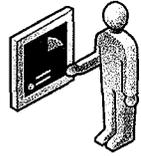
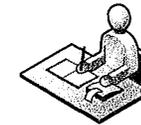
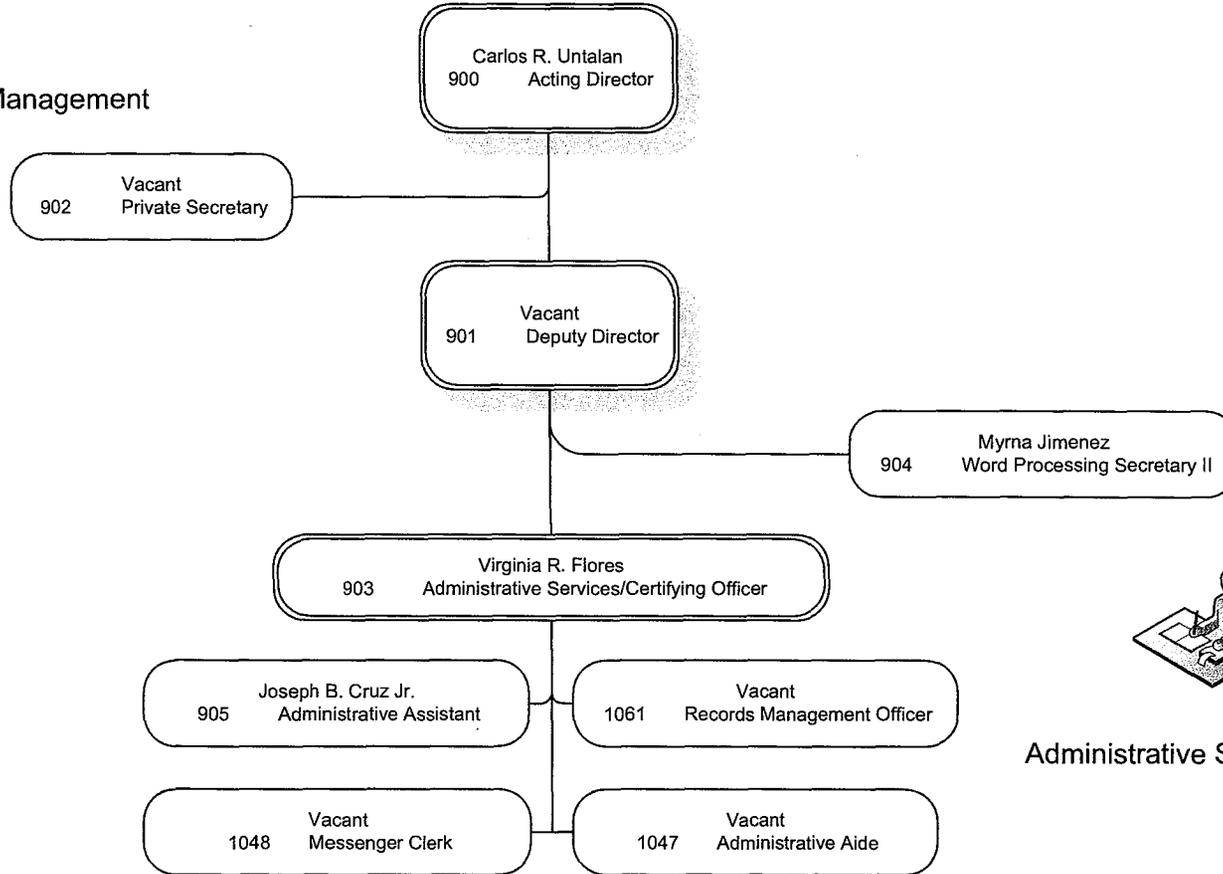


Department of Land Management  
Director's Office & Administrative Support Unit  
Organizational Chart



Management



Administrative Support Unit

ORIGINAL

**Government of Guam  
Biennial Budget  
Fiscal Years 2012 & 2013**

**Department / Agency Narrative**

**FUNCTION:** Land and Housing and Natural Resources

**DEPT. / AGENCY:** Department of Land Management – Director’s Office

**MISSION STATEMENT: ACTIVITY DESCRIPTION**

1. To maintain and effectively manage the destiny of all public lands considering the social and economic factors.
2. To ensure an effective management regulation and control of developments determined to be in the best public interest for its continued social and economic welfare.
3. To operate with positive and dynamic philosophy of management vital to the effective and efficient operation of the Department.
4. Maintains several authorities:
  - Executive Secretary, Guam Land Use Commission (21 GCA, Chapter 60);
  - Administrator, Territorial Seashore Protection Commission (21 GCA, Chapter 63);
  - Territorial Recorder (21 GCA, Chapter 60);
  - Territorial Cadastre (21 GCA, Chapter 60);
  - Territorial Surveyor (21 GCA, Chapter 60).
5. To automate and secure Geographic and Land Information Systems within the Department.
6. To evaluate management services, effectiveness and recommend or initiate changes in policies, procedures and program requirements for improved departmental effectiveness.
7. To re-vamp the Record Sections to adequately accommodate the public demand for Certificate of Titles and abstract research.
8. To complete the overhaul of Land Administration Division’s current programs with respect to Government Lands.
9. To supervise the operation of the Department’s legal mandates.
10. To develop an effective system of operation towards high performance standards in order to promote and provide better and satisfactory services to the general public.

11. To monitor and supervise the implementation and completion of programs established under various Public Laws affecting the Department.
12. To ensure security of record keeping systems and to implement the automation and digitalization of the Department.

**GOALS AND OBJECTIVES:**

1. Management and Leadership
2. General Administration and Operations

To provide management functions and leadership to department staff. To provide efficient engagement of department staff along with the department’s financial facilities and physical resources to accomplish directed and authorized programs, projects and services. To approve, direct and oversee the department’s operations, fiscal and property accountability.

1. Provide general administrative and operational function of the department’s programs.
2. Provide the department’s financial resources towards accomplishment of directed and authorized programs.
3. Provide for facilities maintenance support.
4. Provide personnel support.
5. Provide fiscal and property accountability of the department’s assets.
6. Obtain capital funding for the construction of a modern land records vault and library.
7. Provide the resources to update and keep current the recording indices.
8. Pool personnel within and outside department for data entry of records.
9. Ensure that other fund sources are available for facility construction and upgrade.
10. Provide technological applications of systems that facilitates program efficiency.

