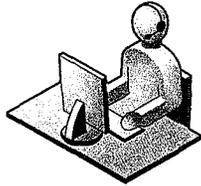
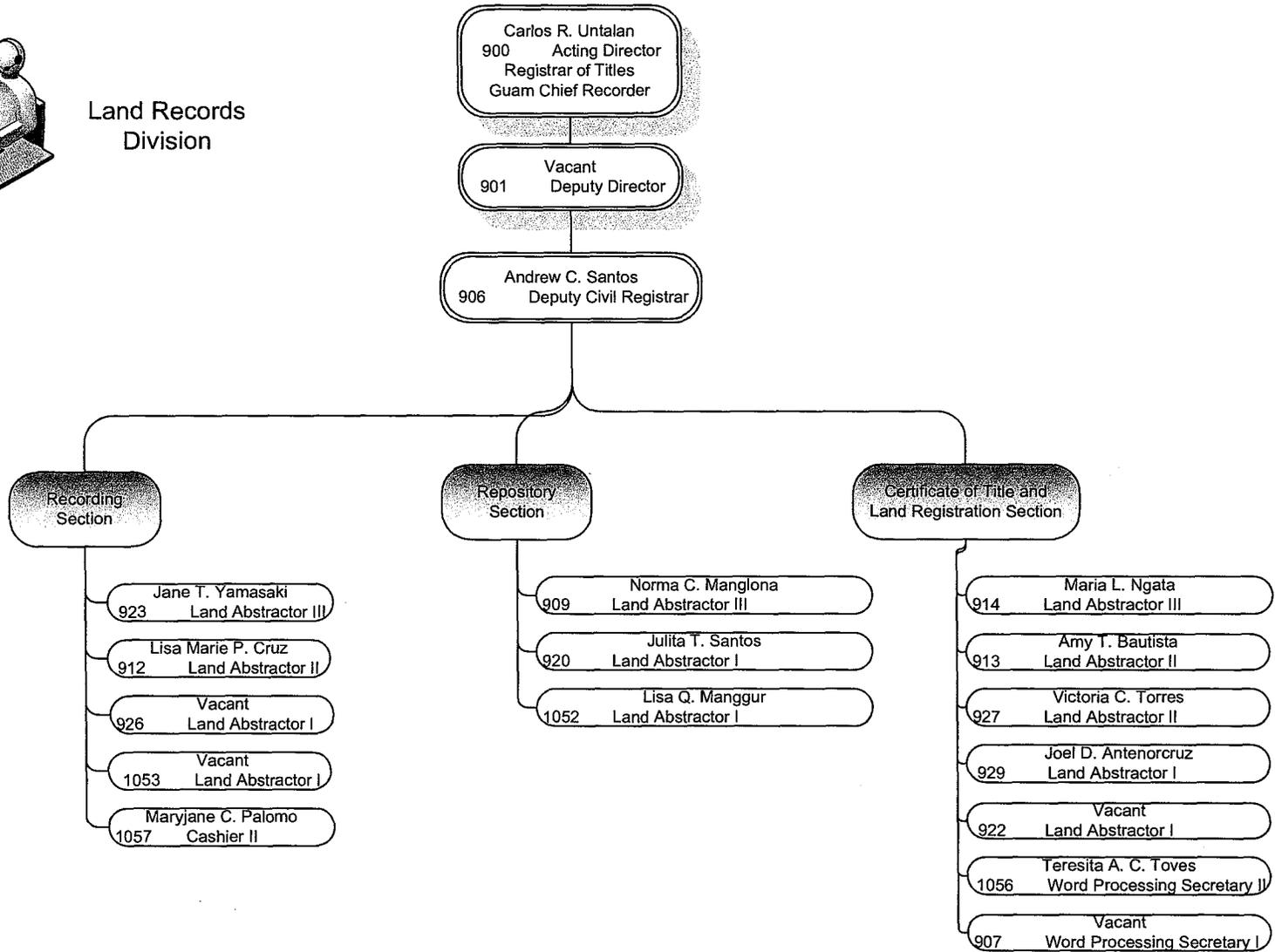


Department of Land Management  
Land Records Division  
Organizational Chart



Land Records  
Division



ORIGINAL

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

**Department / Agency Narrative**

**FUNCTIONS:** Land, Housing, and Natural Resources

**DEPT. / AGENCY:** Department of Land Management – Land Records Division

**LAND RECORD'S DIVISION MISSION STATEMENT:**

To establish and implement the smooth transition of all miscellaneous instruments affecting the title or possession of real property pursuant to GCA Title 21, Chapter 29, Chapter 31, Chapter 33, and Chapter 60 as mandated by law.

