



JOB DESCRIPTION/SPECIFICATION

1

Position Title	Supervising Administrative Officer (Financial and Management Officer I)	Salary Grade	22
Plantilla Item Number	URSB-SADOF-42-2022	Monthly Salary	₱81,796.00
Employment Status	Permanent		
Office/Unit	Finance Division		
Immediate Supervisor	Chief Administrative Officer		
General Function of the Unit	Responsible for planning, directing, coordinating, and supervising all finance services functions		
General Function of the Position	Assists the Chief Administrative Officer in the general financial services pertaining to budgeting and accounting services		
Duties and Responsibilities	<ul style="list-style-type: none"> • Cascades the division directions and integrates all programs, activities, and projects into a Division Work and Financial Plan. • Aligns work outputs and processes to the division directions and priorities and ensures conformance to internal and external policies that are applicable to the division. • Reviews, develops and recommends internal work processes, guidelines, standards, policies and procedures. • Investigates, evaluates, and proposes the adoption of new technologies and tools to improve and update division processes. • Resolves staff concerns and raises issues to the division head when beyond authority. • Assists in monitoring and assesses the transfer of technology, learned by subordinates from training programs or similar activities attended, in the workplace. • Provides inputs to the division head in rating the performance of subordinates, identifies performance gaps and proposes staff development needs. • In the absence of the division head, represents the division in all meetings and other official gatherings, and assumes his/her supervisory functions. • Performs other duties assigned 		
Qualification Standards			
Education	Bachelor's degree relevant to the job		
Experience	3 years of relevant experience		
Training	16 hours of relevant training		
Eligibility	Career Service (Professional) / Second Level Eligibility		



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JOB DESCRIPTION/SPECIFICATION

2

Position Title	Project Development Officer III	Salary Grade	18
Plantilla Item Number	URSB-PDO3-35-2022	Monthly Salary	₱53,818.00
Employment Status	Permanent		
Office/Unit	Project Management Unit		
Immediate Supervisor	SUC President 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	Plans project management activities, and analyzes financial information to keep projects on track and ensure timely completion		
Duties and Responsibilities	<ul style="list-style-type: none"> • Takes charge of planning project management activities, and analyzes financial information to keep projects on track • Develops a comprehensive infrastructure plan including construction, improvement, rehabilitation, demolition, repair, restoration and/or maintenance of University physical facilities • Assists in policy and planning development projects and prepares proposals, impact assessment and implementation plans • Collaborates with other units to define, prioritize and develop projects • Analyzes financial data including project budgets, risks and resource allocation • Conducts market research and gathers as much information about the goods, infrastructure projects or expertise required. • Monitors project implementation and evaluates projects to ensure they are meeting the University's standards, government statutory requirements, and adhere to budgets and meet deadlines • Manages project records through keeping and organizing up-to-date electronic and physical forms/documents • Ensures compliance and monitoring of Land Use Development and Infrastructure Project • Conducts onsite inspection of infrastructure projects • 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		



JOB DESCRIPTION/SPECIFICATION

Position Title	Registrar III	Salary Grade	18
Plantilla Item Number	URSB-R3-1-2002	Monthly Salary	₱53,818.00
Employment Status	Permanent		
Office/Unit	Registrar Unit, Morong Campus		
Immediate Supervisor	Campus Director		
General Function of the Unit	Responsible for the implementation of university policies and procedures regarding student registration, records, class schedules, instructional space scheduling, residency requirements, and graduation requirements.		
General Function of the Position	Recommends and participates in the development and implementation of university policies and procedures regarding student registration, records, class schedules, instructional space scheduling, residency requirements, and graduation requirements.		
Duties and Responsibilities	<ul style="list-style-type: none"> • Recommends and implements policies, rules and regulations on enrolment, promotion, retention, graduation and awards of students • Initiates, implements, and evaluates systematic innovations of students' records management • Prepares and consolidates statistical reports on student matters in consultation with the Campus Director • Coordinates with the Campus Director on the submission of records and reports of student • Checks and signs all documents needed by the clients • Acts on queries of faculty members and students pertaining to academic load, Transcript of Records, certifications and other related matters • Takes charge of the preparation of information materials like University catalogue and general bulletin of information • Performs other duties assigned 		
Qualification Standards			
Education	Bachelor's Degree		
Experience	2 years of relevant experience		
Training	8 hours of relevant training		
Eligibility	Career Service (Professional) / Second Level Eligibility		



