

Department of Land Management
Land Administration Division
Organizational Chart



Land Administration
Division

ANISIA B. TERLAJE
900 - Director

Vacant
901 - Deputy Director

Margarita V. Borja
1000 - Land Management Administrator

Vacant
1017 - Word Processing Secretary II

Vacant
1013 - Word Processing Secretary I

Vacant
1058 - Office Aide

Land Disposition Section

Ernest V. Santos
1005 - Land Agent Supervisor

Vacant
1008 - Land Agent III

Vacant
1016 - Land Agent I

Vacant
1050 - Land Agent III

Land Acquisition Section

Vacant
1007 - Land Agent Supervisor

Joffre Q. Aguon
1006 - Land Agent III

Vacant
1014 - Land Agent II

Vacant
1010 - Land Agent III

Land Registration Section

Vacant
1011 - Land Agent I

Vacant
1015 - Land Agent I

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.

**Decision Package
 Biennial Budget
 Fiscal Years 2012 & 2013**

Department/Agency: Department of Land Management

Division/Section: Land Administration

Program Title: Public Land Status

Activity Description:

Maintain and update records on the legal status of all government real property. Certify all government parcels for development project proposed by other agencies funded by local and/or federal funds. Manage the dispositions of government land mandated by public laws or administrative actions.

Major Objective(s):

To service the general public and government institutes in obtaining and securing fee-simple title or leasehold interest in order to satisfy the intent of the law and the welfare of the general public pursuant to enacted legislative provisions. Process the finalization of land transactions documentation submitted for approval to the Attorney General and the Governor of Guam. With the assistance of the Attorney General, conduct public hearing and public lottery in the municipal district for the development of a land for the landless subdivision mandated by Public Laws.

Short-term Goals:

To ensure that all contracts executed are in strict compliance and in accordance with the contract and to provide Government agencies assurance on the legal status of public lands affected by their development.

Workload Output

Workload Indicator:	FY 2010 Level of Accomplishment	FY 2011 Anticipated Level	FY 2012 Projected Level	FY 2013 Projected Level
Inventory of Government of Guam Real Property.	Review 1250 records.	Validate legal status of 2,500 records.	Work collectively with Agencies to determine administrative jurisdiction.	Develop a comprehensive database for 2,500 records.

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
	PERSONNEL SERVICES																
111	Regular Salaries/Increments/Special Pay:	0	0	0	0	106,285	116,841	118,465	121,134	0	0	0	0	106,285	116,841	118,465	121,134
112	Overtime:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
113	Benefits:	0	0	0	0	29,177	33,779	40,993	43,956	0	0	0	0	29,177	33,779	40,993	43,956
114	Insurance Benefits (Medical / Dental / Life):	0	0	0	0	3,057	0	0	0	0	0	0	0	3,057	0	0	0
	TOTAL PERSONNEL SERVICES	\$0	\$0	\$0	\$0	\$138,519	\$150,620	\$159,458	\$165,090	\$0	\$0	\$0	\$0	\$138,519	\$150,620	\$159,458	\$165,090
	OPERATIONS																
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	0	0	0	0	0	0	0	0	0	0	0	0	0	0
233	OFFICE SPACE RENTAL:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
240	SUPPLIES & MATERIALS:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
250	EQUIPMENT:	0	0	0	0	0	0	0	0	0	0	0	0	0	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	0	0	0	0	0	0	0	0	0	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	0	0	0	0	0	0	0	0	0	0	0	0
	TOTAL OPERATIONS	\$0	\$0	\$0	\$0												
	UTILITIES																
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	0	0	0	0	0	0	0	0	0	0	0	0
	TOTAL UTILITIES	\$0	\$0	\$0	\$0												
450	CAPITAL OUTLAY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	TOTAL APPROPRIATIONS	\$0	\$0	\$0	\$0	\$138,519	\$150,620	\$159,458	\$165,090	\$0	\$0	\$0	\$0	\$138,519	\$150,620	\$159,458	\$165,090
	1/ Land Survey Revolving Fund																
	FULL TIME EQUIVALENCIES (FTEs)																
	UNCLASSIFIED:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	CLASSIFIED:	0	0	0	0	3	3	3	3	0	0	0	0	3	3	3	3
	TOTAL FTEs	0.00	0.00	0.00	0.00	3.00	3.00	3.00	3.00	0.00	0.00	0.00	0.00	3.00	3.00	3.00	3.00