***Recording of Real Property:***

1. Record by legible handwriting or by photographic process authorized document or documents.
2. Recorder shall immediately endorse upon it the proper filing number in the order in which it is deposited, the year, month, day, hour and minute of its reception and the amount of fees for its recording together with the acknowledgements, proofs, and certificates written upon or annexed to it, and any plats, surveys, schedules and other papers there annexed.
3. The recorder, notwithstanding any other provisions of law and exclusive of any documentary tax, is authorized and directed to collect fees.
4. The recorder shall have custody of all documents, records, books, maps, and other material deposited in his office.
5. To continue servicing the General Public, the Title Companies, Attorney Law Office.

***Certificate of Title Section:***

1. To process Certificate of Title to private landowners, corporations, and the government.
2. To research land transactions to establish the chain of title.
3. To assess for payment once the Certificate of Title is completed and signed by the Deputy Civil Registrar.

**Biennial Budget Fiscal Years 2012 & 2013**  
**Department /Agency Narrative**  
**Department of Land Management – Land Records Division**  
**Page 2 of 4**

***Land Title Registration Act :***

1. To process and initiate all Government of Guam owned real property deemed unregistered.
2. To prepare and abstract of title for the initiation of the registration of government lands.
3. To process Certificate of Title once a decision is rendered from the court of Guam.
4. To assess for payment once the Certificate of Title is completed and signed by the Deputy Civil Registrar.

***Repository of Recorded Documents:***

1. To safeguard, protect, secure, retain and preserve all recorded documents into a protective fire proof vault.
2. To scan all recorded documents into the department's database for the general public's review.
3. To enter all data into the department's (Uniface Database System).
4. Entertains request from customers on recorded instruments that are not readily available.

***Customer Service:***

1. Assist customer in retrieving recorded instruments with the division.
2. Responsible for maintenance and filing of miscellaneous instruments for the customer based library.
3. Responsible for maintenance of all customer base workstations.
4. Assist customers indentifying and referring them to the proper division or sections.

***Cashier:***

1. To ensure that all revenues collected.
2. To ensure full accountability of all monies collected.
3. Responsible for the release of all requests made by the customers and ensures that payments are made accordingly.

**Biennial Budget Fiscal Years 2012 & 2013**  
**Department /Agency Narrative**  
**Department of Land Management – Land Records Division**  
**Page 3 of 4**

4. Prepares and documents all revenues collected for deposit for the Treasurer of Guam.
5. Prepares end of the month revenue reports.

**GOALS AND OBJECTIVES:**

***Recording of Real Property:*** To record any instrument or document within a five minute time frame, in accordance with the established policies and procedures . Effectively collect all associated fees in a timely manner and provide quality customer service.

***Land Title Registration Act:*** To issue Certificate of Titles once the decree establishing title is rendered by the court of Guam.

***Certificate of Title Section:*** To issue Certificate of Titles to all public and private lands.

***Repository of Recorded Documents:*** To post information of documents recorded affecting real property; to provide access to documents for review to the general public, private title companies, attorney law firms, and other Government of Guam agencies. To provide certified copies of documents which shall be considered duplicate originals.

ORIGINAL

Land Records  
Page4of23









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	328,624	359,206	368,981	375,246	0	0	0	0	328,624	359,206	368,981	375,246
112	Overtime:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
113	Benefits:	0	0	0	0	91,544	105,644	147,256	155,837	0	0	0	0	91,544	105,644	147,256	155,837
114	Insurance Benefits (Medical / Dental / Life):	0	0	0	0	18,865	0	0	0	0	0	0	0	18,865	0	0	0
	<b>TOTAL PERSONNEL SERVICES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$439,033</b>	<b>\$464,850</b>	<b>\$516,237</b>	<b>\$531,083</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$439,033</b>	<b>\$464,850</b>	<b>\$516,237</b>	<b>\$531,083</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	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
	<b>TOTAL OPERATIONS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</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	0	0	0	0	0	0	0	0	0	0	0	0
	<b>TOTAL UTILITIES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>												
450	CAPITAL OUTLAY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>TOTAL APPROPRIATIONS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$439,033</b>	<b>\$464,850</b>	<b>\$516,237</b>	<b>\$531,083</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$439,033</b>	<b>\$464,850</b>	<b>\$516,237</b>	<b>\$531,083</b>
1/ Land Survey Revolving Fund																	
<b>FULL TIME EQUIVALENCIES (FTEs)</b>																	
	UNCLASSIFIED:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	CLASSIFIED:	0	0	0	0	11	11	11	11	0	0	0	0	11	11	11	11
	<b>TOTAL FTEs</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>