JOB DESCRIPTION/SPECIFICATION

4

Position Title	Registrar III	Salary Grade	18
Plantilla Item Number	URSB-R3-2-2002	Monthly Salary	₱53,818.00
Employment Status	Permanent		
Office/Unit	Registrar Unit, Tanay Campus		
Immediate Supervisor	Campus Director		
General Function of the Unit	Responsible for the implementation of university policies and procedures regarding student registration, records, class schedules, instructional space scheduling, residency requirements, and graduation requirements.		
General Function of the Position	Recommends and participates in the development and implementation of university policies and procedures regarding student registration, records, class schedules, instructional space scheduling, residency requirements, and graduation requirements.		
Duties and Responsibilities	<ul style="list-style-type: none"> • Recommends and implements policies, rules and regulations on enrolment, promotion, retention, graduation and awards of students • Initiates, implements, and evaluates systematic innovations of students' records management • Prepares and consolidates statistical reports on student matters in consultation with the Campus Director • Coordinates with the Campus Director on the submission of records and reports of student • Checks and signs all documents needed by the clients • Acts on queries of faculty members and students pertaining to academic load, Transcript of Records, certifications and other related matters • Takes charge of the preparation of information materials like University catalogue and general bulletin of information • Performs other duties assigned 		
Qualification Standards			
Education	Bachelor's Degree		
Experience	2 years of relevant experience		
Training	8 hours of relevant training		
Eligibility	Career Service (Professional) / Second Level Eligibility		



JOB DESCRIPTION/SPECIFICATION

5

Position Title	Administrative Officer V (Administrative Officer III)	Salary Grade	18
Plantilla Item Number	URSB-ADOF5-9-2004	Monthly Salary	₱53,818.00
Employment Status	Permanent		
Office/Unit	Office of the Campus Director, Morong Campus		
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	Responsible for providing administrative support to the immediate head.		
Duties and Responsibilities	<ul style="list-style-type: none"> • Assists the Campus Director in planning, preparing, and implementing the approved annual development plan covering the operations of the campus • Assists the Campus Director in implementing University policies, thrusts, and programs • Assists the Campus Director in supervising and evaluating the performance of colleges, units/offices on the campus • Assists the Campus Director in proposing, on an annual basis, budgetary requirements, materials, supplies, and equipment needed by the campus • Assists the Campus Director in reviewing the performance of employees and promotes their welfare and development • Assists the Campus Director in ensuring the safety and protection of employees, students, and properties of the University • Prepares and submit detailed report on the progress, conditions and needs of the campus for inclusion in the Annual Report • Provides administrative assistance, such as writing and editing e-mails, drafting issuances, preparing written communications, taking minutes of the meeting and preparing resolutions • Manages information flow in a timely and accurate manner • Performs other related functions as may be assigned by the immediate supervisor 		
Qualification Standards			
Education	Bachelor's Degree		
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

6

Position Title	Accountant II	Salary Grade	16
Plantilla Item Number	URSB-A2-31-2022	Monthly Salary	₱45,694.00
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		



JOB DESCRIPTION/SPECIFICATION

7

Position Title	Administrative Officer IV (Human Resource Management Officer II)	Salary Grade	15
Plantilla Item Number	URSB-ADOF4-21-2022	Monthly Salary	₱42,178.00
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	1 year of relevant experience		
Training	4 hours of relevant training		
Eligibility	Career Service (Professional) / Second Level Eligibility		



