

**Government of Guam  
Fiscal Year 2018**

**Department / Agency Narrative**

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

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

**MISSION STATEMENT:**

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);
  - Administrative Director, Chamorro Land Trust Commission (21 GCA, Ch. 75, Reorganization Advisory No. 9.
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 ensure all government lands are registered, monitored, and protected.

10. To supervise the operation of the Department's legal mandates.
11. 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.
12. To monitor and supervise the implementation and completion of programs established under various Public Laws affecting the Department.
13. To ensure security of record keeping systems and to implement the automation and digitalization of the Department.
14. To ensure the highest and best use of all Chamorro Land Trust lands.

**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 facilitate program efficiency.