



**Republic of the Philippines  
CITY COUNCIL  
City of Manila**

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**REGULAR SESSION NO. 45**

**11<sup>TH</sup> CITY COUNCIL**

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**Begun and held in the City Council on Thursday,  
the twenty-eighth day of November, Two Thousand Nineteen**

**ORDINANCE NO. 8600**

**AN ORDINANCE** RETITLING THE POSITION TITLES IN THE ASSESSMENT RECORDS MANAGEMENT DIVISION AND ASSESSMENT STANDARDS AND EXAMINATION DIVISION OF THE DEPARTMENT OF ASSESSMENT IN ACCORDANCE WITH SECTION 5, CHAPTER 1 OF THE MANUAL ON REAL PROPERTY APPRAISAL AND ASSESSMENT OPERATIONS OF THE BUREAU OF LOCAL GOVERNMENT FINANCE, DEPARTMENT OF FINANCE PRESCRIBING THE MINIMUM AND MAXIMUM ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN FOR PROVINCIAL/CITY/MUNICIPAL ASSESSOR'S OFFICE IN THE LOCAL GOVERNMENT UNITS

**SPONSORED BY:**

**HON. JOEL R. CHUA  
Majority Floor Leader**

## **EXPLANATORY NOTE**

As per Memorandum Circular No. 20, Series of 2012, of the Civil Service Commission, the existing qualification standards of assessors and appraiser positions was amended. In the local level, only the City Assessor III and Assistant City Assessor III was required to have an eligibility under R.A. 1080 (Real Estate Services). On the other hand, all positions for Local Assessment Operations Officer I to Local Assessment Operations Officer V in the national level is required to have the same eligibility. Since the City of Manila is a special city and the salary grade of positions is at par with the national level, the Civil Service Commission, through the City Personnel Office is also requiring the same eligibility in the City of Manila for all positions from Local Assessment Operations Officer I to Local Assessment Operations Officer V.

Under the approved Personnel Schedule of the Department of Assessment as incorporated in the Executive Budget of the City of Manila for the current and incoming year, all positions in the Assessment Records Management Division and Assessment Standards and Examination Division were reclassified as Local Assessment Operations Officer I, II, III, IV and V, despite the fact that they are not doing appraisal and assessment function but merely recording of transactions and safekeeping of records. As a consequence thereof, all personnel holding these positions are being deprived of any promotion since they are required to have this eligibility similar to their counterparts in the national level unless they take up a refresher course on Bachelor of Science in Real Estate Management (BSREM) for two (2) years and pass the board exam.

Henceforth, there is a need to retitle the positions in the Assessment Records Management Division and in the Assessment Standards and Examination Division of the Department of Assessment to conform with the position titles as provided for under Section 5, Chapter I, of the Manual on Real Property Appraisal and Assessment Operations (MRPAAO) prescribing the minimum and maximum organizational structure and staffing pattern for Provincial/City/Municipal Assessor's Office in the Local Government Units, thus giving the chance to holders of these position titles to be promoted after having served the city for more than two (2) decades, some of which are about to retire soon.

In view of the foregoing circumstances, approval of this Ordinance is hereby sought.

Be it ordained by the City Council of Manila, in session assembled, *THAT*:

**SECTION 1.** Pursuant to Section 2, Chapter I, of the Manual on Real Property Appraisal and Assessment Operations, the BLGF shall exercise technical supervision and coordination over the treasury and assessment operations of local governments; provide consultative service and technical assistance on real property assessments, local taxation and other related matters; and exercise line supervision over its Regional Offices and the Local Treasury and Assessment Services nationwide.

**SEC. 2.** Prescribed likewise under Section 5, Chapter I, of the said Manual is the minimum and maximum organizational structure and staffing pattern for the Provincial/City/Municipal Assessor's Offices in the local government with the following divisions:

- A. Assessment Operations Evaluation Unit
- B. Administrative Division
  
- C. Assessment Records Management Division**
  - Assessment Records Officer V, SG-24
  - Assessment Records Officer IV, SG-22
  - Assessment Records Officer III, SG-18
  - Assessment Records Officer II, SG-15
  - Assessment Records Officer I, SG-11
  
- D. Tax Mapping Operations Division
- E. Property Appraisal Division
  
- F. Assessment Standards and Examination Division**
  - Assessment Examiner V, SG-24
  - Assessment Examiner IV, SG-22
  - Assessment Examiner III, SG-18
  - Assessment Examiner II, SG-15
  - Assessment Examiner I, SG-11

**SEC. 3.** Memorandum Circular No. 20, Series of 2012, amended the qualification standards of assessor and appraiser positions in the government and shall be filled only by registered and licensed practitioners, thus possess the required eligibility under R.A. 1080 (Real Estate Service). However, in the City of Manila, the Civil Service Commission through the City Personnel Office extended this eligibility requirements to all positions for Local Assessment Operations Officer I to Local Assessment Operations Officer V.

