



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

July 13, 2023

MEMORANDUM

FOR : The Regional Executive Director
DENR MIMAROPA Region

THRU : The Assistant Regional Director for Management Services

ATTENTION : The OIC Chief, Planning and Management Division

FROM : The OIC – PENR Officer

SUBJECT : **STATUS REPORT ON THE ISSUED SUB-ALLOTMENT
ADVICE (SAA) NO. CO-R4B-101-2023-05-363 DATED
MAY 9, 2023**

Respectfully submitted is the Status Report on the issued Sub-Allotment Advice (SAA) No. CO-R4B-101-2023-05-363 dated May 9, 2023 amounting to One Hundred Eighty Thousand Pesos (Php180,000.00) received by our Office on May 17, 2023 to cover the release of allotment for the hiring of one (1) GIS Operator from April to December 2023 per Memorandum dated 05 May 2023 from the Director, Knowledge and Information System Service in accordance with the approved Work and Financial Plan (WFP) chargeable against Data Management Including Systems Development and Maintenance (200000100001000) Activities as authorized in the FY 2023 General Appropriations Act (GAA) R.A. 11936.

Please be informed that this Office hired and signed Contract of Service of Mr. Laurence S. Lineses from July 03, 2023 to December 31, 2023.

The GIS Operator shall perform the duties and functions as follows:

- Manages DENR shapefiles and analyzes whether these datasets are projected properly;
- Transforms the projection spatial datasets to PRS 92 as needed and if necessary;
- Conducts data cleaning and normalizes attribute entries based on the standard attributes recommended by the Technical Working Group (TWG) on DENR Control Map;
- Re-exports and compiles printable maps based on the proposed standard symbols, colors and map layout;
- Manages and back-ups of spatial datasets and statistics;
- Facilitates the submission of datasets to the Regional Office and/or Central Office for updating/consolidation and storage; and
- Performs other needed GIS analysis as requested by the supervisor or client.

Likewise, attached is copy of scanned and notarized Contract of Service.

For information and reference.



IMELDA M. DIAZ



**STATUS REPORT ON THE ISSUED SUB-ALLOTMENT ADVICE (SAA)
NO. CO-R4B-101-2023-05-363 DATED MAY 9, 2023**

DATE/PERIOD	MILESTONE ACTIVITIES
May 17, 2023	<ul style="list-style-type: none">▪ The Office received the copy of SAA No. CO-R4B-101-2023-05-363▪ The Office received the copy of DENRCM Information Bulletin 2023-0002 on the Hiring of GIS Operators for CY 2023 including the Terms of Reference and List of Spatial Datasets for Data Cleansing and Attribute Normalization
May 18-19, 2023	<ul style="list-style-type: none">▪ The ICT Unit prepared the Request for Hiring of Contract of Service of the GIS Operator from June to December, CY 2023 together with all the necessary supporting documents for approval by the OIC-PENR Officer
May 19, 2023	<ul style="list-style-type: none">▪ The Request for Hiring of Contract of Service of the GIS Operator was approved by the OIC-PENR Officer▪ The Notice of Hiring was posted to all conspicuous places within the Municipality of Boac
May 23, 2023	<ul style="list-style-type: none">▪ A Request for Posting of Notice of Job Hiring to the official Facebook page of the DENR MIMAROPA Region, as well as to the official website of DENR-PENRO Marinduque for the information of the public was emailed to DENR MIMAROPA Regional Office together with all the necessary supporting documents
May 24, 2023	<ul style="list-style-type: none">▪ No applications were received on or before the set deadline
May 29, 2023	<ul style="list-style-type: none">▪ Another Request for Posting of Notice of Job Hiring to the official Facebook page of the DENR MIMAROPA Region, as well as to the official website of DENR-PENRO Marinduque for the information of the public was emailed to DENR MIMAROPA Regional Office together with all the necessary supporting documents▪ Another Notice of Hiring was posted to all conspicuous places within the Municipality of Boac
June 8, 2023	<ul style="list-style-type: none">▪ Notice of Job Hiring was posted at the official Facebook page of the DENR MIMAROPA Region
June 22, 2023	<ul style="list-style-type: none">▪ The Office conducted screening (examination and panel interview)
June 30, 2023	<ul style="list-style-type: none">▪ The Office was able to hire one (1) GIS Operator with contract period from July 03, 2023 to December 31, 2023
July 03-04, 2023	<ul style="list-style-type: none">▪ Signing of Contract of Service between the DENR-PENRO Marinduque and Mr. Laurence S. Lineses and was duly notarized
July 05, 2023	<ul style="list-style-type: none">▪ Obligation of Payment for the services of GIS Operator (Contractual) covering the period from July 03, 2023 to December 31, 2023 amounting to Php120,000.00.

