February 24, 2022

MEMORANDUM

FOR	:	The Regional Executive Director DENR MIMAROPA Region
THRU	:	The Assistant Regional Director for Management Services
FROM	:	The OIC – PENR Officer
SUBJECT	:	**REQUEST FOR FUNDS FOR THE HIRING OF GIS OPERATOR IN THE DENR-PENRO MARINDUQUE**

This is to respectfully request for funds for the hiring of one (1) GIS Operator to support the management and operation of the ArcGIS software in the DENR-PENRO Marinduque amounting to Php20,000.00 per month for FY 2022.

The request intends to address the needs of this Office for additional manpower who will perform GIS-related roles particularly in the maintenance and updating of DENR One Control Map and backend support for the system. This is in consonance with the increased emphasis on the need for spatial planning and monitoring for evidence-based decision making specially in support to priority plans and programs of the DENR.

The GIS Operator is expected to lessen the burden of existing field personnel and update existing spatial data already available at the field office but not yet available in map format, particularly for the forestry, land management, protected area and biodiversity.

Attached are the details on the Scope of Work, Minimum and Desired Qualifications of the GIS Operator as provided by the DENR Central Office for your reference.

For consideration.

IMELDA M. DIAZ

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

Position	:	GIS Operator (Contract of Service)
Office	:	DENR-PENRO Marinduque
Salary	:	Php20,000.00 per month

SCOPE OF WORK

- Manage DENR shapefiles and analyze whether these datasets are projected properly;
- Transform the projection spatial datasets to PRS 92 as needed and if necessary;
- Conduct data cleaning and normalize attribute entries based on the standard attributes recommended by the Technical Working Group (TWG) on DENR Control Map;
- Re-export and compile printable maps based on the proposed standard symbols, colors and map layout;
- Manage and back-up of spatial datasets and statistics;
- Facilitate and submission of datasets to the Regional Office and/or Central Office for updating/consolidation and storage; and
- Perform other needed GIS analysis as requested by the supervisor or client.

MINIMUM QUALIFICATIONS

- College degree, with GIS coursework
- Knowledge on how to operate and use of ArcGIS Pro or ArcMap

DESIRED QUALIFICATIONS

- Ability to collect, analyze and summarize spatial data
- Proficient in Microsoft Office software
- Basic Programming Knowledge
- Knowledge in maintaining system – hardware, software and peripherals

Work Experience	:	None required