JOB DESCRIPTION/SPECIFICATION

8

Position Title	Administrative Officer IV (Administrative Officer II)	Salary Grade	15
Plantilla Item Number	URSB-ADOF4-20-2022	Monthly Salary	₱42,178.00
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	Supervises repairs and maintenance of University Facilities		
Duties and Responsibilities	<ul style="list-style-type: none"> • Conducts inspection and oversees minor repair of buildings, furniture and fixtures • Facilitate the conduct of preventive maintenance • Prepares inspection report, detailed plan, detailed cost estimate, and scope of works • Requests supply and materials for repairs and maintenance of facilities, air-conditioning units and electrical services • Recommends human resource necessary to implement repairs and maintenance • Plans and implements staff development and recommend repair and maintenance personnel to specific skills enhancement training • Assists in the evaluation performance of personnel in the repairs and maintenance section • Performs other duties assigned 		
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		



JOB DESCRIPTION/SPECIFICATION

Position Title	Planning Officer II	Salary Grade	15
Plantilla Item Number	URSB-PLO2-28-2022	Monthly Salary	₱42,178.00
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	Provides assistance and inputs in setting the direction of the different components of the University		
Duties and Responsibilities	<ul style="list-style-type: none"> • Provides the needed coordination in setting the preparation of the annual accomplishment report • Provides coordination in the planning and evaluation of the annual, medium-term and long range institutional plans • Recommends policies and innovations relevant to the achievement and accomplishment of the University's major final output and performance • Assists in the preparation and facilitates submission of the University periodic and non-periodic reports to other government agencies • Prepares, reviews and coordinates project proposals related in the University budget reports • Performs other duties assigned 		
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		



JOB DESCRIPTION/SPECIFICATION

10

Position Title	Administrative Officer III (Supply Officer II)	Salary Grade	14
Plantilla Item Number	URSB-ADOF3-16-2022	Monthly Salary	₱ 38,764.00
Employment Status	Permanent		
Office/Unit	Procurement Unit		
Immediate Supervisor	Campus Director		
General Function of the Unit	Takes charge of the Procurement of Goods, Services and Infrastructure Projects in the Campus.		
General Function of the Position	Supervises the procurement and acquisition of all supplies, materials and equipment needed by the Campus.		
Duties and Responsibilities	<ul style="list-style-type: none"> • Takes charge in the operation of the procurement and acquisition of all office supplies, materials and equipment needed by the Campus • Spearheads the conduct of inventory of all assets of the Campus • Receives and records the supplies and equipment requested by the Campus • Prepares and coordinates the Project Procurement and Management Plan of the campus • Monitors the acquisition of request supplies and equipment • Prepares the Inventory and Inspection Report of Unserviceable Properties • Perform duties as assigned 		
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		



JOB DESCRIPTION/SPECIFICATION

11

Position Title	Legal Assistant II	Salary Grade	12
Plantilla Item Number	URSB-LEA2-9-2022	Monthly Salary	₱33,947.00
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 • Screens requests, handles inquiries and complaints • Assists in the administrative duties such as preparation of correspondence, issuances, resolution requests and reports • Takes and transcribes general dictation and meeting minutes • Manages, organizes and maintains documents in paper and electronic filing system • Acts as liaison with other departments and agencies • Provides general administrative assistance, such as maintaining the immediate head's calendar, scheduling of meetings and making travel arrangements • Performs other duties assigned 		
Qualification Standards			
Education	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses		
Experience	None required		
Training	4 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		



JOB DESCRIPTION/SPECIFICATION

12

Position Title	Information Officer I	Salary Grade	11
Plantilla Item Number	URSB-INFO1-5-2022	Monthly Salary	₱31,705.00
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"> • Assists in producing high-quality briefing materials, newsletters, and other University publications of both print and electronic for both internal and external stakeholders • Writes/Produces news and feature articles, announcements, social media posts, videos, other multimedia presentations, and podcasts with proficiency in both English and Filipino languages • Coordinates and assists with other units' media services and/or promotional needs • Assists in updating content and posts on the University's website, social media accounts, and other publicity channels • Conducts campus tours by either in-person or virtual means • Assists in establishing partnerships with external agencies for goodwill, open communication, and collaboration geared toward fulfilling the University's mission, vision, and strategic goals • Performs administrative functions like writing letters, reports, and meeting minutes; documentation; preparing for accreditation; and other relevant activities • Performs other duties assigned 		
Qualification Standards			
Education	Bachelor's Degree		
Experience	None required		
Training	None required		
Eligibility	Career Service (Professional) / Second Level Eligibility		



