
Local Government Unit of Talavera, Nueva Ecija

CSC Publication Code : 20180105-01-03
CSC Website Posting Date : 05-January-2018
Position Title : **Municipal Assessor**
Annual Salary : 611,388.00 Salary/Job Grade : 24

Job Qualification Standards/Requirements:

Education : Bachelor's Degree preferably in Civil or Mechanical Engineering, Commerce, or any other related course. Note : No person shall be appointed assessor unless he is a citizen of the Philippines, a resident of the local government unit concerned, of good moral character, a holder of a college degree preferably in civil or mechanical engineering, commerce or any related course from a recognized college or university, and a first grade civil service eligible or its equivalent. He must have acquired experience in real property assessment work or in any related field for at least five (5) years in the case of the city or provincial assessor, and three (3) years in the case of the municipal assessor.

Training : 3 years experience in real property assessment work or in any related field

Experience : None

Eligibility : First grade or its equivalent

Number of Vacancy/ies : One (1)

1 . Plantilla Item No. : 1
CSC Posting ID : ExMan6783
Place of Assignment : Municipal Assessor
Regional Location : CENTRAL LUZON
Other Requirements : 1) Determine taxability and value of properties, using methods such as field inspection, structural measurement, calculation, sales analysis, market trend studies, and income and expense analysis. 2) Inspect new construction and major improvements to existing structures in order to determine values. 3) Explain assessed values to property owners and defend appealed assessments at public hearings. 4) Inspect properties, considering factors such as market value, location, and building or replacement costs to determine appraisal value. 5) Prepare and maintain current data on each parcel assessed, including maps of boundaries, inventories of land and structures, property characteristics, and any applicable exemptions. 6) Identify the ownership of each piece of taxable property. 7) Conduct regular reviews of property within jurisdictions in order to determine changes in property due to construction or demolition. 8) Complete and maintain assessment rolls that show the assessed values and status of all property in a municipality. 9) Issue notices of assessments and taxes. 10) Review information about transfers of property to ensure its accuracy, checking basic information on buyers, sellers, and sales prices and making corrections as necessary. 11) Maintain familiarity with aspects of local real estate markets. 12) Analyze trends in sales prices, construction costs, and rents, in order to assess property values and/or determine the accuracy of assessments. 13) Approve applications for property tax exemptions or deductions. 14) Establish uniform and equitable systems for assessing all classes and kinds of property. 15) Write and submit appraisal and tax reports for public record. 16) Serve on assessment review boards. 17) Provide sales analyses to be used for equalization of school aid. 18) Calculate tax bills for properties by multiplying assessed values by jurisdiction tax rates.

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Position Title : **Municipal Government Department Head I (Tourism Officer)**
Annual Salary : 611,388.00 Salary/Job Grade : 24

Job Qualification Standards/Requirements:

Education : Bachelor's Degree
Training : 4 years in position/s involving management and supervisions
Experience : 24 hours of training in management and supervision
Eligibility : Career Service (Professional) Second Level Eligibility

Number of Vacancy/ies : One (1)

1 . Plantilla Item No. : 1
CSC Posting ID : ExMan6782
Place of Assignment : Municipal Tourism Office
Regional Location : CENTRAL LUZON
Other Requirements : Tourism officer will develop and promote tourism in order to attract visitors and generate income for a particular site, also known as destination managers, work for a range of employers, including public and private destination management organizations, public agencies or partnerships and local authorities. The role is varied and may include many different types of work. Key areas include marketing, visitor management and the development of tourism products, services and facilities. Tourism job may involve strategic planning, particularly in local authorities.

Please Direct Your Inquiries and Job Application to :

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