ORIGINAL

Schedule A - Off-Island Travel

Department/Agency: LAND MANAGEMENT  
 Division: LAND RECORDS  
 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



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 RECORDS 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) Subtotal	Benefits					(P) Medical (Premium)	(Q) Dental (Premium)	(R) Total Benefits (K thru Q)	(S) (J + R) TOTAL
								Date	Amt.		(K) Retirement (J * 28.3%)( 2/)	(L) Retire (DD) (\$19.02*26PP)	(M) Social Security (6.2% * J)	(N) Medicare (1.45% * J)	(O) Life (1/)				
1	906	Deputy Civil Registrar	Santos, Andrew C.	M-09	\$41,584	\$0	\$0	7/8/2012	\$359	\$41,943	\$11,870	\$0	\$0	\$608	\$174	\$7,020	\$408	\$20,080	\$62,023
2	907	Word Processing Secretary I	VACANT	G-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0
3	909	Land Abstractor III	Manglona, Norma C.	K-08	34,518	0	0	10/5/2012	0	34,518	9,769	495	0	501	174	2,504	192	13,634	48,152
4	911	Data Control Clerk I	VACANT	E-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0
5	912	Land Abstractor II	Cruz, Lisa Marie P.	I-07	28,875	0	0	11/3/2012	0	28,875	8,172	495	0	419	174	0	0	9,259	38,134
6	913	Land Abstractor II	Bautista, Amy T.	I-13	35,571	0	0	5/24/2013	0	35,571	10,067	0	0	516	174	2,504	192	13,452	49,023
7	914	Land Abstractor III	Ngata, Maria L.	K-10	36,984	0	0	11/29/2011	1,186	38,170	10,802	495	0	553	174	0	0	12,025	50,195
8	915	Data Control Clerk I	VACANT	E-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0
9	920	Land Abstractor I	Federal Funds	G-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0
10	922	Land Abstractor I	VACANT - In Lieu of (L/A III)	G-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0
11	923	Land Abstractor III	Yamasaki, Jane T.	K-13	41,005	0	0	10/6/2011	1,435	42,440	12,011	0	0	615	174	6,713	349	19,862	62,302
12	924	Data Control Clerk I	VACANT	E-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0
13	926	Land Abstractor I	VACANT - In Lieu of (L/A II)	G-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0
14	927	Land Abstractor II	Torres, Victoria C.	I-15	38,105	0	0	6/12/2013	0	38,105	10,784	0	0	553	174	0	0	11,510	49,615
15	928	Data Control Clerk I	VACANT	E-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0
16	929	Land Abstractor II	Antenoracruz, Joel D.	I-12	34,368	0	0	10/5/2011	1,203	35,571	10,067	0	0	516	174	2,064	192	13,012	48,583
17	1052	Land Abstractor I	Manggur, Lisa Q.	G-02	19,893	0	0	3/1/2012	683	20,576	5,823	495	0	298	174	6,713	0	13,503	34,079
18	1053	Land Abstractor I	VACANT 10/5/2009 (Antenoracruz)	G-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0
19	1056	Word Processing Secretary II	Toves, Teresita A.C.	H-08	27,964	0	0	6/23/2012	333	28,297	8,008	0	0	410	174	0	0	8,592	36,889
20	1057	Cashier II	Palomo, Mary Jane C.	E-09	24,151	0	0	11/3/2011	764	24,915	7,051	495	0	361	174	4,035	209	12,325	37,240
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:	----	\$363,018	\$0	\$0	----	\$5,963	\$368,981	\$104,422	\$2,475	\$0	\$5,350	\$1,914	\$31,553	\$1,542	\$147,256	\$516,237