JOB DESCRIPTION/SPECIFICATION

13

Position Title	Administrative Assistant III (Senior Bookkeeper)	Salary Grade	9
Plantilla Item Number	URSB-ADAS3-51-2022	Monthly Salary	₱ 24,329.00
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 years of studies in college (prior to 2018) or Completion of Grade 12 / Senior High School (starting 2016)		
Experience	1 year of relevant experience		
Training	4 hours of relevant training		
Eligibility	Career Service (Sub professional) / First Level Eligibility		



JOB DESCRIPTION/SPECIFICATION

14

Position Title	Administrative Assistant II (Budgeting Assistant)	Salary Grade	8
Plantilla Item Number	URSB-ADAS2-46-2022	Monthly Salary	₱22,423.00
Employment Status	Permanent		
Office/Unit	Budget Unit		
Immediate Supervisor	Campus Director		
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 years of studies in college (prior to 2018) or Completion of Grade 12 / Senior High School (starting 2016)		
Experience	1 year of relevant experience		
Training	4 hours of relevant training		
Eligibility	Career Service (Sub professional) / First Level Eligibility		



JOB DESCRIPTION/SPECIFICATION

15

Position Title	Administrative Aide VI (Clerk III)	Salary Grade	6
Plantilla Item Number	URSB-ADA6-22-2004	Monthly Salary	₱ 19,716.00
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	Performs administrative and clerical tasks within the office		
Duties and Responsibilities	<ul style="list-style-type: none"> • Receives, record and releases documents • Computes honoraria for teaching overload, Part Time Instructors, Professorial Lecturers, and wages of Emergency Laborers/ Job Order • Maintains database of all transactions • 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 • Greets visitors and directs them to appropriate departments • Performs other duties assigned 		
Qualification Standards			
Education	Completion of 2 years of studies in college (prior to 2018) or Completion of Grade 12 / Senior High School (starting 2016)		
Experience	None required		
Training	None required		
Eligibility	Career Service (Subprofessional) / First Level Eligibility		



JOB DESCRIPTION/SPECIFICATION

16

Position Title	Administrative Aide IV (Clerk II)	Salary Grade	4
Plantilla Item Number	URSB-ADA4-36-2004	Monthly Salary	₱17,506.00
Employment Status	Permanent		
Office/Unit	Supply and Property Management Unit, Angono Campus		
Immediate Supervisor	Campus Director		
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	Performs administrative and clerical tasks within the office		
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 campus stock room • Prepares the supplies inventory • Performs other duties assigned 		
Qualification Standards			
Education	Completion of two years of college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)		
Experience	None required		
Training	None required		
Eligibility	Career Service (Sub professional) / First Level Eligibility		



JOB DESCRIPTION/SPECIFICATION

17

Position Title	Administrative Aide IV (Clerk II)	Salary Grade	4
Plantilla Item Number	URSB-ADA4-40-2004	Monthly Salary	₱17,506.00
Employment Status	Permanent		
Office/Unit	Supply and Property Management Unit, Cardona Campus		
Immediate Supervisor	Campus Director		
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	Performs administrative and clerical tasks within the office		
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 campus stock room • Prepares the supplies inventory • Performs other duties assigned 		
Qualification Standards			
Education	Completion of two years of college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)		
Experience	None required		
Training	None required		
Eligibility	Career Service (Sub professional) / First Level Eligibility		



JOB DESCRIPTION/SPECIFICATION

18

Position Title	Administrative Aide IV (Clerk II)	Salary Grade	4
Plantilla Item Number	URSB-ADA4-40-2004	Monthly Salary	₱17,506.00
Employment Status	Permanent		
Office/Unit	Supply and Property Management Unit, Taytay Campus		
Immediate Supervisor	Campus Director		
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	Performs administrative and clerical tasks within the office		
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 campus stock room • Prepares the supplies inventory • Performs other duties assigned 		
Qualification Standards			
Education	Completion of two years of college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)		
Experience	None required		
Training	None required		
Eligibility	Career Service (Sub professional) / First Level Eligibility		