**SEC. 4.** Under the said Memorandum Circular No. 20, all position titles of Local Assessment Operations Officer I to Local Assessment Operations Officer V in the national level is also being required the same eligibility under R.A. 1080 (RESA). However, this is being applied to similar positions in the City of Manila being a special class city where the salary grade is at par with the national government, though excluded under the said circular.

**SEC. 5.** Under the approved Personnel Schedule of the Department of Assessment, as incorporated in the Executive Budget of the City of Manila for the current year, there are positions in the two (2) divisions of the department, namely the Assessment Records Management Division and the Assessment Standards and Examination Division, which were reclassified before as Local Assessment Operations Officer I to Local Assessment Operations Officer V despite the fact that they are not doing appraisal and assessment work but merely recording of transactions and safekeeping of records. Since these position titles are requiring the eligibility under R.A. 1080 (RESA), the holders of these positions are being deprived of any promotion unless they take up a two (2) year course of Bachelor of Science in Real Estate Management (BSREM) after which they have yet to pass the required board exam.

**SEC. 6.** The following position titles in the Assessment Records Management Division and Assessment Standards and Examination Division are hereby amended to conform with Section 5, Chapter I, of the Manual on Real Property Appraisal and Assessment Operations and to give the holders of these position titles to be promoted after having served the City of Manila for a number of years considering that they are not performing appraisal and assessment function:

**ASSESSMENT RECORDS MANAGEMENT DIVISION**

No.	<u>FROM</u>			Salary/ Annum	<u>TO</u>			Increase/ Decrease
	Position Title	SG			Position Title	SG		
1	Local Assessment Operations Officer V	24	4	1,050,684	Assessment Records Officer V	24	4	1,050,684
1	Local Assessment Operations Officer IV	22	1	783,828	Assessment Records Officer IV	22	1	783,828
1	Local Assessment Operations Officer III	18	1	487,644	Assessment Records Officer III	18	1	487,644
1	Local Assessment Operations Officer III	18	6	518,604	Assessment Records Officer III	18	6	518,604
1	Local Assessment Operations Officer II	15	6	389,628	Assessment Records Officer II	15	6	389,628
1	Local Assessment Operations Officer I	11	4	259,428	Assessment Records Officer I	11	4	259,428
1	Local Assessment Operations Officer I	11	1	249,048	Assessment Records Officer I	11	1	249,048
7	<b>Total</b>			<b>3,738,864</b>				<b>3,738,864</b>

**ASSESSMENT STANDARDS AND EXAMINATION DIVISION**


No.	Position Title	FROM		Salary/ Annum	Position Title	TO		Salary/ Annum	Increase/ Decrease
		SG				SG			
1	Local Assessment Operations Officer V	24	2	1,017,204	Assessment Examiner V	24	2	1,017,204	
1	Local Assessment Operations Officer IV	22	1	783,828	Assessment Examiner IV	22	1	783,828	
1	Local Assessment Operations Officer III	18	4	505,980	Assessment Examiner III	18	4	505,980	
1	Local Assessment Operations Officer III	18	1	487,644	Assessment Examiner III	18	1	487,644	
1	Local Assessment Operations Officer II	15	6	389,628	Assessment Examiner II	15	6	389,628	
2	Local Assessment Operations Officer II	15	1	732,744	Assessment Examiner II	11	1	732,744	
2	Local Assessment Operations Officer I	11	1	498,096	Assessment Examiner I	11	1	498,096	
9	Total			4,415,124				4,415,124	

**SEC. 7.** In the retitling of these position titles, there shall be no additional funds needed as the holders of the positions shall also hold the same salary grade and step once approved which were all funded in the approved budget of the Department of Assessment both for the current year 2019 and the incoming year 2020.

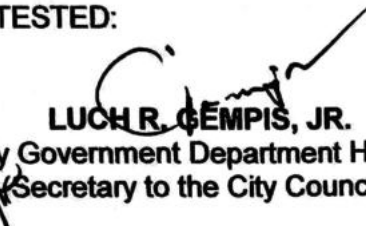
**SEC. 8. Effectivity Clause.** – This Ordinance shall take effect immediately upon its approval.

This Ordinance was finally enacted by the City Council of Manila on December 16, 2019.

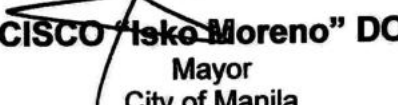
PRESIDED BY:

  
✓ **MARIA SHEILAH "Honey" LACUNA-PANGAN, MD, FPDS**  
Vice-Mayor and Presiding Officer  
City Council, Manila

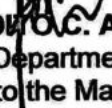
ATTESTED:

  
**LUCH R. GEMPIS, JR.**  
City Government Department Head III  
(Secretary to the City Council)

APPROVED BY HIS HONOR, THE MAYOR, ON JAN 28 2020.

  
**FRANCISCO "Isko Moreno" DOMAGOSO**  
Mayor  
City of Manila

ATTESTED:

  
**BERNARDITO C. ANG**  
City Government Department Head III  
(Secretary to the Mayor)

RNF: jhb/acf/md/jmt/jrp