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

920 - Limited Term Appointment; 100% federal

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) No.	(B) Position Number	(C) Position Title	(D) Name of Incumbent	(E) Holiday Pay	(F) Special Pay Categories						(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	906	Deputy Civil Registrar	Santos, Andrew C.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2	907	Word Processing Secretary I	VACANT	0	0	0	0	0	0	0	0
3	909	Land Abstractor III	Manglona, Norma C.	0	0	0	0	0	0	0	0
4	911	Data Control Clerk I	VACANT	0	0	0	0	0	0	0	0
5	912	Land Abstractor II	Cruz, Lisa Marie P.	0	0	0	0	0	0	0	0
6	913	Land Abstractor II	Bautista, Amy T.	0	0	0	0	0	0	0	0
7	914	Land Abstractor III	Ngata, Maria L.	0	0	0	0	0	0	0	0
8	915	Data Control Clerk I	VACANT	0	0	0	0	0	0	0	0
9	920	Land Abstractor I	Federal Funds	0	0	0	0	0	0	0	0
10	922	Land Abstractor I	VACANT - In Lieu of (L/A III)	0	0	0	0	0	0	0	0
11	923	Land Abstractor III	Yamasaki, Jane T.	0	0	0	0	0	0	0	0
12	924	Data Control Clerk I	VACANT	0	0	0	0	0	0	0	0
13	926	Land Abstractor I	VACANT - In Lieu of (L/A II)	0	0	0	0	0	0	0	0
14	927	Land Abstractor II	Torres, Victoria C.	0	0	0	0	0	0	0	0
15	928	Data Control Clerk I	VACANT	0	0	0	0	0	0	0	0
16	929	Land Abstractor II	Antenoracruz, Joel D.	0	0	0	0	0	0	0	0
17	1052	Land Abstractor I	Manggur, Lisa	0	0	0	0	0	0	0	0
18	1053	Land Abstractor I	VACANT 10/5/2009 (Antenoracruz	0	0	0	0	0	0	0	0
19	1056	Word Processing Secretary II	Toves, Teresita A.C.	0	0	0	0	0	0	0	0
20	1057	Cashier II	Palomo, Mary Jane C.	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 RECORDS 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		Subtotal (E+F+G+I)	Benefits							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/)	Medical (Premium)	Dental (Premium)		
1	906	Deputy Civil Registrar	Santos, Andrew C.	M-10	\$43,018	\$0	\$0	7/8/2014	\$0	\$43,018	\$12,944	\$0	\$0	\$624	\$174	\$7,020	\$408	\$21,170	\$64,188
2	907	Word Processing Secretary I	VACANT	G-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0
3	909	Land Abstractor III	Manglona, Norma C.	K-08	34,518	0	0	10/5/2012	1,233	35,751	10,757	495	0	518	174	2,504	192	14,641	50,392
4	911	Data Control Clerk I	VACANT	E-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0
5	912	Land Abstractor II	Cruz, Lisa Marie P.	I-07	28,875	0	0	11/3/2012	980	29,855	8,983	495	0	433	174	0	0	10,085	39,940
6	913	Land Abstractor II	Bautista, Amy T.	I-13	35,571	0	0	5/24/2013	519	36,090	10,859	0	0	523	174	2,504	192	14,253	50,343
7	914	Land Abstractor III	Ngata, Maria L.	K-11	38,278	0	0	11/29/2013	0	38,278	11,518	495	0	555	174	0	0	12,742	51,020
8	915	Data Control Clerk I	VACANT	E-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0
9	920	Land Abstractor I	Federal Funds	G-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0
10	922	Land Abstractor I	VACANT - In Lieu of (L/A III)	G-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0
11	923	Land Abstractor III	Yamasaki, Jane T.	K-14	42,440	0	0	10/6/2013	0	42,440	12,770	0	0	615	174	6,713	349	20,622	63,062
12	924	Data Control Clerk I	VACANT	E-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0
13	926	Land Abstractor I	VACANT - In Lieu of (L/A II)	G-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0
14	927	Land Abstractor II	Torres, Victoria C.	I-15	38,105	0	0	6/12/2013	444	38,549	11,599	0	0	559	174	0	0	12,332	50,881
15	928	Data Control Clerk I	VACANT	E-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0
16	929	Land Abstractor II	Antenoracruz, Joel D.	I-13	35,571	0	0	10/5/2013	0	35,571	10,703	0	0	516	174	2,064	192	13,649	49,220
17	1052	Land Abstractor I	Manggur, Lisa Q.	G-03	21,064	0	0	3/1/2013	683	21,747	6,544	495	0	315	174	6,713	0	14,241	35,988
18	1053	Land Abstractor I	VACANT 10/5/2009 (Antenoracruz)	G-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0
19	1056	Word Processing Secretary II	Toves, Teresita A.C.	H-09	28,963	0	0	12/23/2013	0	28,963	8,715	0	0	420	174	0	0	9,309	38,272
20	1057	Cashier II	Palomo, Mary Jane C.	E-10	24,984	0	0	11/3/2013	0	24,984	7,518	495	0	362	174	4,035	209	12,793	37,777
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:	----	\$371,387	\$0	\$0	----	\$3,859	\$375,246	\$112,912	\$2,475	\$0	\$5,441	\$1,914	\$31,553	\$1,542	\$155,837	\$531,083

