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Republic of the Philippines
Department of Environment and Natural Resources
PENRO Marinduque

MEMORANDUM

FOR : The OIC-Regional Executive Director
DENR MIMAROPA Region

THRU : The OIC-Assistant Regional Director for Technical Services

ATTENTION : The Chief, Surveys and Mapping Division

FROM : The OIC- PENR Officer

SUBJECT : **REQUEST FOR ALLOCATION OF FUNDS IN THE HIRING OF DATA ENCODER UNDER LAND ADMINISTRATION AND MANAGEMENT SYSTEM (LAMS) PROGRAM**

October 18, 2023
DENR MIMAROPA
RECORDS SECTION
RECEIVED
DEC 19 2023

☐ INCOMING ☐ OUTGOING
BY: _____ DAYS NO. _____
TIME: _____

In order to augment the manpower of the Patents and Deeds Unit (PDU) of the Technical Services Division of this Office, specifically on the encoding and uploading of existing and new Public Land Applications to the Land Administration and Management System (LAMS), this Office respectfully request for allocation of funds for the hiring of one (1) Data Encoder under Contract of Service mode of employment.

Below is the breakdown of budgetary requirement and the duties and responsibilities of the Data Encoder to be hired for your guidance.

POSITION:	One (1) Data Encoder
PERIOD COVERED:	October to December, 2023
DUTIES AND RESPONSIBILITIES:	<ul style="list-style-type: none">• Scanning of old and existing PLAs in the province of Marinduque and uploads to the system (LAMS)• Encoding of new PLAs in the system• Do other jobs that may be assigned by the Chief, Regulation and Permitting Section and Head of Patents and Deeds Unit• Submit monthly accomplishment report using the prescribed template and forward to the Regional Office
MONTHLY RATE:	₱ 630.00 x 22 = ₱ 13,860.00
TOTAL FUND REQUESTED:	₱ 13,860.00 x 3 = ₱ 41,580.00

For your information and consideration.


IMELDA M. DIAZ