ORIGINAL

Director - ASU  
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AS400 Account Code	Appropriation Classification	GENERAL FUND				SPECIAL FUND 1/				FEDERAL MATCH				GRAND TOTALS (ALL FUNDS)			
		FY 2010 Expenditures & Encumbrances	FY 2011 Authorized Level	FY 2012 Governor's Request	FY2013 Governor's Request	FY 2010 Expenditures & Encumbrances	FY 2011 Authorized Level	FY 2012 Governor's Request	FY2013 Governor's Request	FY 2010 Expenditures & Encumbrances	FY 2011 Authorized Level	FY 2012 Governor's Request	FY2013 Governor's Request	FY 2010 Expenditures & Encumbrances	FY 2011 Authorized Level	FY 2012 Governor's Request	FY2013 Governor's Request
		<b>PERSONNEL SERVICES</b>															
111	Regular Salaries/Increments/Special Pay:	0	0	0	0	265,173	267,094	165,359	168,672	0	0	0	0	265,173	267,094	165,359	168,672
112	Overtime:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
113	Benefits:	0	0	0	0	75,364	133,896	66,264	70,269	0	0	0	0	75,364	133,896	66,264	70,269
114	Insurance Benefits (Medical / Dental / Life):	0	0	0	0	14,601	91,784	0	0	0	0	0	0	14,601	91,784	0	0
	<b>TOTAL PERSONNEL SERVICES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$355,138</b>	<b>\$492,774</b>	<b>\$231,623</b>	<b>\$238,941</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$355,138</b>	<b>\$492,774</b>	<b>\$231,623</b>	<b>\$238,941</b>
<b>OPERATIONS</b>																	
220	TRAVEL- Off-Island/Local Mileage Reimburs:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
230	CONTRACTUAL SERVICES:	0	0	310,054	348,578	160,130	340,277	229,973	373,291	0	0	0	0	160,130	340,277	540,027	721,869
233	OFFICE SPACE RENTAL:	0	0	557,106	557,106	404,051	305,424	0	0	0	0	0	0	404,051	305,424	557,106	557,106
240	SUPPLIES & MATERIALS:	0	0	0	0	36,328	27,972	34,600	49,100	0	0	0	0	36,328	27,972	34,600	49,100
250	EQUIPMENT:	0	0	0	0	42,353	0	0	0	0	0	0	0	42,353	0	0	0
270	WORKERS COMPENSATION:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
271	DRUG TESTING:	0	0	0	0	300	0	0	0	0	0	0	0	300	0	0	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
290	MISCELLANEOUS:	0	0	0	0	3,150	7,200	7,200	7,200	0	0	0	0	3,150	7,200	7,200	7,200
	<b>TOTAL OPERATIONS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$867,160</b>	<b>\$905,684</b>	<b>\$646,312</b>	<b>\$680,873</b>	<b>\$271,773</b>	<b>\$429,591</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$646,312</b>	<b>\$680,873</b>	<b>\$1,138,933</b>	<b>\$1,335,275</b>
<b>UTILITIES</b>																	
361	Power:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
362	Water/ Sewer:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
363	Telephone/ Toll:	0	0	0	0	22,820	22,693	23,198	26,000	0	0	0	0	22,820	22,693	23,198	26,000
	<b>TOTAL UTILITIES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$22,820</b>	<b>\$22,693</b>	<b>\$23,198</b>	<b>\$26,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$22,820</b>	<b>\$22,693</b>	<b>\$23,198</b>	<b>\$26,000</b>
450	CAPITAL OUTLAY	0	0	0	0	14,999	0	0	0	0	0	0	0	14,999	0	0	0
	<b>TOTAL APPROPRIATIONS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$867,160</b>	<b>\$905,684</b>	<b>\$1,039,269</b>	<b>\$1,196,340</b>	<b>\$526,594</b>	<b>\$684,532</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,039,269</b>	<b>\$1,196,340</b>	<b>\$1,393,754</b>	<b>\$1,600,216</b>
1/ Land Survey Revolving Fund																	
<b>FULL TIME EQUIVALENCIES (FTEs)</b>																	
	UNCLASSIFIED:	0	0	0	0	3	3	1	1	0	0	0	0	3	3	1	1
	CLASSIFIED:	0	0	0	0	4	4	3	3	0	0	0	0	4	4	3	3
	<b>TOTAL FTEs</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7.00</b>	<b>7.00</b>	<b>4.00</b>	<b>4.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7.00</b>	<b>7.00</b>	<b>4.00</b>	<b>4.00</b>

ORIGINAL

Schedule A - Off-Island Travel

Department/Agency: LAND MANAGEMENT  
 Division: DIRECTOR'S OFFICE AND ADMINISTRATIVE SUPPORT UNIT  
 Program: LAND AND HOUSING AND NATURAL RESOURCES

FY 2012

Purpose / Justification for Travel							
1/	N/A						
2/							
3/							
4/							
5/							
6/							
No. of Travelers: _____ 1/							
Position Title of Traveler(s)		Travel Dates	Destination	Air Fare	Per diem 2/	Registration	Total Cost
	1/			\$ -	\$ -	\$ -	\$ -
	2/						
	3/						
	4/						
	5/						
	6/						
				\$ -	\$ -	\$ -	\$ -

FY 2013

Purpose / Justification for Travel							
1/	N/A						
2/							
3/							
4/							
5/							
6/							
No. of Travelers: _____ 1/							
Position Title of Traveler(s)		Travel Dates	Destination	Air Fare	Per diem 2/	Registration	Total Cost
	1/			\$ -	\$ -	\$ -	\$ -
	2/						
	3/						
	4/						
	5/						
	6/						
				\$ -	\$ -	\$ -	\$ -

1/ Provide justification for multiple travelers attending the same conference / training / etc.  
 2/ Rates must be consistent with Title 5 GCA, Div.2, Ch.23, §23104 and Federal Joint Travel Regulations

