

Land Parcel System

Standard Operating Procedures

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Land Parcel System

Standard Operating Procedures

Table of Contents

1. Scanning and Data Projected Functions.....	Page: 03
2. General Rules	
a. Uniface Application Keyboard Configuration.....	Page: 04
b. Land Parcel Indexes	
i. Land Parcel Identification.....	Page: 05-06
ii. Land Parcel Municipalities and Time.....	Page: 07
iii. Land Parcel Data Fields.....	Page: 08-09
iv. Land Parcel Instruments.....	Page: 10-16
3. Data Entry/Data Control document processing	
a. Mandatory document processing.....	Page: 17
b. Non-mandatory document processing.....	Page: 18
c. Map document processing.....	Page: 19
d. Certificate of Title document processing.....	Page: 20
4. Document scanning	
a. Objective and cope of the Project/Mission.....	Page: 21
b. Strategy for Scanning.....	Page: 21
c. Key Players.....	Page: 22
d. Daily Operating Procedures.....	Page: 23
e. Amendments to Standard Operating Procedures.....	Page: 23
5. Attachments	
a. Office of the Recorder sheet.....	Page 24
b. 1 Guam Code Annotated, Chapter 4, Section 403.....	Page 25-35

Land Parcel System

Standard Operating Procedures

Scanning & Data Projected Functions

SCANNING

Will consist of 3 Working Stations and 3 different functions

(1S) Workstation: to scan Current documents & the year 1991 accordingly
(i.e. 1990, 1989, 1988 and so forth)

(2S) Workstation: to scan vault document o shelf 2, recording years of 1949-1966.
Document Numbers starting from 20000 to document Number 63285

(3S) Workstation: to scan Guarantee Claims only
Starting from Guarantee Claim Number 649 to Guarantee Claim Number 4225 total of 22 Books

Scanning Section has a 2-part process:

Morning shift 1st part – inventory and prep documents

Noon shift 2nd part – scan and quality check documents
Save and export to server

DATA ENTRY / DATA CONTROL

Will consist of 2 Working Station with 3 different functions

(1D) Workstation: Data Entry & Type Certification of Titles

(2D) Workstation: Update Data Entry Property Listing Numbers & Type Certificate of Titles for
Customers

Data Entry Section will be dual functions

Morning shift will be data entry (system is faster in morning)

Noon shift (since system is slow in afternoon) to either type Certificate of Titles or inventory documents
for the next day.

A daily report will be submitted to compile for the end of the month reports

Land Parcel System

Standard Operating Procedures

UNIFACE APPLICATION KEYBOARD CONFIGURATION

The definitions in your system's initialization file (.ini, .Xresources, etc.) can override the definitions for the keyboard translation table.

Selecting Text with the Mouse

Left Drag	Select characters
Shift-Left Click	Extend selection
Left Double Click	Select word
Right Double Click	Select line
Shift-Right Click	Select all text

Moving Text using the Mouse (To move text within a field using the mouse)

1. Select the text to move.
2. Press (and hold) the left mouse button over the selection.
3. Drag the mouse until the | cursor is at the target location.
4. Release the mouse button

Other Mouse Operations

Right Click	Pop-up Menu
Left+Right Click	Detail

Keyboard Shortcuts

In the tables below, <A> means that the function can also be activated with Ctrl-A or Gold A. Similar for other letters.

Meta Keys

Keypad +	Gold
Gold Space	Super

Form navigation		Form manipulation	
Tab	Next Field	Esc	<Q> Quit
Shift-Tab	Previous field	F2	<A> Accept
F10	<L> Pulldown menu	Shift-F2	<G> Clear
+Shift8	Search wildcard	Keypad Enter	<D> Detail
		F6	<P> Print
		Shift-F6	Print Setup

Occurrence navigation		Occurrence manipulation	
Alt-PgDn	Next occurrence	Alt-Delete	Remove occurrence
Alt-PgUp	Previous occurrence	Alt-Insert	Insert occurrence (after current occurrence)
Shift-Alt-PgDn	Next screenful of occurrences	F3	<S> Store
Ctrl-Alt-PgDn	Last occurrence	Shift-F3	<E> Erase
Ctrl-Alt-PgUp	First occurrence	F4	<R> Retrieve

