



MC No. 20, s. 2012

MEMORANDUM CIRCULAR

TO : ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS; AND STATE UNIVERSITIES AND COLLEGES

SUBJECT : Qualification Standards of Assessor and Appraiser Positions

Pursuant to CSC Resolution No. 1201367 promulgated on September 20, 2012, the Commission amends the existing qualification standards of the following Assessor and Appraiser positions in government:

Position	Sector	Education	Experience	Training	Eligibility
Provincial Assessor (Mandatory)	Local	Bachelor's degree preferably in Civil or Mechanical Engineering, Commerce or any other related course	5 years experience in real property assessment work or in any related field	None	RA 1080 (Real Estate Service)
Assistant Provincial Assessor (Optional)	Local	Bachelor's degree preferably in Civil or Mechanical Engineering, Commerce or any other related course	3 years experience in real property assessment work or in any related field	None	RA 1080 (Real Estate Service)
City Assessor I (Mandatory)	Local	Bachelor's degree preferably in Civil or Mechanical Engineering, Commerce, or any other related course	5 years experience in real property assessment work or in any related field	None	RA 1080 (Real Estate Service)
Assistant City Assessor I (Optional)	Local	Bachelor's degree preferably in Civil or Mechanical Engineering, Commerce, or any other related course	3 years experience in real property assessment work or in any related field	None	RA 1080 (Real Estate Service)

In a Race to Serve: Responsive, Accessible, Courteous and Effective Public Service

Position	Sector	Education	Experience	Training	Eligibility
City Assessor II (HUC/MMC) (Mandatory)	Local	Bachelor's degree preferably in Civil or Mechanical Engineering, Commerce, or any other related course	5 years experience in real property assessment work or in any related field	None	RA 1080 (Real Estate Service)
Assistant City Assessor II (HUC/MMC) (Optional)	Local	Bachelor's degree preferably in Civil or Mechanical Engineering, Commerce, or any other related course	3 years experience in real property assessment work or in any related field	None	RA 1080 (Real Estate Service)
City Assessor III (Special City) (Mandatory)	Local	Bachelor's degree preferably in Civil or Mechanical Engineering, Commerce, or any other related course	5 years experience in real property assessment work or in any related field	None	RA 1080 (Real Estate Service)
Assistant City Assessor III (Special City) (Optional)	Local	Bachelor's degree preferably in Civil or Mechanical Engineering, Commerce, or any other related course	3 years experience in real property assessment work or in any related field	None	RA 1080 (Real Estate Service)
Municipal Assessor I (Mandatory)	Local	Bachelor's degree preferably in Civil or Mechanical Engineering, Commerce, or any other related course	3 years experience in real property assessment work or in any related field	None	RA 1080 (Real Estate Service)
Assistant Municipal Assessor I (Optional)	Local	Bachelor's degree preferably in Civil or Mechanical Engineering, Commerce, or any other related course	1 year experience in real property assessment work or in any related field	None	RA 1080 (Real Estate Service)
Municipal Assessor II (MMCM) (Mandatory)	Local	Bachelor's degree preferably in Civil or Mechanical Engineering, Commerce, or any other related course	3 years experience in real property assessment work or in any related field	None	RA 1080 (Real Estate Service)

Position	Sector	Education	Experience	Training	Eligibility
Assistant Municipal Assessor II (MMCM) (Optional)	Local	Bachelor's degree preferably in Civil or Mechanical Engineering, Commerce, or any other related course	1 year experience in real property assessment work or in any related field	None	RA 1080 (Real Estate Service)
Local Assessment Operations Officer I	National	Bachelor's degree	None	None	RA 1080 (Real Estate Service)
Local Assessment Operations Officer II	National	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	RA 1080 (Real Estate Service)
Local Assessment Operations Officer III	National	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	RA 1080 (Real Estate Service)
Local Assessment Operations Officer IV	National	Bachelor's degree	3 years of relevant experience	16 hours of relevant training	RA 1080 (Real Estate Service)
Local Assessment Operations Officer V	National	Master's degree	4 years in position/s involving management and supervision	24 hours of training in management and supervision	RA 1080 (Real Estate Service)
Junior Appraiser	GFI	Bachelor's degree in Engineering relevant to the job or Architecture	2 years of relevant experience	8 hours of relevant training	RA 1080 (Real Estate Service)
Property Appraiser I	National, GFI	Bachelor's degree relevant to the job	None	None	RA 1080 (Real Estate Service)
Property Appraiser II	National, GFI	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	RA 1080 (Real Estate Service)
Property Appraiser III	National, GFI	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	RA 1080 (Real Estate Service)
Property Appraiser IV	GFI	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	RA 1080 (Real Estate Service)
Property Appraiser IV	National	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	RA 1080 (Real Estate Service)
Property Appraiser V	GFI	Bachelor's degree relevant to the job	4 years of relevant experience	24 hours of relevant training	RA 1080 (Real Estate Service)

Position	Sector	Education	Experience	Training	Eligibility
Property Appraiser V	National	Master's degree	4 years in position/s involving management and supervision	24 hours of training in management and supervision	RA 1080 (Real Estate Service)

The appointment of incumbents to subject positions, who do not possess the required RA 1080 (Real Estate Service) eligibility but were appointed under permanent status prior to the issuance of this policy, shall not be disturbed. However, they shall not be eligible for promotion to higher Assessor and Appraiser positions unless they meet the required RA 1080 eligibility.

This Memorandum Circular shall take effect fifteen (15) days after the publication of CSC Resolution No. 1201367 dated September 20, 2012 in a newspaper of general circulation.


FRANCISCO J. DUQUE III, MD, MSc
 Chairman

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