ORIGINAL

Schedule B- Contractual

Item	FY 2012			FY 2013		
	Quantity	Unit Price	Total Price	Quantity	Unit Price	Total Price
Telephone Annual Software Assurance	1	3,847.00	\$ 3,847.00	1	4,500.00	\$ 4,500.00
Telephone Agent Seat License	5	1,191.00	\$ 5,955.00	5	1,400.00	\$ 7,000.00
Postage Meter Annual Rental	1	588.00	\$ 588.00	1	700.00	\$ 700.00
Annual Uniface Software Maintenance	1	13,000.08	\$ 13,000.08	1	15,000.00	\$ 15,000.00
Advertisement	1	6,000.00	\$ 6,000.00	1	7,000.00	\$ 7,000.00
Radio Services for 8 units	12	291.69	\$ 3,500.28	12	350.00	\$ 4,200.00
Courier Services	12	354.71	\$ 4,256.52	12	354.71	\$ 4,256.52
Xerox - 8254E Wide Format Printer	12	532.09	\$ 6,385.08	12	532.09	\$ 6,385.08
Xerox - 6279P Wide Format Multi Function De	12	814.09	\$ 9,769.08	12	814.09	\$ 9,769.08
Xerox - 6279P Wide Format - excess prints	12	300.00	\$ 3,600.00	12	500.00	\$ 6,000.00
Xerox - WC7242PG (4 units @\$319.79 each)	12	1,479.16	\$ 17,749.92	12	1,479.16	\$ 17,749.92
Xerox - WC7242PG (excess prints)	12	400.00	\$ 4,800.00	12	600.00	\$ 7,200.00
Xerox - P4122CPG	12	1,557.69	\$ 18,692.28	12	1,557.69	\$ 18,692.28
Xerox - Docushare & Scanflow	12	394.07	\$ 4,728.84	12	394.07	\$ 4,728.84
CAD/GIS Software Upgrade	12	1,200.00	\$ 14,400.00	12	1,400.00	\$ 16,800.00
Vehicle Maintenance	12	400.00	\$ 4,800.00	12	500.00	\$ 6,000.00
Plotter Maintenance	2	1,500.00	\$ 3,000.00	2	1,800.00	\$ 3,600.00
Scanning Project Services	1	293,955.00	\$ 293,955.00	1	397,287.00	\$ 397,287.00
Professional/Technical Training	1	100,000.00	\$ 100,000.00	1	150,000.00	\$ 150,000.00
Appraisal Services (Land Exchange)	7	3,000.00	\$ 21,000.00	7	5,000.00	\$ 35,000.00
			\$ -			\$ -
<b>Total Contractual</b>			\$ 540,027.08			\$ 721,868.72

Schedule C - Supplies & Materials

Item	FY 2012			FY 2013		
	Quantity	Unit Price	Total Price	Quantity	Unit Price	Total Price
United States Postal Service	1	1,000.00	\$ 1,000.00	1	1,500.00	\$ 1,500.00
General Professional & Technical Supplies	1	6,000.00	\$ 6,000.00	1	8,000.00	\$ 8,000.00
Office Supplies	12	1,300.00	\$ 15,600.00	12	1,800.00	\$ 21,600.00
Fuel	12	1,000.00	\$ 12,000.00	12	1,500.00	\$ 18,000.00
			\$ -			\$ -
<b>Total Supplies &amp; Materials</b>			\$ 34,600.00			\$ 49,100.00

Schedule D - Equipment

Item	FY 2012			FY 2013		
	Quantity	Unit Price	Total Price	Quantity	Unit Price	Total Price
N/A			\$ -			\$ -
			\$ -			\$ -
<b>Total Equipment</b>			\$ -			\$ -

Schedule E - Miscellaneous

Item	FY 2012			FY 2013		
	Quantity	Unit Price	Total Price	Quantity	Unit Price	Total Price
GLUC Stipend	12	600.00	\$ 7,200.00	12	600.00	\$ 7,200.00
			\$ -			\$ -
<b>Total Miscellaneous</b>			\$ 7,200.00			\$ 7,200.00

Schedule F - Capital Outlay

Item	FY 2012			FY 2013		
	Quantity	Unit Price	Total Price	Quantity	Unit Price	Total Price
N/A			\$ -			\$ -
			\$ -			\$ -
<b>Total Capital Outlay</b>			\$ -			\$ -

Government of Guam  
 Fiscal Year 2012  
 Agency Staffing Pattern  
 (PROPOSED)

ORIGINAL

FUNCTIONAL AREA: LAND AND HOUSING AND NATURAL RESOURCES  
 DEPARTMENT/AGENCY: DEPARTMENT OF LAND MANAGEMENT  
 PROGRAM: DIRECTOR'S OFFICE & ADMINISTRATIVE SUPPORT UNIT  
 FUND: LAND SURVEY REVOLVING FUND

Input by Department											Input by Department								
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)		(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)	(R)	(S)
No.	Position Number	Position Title	Name of Incumbent	Grade/ Step	Salary	Overtime	Special*	Increment		(E+F+G+I) Subtotal	Benefits					Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL
								Date	Amt.		Retirement (J * 28.3%)( 2/)	Retire (DDI) (\$19.02*26PP)	Social Security (6.2% * J)	Medicare (1.45% * J)	Life (1/)				
1	900	Director	VACANT 04/15/11 (Terlaje, A.)	L4-00	\$60,850	\$0	\$0		\$0	\$60,850	\$17,221	\$495	\$0	\$882	\$174	\$0	\$0	\$18,772	\$79,622
2	901	Deputy Director	VACANT	L6-00	0	0	0		0	0	0	0	0	0	0	0	0	0	0
3	902	Private Secretary	VACANT 12/31/10 (Duenas, M.)	I-04	0	0	0		0	0	0	0	0	0	0	0	0	0	0
4	903	Administrative Services Officer	Flores, Virginia R.	N-07	41,936	0	0	11/18/2011	1,425	43,361	12,271	495	0	629	174	4,815	260	18,644	62,005
5	904	Word Processing Secretary II	Jimenez, Myrna L.G.	H-14	34,382	0	0	11/10/2012	0	34,382	9,730	495	0	499	174	4,815	260	15,973	50,355
6	905	Administrative Assistant	Cruz, Joseph B. Jr.	J-03	25,810	0	0	2/16/2012	956	26,766	7,575	495	0	388	174	4,035	209	12,876	39,642
7	1047	Administrative Aide	VACANT	F-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0
8	1048	Messenger Clerk	VACANT 09/03/10 (Nucum, E.)	D-05	0	0	0		0	0	0	0	0	0	0	0	0	0	0
9	1061	Records Management Officer	VACANT	J-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0
10					0	0	0		0	0	0	0	0	0	0	0	0	0	0
11					0	0	0		0	0	0	0	0	0	0	0	0	0	0
12					0	0	0		0	0	0	0	0	0	0	0	0	0	0
13					0	0	0		0	0	0	0	0	0	0	0	0	0	0
14					0	0	0		0	0	0	0	0	0	0	0	0	0	0
15					0	0	0		0	0	0	0	0	0	0	0	0	0	0
16					0	0	0		0	0	0	0	0	0	0	0	0	0	0
17					0	0	0		0	0	0	0	0	0	0	0	0	0	0
18					0	0	0		0	0	0	0	0	0	0	0	0	0	0
19					0	0	0		0	0	0	0	0	0	0	0	0	0	0
20					0	0	0		0	0	0	0	0	0	0	0	0	0	0
21					0	0	0		0	0	0	0	0	0	0	0	0	0	0
22					0	0	0		0	0	0	0	0	0	0	0	0	0	0
23					0	0	0		0	0	0	0	0	0	0	0	0	0	0
24					0	0	0		0	0	0	0	0	0	0	0	0	0	0
25					0	0	0		0	0	0	0	0	0	0	0	0	0	0
			Grand Total:	----	\$162,978	\$0	\$0	----	\$2,381	\$165,359	\$46,797	\$1,980	\$0	\$2,398	\$696	\$13,665	\$729	\$66,264	\$231,623