Land Parcel System

Standard Operating Procedures

Land Parcel Identification Index

Example		Proper Entry			
		Lot	Tract	Block	Unit
1	L10A	L10-A	T0	B0	U0
2	L10R(NUMBER)	L10-R^	T0	B0	U0
3	L10R(REMAINDER)	L10-REM	T0	B0	U0
4	L10-NEW	L10NEW	T0	B0	U0
5	L10-E(EAST)	L10-EAS	T0	B0	U0
6	L10-E(NUMBER)	L10-E^	T0	B0	U0
7	L10-S(SOUTH)	L10-SOU	T0	B0	U0
8	L10-S(NUMBER)	L10-S^	T0	B0	U0
9	L10-W(WEST)	L10-WES	T0	B0	U0
10	L10-W(NUMBER)	L10-W^	T0	B0	U0
11	L10-N(NORTH)	L10-NOR	T0	B0	U0
12	L10-N(NUMBER)	L10-N^	T0	B0	U0
13	L10-P(PART)	L10-PART	T0	B0	U0
14	L10-P(PARCEL)	L10-PCL	T0	B0	U0
15	L10-P(PORTION)	L10-PTN	T0	B0	U0
16	L10-P(POINT)	L10-PT	T0	B0	U0
17	L10-P(NUMBER)	L10-P^	T0	B0	U0
18	L10-1-2-RW(RIGHT OF WAY)	L10-1-2-R/W	T0	B0	U0
19	L10-1-2-RW(REMAINDER/WEST)	L10-1-2-REM-WES	T0	B0	U0
20	L10-1-2-RW(REMAINDER/NUMBER)	L10-1-2-REM-W^	T0	B0	U0
21	L10-2-RW (NUMBER/WEST)	L10-1-2-R^WES	T0	B0	U0
22	L10-1-2-RW (NUMBER/NUMBER)	L10-1-2-R^W^	T0	B0	U0
23	TRACT259,BLOCK2,LOT64	L64	T259	B2	U0
24	TRACT1340,BLOCK96,LOT3-REM-NEW-4	L3-REMNEW-4	T1340	B96	U0
25	L110.1-2	L110.1-2	T0	B0	U0
26	LP19.110-1	LP19.110-1	T0	B0	U0
27	L1-R-1	L1-REM-1	T0	B0	U0
28	L1-NEW-NEW-R1	L1-NEWNEW-R1	T0	B0	U0
29	L1-R-1-NEW	L1-REM-1NEW	T0	B0	U0

Land Parcel System

Standard Operating Procedures

Land Parcel Identification Index

Document	Proper Entry	Document	Proper Entry
ACCESS ROAD	ACC/RD	POINT	PT
ALLEY	ALLEY	PONDING	PON
BETWEEN	BTW	PRIVATE ACC	PVT/ACC
BUILDING	BLDG	PORTION	PTN
BULL CART	BULL CART	PUBLIC ACCESS	PUB/ACC
DRAINAGE EASEMENT	DRNG/EASE'NT	R	REM
EAST	EAS	RECREATION AREA	REC-AREA
ESTATE	EST	REMAINDER	REM
EXTENSION	EXT	ROAD	RD
GOVERNMENT	GOV	ROUTE	RT
HOUSING	HSG	SECTION	SEC
INCREMENT	INCR	SHORE	SHO
LANE	LN	SITE	SITE
NAVY/NAVAL	NAV	SLOPE EASEMENT	SL/EASE'NT
NEW	NEW	SOUTH	SOU
NORTH	NOR	SOUTHEAST	SOUEAS
NON-ACCESS EASEMENT	NON-ACC/EAS'NT	SOUTHWEST	SOUWES
NORTHEAST	NOREAS	STREET	ST
NORTHWEST	NORWES	STRIP	STP
PARCEL	PCL	STORE	STO
PARKING ZONE	PARKING ZONE	STORY	STY
PART	PART	TEMPORARY SEWER	TEMPORARY SEWER
PHASE	PHASE	UTILITY EASEMENT	UTIL/EASE'NT
		WEST	WES

Land Parcel System

Standard Operating Procedures

Municipality Index

1 Title Guam Code Annotated Section 403

Old Index	Existing DLM Records Municipalities	New Index	§ 403 Municipalities Revised
M01	Agana	M01	Hagatna
M02	Agat (includes Santa Rita)	M02	Agat
M03	Asan	M03	Asan
M04	Barrigada (includes Mangilao, Mongmong-Toto-Maite)	M04	Barrigada
M05	Dededo (includes Tamuning)	M05	Dededo
M06	Inarajan	M06	Inarajan
M07	Machanao	M07	Mangilao
M08	Merizo	M08	Merizo
M09	Piti	M09	Piti
M10	Sinajan (includes Agana Heights & Ordot-Chalan Pago)	M10	Sinajana
M11	Talofofo	M11	Talofofo
M12	Umatac	M12	Umatac
M13	Yigo	M13	Yigo
M14	Yona	M14	Yona
		M15	Agana Heights
		M16	Mongmong-Toto-Maite
		M17	Ordot-Chalan Pago
		M18	Santa Rita
		M19	Tamuning
		MC	Machanao

Time Index

Recorded Time	Proper Entry
8:00AM	08:00
9:00AM	09:00
10:00AM	10:00
11:00AM	11:00
12:00PM	12:00
1: 00PM	13:00
2: 00PM	14:00
3: 00PM	15:00
4: 00PM	16:00
5: 00PM	17:00

