
<b>Employment Status</b>	Permanent		
<b>Office/Unit</b>	Accounting Unit		
<b>Immediate Supervisor</b>	Accountant II		
<b>General Function of the Unit</b>	To provide accounting services and financial support to the University in accordance with laws, rules and regulations.		
<b>General Function of the Position</b>	Performs administrative and clerical tasks within the office.		
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Serves as the incoming and outgoing document clerk</li> <li>• Performs general office duties such as data encoding, filing and maintaining a filing system, scanning, and requesting and maintaining office supplies</li> <li>• Screens all incoming phone calls, inquiries and correspondence and route accordingly</li> <li>• Performs other duties assigned</li> </ul>		
<b>Qualification Standards</b>			
<b>Education</b>	Completion of 2 years of studies in college (prior to 2018) or Completion of Grade 12 / Senior High School (starting 2016)		
<b>Experience</b>	None Required		
<b>Training</b>	None Required		
<b>Eligibility</b>	Career Service (Sub professional) / First Level Eligibility		



**JOB DESCRIPTION/SPECIFICATION**

6

<b>Position Title</b>	<b>Administrative Aide VI (Clerk III)</b>	<b>Salary Grade</b>	6
<b>Plantilla Item Number</b>	URSB-ADA6-31-2022	<b>Monthly Salary</b>	₱ 19,716.00
<b>Employment Status</b>	Permanent		
<b>Office/Unit</b>	Cash Unit		
<b>Immediate Supervisor</b>	Administrative Officer III (Cashier II)		
<b>General Function of the Unit</b>	Responsible for the cashiering operations of the Campus, assuring compliance with pertinent regulations concerning receipts, custody and handling of money or monetary substitutes.		
<b>General Function of the Position</b>	Performs administrative and clerical tasks within the office.		
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Serves as the incoming and outgoing document clerk</li> <li>• Performs general office duties such as data encoding, filing and maintaining a filing system, scanning, and requesting and maintaining office supplies</li> <li>• Ensures security of office equipment and availability of office supplies</li> <li>• Assists in recording and submission of approved ACIC/LDDAP ADA to the Land bank</li> <li>• Prepares Purchase Requests</li> <li>• Screens all incoming phone calls, inquiries and correspondence and route accordingly</li> <li>• Greets visitors and directs them to appropriate departments</li> <li>• Performs other duties assigned</li> </ul>		
<b>Qualification Standards</b>			
<b>Education</b>	Completion of 2 years of studies in college (prior to 2018) or Completion of Grade 12 / Senior High School (starting 2016)		
<b>Experience</b>	None required		
<b>Training</b>	None required		
<b>Eligibility</b>	Career Service (Subprofessional) / First Level Eligibility		



**JOB DESCRIPTION/SPECIFICATION**

7

<b>Position Title</b>	<b>Administrative Aide VI (Clerk III)</b>	<b>Salary Grade</b>	6
<b>Plantilla Item Number</b>	URSB-ADA6-12-2022	<b>Monthly Salary</b>	₱ 19,716.00
<b>Employment Status</b>	Permanent		
<b>Office/Unit</b>	Cash Unit		
<b>Immediate Supervisor</b>	Administrative Officer V (Cashier III)		
<b>General Function of the Unit</b>	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		
<b>General Function of the Position</b>	Performs administrative and clerical tasks within the office		
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Serves as the incoming and outgoing document clerk</li> <li>• Performs general office duties such as data encoding, filing and maintaining a filing system, scanning, and requesting and maintaining office supplies.</li> <li>• Ensures security of office equipment and availability of office supplies.</li> <li>• Assists in recording and submission of approved ACIC/LDDAP ADA to the Land bank</li> <li>• Prepares Purchase Requests and Requisition Issue Slip</li> <li>• Screens all incoming phone calls, inquiries and correspondence and route accordingly</li> <li>• Performs other duties assigned</li> </ul>		
<b>Qualification Standards</b>			
<b>Education</b>	Completion of 2 years of studies in college (prior to 2018) or Completion of Grade 12 / Senior High School (starting 2016)		
<b>Experience</b>	None required		
<b>Training</b>	None required		
<b>Eligibility</b>	Career Service (Subprofessional) / First Level Eligibility		



**JOB DESCRIPTION/SPECIFICATION**

8

<b>Position Title</b>	<b>Administrative Aide VI (Clerk III)</b>	<b>Salary Grade</b>	6
<b>Plantilla Item Number</b>	URSB-ADA6-20-2022	<b>Monthly Salary</b>	₱ 19,716.00
<b>Employment Status</b>	Permanent		
<b>Office/Unit</b>	Records Unit		
<b>Immediate Supervisor</b>	Administrative Officer V (Records Officer III)		
<b>General Function of the Unit</b>	Responsible for processing, storing, retrieving, managing, safekeeping and proper disposal of hard copy and digital records and information of the University		
<b>General Function of the Position</b>	Performs administrative and clerical tasks within the office		
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Serves as the incoming and outgoing document clerk</li> <li>• Performs general office duties such as data encoding, filing and maintaining a filing system, scanning, and requesting and maintaining office supplies</li> <li>• Ensures security of office equipment and availability of office supplies</li> <li>• Assists with presentations and reports</li> <li>• Screens all incoming phone calls, inquiries and correspondence and route accordingly</li> <li>• Performs other duties assigned</li> </ul>		
<b>Qualification Standards</b>			
<b>Education</b>	Completion of 2 years of studies in college (prior to 2018) or Completion of Grade 12 / Senior High School (starting 2016)		
<b>Experience</b>	None required		
<b>Training</b>	None required		
<b>Eligibility</b>	Career Service (Subprofessional) / First Level Eligibility		