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

920 - Limited Term Appointment; 100% federal

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											
(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	906	Deputy Civil Registrar	Santos, Andrew C.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2	907	Word Processing Secretary I	VACANT	0	0	0	0	0	0	0	0
3	909	Land Abstractor III	Mangiona, Norma C.	0	0	0	0	0	0	0	0
4	911	Data Control Clerk I	VACANT	0	0	0	0	0	0	0	0
5	912	Land Abstractor II	Cruz, Lisa Marie P.	0	0	0	0	0	0	0	0
6	913	Land Abstractor II	Bautista, Amy T.	0	0	0	0	0	0	0	0
7	914	Land Abstractor III	Ngata, Maria L.	0	0	0	0	0	0	0	0
8	915	Data Control Clerk I	VACANT	0	0	0	0	0	0	0	0
9	920	Land Abstractor I	Federal Funds	0	0	0	0	0	0	0	0
10	922	Land Abstractor I	VACANT - In Lieu of (L/A III)	0	0	0	0	0	0	0	0
11	923	Land Abstractor III	Yamasaki, Jane T.	0	0	0	0	0	0	0	0
12	924	Data Control Clerk I	VACANT	0	0	0	0	0	0	0	0
13	926	Land Abstractor I	VACANT - In Lieu of (L/A II)	0	0	0	0	0	0	0	0
14	927	Land Abstractor II	Torres, Victoria C.	0	0	0	0	0	0	0	0
15	928	Data Control Clerk I	VACANT	0	0	0	0	0	0	0	0
16	929	Land Abstractor II	Antenoracruz, Joel D.	0	0	0	0	0	0	0	0
17	1052	Land Abstractor I	Manggur, Lisa Q.	0	0	0	0	0	0	0	0
18	1053	Land Abstractor I	VACANT 10/5/2009 (Antenoracruz)	0	0	0	0	0	0	0	0
19	1056	Word Processing Secretary II	Toves, Teresita A.C.	0	0	0	0	0	0	0	0
20	1057	Cashier II	Palomo, Mary Jane C.	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
			<b>Grand Total:</b>	\$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: LAND RECORDS 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 * 27.46%)	Retire (DDI) (\$18.40*26PP)	Social Security (6.2% * J)	Medicare (1.45% * J)	Life				
1	906	Deputy Civil Registrar	Santos, Andrew C.	M-08	\$40,150	\$0	\$0	1/8/2011	\$1,076	\$41,226	\$11,321	\$0	\$0	\$598	\$174	\$7,020	\$408	\$19,520	\$60,746
2	907	Word Processing Secretary I	VACANT	G-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0
3	909	Land Abstractor III	Manglona, Norma C.	K-07	33,286	0	0	4/5/2011	616	33,902	9,309	478	0	492	174	2,504	192	13,149	47,051
4	911	Data Control Clerk I	VACANT	E-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0
5	912	Land Abstractor II	Cruz, Lisa Marie P.	I-06	27,805	0	0	5/3/2011	446	28,251	7,758	478	0	410	174	0	0	8,820	37,071
6	913	Land Abstractor II	Bautista, Amy T.	I-12	34,368	0	0	5/24/2011	501	34,869	9,575	0	0	506	174	2,504	192	12,951	47,820
7	914	Land Abstractor III	Ngata, Maria L.	K-10	36,984	0	0	11/29/2011	0	36,984	10,156	478	0	536	174	0	0	11,344	48,328
8	915	Data Control Clerk I	VACANT	E-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0
9	920	Land Abstractor I	Federal Funds	G-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0
10	922	Land Abstractor I	VACANT - In Lieu of (L/A III)	G-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0
11	923	Land Abstractor III	Yamasaki, Jane T.	K-13	41,005	0	0	10/6/2011	0	41,005	11,260	0	0	595	174	6,713	350	19,092	60,097
12	924	Data Control Clerk I	VACANT	E-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0
13	926	Land Abstractor I	VACANT - In Lieu of (L/A II)	G-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0
14	927	Land Abstractor II	Torres, Victoria C.	I-14	36,816	0	0	6/12/2011	430	37,246	10,228	0	0	540	174	0	0	10,942	48,188
15	928	Data Control Clerk I	VACANT	E-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0
16	929	Land Abstractor II	Antenoracruz, Joel D.	I-12	34,368	0	0	10/5/2011	0	34,368	9,437	0	0	498	174	2,064	192	12,366	46,734
17	1052	Land Abstractor I	Manggur, Lisa Q.	G-01	18,723	0	0	3/1/2011	683	19,406	5,329	478	0	281	174	6,713	0	12,976	32,382
18	1053	Land Abstractor I	VACANT 10/5/2009 (Antenoracruz)	G-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0
19	1056	Word Processing Secretary II	Toves, Teresita A.C.	H-07	26,965	0	0	12/23/2010	833	27,798	7,633	0	0	403	174	0	0	8,210	36,008
20	1057	Cashier II	Palomo, Mary Jane C.	E-09	24,151	0	0	11/3/2011	0	24,151	6,632	478	0	350	174	4,035	209	11,878	36,029
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:		\$354,621	\$0	\$0		\$4,585	\$359,206	\$98,638	\$2,392	\$0	\$5,208	\$1,914	\$31,553	\$1,543	\$141,248	\$500,454