Land Parcel System

Standard Operating Procedures

Data Field Index

<i>Screen Name</i>	Field Name	Field Description
<i>Document No</i>	Document Number	Number assigned by numerical sequencing of documents received
<i>PL Tax No</i>	Property Listing Tax Number	See Property Listing Book, provided by DLM to DRT stating real property conveyance or interest, imitates in real property tax collection and the triennial tax valuation
<i>Process Date</i>	Process Date	Date Document process to the system (auto default)
<i>Rec'd Date</i>	Recorded Date	Date when Document Number assigned (Date / Month/ Year)
<i>Rec'd Time</i>	Recorded Time	Time when Document Number assigned
<i>Ref Doc's</i>	Reference Document Numbers	Primary documents(s) reference usually showing beyond 20 chain of previous interest
<i>Fy of Survey Plan</i>	Fiscal Year of Survey Plan	Example: 100FY2001, reference map(s) as required by Ch 62 (Subd Law) & Ch 60 (Land Mgt) referencing beyond 20 maps
<i>CT Ref</i>	Certificate of Title Reference Number	Certificate of title(s) issued, either referenced in transferred interest document or in real property map beyond 20 CT's
<i>Seq of</i>	Sequence Number of Number	Number of lots within particular document, i.e., 1 of 10
<i>Instrument</i>	Type of Instrument	Abbreviated instrument codes to indicate type of instrument
<i>Amount</i>	Dollar amount of mortgage	Total amount of mortgages & other legal leases or sales
<i>Fee</i>	Recording Fee of Instrument	Total Recording fee assessed as required by law
<i>Recpt</i>	Official Receipt Number	Receipt number as assigned by the Treasurer of Guam
<i>Exp Date</i>	Expiration Date	Expiration Date, more practically for Power of Attorney, or property lease. Or permits Enter by DAY/MON/YEAR
<i>Mun</i>	What Municipality the property is located	As designated by Section 403, Chapter 4, 1 GCA. Use Municipality Code Listing, if no lot is indicated enter <u>M00, L0, T0, B0, U0</u> , or tab to next entry

Land Parcel System

Standard Operating Procedures

Data Field Index

<i>Screen Name</i>	Field Name	Field Description
<i>Lot</i>	The described lot the document is referring to	A legal parcel designation provided by a DLM Recorded Real Property map
<i>Tract</i>	The described Tract the document is referring to , if any	A subdivision of more than 6 lots assigned by the DLM Planning Division and map recorded in DLM
<i>Blk</i>	The described Block the document is referring to, if any	A grouping of parcels within a subdivision or tract meant for orderly designation
<i>U</i>	The described Unit the document is referring to, if any	A phase of subdivision or an assignment within the horizontal property regime
<i>PIN</i>	Personal Identification Number on each property lot number	This entry will be automatically entered by the system.
<i>Estate Name</i>	Another identification name or number on the lot number	A Spanish System used to designate land ownership. Normally a number is entered in this field
<i>Ownership</i>	Ownership code on property	P = Private Owner G =Government Owner F = Federal Owner
<i>Area</i>	Area size of Property	The legal recorded area indicated under lot description
<i>UOM</i>	Unit of Measure of Property	Unit of Measure may be in metric (Square Feet) or by American standard- Law & Survey Manual requires metric standard (Square Meters)
<i>No of Documented Name</i>	Sequence Number of Grantor	Designates # of grantor(s) within a specific document transaction name of grantor(s)
<i>No of Documented Name</i>	Sequence Number of Grantee	Designates # of grantee(s) within a specific document transaction name of grantee(s)
<i>Execution Date</i>	Date the Document is created	The date that the parties have agreed to in the signing or the effective date of execution of the instrument. Enter by DAY/MON/YEAR
<i>Document Notes</i>	Notes by the Recorder or Staff	Located in the Front Cover Sheet