JOB DESCRIPTION/SPECIFICATION

19

Position Title	Administrative Aide IV (Clerk II)	Salary Grade	4
Plantilla Item Number	URSB-ADA4-24-2004	Monthly Salary	₱17,506.00
Employment Status	Permanent		
Office/Unit	Human Resource Management Unit, Tanay Campus		
Immediate Supervisor	Campus Director		
General Function of the Unit	To assess the work required to achieve the University's goal, put the right people in the right positions to do the work and empower them to perform at the highest possible levels.		
General Function of the Position	Supervises and implements 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"> • Conducts a comprehensive and balanced human resource development program designed to raise level of efficiency, effectiveness and morale of personnel • Sees to it that all campus personnel complies with the submission of documents pertaining to Performance Evaluation System • Attends to meetings as member of the Campus Performance Management Team, and Campus PRAISE Committee • Initiates the establishment of linkages for staff development • Assesses HR needs, proposes and conducts HR interventions • Supervises the preparation and safekeeping of pertinent documents, reports and other personnel actions • Reviews work performance of personnel to conform with existing laws, rules and regulations, and policies related to personnel matters • Performs other duties assigned 		
Qualification Standards			
Education	Completion of two years of college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)		
Experience	None required		
Training	None required		
Eligibility	Career Service (Sub professional) / First Level Eligibility		



JOB DESCRIPTION/SPECIFICATION
20

Position Title	Administrative Aide IV (Clerk II)	Salary Grade	4
Plantilla Item Number	URSB-ADA4-37-2004	Monthly Salary	₱17,506.00
Employment Status	Permanent		
Office/Unit	International Development & Special Programs		
Immediate Supervisor	Head of International Development & Special Programs		
General Function of the Unit	Collaborates with stakeholders on international development and special programs and initiates related projects.		
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 two years of college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)		
Experience	None required		
Training	None required		
Eligibility	Career Service (Sub professional) / First Level Eligibility		



JOB DESCRIPTION/SPECIFICATION
21

Position Title	Administrative Aide IV (Clerk II)	Salary Grade	4
Plantilla Item Number	URSB-ADA4-41-2004	Monthly Salary	₱17,506.00
Employment Status	Permanent		
Office/Unit	Office of the Campus Director, Antipolo Campus		
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"> • 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 two years of college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)		
Experience	None required		
Training	None required		
Eligibility	Career Service (Sub professional) / First Level Eligibility		



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JOB DESCRIPTION/SPECIFICATION
 22

Position Title	Farm Worker II	Salary Grade	4
Plantilla Item Number	URSB-FAWK2-3-2002	Monthly Salary	₱ 17,506.00
Employment Status	Permanent		
Office/Unit	Production Unit		
Immediate Supervisor	Director for Production		
General Function of the Unit	Focuses on the enhancement and innovation of the University income generation through the establishment and development of income generating projects/SMEs and services as well as to working hand in hand with other units to help in achieving the University Vision and Mission		
General Function of the Position	Performs a variety of tasks related to agriculture and farming, including planting, harvesting, and maintaining crops, as well as caring for livestock and farm equipment		
Duties and Responsibilities	<ul style="list-style-type: none"> • Plants, cultivates, maintains, and harvests crops such as vegetables, fruits, and other crops • Maintains and repairs farm buildings, machinery, and equipment • Feeds and cares for animals, such as cows, pigs, chickens, and other farm animals • Operates and maintains farm equipment and machinery such as tractors, plows, harvesters • Transports and hauls crops, livestock, and equipment to different areas of the farm/market • Performs other duties assigned 		
Qualification Standards			
Education	Elementary School Graduate		
Experience	None required		
Training	None required		
Eligibility	None required (MC 11, s. 96-Cat. III)		