\* Night Differential / Hazardous / Worker's Compensation / etc.

1/: FY 2011 (current) GovGuam contribution for Life Insurance is \$174 per annum; Subject to change in FY 2012

2/: FY 2012 (proposed) GovGuam contribution rate of 28.3% for the Government of Guam Retirement is subject to change.

ORIGINAL

Input by Department											
Special Pay Categories											
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	
No.	Position Number	Position Title	Name of Incumbent	Holiday Pay	1/ Night Differential Pay 10%	2/ Hazard 10%	3/ Hazard 8%	4/ Nurse Sunday Pay 1.5	5/ Nurse Pay 1.5	6/ EMT Pay 15%	(D+E+F+G+H+I+J) Subtotal
1	900	Director	VACANT 04/15/11 (Terlaje, A.)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2	901	Deputy Director	VACANT	0	0	0	0	0	0	0	0
3	902	Private Secretary	VACANT 12/31/10 (Duenas, M.)	0	0	0	0	0	0	0	0
4	903	Administrative Services Officer	Flores, Virginia R.	0	0	0	0	0	0	0	0
5	904	Word Processing Secretary II	Jimenez, Myrna L.G.	0	0	0	0	0	0	0	0
6	905	Administrative Assistant	Cruz, Joseph B. Jr.	0	0	0	0	0	0	0	0
7	1047	Administrative Aide	VACANT	0	0	0	0	0	0	0	0
8	1048	Messenger Clerk	VACANT 09/03/10 (Nucum, E.)	0	0	0	0	0	0	0	0
9	1061	Records Management Officer	VACANT	0	0	0	0	0	0	0	0
10	0	0	0	0	0	0	0	0	0	0	0
11	0	0	0	0	0	0	0	0	0	0	0
12	0	0	0	0	0	0	0	0	0	0	0
13	0	0	0	0	0	0	0	0	0	0	0
14	0	0	0	0	0	0	0	0	0	0	0
15	0	0	0	0	0	0	0	0	0	0	0
16	0	0	0	0	0	0	0	0	0	0	0
17	0	0	0	0	0	0	0	0	0	0	0
18	0	0	0	0	0	0	0	0	0	0	0
19	0	0	0	0	0	0	0	0	0	0	0
20	0	0	0	0	0	0	0	0	0	0	0
21	0	0	0	0	0	0	0	0	0	0	0
22	0	0	0	0	0	0	0	0	0	0	0
23	0	0	0	0	0	0	0	0	0	0	0
24	0	0	0	0	0	0	0	0	0	0	0
25	0	0	0	0	0	0	0	0	0	0	0
Grand Total:				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

- 1/ 10% of reg. rate, applicable from 6pm- 6am, employee must work 4 hours consecutive after 6pm for entitlement of the pay
- 2/ Applies to law enforcement personnels
- 3/ Applies to solid waste employees
- 4/ 1 ½ of reg. rate of pay from 12am Friday to 12 midnight Sunday
- 5/ 1 ½ of reg. rate of pay on daily work exceeding 8 hours
- 6/ Applicable only to GFD ambulatory service personnel. 15% of reg. rate of pay

Government of Guam  
 Fiscal Year 2013  
 Agency Staffing Pattern  
 (PROPOSED)

ORIGINAL

FUNCTIONAL AREA: LAND AND HOUSING AND NATURAL RESOURCES  
 DEPARTMENT/AGENCY: DEPARTMENT OF LAND MANAGEMENT  
 PROGRAM: DIRECTOR'S OFFICE & ADMINISTRATIVE SUPPORT UNIT  
 FUND: LAND SURVEY REVOLVING FUND;