Land Parcel System

Standard Operating Procedures

Land Parcel Instrument Coding

CODE	ABBREVIATION	INSTRUMENT
AABJU	AMD ABST/ JUDGM	AMENDED ABSTRACT OF JUDGEMENT
AAC	APPEAR CONSENT	APPEARANCE & CONSENT
ABJU	ABST/ JUDGM	ABSTRACT OF JUDGEMENT
ABYLA	AMEND/ BYLAW	AMENDED BYLAW
ACK	ACKNOWLEDGEMENT	ACKNOWLEDGEMENT
ACT	ACTION	ACTION
AD	AMENDED/ DECREE	AMENDED DECREE
ADD	ADDENDUM	ADDENDUM
ADDI	ADDITION	ADDITION
ADT	AMEN/ DECL/ TAKIN	AMENDMENT TO DECLARATION OF TAKING
AEDD	AMD/ DEED	AMENDED DEED
AFDE	AFF/ DEATH	AFFIDAVIT / DEATH
AFFI	AFFIDAVIT	AFFIDAVIT
AFRM	AFFIRMATION	AFFIRMATION
AGPA	AMD / GEN-ATTORNE	AMENDED GENERAL POWER OF ATTORNEY
AGREE	AGREEMENT	AGREEMENT
AJM	AMD / JUDGE	AMENDED JUDGEMENT
AMAF	AMD / AFFI	AMENDED AFFIDAVIT
AMAG	AMENDED AGREE	AMENDED AGREEMENT
AMAN	AMENDED / MANDATE	AMENDED MANDATE
AMART	AMEND / ART	AMENDED ARTICLES
AMASG	AMENDT / ASSIGNMT	AMENDMENT ASSIGNMENT
AMEND	AMENDMENT	AMENDMENT
AMHPR	AMENDED H P R	AMENDED H P R
AMORT	AMEND / MTG	AMENDED MORTGAGE
AMPA	AMENDED / P / ATTY	AMENDED POWER OF ATTORNEY
AN	AMENDED NOTICE	AMENDED NOTICE
ANCL	ANSWER / CLAIM	ANSWER TO CLAIM
AO	AMENDED / ORDER	AMENDED ORDER
AOH	ABANDONMENT	ABANDONMENT OF HOMESTEAD
AP	AMEND / PETITION	AMENDED PETITION

Land Parcel System

Standard Operating Procedures

APOS	AMD / POWER / ATTY	AMENDED SPECIAL POWER OF ATTORNEY
APPL	APPLICATION	APPLICATION
APPT	APPOINT	APPOINTMENT
APR	AMEN / PART / REL	AMENDED PARTIAL RELEASE
AR	AMEND / REL	AMENDED RELEASE
ART	ARTICLES	ARTICLES
AS	AMENDED / STIPULA	AMENDED STIPULATION
ASAG	ASSUM / AGRMT	ASSUMPTION AGREEMENT
ASMT	ASSESSMENT	ASSESSMENT
ASSGM	ASSGMT	ASSIGNMENT
ASTJ	AMEND / SATIS / JUD	AMENDED SATISFACTION OF JUDGEMENT
AT	AMEND / TRANS	AMENDED TRANSFER
ATGL	ADM / TRF GOV LAN	ADMINISTRATIVE TRANSFER OF GOV-GUAM LAND
AUTH	AUTHORIZE	AUTHORIZE
AZC	AMEND / ZONE / CHAN	AMENDMENT ZONE CHANGE
BANK	BANKRUPTCY	BANKRUPTCY
BASA	BILL / SALE	BILL OF SALE
BB	BAIL / BOND	BAIL BOND
BC	BIRTH / CERT	BIRTH CERTIFICATE
BNDP	PERF / BOND	PERFORMANCE BOND
BOC	BOUND / CHANGE	BOUNDARY CHANGE
BOND	BOND / MTG	BOND MORTGAGE
BYLAW	BYLAWS	BYLAWS
CADD	CANCEL / DEED	CANCELLATION DEED
CANCL	CANCELLATION	CANCELLATION
CDEED	CONTR / DEED	CONTRACT TO DEED
CER	CERTIFICATE	CERTIFICATE
CERT	CERTF	CERTIFICATION
CFP	COMP / FOR PART	COMPLAINT FOR PARTITION
CHMO	CHAT / MTG	CHattel MORTGAGE
CLAIM	CLAIM	CLAIM
CLI	CON / LEASE / INT	CONVEYANCE OF LEASEHOLD INTEREST
CM	CONDO / MAP	CONDOMINIUM MAP

Land Parcel System

Standard Operating Procedures

COMP	COMPLAINT	COMPLAINT
CON	CONTRACT	CONTRACT
CONF	CONFIRM	CONFIRMATION
CONS	CONSENT	CONSENT
COPL	CONDO / PLAN	CONDOMINIUM PLAN
CORP	CORRECT	CORRECTION
COVP	CONVENANT / PUR	COVENANT OF PURPOSE
CVHS	CONVENANT	CONVENANTS FOR HOUSING
DC	DISCHARGE	DISCHARGE
DCONV	DEED / CONVEY	DEED OF CONVEYANCE
DDAD	ADMIN / DEED	ADMIN DEED
DDCH	CHAT / DEED	CHattel DEED
DDEX	EXEC / DEED	EXEC DEED
DDGI	DEED / GIFT	DEED GIFT
DDGR	DEED / GRANT	GRANT DEED
DDPA	DEED / PART	DEED PARTITION
DDSA	DEED / SALE	DEED OF SALE
DDTR	TRUST / DEED	TRUSTEE'S DEED
DDWR	WARNTY / DEED	WARRANTY DEED
DEAC	DEATH / DEED	DEATH / CERTIFICATE
DEC	DECISION	DECISION
DECL	DECLARATION	DECLARATION
DECR	DECREE	DECREE
DEED	DEED	DEED
DEJ	DFLT / JUDGE	DEFAULT JUDGEMENT
DEMAP	DEED AND MAP	DEED AND MAP
DENP	DEED / NONPAYMENT	DEED OF NONPAYMENT
DEXCH	DEED / EXCHG	DEED OF EXCHANGE
DFFC	DEC / FIN / FAC/ LAW	DECISION FINDING OF FACT & CONCLUSION OF LAW
DR	DEFINITE RECORD	DEFINITE RECORD
DIR	DIRECTIVE	DIRECTIVE
DISC	DISCLAIM	DISCLAIMER
DISPO	DISPO / LAND	DISPOSITION OF LANDS

