

Position	Project Evaluation Officer I
Salary Rate	Php 15,818.00/month
Employment Status	Contract of Service (COS)
Division	Project Execution and Monitoring Division (PEMD)
Service	Local Government Unit Operations Service
Qualifications	<ul style="list-style-type: none"> • Graduate of a Bachelor's degree in Public Administration, Real Estate Management, Engineering, Commerce or other related courses • Preferably with experience in project management and with background in local assessment and/or treasury operations in the LGUs • Preferably CS Professional eligible or its equivalent • Proficient in Excel, Word and Powerpoint • Excellent skills in written and verbal communication • Possess analytical, planning and organizing skills • Positive work ethics and values • Strong interpersonal and organizational skills
Key Functions/Tasks	<ul style="list-style-type: none"> • Prepares Project Proposal/Concept Papers; • Reviews the application of LGUs for project assistance pertaining to Real Property Tax Administration, Revenue Generation, Local Treasury and/or Assessment Operations ; and provide recommendations; • Prepares presentation materials for technical trainings and assist in the conduct of the same; • Conducts evaluation/monitoring of BLGF on-going projects and prepare the corresponding report/recommendations; • Reviews existing monitoring and evaluation tools and recommends enhancements on such tools; • Acts on LGUs' request for technical assistance, if necessary and • Performs other tasks as may be assigned.

Position	Local Assessment Operations Officer I
Salary Rate	Php 19,620.00/month
Employment Status	Contract of Service (COS)
Division	Local Assessment Operations Division (LAOD)
Service	Local Government Unit Operations Service
Qualifications	<ul style="list-style-type: none"> • Graduate of a Bachelor's Degree in Real Estate Management, Engineering, Economics, Commerce, Public Administration or other related degrees • Licensed Real Estate Appraiser (REA) • Proficient in Excel, Word and Powerpoint • Excellent skills in written and verbal communication • Preferably with legal background or a law student • Positive work ethics and value
Key Functions/Tasks	<ul style="list-style-type: none"> • Prepares opinions/rulings, referral letters/indorsement, memorandums and other form of communications pertaining to real property valuation, appraisal and assessment; • Assists in the conduct of field studies/research works including the conduct of fact-finding investigation and/or ocular inspection involving real property valuation, appraisal and assessment; • Participates in the conduct of assessment evaluation in MMA Assessor's Offices and other LGUs outside MMA, as may be necessary; • Assists in the review of the assessment reports submitted through LIFT electronic system; • Assist in facilitating FGDs and meetings on property appraisal and assessment matters; • Assist in the finalization and roll-out of assessment manuals; and • Perform other tasks as may be assigned

Position	Field Operations Assistant I
Salary Rate	Php 15,818.00/month
Employment Status	Contract of Service (COS)
Division	Local Assessment Operations Division (LAOD)
Service	Local Government Unit Operations Service
Qualifications	<ul style="list-style-type: none"> • Graduate of a Bachelor's Degree in Real Estate Management, Economics, Public Administration, Commerce or other related degrees • Preferably CS Professional eligible or its equivalent • Proficient in Excel, Word and Powerpoint • Excellent skills in written and verbal communication • Positive work ethics and value
Key Functions/Tasks	<ul style="list-style-type: none"> • Assists in the preparation of Assessment Operations Evaluation Reports • Prepares acknowledgement of reports and communications from the LGUs and regional offices • Performs administrative tasks of the division such as recording of incoming and outgoing communication, encoding of simple communications, and filing of reports and documents; • Assists in the maintenance and updating of the database of the assessment reports submitted by the different regional offices; and the Metro Manila Area (MMA) local assessors' offices such as, but not limited to: (i) Quarterly Reports on Real Property Assessments (QRRPA); (ii) Status of SMV Updating and Conduct of General Revision of Assessments and Property Classification; (iii) Status of Idle Land Inventory; (iv) AEEM Reports; and (v) Inventory of Idle Lands Suitable for Socialized Housing Projects; • Prepares presentation materials for FGDs ,meetings, trainings, and other similar activities on property and assessment operation • Performs other tasks as may be assigned.

Position	Training Specialist I
Salary Rate	Php 19,620.00/month
Employment Status	Contract of Service (COS)
Division	Capacity Building Division (CBD)
Service	Local Government Unit Operations Service
Qualifications	<ul style="list-style-type: none"> • Graduate of a Bachelor's Degree in Public Administration, Human Resources, Psychology, Education, Commerce or other related degrees • Preferably with experience in teaching, managing and facilitating training activities • Preferably CS Professional eligible or its equivalent • Proficient in Excel, Word and Powerpoint • Excellent interpersonal and communication skills • Positive work ethics and values • Willing to render overtime when necessary
Key Functions/Tasks	<ul style="list-style-type: none"> • Maintain and update the training database of trainers, training design, modules; • Maintain and update inventory of trained treasurers and assessor and their profiles; • Research/gather necessary materials needed for course design/development; • Facilitates trainings, workshops and other learning events or activities; • Administer evaluation surveys and processes results; • Prepares post activity reports and other required reports from the division; • Performs other tasks as may be required.

Position	Training Assistant
Salary Rate	Php 15,818.00/month
Employment Status	Contract of Service (COS)
Division	Capacity Building Division (CBD)
Service	Local Government Unit Operations Service
Qualifications	<ul style="list-style-type: none"> • Graduate of a Bachelor's Degree in Public Administration, Human Resources, Psychology, Education, Commerce or other related degrees • Preferably CS Professional eligible or its equivalent • Proficient in Excel, Word and Powerpoint • Good skills in written and verbal communication • Positive work ethics and value • Willing to render overtime when necessary
Key Functions/Tasks	<ul style="list-style-type: none"> • Assists in the conduct of training programs for local treasury and assessment operations; • Receives and record incoming documents, scan, record and release outgoing communications; • Prepares materials and training kits needed for training activities; • Prepares simple communications relative to capacity building activities and • Assists in the updating of the database of trained treasurers and assessors nationwide; • Performs other tasks as may be assigned

Note: Please email your APPLICATION LETTER and RESUME to:

cbdblgf@gmail.com