Input by Department										Input by Department										
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)		(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)		(Q)	(R)	(S)
No.	Position Number	Position Title	Name of Incumbent	Grade/ Step	Salary	Overtime	Special*	Increment		(E+F+G+I) Subtotal	Benefits					Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL	
								Date	Amt.		Retirement (J * 30.09%)( 2/)	Retire (DDI) (\$19.02*26PP)	Social Security (6.2% * J)	Medicare (1.45% * J)	Life (1/)					
1	900	Director	VACANT 04/15/11 (Terlaje, A.)	L4-00	\$60,850	\$0	\$0		\$0	\$60,850	\$18,310	\$495	\$0	\$882	\$174	\$0	\$0	\$19,861	\$80,711	
2	901	Deputy Director	VACANT 12/31/10 (James, M.)	L6-00	0	0	0		0	0	0	0	0	0	0	0	0	0	0	
3	902	Private Secretary	VACANT 12/31/10 (Duenas, M.)	I-04	0	0	0		0	0	0	0	0	0	0	0	0	0	0	
4	903	Administrative Services Officer	Flores, Virginia R.	N-08	43,490	0	0	5/18/2013	647	44,137	13,281	495	0	640	174	4,815	260	19,665	63,802	
5	904	Word Processing Secretary II	Jimenez, Myrna L.G.	H-14	34,382	0	0	11/10/2012	1,103	35,485	10,677	495	0	515	174	4,815	260	16,936	52,421	
6	905	Administrative Assistant	Cruz, Joseph B. Jr.	J-04	27,244	0	0	2/16/2013	956	28,200	8,485	495	0	409	174	4,035	209	13,807	42,007	
7	1047	Administrative Aide	VACANT	F-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	
8	1048	Messenger Clerk	VACANT 09/03/10 (Nucum, E.)	D-05	0	0	0		0	0	0	0	0	0	0	0	0	0	0	
9	1061	Records Management Officer	VACANT	J-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	
10					0	0	0		0	0	0	0	0	0	0	0	0	0	0	
11					0	0	0		0	0	0	0	0	0	0	0	0	0	0	
12					0	0	0		0	0	0	0	0	0	0	0	0	0	0	
13					0	0	0		0	0	0	0	0	0	0	0	0	0	0	
14					0	0	0		0	0	0	0	0	0	0	0	0	0	0	
15					0	0	0		0	0	0	0	0	0	0	0	0	0	0	
16					0	0	0		0	0	0	0	0	0	0	0	0	0	0	
17					0	0	0		0	0	0	0	0	0	0	0	0	0	0	
18					0	0	0		0	0	0	0	0	0	0	0	0	0	0	
19					0	0	0		0	0	0	0	0	0	0	0	0	0	0	
20					0	0	0		0	0	0	0	0	0	0	0	0	0	0	
21					0	0	0		0	0	0	0	0	0	0	0	0	0	0	
22					0	0	0		0	0	0	0	0	0	0	0	0	0	0	
23					0	0	0		0	0	0	0	0	0	0	0	0	0	0	
24					0	0	0		0	0	0	0	0	0	0	0	0	0	0	
25					0	0	0		0	0	0	0	0	0	0	0	0	0	0	
			Grand Total:	----	\$165,966	\$0	\$0	----	\$2,706	\$168,672	\$50,753	\$1,980	\$0	\$2,446	\$696	\$13,665	\$729	\$70,269	\$238,941	

\* Night Differential / Hazardous / Worker's Compensation / etc.

1/: FY 2011 (current) GovGuam contribution for Life Insurance is \$174 per annum; Subject to change in FY 2012

2/: FY 2013 (proposed) GovGuam contribution rate of 30.09% for the Government of Guam Retirement is subject to change.

Input by Department													
Special Pay Categories													
(A)	(B)	(C)	(D)	(E)			(F)		(G)	(H)	(I)	(J)	(K)
No.	Position Number	Position Title	Name of Incumbent	Holiday Pay	Night Differential Pay 10%	Hazard 10%	Hazard 8%	Nurse Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%	(D+E+F+G+H+I+J) Subtotal		
1	900	Director	VACANT 04/15/11 (Terlaje, A.)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
2	901	Deputy Director	VACANT 12/31/10 (James, M.)	0	0	0	0	0	0	0	0	0	
3	902	Private Secretary	VACANT 12/31/10 (Duenas, M.)	0	0	0	0	0	0	0	0	0	
4	903	Administrative Services Officer	Flores, Virginia R.	0	0	0	0	0	0	0	0	0	
5	904	Word Processing Secretary II	Jimenez, Myrna L.G.	0	0	0	0	0	0	0	0	0	
6	905	Administrative Assistant	Cruz, Joseph B. Jr.	0	0	0	0	0	0	0	0	0	
7	1047	Administrative Aide	VACANT	0	0	0	0	0	0	0	0	0	
8	1048	Messenger Clerk	VACANT 09/03/10 (Nucum, E.)	0	0	0	0	0	0	0	0	0	
9	1061	Records Management Officer	VACANT	0	0	0	0	0	0	0	0	0	
10	0	0	0	0	0	0	0	0	0	0	0	0	
11	0	0	0	0	0	0	0	0	0	0	0	0	
12	0	0	0	0	0	0	0	0	0	0	0	0	
13	0	0	0	0	0	0	0	0	0	0	0	0	
14	0	0	0	0	0	0	0	0	0	0	0	0	
15	0	0	0	0	0	0	0	0	0	0	0	0	
16	0	0	0	0	0	0	0	0	0	0	0	0	
17	0	0	0	0	0	0	0	0	0	0	0	0	
18	0	0	0	0	0	0	0	0	0	0	0	0	
19	0	0	0	0	0	0	0	0	0	0	0	0	
20	0	0	0	0	0	0	0	0	0	0	0	0	
21	0	0	0	0	0	0	0	0	0	0	0	0	
22	0	0	0	0	0	0	0	0	0	0	0	0	
23	0	0	0	0	0	0	0	0	0	0	0	0	
24	0	0	0	0	0	0	0	0	0	0	0	0	
25	0	0	0	0	0	0	0	0	0	0	0	0	
<b>Grand Total:</b>				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	

- 1/ 10% of reg. rate, applicable from 6pm- 6am, employee must work 4 hours consecutive after 6pm for entitlement of the pay
- 2/ Applies to law enforcement personnels
- 3/ Applies to solid waste employees
- 4/ 1 1/2 of reg. rate of pay from 12am Friday to 12 midnight Sunday
- 5/ 1 1/2 of reg. rate of pay on daily work exceeding 8 hours
- 6/ Applicable only to GFD ambulatory service personnel. 15% of reg. rate of pay

Government of Guam  
 Fiscal Year 2011  
 Agency Staffing Pattern  
 (CURRENT)

ORIGINAL

FUNCTIONAL AREA: LAND AND HOUSING AND NATURAL RESOURCES  
 DEPARTMENT/AGENCY: DEPARTMENT OF LAND MANAGEMENT  
 PROGRAM: DIRECTOR'S OFFICE & ADMINISTRATIVE SUPPORT UNIT  
 FUND: LAND SURVEY REVOLVING FUND