Land Parcel System

Standard Operating Procedures

DIVO	DIVORCE	DIVORCE
DOT	DEED / TRUST	DEED OF TRUST
DT	DECLARA/ TAKING	DECLARATION OF TAKING
EASE	EASEMENT	EASEMENT
ESTOP	ESTOP	ESTOPPEL
EPP	EXPIRE / OPT-PURC	EXPIRATION OF OPTION TO PURCHASE
EXPAR	EXPARTE	EXPARTE
EXTA	EXTEN / AGRMT	EXTENSION AGREEMENT
FAPED	FINAL / ACUNT	FINAL ACCOUNT & PETITION FOR FINAL DISTRIBUTION
FIND	FIND / FACTS	FINDINGS OF FACTS
FRR	FULL / RECON / REL	FULL RECONVEYANCE AND RELEASE
GARW	GRANT-R/W	GRANT RIGHT OF WAY
GCFI	GRANT / CONT-INT	GRANT OF CONTINGENT FUTURE INTEREST
GOLIE	GOLIE	GRANT OF LIEN
GSPC	GUAM / SEA / PRO / COM	GUAM SEASHORE PROTECTION COMMISSION
HPR	PROP / REGIME	PRE HORIZONTAL PROP REGIME DECLARATION
IAA	INVRY / APPRSMNT	INVENTORY AND APPRAISEMENT
INSUP	INSURANCE POLI	INSURANCE POLICY
IPOA	IRREV / POA	IRREVOCABLE POWER OF ATTORNEY
ITA	IRREVOC / TRUST	IRREVOCABLE TRUST AGREEMENT
JUDG	JUDGEMENT	JUDGEMENT
LAND	LAND / REG / CASE	LAND REGISTRATION CASE
LEAH	LEASHLD	LEASEHOLD MORTGAGE
LEASE	LEASE	LEASE
LETR	LETTER	LETTER
LICE	LICENSE	LICENSE
LMPB	LABOR / MATER / BON	LABOR AND MATERIAL PAYMENT BOND
LNC	LEG / NON / CON	LEGAL NON CONFORMING
LTAX	TAX LIEN	TAX LIEN
MAND	MANDATE	MANDATE
MAP	MAP	MAP
MARS	MARSHAL / DEED	MARSHAL'S DEED
MD	MTG / DEED	MORTGAGEES DEED

Land Parcel System

Standard Operating Procedures

MDM	MODIFY /MORTGAGE	MODIFICATION OF MORTGAGE
MEM	MEMORANDUM	MEMORANDUM
MINU	MINUTES	MINUTES
ML	MECHANICS / LIEN	MECHANICS LIEN
MOAD	ADDUM / MTG	ADDENDUM TO MORTGAGE
MORG	MORTGAGE	MORTGAGE
MOT	MOTION	MOTION
NOT	NOT / USED	NOT USED
NOTE	NOTICE	NOTICE
NSUB	NOVATION / SUB	NAVATION SUBLEASE
OATH	OATH	OATH
OPI	OPINION	OPINION
OPT	OPTION	OPTION
OPTL	OPTION / LIEN	OPTIONEES LIEN
ORDER	ORDER	ORDER
PABN	PAYMENT BOND	PAYMENT BOND
PAJU	PARTIAL / JUDGMNT	PARTIAL JUDGEMENT
PARAS	PARTIAL ASSIG	PARTIAL ASSIGNMENT
PEASE	PRO / EASEM	PROPOSED EASEMENT
PERMI	PERMIT	LAND USE PERMIT
PET	PETITION	PETITION
PG	PAYMENT GUARANT	PAYMENT GUARANTY
PL	PARTIAL REL	PARTIAL RELEASE
POA	POWER / ATTY	POWER OF ATTORNEY
POAC	CORP / POWER / ATTY	CORPORATE POWER OF ATTORNEY
POAD	DURABLE / POWER/ ATTY	DURABLE POWER OF ATTORNEY
POAF	FULL / POWER / ATTY	FULL POWER OF ATTORNEY
POAG	GENERAL / POWER / ATTY	GENERAL POWER OF ATTORNEY
POAL	LIMITED/ POWER /ATTY	LIMITED POWER OF ATTORNEY
POAR	REAFFI/ POWER/ ATTY	REAFFIRMATION OF POWER OF ATTORNEY
POAS	SPECIAL/ POWER/ ATTY	SPECIAL POWER ATTORNEY
POAU	UNLIMIT/ POWER/ATTY	UNLIMITED POWER OF ATTORNEY
POSS	POSS/ INFOR	POSSESSORY INFORMATION