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

920 - Limited Term Appointment; 100% federal

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

ORIGINAL

Input by Department											
Special Pay Categories											
No.	(A) Position Number	(B) Position Title	(C) Name of Incumbent	(D) Holiday Pay	(E)-(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	906	Deputy Civil Registrar	Santos, Andrew C.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2	907	Word Processing Secretary I	VACANT	0	0	0	0	0	0	0	0
3	909	Land Abstractor III	Manglona, Norma C.	0	0	0	0	0	0	0	0
4	911	Data Control Clerk I	VACANT	0	0	0	0	0	0	0	0
5	912	Land Abstractor II	Cruz, Lisa Marie P.	0	0	0	0	0	0	0	0
6	913	Land Abstractor II	Bautista, Amy T.	0	0	0	0	0	0	0	0
7	914	Land Abstractor III	Ngata, Maria L.	0	0	0	0	0	0	0	0
8	915	Data Control Clerk I	VACANT	0	0	0	0	0	0	0	0
9	920	Land Abstractor I	Federal Funds	0	0	0	0	0	0	0	0
10	922	Land Abstractor I	VACANT - In Lieu of (L/A III)	0	0	0	0	0	0	0	0
11	923	Land Abstractor III	Yamasaki, Jane T.	0	0	0	0	0	0	0	0
12	924	Data Control Clerk I	VACANT	0	0	0	0	0	0	0	0
13	926	Land Abstractor I	VACANT - In Lieu of (L/A II)	0	0	0	0	0	0	0	0
14	927	Land Abstractor II	Torres, Victoria C.	0	0	0	0	0	0	0	0
15	928	Data Control Clerk I	VACANT	0	0	0	0	0	0	0	0
16	929	Land Abstractor II	Antenoracruz, Joel D.	0	0	0	0	0	0	0	0
17	1052	Land Abstractor I	Manggur, Lisa	0	0	0	0	0	0	0	0
18	1053	Land Abstractor I	VACANT 10/5/2009 (Antenoracruz	0	0	0	0	0	0	0	0
19	1056	Word Processing Secretary II	Toves, Teresita A.C.	0	0	0	0	0	0	0	0
20	1057	Cashier II	Palomo, Mary Jane C.	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: RIGHTS-OF-WAY SUB GRANT  
 FUND: FEDERAL FUNDS;