Input by Department										Input by Department									
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)		(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)	(R)	(S)
No.	Position Number	Position Title	Name of Incumbent	Grade/ Step	Salary	Overtime	Special*	Increment		(E+F+G+I) Subtotal	Benefits					Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL
								Date	Amt.		Retirement (J * 27.46%)	Retire (DDI) (\$18.40*26PP)	Social Security (6.2% * J)	Medicare (1.45% * J)	Life				
1	900	Director	VACANT 04/15/11 (Terlaje, A.)	L4-00	\$60,850	\$0	\$0		\$0	\$60,850	\$16,709	\$478	\$0	\$882	\$174	\$0	\$0	\$18,244	\$79,094
2	901	Deputy Director	VACANT	L6-00	50,440	0	0		0	50,440	13,851	478	0	731	174	7,020	408	22,663	73,103
3	902	Private Secretary	VACANT	L-09	31,014	0	0		0	31,014	8,516	478	0	450	174	7,020	408	17,047	48,061
4	903	Administrative Services Officer	Flores, Virginia R.	N-07	41,936	0	0	11/18/2011	0	41,936	11,516	478	0	608	174	4,815	260	17,851	59,787
5	904	Word Processing Secretary II	Jimenez, Myrna L.G.	H-14	34,382	0	0	11/10/2012	0	34,382	9,441	478	0	499	174	4,815	260	15,667	50,049
6	905	Administrative Assistant	Cruz, Joseph B. Jr.	J-02	24,376	0	0	2/16/2011	956	25,332	6,956	478	0	367	174	4,035	209	12,220	37,552
7	1047	Administrative Aide	VACANT	F-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0
8	1048	Messenger Clerk	VACANT 09/03/10 (Nucum, E.)	D-12	25,452	0	0		0	25,452	6,989	478	0	369	174	7,020	408	15,439	40,891
9	1061	Records Management Officer	VACANT	J-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0
10					0	0	0		0	0	0	0	0	0	0	0	0	0	0
11					0	0	0		0	0	0	0	0	0	0	0	0	0	0
12					0	0	0		0	0	0	0	0	0	0	0	0	0	0
13					0	0	0		0	0	0	0	0	0	0	0	0	0	0
14					0	0	0		0	0	0	0	0	0	0	0	0	0	0
15					0	0	0		0	0	0	0	0	0	0	0	0	0	0
16					0	0	0		0	0	0	0	0	0	0	0	0	0	0
17					0	0	0		0	0	0	0	0	0	0	0	0	0	0
18					0	0	0		0	0	0	0	0	0	0	0	0	0	0
19					0	0	0		0	0	0	0	0	0	0	0	0	0	0
20					0	0	0		0	0	0	0	0	0	0	0	0	0	0
21					0	0	0		0	0	0	0	0	0	0	0	0	0	0
22					0	0	0		0	0	0	0	0	0	0	0	0	0	0
23					0	0	0		0	0	0	0	0	0	0	0	0	0	0
24					0	0	0		0	0	0	0	0	0	0	0	0	0	0
25					0	0	0		0	0	0	0	0	0	0	0	0	0	0
			Grand Total:	----	\$268,450	\$0	\$0	----	\$956	\$269,406	\$73,979	\$3,349	\$0	\$3,906	\$1,218	\$34,725	\$1,953	\$119,130	\$388,536

\* Night Differential / Hazardous / Worker's Compensation / etc.

Government of Guam  
 Fiscal Year 2011  
 Agency Staffing Pattern  
 (CURRENT)

ORIGINAL

Input by Department											
Special Pay Categories											
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	
No.	Position Number	Position Title	Name of Incumbent	Holiday Pay	1/ Night Differential Pay 10%	2/ Hazard 10%	3/ Hazard 8%	4/ Nurse Sunday Pay 1.5	5/ Nurse Pay 1.5	6/ EMT Pay 15%	(D+E+F+G+H+I+J) Subtotal
1	900	Director	VACANT 04/15/11 (Terlaje, A.)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2	901	Deputy Director	VACANT	0	0	0	0	0	0	0	0
3	902	Private Secretary	VACANT	0	0	0	0	0	0	0	0
4	903	Administrative Services Officer	Flores, Virginia R.	0	0	0	0	0	0	0	0
5	904	Word Processing Secretary II	Jimenez, Myrna L.G.	0	0	0	0	0	0	0	0
6	905	Administrative Assistant	Cruz, Joseph B. Jr.	0	0	0	0	0	0	0	0
7	1047	Administrative Aide	VACANT	0	0	0	0	0	0	0	0
8	1048	Messenger Clerk	VACANT 09/03/10 (Nucum, E.)	0	0	0	0	0	0	0	0
9	1061	Records Management Officer	VACANT	0	0	0	0	0	0	0	0
10	0	0	0	0	0	0	0	0	0	0	0
11	0	0	0	0	0	0	0	0	0	0	0
12	0	0	0	0	0	0	0	0	0	0	0
13	0	0	0	0	0	0	0	0	0	0	0
14	0	0	0	0	0	0	0	0	0	0	0
15	0	0	0	0	0	0	0	0	0	0	0
16	0	0	0	0	0	0	0	0	0	0	0
17	0	0	0	0	0	0	0	0	0	0	0
18	0	0	0	0	0	0	0	0	0	0	0
19	0	0	0	0	0	0	0	0	0	0	0
20	0	0	0	0	0	0	0	0	0	0	0
21	0	0	0	0	0	0	0	0	0	0	0
22	0	0	0	0	0	0	0	0	0	0	0
23	0	0	0	0	0	0	0	0	0	0	0
24	0	0	0	0	0	0	0	0	0	0	0
25	0	0	0	0	0	0	0	0	0	0	0
Grand Total:				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

- 1/ 10% of reg. rate, applicable from 6pm- 6am, employee must work 4 hours consecutive after 6pm for entitlement of the pay
- 2/ Applies to law enforcement personnels
- 3/ Applies to solid waste employees
- 4/ 1 1/2 of reg. rate of pay from 12am Friday to 12 midnight Sunday
- 5/ 1 1/2 of reg. rate of pay on daily work exceeding 8 hours
- 6/ Applicable only to GFD ambulatory service personnel. 15% of reg. rate of pay



**LISTING OF OFFICIAL VEHICLES**

	License Number	Color	Make	Model	Year	VIN Number
1	4558	Silver	TOYOTA	4-RUNNER, 5-DOOR, WAGON	2007	JTEBU14R578099174
2	4636	Silver	TOYOTA	TACOMA, 4X4, DOUBLE CAB PICKUP	2007	5TEMU52N72401683
3	4659	Silver	TOYOTA	TACOMA, 4X4, DOUBLE CAB PICKUP	2007	5TEMU52N37249915
4	4478	Red	HYUNDAI	TUCSON GLS, WAGON	2006	KM8JN72D46U428343
5	4474	Blue	NISSAN	FRONTIER, 4X4 PICKUP	2006	1N6AD07W16C400981
6	4475	Silver	NISSAN	FRONTIER, 4X4 PICKUP	2006	1N6AD07W66C437945
7	4513	White	DODGE	CARAVAN, SE	2006	1D4GP5R56B738308