ORIGINAL

Schedule A - Off-Island Travel

Department/Agency: LAND MANAGEMENT
 Division: LAND ADMINISTRATION
 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

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: LAND ADMINISTRATION DIVISION
 FUND: LAND SURVEY REVOLVING FUND;

Input by Department										Input by Department										
No.	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)		(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)	(R)	(S)
	Position Number	Position Title	Name of Incumbent	Grade/Step	Salary	Overtime	Special*	Increment			(E+F+G+I) Subtotal	Retirement (J * 28.3%)(2/)	Retire (DDI) (\$19.02*26PP)	Social Security (6.2% * J)	Medicare (1.45% * J)	Life (1/)	Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL
1	1000	Land Management Administrator	Borja, Margarita V.	M-07	\$38,716	\$0	\$0	5/16/2012		\$598	\$39,314	\$11,126	\$0	\$0	\$570	\$174	\$0	\$0	\$11,870	\$51,184
2	1005	Land Agent Supervisor	Santos, Ernest V.	K-11	38,278	0	0	12/4/2012		0	38,278	10,833	0	0	555	174	2,064	192	13,818	52,096
3	1006	Land Agent III	Aguon, Joffre Q.	J-15	40,873	0	0	4/14/2013		0	40,873	11,567	0	0	593	174	2,972	0	15,306	56,179
4	1007	Land Agent Supervisor	VACANT	K-01	0	0	0			0	0	0	0	0	0	0	0	0	0	0
5	1008	Land Agent III	VACANT	J-01	0	0	0			0	0	0	0	0	0	0	0	0	0	0
6	1010	Land Agent III	VACANT	J-01	0	0	0			0	0	0	0	0	0	0	0	0	0	0
7	1011	Land Agent I	VACANT	G-01	0	0	0			0	0	0	0	0	0	0	0	0	0	0
8	1013	Word Processing Secretary I	VACANT	G-01	0	0	0			0	0	0	0	0	0	0	0	0	0	0
9	1014	Land Agent II	VACANT	I-01	0	0	0			0	0	0	0	0	0	0	0	0	0	0
10	1015	Land Agent I	VACANT	G-01	0	0	0			0	0	0	0	0	0	0	0	0	0	0
11	1016	Land Agent I	VACANT 4/16/2007 (Borja)	G-01	0	0	0			0	0	0	0	0	0	0	0	0	0	0
12	1017	Word Processing Secretary II	VACANT	H-01	0	0	0			0	0	0	0	0	0	0	0	0	0	0
13	1050	Land Agent III	VACANT	J-01	0	0	0			0	0	0	0	0	0	0	0	0	0	0
14	1058	Office Aide	VACANT	B-01	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:	----	\$117,867	\$0	\$0	----		\$598	\$118,465	\$33,526	\$0	\$0	\$1,718	\$522	\$5,036	\$192	\$40,993	\$159,458

* 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.

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

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	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	1000	Land Management Administrator	Borja, Margarita V.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2	1005	Land Agent Supervisor	Santos, Ernest V.	0	0	0	0	0	0	0	0
3	1006	Land Agent III	Aguon, Joffre Q.	0	0	0	0	0	0	0	0
4	1007	Land Agent Supervisor	VACANT	0	0	0	0	0	0	0	0
5	1008	Land Agent III	VACANT	0	0	0	0	0	0	0	0
6	1010	Land Agent III	VACANT	0	0	0	0	0	0	0	0
7	1011	Land Agent I	VACANT	0	0	0	0	0	0	0	0
8	1013	Word Processing Secretary I	VACANT	0	0	0	0	0	0	0	0
9	1014	Land Agent II	VACANT	0	0	0	0	0	0	0	0
10	1015	Land Agent I	VACANT	0	0	0	0	0	0	0	0
11	1016	Land Agent I	VACANT 4/16/2007 (Borja)	0	0	0	0	0	0	0	0
12	1017	Word Processing Secretary II	VACANT	0	0	0	0	0	0	0	0
13	1050	Land Agent III	VACANT	0	0	0	0	0	0	0	0
14	1058	Office Aide	VACANT	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: LAND ADMINISTRATION DIVISION
 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	1000	Land Management Administrator	Borja, Margarita V.	M-08	\$40,150	\$0	\$0	11/16/2013	\$0	\$40,150	\$12,081	\$0	\$0	\$582	\$174	\$0	\$0	\$12,837	\$52,987
2	1005	Land Agent Supervisor	Santos, Ernest V.	K-11	38,278	0	0	12/4/2012	1,117	39,395	11,854	0	0	571	174	2,064	192	14,855	54,250
3	1006	Land Agent III	Aguon, Joffre Q.	J-15	40,873	0	0	4/14/2013	716	41,589	12,514	0	0	603	174	2,972	0	16,263	57,852
4	1007	Land Agent Supervisor	VACANT	K-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0
5	1008	Land Agent III	VACANT	J-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0
6	1010	Land Agent III	VACANT	J-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0
7	1011	Land Agent I	VACANT	G-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0
8	1013	Word Processing Secretary I	VACANT	G-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0
9	1014	Land Agent II	VACANT	I-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0
10	1015	Land Agent I	VACANT	G-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0
11	1016	Land Agent I	VACANT 4/16/2007 (Borja)	G-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0
12	1017	Word Processing Secretary II	VACANT	H-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0
13	1050	Land Agent III	VACANT	J-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0
14	1058	Office Aide	VACANT	B-01	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:	----	\$119,301	\$0	\$0	----	\$1,833	\$121,134	\$36,449	\$0	\$0	\$1,756	\$522	\$5,036	\$192	\$43,956	\$165,090