JOB DESCRIPTION/SPECIFICATION

23

Position Title	Administrative Aide III (Clerk I)	Salary Grade	3
Plantilla Item Number	URSB-ADA3-48-2004	Monthly Salary	₱16,486.00
Employment Status	Permanent		
Office/Unit	General Services Unit, Rodriguez Campus		
Immediate Supervisor	Campus Director		
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"> • Monitors minor and major repair needs of campus equipment, and building structure • Ensures the cleanliness, orderliness, and safety of offices and campus facilities, including landscaping • Ensures availability, proper storage and inventory of materials and equipment under the unit • Performs other duties assigned 		
Qualification Standards			
Education	Completion of 2 years of studies in college (prior to 2018) or Completion of Grade 12 / Senior High School (starting 2016)		
Experience	None required		
Training	None required		
Eligibility	Career Service (Subprofessional) / First Level Eligibility		



JOB DESCRIPTION/SPECIFICATION

24

Position Title	Administrative Aide III (Clerk I)	Salary Grade	3
Plantilla Item Number	URSB-ADA3-55-2004	Monthly Salary	₱16,486.00
Employment Status	Permanent		
Office/Unit	General Services Unit, Tanay Campus		
Immediate Supervisor	Campus Director		
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"> • Monitors minor and major repair needs of campus equipment, and building structure • Ensures the cleanliness, orderliness, and safety of offices and campus facilities, including landscaping • Ensures availability, proper storage and inventory of materials and equipment under the unit • Performs other duties assigned 		
Qualification Standards			
Education	Completion of 2 years of studies in college (prior to 2018) or Completion of Grade 12 / Senior High School (starting 2016)		
Experience	None required		
Training	None required		
Eligibility	Career Service (Subprofessional) / First Level Eligibility		



JOB DESCRIPTION/SPECIFICATION
 25

Position Title	Farm Worker I	Salary Grade	2
Plantilla Item Number	URSB-FAWK1-2-2002	Monthly Salary	₱15,522.00
Employment Status	Permanent		
Office/Unit	Production Unit		
Immediate Supervisor	Director for Production		
General Function of the Unit	Focuses on the enhancement and innovation of the University income generation through the establishment and development of income-generating projects/SMEs and services, as well as working hand in hand with other units to help in achieving the University's Vision and Mission		
General Function of the Position	Performs a variety of tasks related to agriculture and farming, including planting, harvesting, and maintaining crops, as well as caring for livestock and farm equipment		
Duties and Responsibilities	<ul style="list-style-type: none"> • Plants, cultivates, maintains, and harvests crops such as vegetables, fruits, and other crops • Maintains and repairs farm buildings, machinery, and equipment • Feeds and cares for animals, such as cows, pigs, chickens, and other farm animals • Operates and maintains farm equipment and machinery such as tractors, plows, harvesters • Transports and hauls crops, livestock, and equipment to different areas of the farm/market • Performs other duties assigned 		
Qualification Standards			
Education	Elementary School Graduate		
Experience	None required		
Training	None required		
Eligibility	None required (MC 11, s. 96-Cat. III)		



JOB DESCRIPTION/SPECIFICATION

26

Position Title	Farm Worker I	Salary Grade	2
Plantilla Item Number	URSB-FAWK1-15-2002	Monthly Salary	₱15,522.00
Employment Status	Permanent		
Office/Unit	Production Unit		
Immediate Supervisor	Director for Production		
General Function of the Unit	Focuses on the enhancement and innovation of the University income generation through the establishment and development of income-generating projects/SMEs and services, as well as working hand in hand with other units to help in achieving the University's Vision and Mission		
General Function of the Position	Performs a variety of tasks related to agriculture and farming, including planting, harvesting, and maintaining crops, as well as caring for livestock and farm equipment		
Duties and Responsibilities	<ul style="list-style-type: none"> • Plants, cultivates, maintains, and harvests crops such as vegetables, fruits, and other crops • Maintains and repairs farm buildings, machinery, and equipment • Feeds and cares for animals, such as cows, pigs, chickens, and other farm animals • Operates and maintains farm equipment and machinery such as tractors, plows, harvesters • Transports and hauls crops, livestock, and equipment to different areas of the farm/market • Performs other duties assigned 		
Qualification Standards			
Education	Elementary School Graduate		
Experience	None required		
Training	None required		
Eligibility	None required (MC 11, s. 96-Cat. III)		