Land Parcel System

Standard Operating Procedures

POST	POSTPONE	POSTPONEMENT
PRB	PROBATE	PROBATE OF WILL WITHOUT SURETIES
PREV	PARTIAL REVOC	PARTIAL REVOCATION
PROM	PROMIS/ NOTE	PROMISSORY NOTE
QUITC	Q/ DEED	QUITCLAIM DEED
RAAF	RATIFY OF ACTS	RATIFICATION OF ACTS OF ATTORNEY IN FACT
RAR	RELEASE/ REASSIG	RELEASE AND REASSIGNMENT
RATM	RATIF/ MEMO	RATIFICATION OF MEMORANDUM
RCM	RELINQ/ CLAIM-MG	RELINQUISHMENT TO ALL CLAIMS ON MORTGAGE
RE	RENOTICE	RENOTICE
RECI	RECISSION	RECISSION
RELE	RELEASE	RELEASE
REPOR	REPORT	REPORT
REQ	REQUEST	REQUEST
RESC	RESTRICT/ COVENA	RESTRICTIVE COVENANT RUNNING WITH THE LAND
RESIG	RESIGNATION	RESIGNATION
RESOL	RESOLUTION	RESOLUTION
REV	REVOCATION	REVOCATION
RFR	RIGHT/ FIRST/ REF	RIGHT OF FIRST REFUSAL
RIDER	RIDER	RIDER
RM	REVISED/ MAP	REVISED MAP
ROE	RIGHT OF ENTRY	RIGHT OF ENTRY
ROL	REINSTATE/ LEASE	REINSTATEMENT OF LEASE
ROMG	RATIFICATN/ MTG	RATIFICATION OF MORTGAGE
RPL	REALLOCATION	REALLOCATION OF PUBLIC LANDS
RVL	REVOKE/ LICENSE	REVOCABLE LICENSE-DEPT AIR FORCE TO DEPT PARKS & REC
SAT	SATISFACTION	SATISFACTION
SLMPS	SUBLEASE/ MTG	SUBLEASEHOLD WITH POWER OF SALE
SOTR	SUB OF TRUST	SUBSTITUTION OF TRUSTEE & FULL RECONVEYANCE
SR	SELLER/ RECEIPT	SELLER RECEIPT
SRR	SPECIAL/ REPREN	SPECIAL RIGHTS OF REPRESENTATION
STATE	STATEMENT	STATEMENT
STIP	STIPULATE	STIPULATION

Land Parcel System

Standard Operating Procedures

SUBLI	SUBLICENSE	SUBLICENSE
SUBOR	SUBOR/ AGRMT	SUBORDINATION AGREEMENT
SUP	SUPPLEMENT	SUPPLEMENT
TA	TERM/ AGREE	TERMINATION AGREEMENT
TCS	TERM/ SALE	TERMINATION CONTRACT OF SALE
TE	TEMPORARY/ EASE	TEMPORARY EASEMENT
TOP	TREATY OF PARIS	TREATY OF PARIS
TR	TAX ROLL	TAX ROLL
TRANS	TRANSFER	TRANSFER
TRLS	TRANSLATION	TRANSLATION
TRUST	TRUST	TRUST
WAVE	WAIVER	WAIVER
WILL	WILL/ TRUST	WILL TESTAMENT
WITH	WITHDRAW	WITHDRAWAL
WRIT	WRIT	WRIT
WRT	WARRANTY	WARRANTY
ZONE	ZONE	ZONE

Land Parcel System

Standard Operating Procedures

Mandatory Document Processing

Sequence	Actual Data	Full Description of Data Field	Color Field
1	Document No	Document Number	White
2	PL Tax No	Property Listing Tax Number	Green
3	Process Date	Process Date	Blue
4	Rec'd Date	Recorded Date	White
5	Rec'd Time	Recorded Time	White
6	Ref Doc's	Reference Document Numbers	Blue
7	Fy of Survey Plan	Fiscal Year of Survey Plan	Green
8	CT Ref	Certificate of Title Reference Number	Green
9	Seq of	Sequence Number of Number	White
10	Instrument	Type of Instrument	White & Blue
11	Amount	Dollar Amount of Mortgage	Green
12	Fee	Recording Fee of Instrument	White
13	Recpt	Official Receipt Number	White
14	Exp Date	Expiration Date	Green
15	Mun	What Municipality the property is located	Blue
16	Lot	Described Lot on document is referring to	Green
17	Tract	Described Tract on document referring to	Green
18	Blk	Described Block on document referring to	Green
19	U	Described Unit on document is referring to	Green
20	PIN	Personal identification Number on each property	Blue
21	Estate Name	Another identification Number for each lot	Green
22	Ownership	Ownership code on property	Green
23	Area	Area size of Lot Property	Green
24	UOM	Unit of Measure for Property	Green
25	No of Document Name	Sequence Number of Grantor's Name	White & Blue
26	No of Document Name	Sequence Number of Grantee's Name	White & Blue
27	Execution Date	Date the Document is created	Green
28	Document No	Notes by the Recorder or Staff	Green