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	920	Land Abstractor I	Santos, Julita T.	G-01	\$18,723	\$0	\$0		\$0	\$18,723	\$5,141	\$478	\$0	\$271	\$174	\$2,972	\$260	\$9,297	\$28,020
2					0	0	\$0		0	0	0	0	0	0	0	0	0	0	0
3					0	0	\$0		0	0	0	0	0	0	0	0	0	0	0
4					0	0	\$0		0	0	0	0	0	0	0	0	0	0	0
5					0	0	\$0		0	0	0	0	0	0	0	0	0	0	0
6					0	0	\$0		0	0	0	0	0	0	0	0	0	0	0
7					0	0	\$0		0	0	0	0	0	0	0	0	0	0	0
8					0	0	\$0		0	0	0	0	0	0	0	0	0	0	0
9					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:	----	\$18,723	\$0	\$0	----	\$0	\$18,723	\$5,141	\$478	\$0	\$271	\$174	\$2,972	\$260	\$9,297	\$28,020

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

920 - Limited Term Appointment; 100% federal; expires 9/12/2011

ORIGINAL

Input by Department											
Special Pay Categories											
No.	(A) Position Number	(B) Position Title	(C) Name of Incumbent	(D) Holiday Pay	(E)-(J) Special Pay Categories						(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	920	Land Abstractor I	Santos, Julita T.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2	0	0	0	0	0	0	0	0	0	0	0
3	0	0	0	0	0	0	0	0	0	0	0
4	0	0	0	0	0	0	0	0	0	0	0
5	0	0	0	0	0	0	0	0	0	0	0
6	0	0	0	0	0	0	0	0	0	0	0
7	0	0	0	0	0	0	0	0	0	0	0
8	0	0	0	0	0	0	0	0	0	0	0
9	0	0	0	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**  
**Biennial Budget**  
**Fiscal Years 2012 & 2013**  
**Equipment / Capital and Space Requirement**

**Function : Land, Housing and Natural Resources**

**Department/Agency: Land Management**

**Program: Land Records Division**

<b>EQUIPMENT/CAPITAL LISTING:</b>			
<b>Description</b>	<b>Quantity</b>	<b>Percentage of Use</b>	<b>Comments</b>
<b>FY 2012</b>			
Monitor	19	100	
CPU (Hard drive)	19	100	
Keyboard	19	100	
Mouse	19	100	
Battery Backup (UPS)	12	100	
Telephone	8	100	
Printer (Scanner)	3	100	
Shredder	1	100	
Microfilm Machine	2	0	Not working.
Konica-Minolta Page Pro1390mf	1	100	
Hewlett Packard Laser Jet Printer	1	0	Not working.
IBM Typewriter Personal Wheelwriter 2	1	50	
Xerox scanner/copier Pro55	1	100	
Xerox machine workcentre Pro55	1	100	
Calculator adding machine	4	100	
Printer receipt machine	1	100	
Cash drawer	1	100	
Credit card swiper	1	100	
Electric stapler	2	100	
Heavy duty stapler	1	100	
Manuel numbering stamp	2	100	
Secretarial Chair	17	100	
Desk	11	100	
Chair	25	100	
4 Drawer file cabinet	30	100	
2 Drawer file cabinet	7	100	
Folding table	8	100	
Wooden shelves	41	100	
Ratan sofa couch	3	100	
Long wooden table	4	100	

ORIGINAL

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

Wooden chairs	7	100	
Metal chairs	16	100	
Cadesa file drawers	15	100	
Metal folding chairs	4	100	
<b>FY 2013</b>			
Monitor	19	100	
CPU (Hard drive)	19	100	
Keyboard	19	100	
Mouse	19	100	
Battery Backup (UPS)	12	100	
Telephone	8	100	
Printer (Scanner)	3	100	
Shredder	1	100	
Microfilm Machine	2	0	Not working.
Konica-Minolta Page Pro1390mf	1	100	
Hewlett Packard Laser Jet Printer	1	0	Not working.
IBM Typewriter Personal Wheelwriter 2	1	50	
Xerox scanner/copier Pro55	1	100	
Xerox machine workcentre Pro55	1	100	
Calculator adding machine	4	100	
Printer receipt machine	1	100	
Cash drawer	1	100	
Credit card swiper	1	100	
Electric stapler	2	100	
Heavy duty stapler	1	100	
Manuel numbering stamp	2	100	
Secretarial Chair	17	100	
Desk	11	100	
Chair	25	100	
4 Drawer file cabinet	30	100	
2 Drawer file cabinet	7	100	
Folding table	8	100	
Wooden shelves	41	100	
Ratan sofa couch	3	100	
Long wooden table	4	100	
Wooden chairs	7	100	
Metal chairs	16	100	
Cadesa file drawers	15	100	
Metal folding chairs		100	

ORIGINAL