ORIGINAL

Director - ASU  
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**Biennial Budget  
 Fiscal Years 2012 & 2013  
 Equipment / Capital and Space Requirement**

**Function :** Land and Housing and Natural Resources  
**Agency:** Department of Land Management  
**Program:** Director's Office/Administrative Support Unit

**EQUIPMENT/CAPITAL LISTING:**

Description	Quantity	Percentage of Use	Comments
			<b>Virginia R. Flores</b>
Table, chrome, 13'(l)x13'(w)x25'(h)	1	100%	w/glass top
Chair, blue, rolling, fabric seat and back	1	100%	adjustable height, low-back
Chair, fabric, black, w/arms & wheels	1	100%	P106A03182
Desk, 7-drawers, wood, walnut color	1	100%	Transferred from Director's Office 10/7/2010
Credenza	1	100%	Transferred from Director's Office 10/7/2010
Filing Cabinet, Beige, rolling	1	100%	3-drawers
Calculator, Casio DR-1212T	1	100%	S/N 3398454, Beige, printing
Telephone, Altigen IP710, Gray	1	100%	S/N 738A77100034784, w/power adaptor
Pencil Sharpener, Boston, S/N	1	100%	Beige, electric
Stapler, Swingline 48204, Gray	1	100%	Electric, w/A/C Adaptor
CPU Hard Drive, Dell S/N JVLPS1S	1	100%	Black
Mouse, Dell S/N G1501RJ2	1	100%	Black
Keyboard, Dell S/N CN-0DJ331-71616-7AN-0WXY	1	100%	Black
Monitor, Dell S/N CN-OWR979-64180-7AT-12PS	1	100%	Black
UPS System, Marusan POF-900USA, S/N 0716070249	1	100%	Black, Power Office Plus 900
Table, folding metal legs, 6'(l)x4'(w)	1	100%	White
Chairs, oakwood, fabric seats, no arms	4	100%	Grape
Filing Cabinet, (1) 638, (1) C608, (1) 493C, (1) C-757	4	100%	Beige, 4-drawers
Book Shelf, (1) 960, (1) 030, (1) 123	3	100%	Beige, w/glass doors
Clock, wall	1	100%	Battery operated
Kuragane, 5-drawer crystal trays, Beig	1	100%	
Sofa, Beige, loveseat, floral	1	100%	
Filing Cabinet, 4-drawer, black	1	100%	P106A06463
			<b>Break Room / Filing Room</b>
Dell Monitor	1	100%	S/N MX-08G152-47605-2AA-A937/Black
CPU (Hard Drive), Dell DHP	1	100%	S/N DVLP818, Black, loaner from T. Mortera
Keyboard, Dell	1	100%	S/N CN-ODJ331-71616-076-06BR, Black
Mouse, Dell	1	100%	S/N CN-09RRC7-44751-06T-0BPK, Black
T.V. Stand	1	100%	Tan, wood w/ swivel top
Typewriter, IBM Lexmark S/N 11-RFG40, 4280000529	1	100%	Machine Type - 6781 FCC/ID-IYL6781-2, Beige
Filing Cabinet, S/N C-371, Beige	1	100%	2-drawer
Chair, executive, polyurethane, hydrau	1	100%	Green

**Biennial Budget  
 Fiscal Years 2012 & 2013  
 Equipment / Capital and Space Requirement**

Television	1	100%	S/N:17614578, Black
Table, folding, w/metal stand	1	100%	Brown
Filing Cabinet, S/N 4240000350	1	100%	4-drawer, Black
Filing Cabinet, S/N 4240000026	1	100%	4-drawer, Black
Filing Cabinet, S/N 4250000006	1	100%	5-drawer, Gray
Bookshelf, Beige, w/glass doors	2	100%	S/N (1) DD/34 K961, (1) DD/33 K947
Storage Cabinet, metal 2-door, Beige	4	100%	
Filing Cabinet, S/N 4240000396	1	100%	4-drawer, Beige
Table, 4-drawer	1	100%	
Water Dispenser, Tahoe T28112A	1	100%	S/N 1942629033, Beige, w/hot & cold
Lateral Filing Cabinets	3	100%	Black, 4 drawer, P106A07822
Chair, Grape, oakwood, fabric seats	7	100%	no arms, donated by First Lady in 2009
Chair, S/N 4110000359	1	100%	Violet, executive, polyurethane, hydraulic
Shredder, Fellowes PS80C-2	1	100%	Silver/Black
Secretarial Desk	1	100%	Black, 4 drawers, w/ wood top
Binding Machine, GBC IM3000-1, S/N JA01808	1	100%	Beige, Electric Image Make 3000
Push Cart, 28'x18' w/folding handle	1	100%	Gray/Blue
<b>Joseph B. Cruz Jr.</b>			
Chair	1	100%	Black w/wheels, fabric seat and back, adjustable height, high back
L-Shape Secretarial Desk	1	100%	Gray, 7 drawers
Altigen IP710 Telephone	1	100%	S/N:749A7050021630, Black
Dell Optiplex 380 CPU Hard Drive	1	100%	S/N:G34W62S, Black
Dell Mouse	1	100%	S/N:G1600AXR, Black
Dell Keyboard	1	100%	S/N:CN-ODJ331-71676-7AN-OQVI
Dell Monitor	1	100%	S/N:CN-oOU247R-64180-07G-OP11
Marusan UPS	1	100%	S/N:0716070390, Black
Metal Filing Cabinet	1	100%	2-Drawer, Beige
<b>Janet C. Reyes</b>			
Credenza	1	100%	Beige w/ walnut top
Chair	1	100%	Black w/wheels, fabric seat and back, adjustable height, high back
Chair	1	100%	Green w/wheels, fabric seat and back, adjustable height, short back
L-Shape Secretarial Desk	1	100%	Gray, 7 drawers
Filing Cabinet	2	100%	Beige, 2 drawers
Casio Calculator	1	100%	Model No. HR-150TE, Light Gray
Altigen IP710 Telephone	1	100%	S/N:817A97100046543, Black
X-Acto Pencil Sharpener	1	100%	S/N:3398454, Gold
Swingline 690 Electric Stapler	1	100%	Black
Dell CPU Hard Drive	1	100%	S/N:F34W62S, Black
Dell Mouse	1	100%	S/N:G1501RLO, Black
Dell Keyboard	1	100%	S/N:CN-ODJ331-71616-7AN-OWKY, Black
Dell Monitor	1	100%	S/N:CN-OWR979-64180-7AT-128S, Black
Marusan UPS	1	100%	S/N:0716070359, Black
Fellowes Typing Stand	1	100%	Black