* 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.

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

ORIGINAL

Input by Department											
Special Pay Categories											
No.	(A) Position Number	(B) Position Title	(C) Name of Incumbent	(D) Holiday Pay	(E)	(F)	(G)	(H)	(I)	(J)	(K) (D+E+F+G+H+I+J) Subtotal
					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%	
1	1000	Land Management Administrator	Borja, Margarita V.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2	1005	Land Agent Supervisor	Santos, Ernest V.	0	0	0	0	0	0	0	0
3	1006	Land Agent III	Aguon, Joffre Q.	0	0	0	0	0	0	0	0
4	1007	Land Agent Supervisor	VACANT	0	0	0	0	0	0	0	0
5	1008	Land Agent III	VACANT	0	0	0	0	0	0	0	0
6	1010	Land Agent III	VACANT	0	0	0	0	0	0	0	0
7	1011	Land Agent I	VACANT	0	0	0	0	0	0	0	0
8	1013	Word Processing Secretary I	VACANT	0	0	0	0	0	0	0	0
9	1014	Land Agent II	VACANT	0	0	0	0	0	0	0	0
10	1015	Land Agent I	VACANT	0	0	0	0	0	0	0	0
11	1016	Land Agent I	VACANT 4/16/2007 (Borja)	0	0	0	0	0	0	0	0
12	1017	Word Processing Secretary II	VACANT	0	0	0	0	0	0	0	0
13	1050	Land Agent III	VACANT	0	0	0	0	0	0	0	0
14	1058	Office Aide	VACANT	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 2011
 Agency Staffing Pattern
 (CURRENT)

ORIGINAL

FUNCTIONAL AREA: LAND AND HOUSING AND NATURAL RESOURCES
 DEPARTMENT/AGENCY: DEPARTMENT OF LAND MANAGEMENT
 PROGRAM: LAND ADMINISTRATION DIVISION
 FUND: LAND SURVEY REVOLVING FUND;