Land Parcel System

Standard Operating Procedures

Non-mandatory Document Processing

Sequence	Actual Data	Full Description of Data Field	Color Field
1	Document No	Document Number	White
2	PL Tax No	Property Listing Tax Number	Green
3	Process Date	Process Date	Blue
4	Rec'd Date	Recorded Date	White
5	Rec'd Time	Recorded Time	White
6	Ref Doc's	Reference Document Numbers	Blue
7	Fy of Survey Plan	Fiscal Year of Survey Plan	Green
8	CT Ref	Certificate of Title Reference Number	Green
9	Seq of	Sequence Number of Number	White
10	Instrument	Type of Instrument	White & Blue
11	Amount	Dollar Amount of Mortgage	Green
12	Fee	Recording Fee of Instrument	White
13	Recpt	Official Receipt Number	White
14	Exp Date	Expiration Date	Green
15	Mun	What Municipality the property is located	Blue
16	Lot	Described Lot on document is referring to	Green
17	Tract	Described Tract on document referring to	Green
18	Blk	Described Block on document referring to	Green
19	U	Described Unit on document is referring to	Green
20	PIN	Personal identification Number on each property	Blue
21	Estate Name	Another identification Number for each lot	Green
22	Ownership	Ownership code on property	Green
23	Area	Area size of Lot Property	Green
24	UOM	Unit of Measure for Property	Green
25	No of Document Name	Sequence Number of Grantor's Name	White & Blue
26	No of Document Name	Sequence Number of Grantee's Name	White & Blue
27	Execution Date	Date the Document is created	Green
28	Document No	Notes by the Recorder or Staff	Green

Land Parcel System

Standard Operating Procedures

Map Document Processing

Sequence	Actual Map Data Field	Full Description of Map Data Entry	Color Field
1	Document Number	Document Number on document	White
2	PL Tax Number	Property Listing Tax Number	Green
3	Process Date	Date Process into the system	Blue
4	Rec'd Date	Date of Recording	White
5	Rec'd Time	Time of when it was recorded	White
6	Reference Document	Last reference of a map or reference doc of new owner	Blue
7	Fy of survey Plan	FY Number for a map	Green
8	Ct Reference	See title block for Certificate Title Number	Green
9	Seq of	Sequence number lots pertaining to a map	White
10	Instrument	MAP	White
11	Amount	No Amount	Green
12	Fee	see recording stamp for amount	White
13	Recpt	Official Receipt Number	White
14	Exp Date	No Date	Green
15	Mun	What Municipality the property is located	Blue
16	Lot	Lots shall be entered numerically.	Green
17	Tract	If any Tract enter as T***, if none then enter T0	Green
18	Blk	If any Block enter as B***, if none then enter B0	Green
19	U	If any Unit enter as U***, if none then enter U0	Green
20	Estate Name	Normally a number is indicated	Green
21	Ownership	P= Private G= government F= Federal	Green
22	Area	New Lot size of each Lot as indicated on map	Green
23	UOM (unit of measure)	Either by square meters(sqm) or square feet (sqf)	Green
24	No of Document Name	Grantor of the map shall be title of the map with lot number indicated	White
25	No of Document Name	Grantee of the map shall be the one who sign as owner or company	White
26	Execution Date	Date of the signature of Guam Chief Surveyor/ Chief of Cadastre	Green
27	Document Notes	Any notes example: (undivided interest/no references)	Green

Land Parcel System

Standard Operating Procedures

Certificate of Title Document Processing

Sequence	Actual CT Data Field	Full Description of CT Field	Color Field
1	Certificate Id	Certificate of Title document number	White
2	Type (G or C)	Guaranteed Claim or Certificate number	White
3	Date	Process Date	White
4	Mun	What Municipality the property is located	White
5	Tract	The described Tract on document is referring to	White
6	Blk	The described Block on document is referring to	White
7	Lot	Described Lot on document is referring to	White
8	U	Described Unit on document is referring to	White
9	PIN	Personal identification number on each property	White
10	Legal Description	Cadastral lot parcel and area of property	White
11	Recorded by	Recorder name who recorded on that day	White
12	Cancelled Titles	C-Cancel X-New Issues G-Guaranteed Claim R-	Blue
13	Reference Documents	Reference Document Number	White
14	Seq Name	Title Owners Name of property	White
15	Created	Data Clerk name who enters data entry	White
16	Edited	Whoever makes changes to title	White

Land Parcel System

Standard Operating Procedures

Objective & Scope of the Project/Mission

HISTORY:

- With the remaining calendar year 2002, an immediate plan to revamp and reorganize the Planning Division has become a top priority. Real progress and change is critical and needed in the division.
- Inventory and scanning of files are necessary for the accurate update of the zoning map

MISSION STATEMENT:

- The scanning operations and mission statement is to scan all planning related documents per GLUC/GSPC application file currently stored in the Division of Planning. This includes but is not limited to:
 - GLUC/GSCP Application
 - Notice of Action (NOA)
 - Official Minutes
 - Staff Reports & Supporting Documents
 - Public Hearing Minutes and Attendance Sheets
 - Advertisement per hearings
 - Business Licenses/Occupancy Permits, etc.
 - All other documents not recorded to date; etc.
- It is the long range goal of the division to scan each and every document and files into the "system", and with additional manpower it "might" be complete in three years.

Strategy For Scanning

Phase I (Inventory):

- Physical count of all files was completed on August 2001

Phase II (Filing by municipality):

- Consist of extensive research, reviewing, screening of Commission files, NOAs and Minutes and the preparation of new folders for missing files.
- Files are then properly re-filed by lot, block under the old index for municipality.
- Keep in mind that the new indexing began in 1993.
- Zone Changes are files separately by municipality and case numbers by year/number.
- All files are then written on a tracking log sheet and submit for data entry.
- Phase II began November 2001 and is still on-going.

Phase III (Preparation):

- Preparation of files goes hand-in-hand with Phase II.

Phase IV (Scanning):

- Scanning/Quality Control had began December 2001, beginning with 1972 NOAs and Minutes. NOAs and Minutes for 1972, 1973 and half of 1974 completed. With the detailed assignment of Ms Judy Untalan. She has completed the other half of 1974, 1975, 1976, 1977, 1978 and 1979.

Control Measures:

- It is important that control measures and care be exercised in this entire operation to ensure that no files are lost, displaced, misfiled, damaged or etc. Therefore, all personnel must be cognizant of their daily work and the up-most care of all original files.

Land Parcel System

Standard Operating Procedures

KEY PLAYERS

The key players in this project are:

- Project Supervisor
 - Administrative Assistant
 - Is responsible for the overall coordination, administration and management of the day-to-day operations of the scanning.
 - Ensuring that the scanning station is fully manned with the assigned individual.
 - Shall ensure that spot checks are done periodically during the day and that there are no interruptions, breakdown in equipment, disruptions, etc.
 - All personnel assigned to the scanning operations shall be directly answerable to the project supervisor.
 - Any and all questions, inquiries, and directions relative to the scanning operations shall be directed to the project supervisor and forward to project advisor.
- Project Adviser:
 - Planner IV
- Project Manager
 - Chief Planner
- Scanner and QC Personnel:
 - Start with 1980 to 1989 NOAs and Minutes
 - Review and counter check NOAs & Minutes by Commission date
 - Assures that an NOA has been process for each application listed on the minutes.
 - If no NOA exist, prepares a substitute NOA with the Chief Planner's signature.
 - All approved, conditional approvals and disapproved applications should have an NOA, either original or a substitute NOA (for imaging scanning purposes).
 - Duplicate documents should be removed for supervisor's review (carbon copies and Xerox copies.
 - Once NOAs & Minutes are complete, scanning begins.
 - Completes Quality Control (QC); and
 - Exports under Planning Images by Commission meeting date, under NOA and MIN
 - Weekly report due every Friday by noon.
 - Workload: 100% - Scanning and QC
- Inventory/Refiling/Research/Review Personnel:
 - Files all approved & disapproved Commission applications by lot, block under the old index for municipalities. (New Indexing began 1993)
 - Logs down files on tracking log sheet
 - Screen NOAs & Minutes files per municipality and counter check with inventory tacking log sheet.
 - If not listed, prepares a new folder with the NOA & Minutes as the only documents per applicant and file under the correct municipality and lot/block number.
 - Zone Change filed by municipality and case numbers by year/number.
 - Weekly report due every Friday by noon.
 - Workload: 100% - Inventory, Filing and preparation of files

Land Parcel System

Standard Operating Procedures

Daily Operating Procedures

- Scanner and Inventory Clerk shall be fully responsible for the day-to-day operation of her assigned machine and working area.
- This includes, but is not limited to:
 - Ensure that work begins on time, 8:15 am daily
 - Takes daily break (coffee, smoke, etc). Fifteen minutes in the morning and fifteen minutes in the afternoon.
 - Daily reports are used, completed, signed and submitted to the PA at the end of each working day.
 - Weekly reports are submitted before noon, every Friday.
 - Shut down and secure work area at 4:30 pm daily.

AMENDMENTS TO STANDARD OPERATING PROCEDURES

- This general SOP shall be subject to update, changes, amendments, etc. upon evaluation of the weekly production levels, un-anticipated shortfalls, and any unforeseen delays beyond management control.

Land Parcel System

Standard Operating Procedures