**Biennial Budget  
 Fiscal Years 2012 & 2013  
 Equipment / Capital and Space Requirement**

Skilcraft Clock	1	100%	Brown, Battery operated
Kurogane Storage Bin	3	100%	Beige, 5 Drawer(2), 3 Drawer(1)
Hewlett Packard LaserJet 2100 Printer	1	100%	S/N:USGR006917, Light Gray
<b>Director's Office - Acting Director</b>			
Executive High-Back Chair	1	100%	Black
Wooden Executive Desk	1	100%	Brown w/Lock & Key - P106A07859
Computer Credenza Table w/Drawers	1	100%	Brown - P106A07859
Cabinet 2-drawer Roll-on w/key	1	100%	Brown - P106A07859
Sofa	1	100%	Multi Gray-Blue
Love Seat Sofa	1	100%	Multi Gray-Blue
End Table - Wooden	2	100%	Oak
End Table - w/glass top	1	100%	Beige w/chrome trimming
Table, chrome, 13'(l)x13'(w)x25'(h)	1	100%	w/glass top
Table, folding metal legs, 6'(l)x4'(w)	1	100%	Plastic White
Chairs, oakwood, fabric seats, no arms	2	100%	grape, donated by First Lady 2009
Chair, oakwood, fabric seat, no arms	1	100%	Sand beige
Pencil Sharpener, Swingline	1	100%	black, electric
Telephone, Altigen IP710, gray	1	100%	S/N 746A47050021639, w/power adaptor
CPU Hard Drive, Dell Optiplex 360 S/N F66132S	1	100%	black
Mouse, Dell S/N HOW06Y6	1	100%	black
Keyboard, Dell CN-ODJ331-71616-87C-059Y	1	100%	black
Monitor, Dell S/N 17inch CN-OG309H-74261	1	100%	black
Dell Speakers, black	2		CN-OR126K-48220-991-OOFR
UPS System, Marusan	1	100%	black, Power Office Plus 900
Printer HP Laser Jet 2100TN	1		
<b>Director's Conference Rm.</b>			
Executive Conference Table	1	100%	Oak
Executive High-Back Chair w/arms	8	100%	Black
Executive Mid-Back Chair w/arms	2	100%	Black
Table, folding metal legs, 6'(l)x4'(w)	1	100%	Plastic White
Filing Cabinet w/4 drawers - legal	1	100%	Black (assigned to Myrna L.G. Jimenez)
Executive White Board 4x4 w/double door	1	100%	Oak
End Table w/glass gold trimming	1	100%	Beige
<b>Myrna L.G. Jimenez (Secretary Area)</b>			
Monitor, Dell 1702FP, black	1	100%	CN-OU274R-64180-07GOPOL
Dell CPU, Optiplex 380	1	100%	black, D34W62S
Keyboard, Dell, black	1	100%	S/N CN-ODJ331-71616-7AN-OWCN
Mouse, Dell 1.3A PS/2, black	1	100%	S/N G1501RN2
Dell Speakers, black	2	100%	CN-OR126K-48220-07K-02YA
Battery Backup (UPS), Maruson POF-900 USA	1	100%	black, S/N 817A97100046541
Altigen Phone IP710	1	100%	Black

**Government of Guam  
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 Fiscal Years 2012 & 2013  
 Equipment / Capital and Space Requirement**

Filing Cabinet, 2-Drawer C-153	1	100%	Beige
Roll-on 3 Drawers w/key	1	100%	Beige
Typing Stand, Black	1	100%	
Credenza Table w/two drawer w/key 2233	1	100%	Beige w/brown top
Bookshelf, beige, w/glass doors key 637	1	100%	S/N 4210000422
Sofa w/beige cloth	1	100%	
Wooden Executive Secretary Desk - Oak 6-side drawers w/key	1	100%	
Executive Chair w/High back w/arms	1	100%	black
Chairs, oakwood, fabric seats, no arms	2	100%	grape, donated by First Lady 2009
Wooden 3-Drawers - Oak	1	100%	
Crystal Storage Cabinet w/five trays	1	100%	beige
Crystal Storage Cabinet w/six trays	1	100%	beige
Automatic Stapler Swingline Model #690-69008	1	100%	black, P70021
<b>Private Secretary Area</b>			
Monitor, Dell 1702FP, black	6	100%	CN-OU274R6418098A-1A8U
Dell CPU, Optiplex 330	1	100%	black 74MWX1S
Keyboard, Dell, black	1	100%	CN-ORH659-65890-97U-OMKE
Mouse, Dell	1	100%	black PPID-CN-09RRC7-44751-05T
Battery Backup (UPS), Maruson POF- 900 USA	1	100%	
Altigen Phone IP705	1	100%	black
Executive Secretary Chair Medium- back Vinyl w/arms	1	100%	black
Metal Secretary Desk w/6 drawers	1	100%	black
<b>Secretary Area (CLOSET)</b>			
Filing Cabinet 4-drawers, Beige	1	100%	Key C-740
Filing Cabinet 4-drawers, Beige	1	100%	Key C-372
Filing Cabinet 4-drawers, Black	1	100%	Key C-60154
<b>SPACE REQUIREMENT (for Personnel and Equipment/Capital)</b>	<b>Total Program Space (Sq. Ft.):</b>	<b>968.0</b>	<b>Total Program Space Occupied (Sq. Ft.):</b>
<b>Description</b>	<b>Square Feet</b>	<b>Percent of Total Program Space</b>	<b>Comments</b>
<b>FY 2012</b>			
Director's Office/Admin Support Unit	968.0	100.0%	
<b>FY 2013</b>			
Director's Office/Admin Support Unit	968.0	100.0%	

ORIGINAL