Input by Department										Input by Department										
No.	(A) Position Number	(B) Position Title	(C) Name of Incumbent	(D) Grade/ Step	(E) Salary	(F) Overtime	(G) Special*	(H) Increment		(J) (E+F+G+I) Subtotal	Benefits					(P) Medical (Premium)		(Q) Dental (Premium)	(R) Total Benefits (K thru Q)	(S) (J + R) TOTAL
								Date	Amt.		(K) Retirement (J * 27.46%)	(L) Retire (DDI) (\$18.40*26PP)	(M) Social Security (6.2% * J)	(N) Medicare (1.45% * J)	(O) Life	(P)	(Q)			
1	1000	Land Management Administrator	Borja, Margarita V.	M-07	\$38,716	\$0	\$0	5/16/2012	\$0	\$38,716	\$10,631	\$0	\$0	\$561	\$174	\$0	\$0	\$11,367	\$50,083	
2	1005	Land Agent Supervisor	Santos, Ernest V.	K-11	38,278	0	0	12/4/2012	0	38,278	10,511	0	0	555	174	2,064	192	13,496	51,774	
3	1006	Land Agent III	Aguon, Joffre Q.	J-14	39,491	0	0	4/14/2011	691	40,182	11,034	0	0	583	174	2,972	0	14,763	54,945	
4	1007	Land Agent Supervisor	VACANT	K-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	
5	1008	Land Agent III	VACANT	J-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	
6	1010	Land Agent III	VACANT	J-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	
7	1011	Land Agent I	VACANT	G-11	0	0	0		0	0	0	0	0	0	0	0	0	0	0	
8	1013	Word Processing Secretary I	VACANT	G-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	
9	1014	Land Agent II	VACANT	I-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	
10	1015	Land Agent I	VACANT	G-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	
11	1016	Land Agent I	VACANT 4/16/2007 (Borja)	G-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	
12	1017	Word Processing Secretary II	VACANT	H-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	
13	1050	Land Agent III	VACANT	J-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	
14	1058	Office Aide	VACANT	B-01	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:	----	\$116,485	\$0	\$0	----	\$691	\$117,176	\$32,177	\$0	\$0	\$1,699	\$522	\$5,036	\$192	\$39,626	\$156,802	

* 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)	
				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+C+H+I+J) Subtotal
No.	Position Number	Position Title	Name of Incumbent	Holiday Pay							
1	1000	Land Management Administrator	Borja, Margarita V.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2	1005	Land Agent Supervisor	Santos, Ernest V.	0	0	0	0	0	0	0	0
3	1006	Land Agent III	Aguon, Joffre Q.	0	0	0	0	0	0	0	0
4	1007	Land Agent Supervisor	VACANT	0	0	0	0	0	0	0	0
5	1008	Land Agent III	VACANT	0	0	0	0	0	0	0	0
6	1010	Land Agent III	VACANT	0	0	0	0	0	0	0	0
7	1011	Land Agent I	VACANT	0	0	0	0	0	0	0	0
8	1013	Word Processing Secretary I	VACANT	0	0	0	0	0	0	0	0
9	1014	Land Agent II	VACANT	0	0	0	0	0	0	0	0
10	1015	Land Agent I	VACANT	0	0	0	0	0	0	0	0
11	1016	Land Agent I	VACANT 4/16/2007 (Borja)	0	0	0	0	0	0	0	0
12	1017	Word Processing Secretary II	VACANT	0	0	0	0	0	0	0	0
13	1050	Land Agent III	VACANT	0	0	0	0	0	0	0	0
14	1058	Office Aide	VACANT	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
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Government of Guam
Biennial Budget
Fiscal Years 2012 & 2013
Equipment / Capital and Space Requirement

Function : Land and Housing and Natural Resources
Department/Agency: Department of Land Management
Program: Land Administration Division

EQUIPMENT/CAPITAL LISTING:			
Description	Quantity	Percentage of Use	Comments
FY 2012/2013			
Dell, Monitor	3	100	
Dell, Computer System Unit	3	100	
Dell, Keyboard	3	100	
Dell, Mouse	3	100	
Maroon, UPS	3	100	
Casio, Calculating Machine	1	5	
Altigen, Telephone System	3	100	
5 Wheel Arm Chair - Black	3	100	
5 Wheel Arm Chair - Black	1	10	
5 Wheel Arm Chair - Maroon	1	10	
4 Drawer File Cabinet - Black	1	5	
4 Drawer File Cabinet - Beige	5	5	
5 Drawer File Cabinet - Dk Gray	5	5	
2 Drawer File Cabinet - Black	2	5	
2 Drawer File Cabinet - Gray	1	5	
4 Drawer File Cabinet - Gray	5	5	
2- Drawer File Cabinet Beige	2	5	
Executive Wood Desk	1	100	
7 Drawer Wood Top Desk - Black	4	100	
Fellowed - Paper Shredder	1	5	
IBM - Typewriter	1	5	
2 -Door Supply Cabinet - Beige	2	50	

SPACE REQUIREMENT (for Personnel and Equipment/Capital)	Total Program Space (Sq. Ft.):	1,225.6	Total Program Space Occupied (Sq. Ft.):	
Description	Square Feet	Percent of Total Program Space	Comments	
FY 2012				
Land Administration Division	1,225.6	100.0%		Rental Building
FY 2013				
Land Administration Division	1,225.6	100.0%		Rental Building