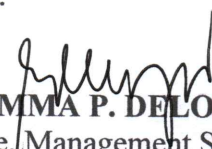
Prepared by:


MARK RYAN S. LOZADA
Information Systems Analyst II

Reviewed by:


JHONNA LIZA S. MEDENILLA
Planning Officer II/
In-Charge, Planning Section

Noted by:


GEMMA P. DELOS REYES
In-Charge, Management Service Division



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

CONTRACT OF SERVICE

KNOW ALL MEN BY THESE PRESENTS:

This contract made and entered into by and between:

The **DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES - PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE (DENR-PENRO) Marinduque**, a national government agency with office address at Capitol Compound, Barangay Bangbangalon, Boac, Marinduque, represented by **IMELDA M. DIAZ**, in her capacity as OIC – PENR Officer of DENR-PENRO Marinduque, herein referred to as the **“FIRST PARTY”**;

and

LAURENCE S. LINESES, of legal age, Filipino and with residence address at Barangay Uno, Gasan, Marinduque hereinafter referred to as the **“SECOND PARTY”**;

WITNESSETH:

WHEREAS, the First Party is in need of the services of the Second Party who shall perform the work not performed by the permanent personnel of the First Party;

WHEREAS, the Second Party possesses the education, experience, and skills required to render the services needed by the latter;

WHEREAS, the Second Party has signified his intention, to which the First Party has accepted, to provide the services needed by the latter;

WHEREAS, the Second Party hereby attests that he is not related within the third degree of consanguinity or affinity to the 1) hiring authority; and/or 2) representative of the First Party; and he has not been previously dismissed from government service by reason of an administrative offense;

WHEREAS, it is understood that this Contract does not create an employer-employee relationship between the First Party and the Second Party, that the services rendered hereunder are not considered and will not be accredited as government service; and that the latter is not entitled to benefits enjoyed by the personnel of the First Party;

WHEREAS, the Second Party shall perform work at a time and schedule to be determined by the First Party including but not limited to conducting field work activities, attending trainings/workshops, meetings and other activities;

NOW, THEREFORE, both parties agree to the following:

Section 1. That this Contract shall cover the period **from July 3, 2023 to December 31, 2023** subject to Section 6 hereof;

Section 2. The Second Party is hereby contracted as **GIS Operator** and shall perform the following:

- 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.

Section 3. For services rendered under this Contract, the Second Party shall receive the amount of **Nine Hundred Nine Pesos and 09/100 (Php909.09)** as the daily compensation rate for every eight (8) hours of service per day inclusive of tax and 10% premium, to be paid on a semi-monthly basis, chargeable against **Sub-Allotment Advice (SAA) No. CO-R4B-101-2023-05-363 of Data Management including Systems Development and Maintenance of Support to Operations** funds.

In case of absence/s of the Second Party, the basis of deduction from the salary shall be the daily rate.

Subject to the availability of funds, the salary of the Second Party shall be paid within the first week of the succeeding month provided that all documentary requirements were submitted on time.

Monthly premiums such as SSS, Philhealth and PAG-IBIG shall be voluntarily remitted by the Second Party.

Section 4. The Second Party shall perform the task herein specified under the supervision by a regular employee of this Office.

For the purpose of payment of the demand for payment, the Second Party shall submit the following to the Management Services Division – Planning Section – Information and Communication Technology Unit:

- a. Detailed Accomplishment Report;
- b. Certified true copy of Contract;
- c. Proof of Daily Record of Attendance.

Section 5. In view of the nature as well as the necessity of his task, the Second Party shall not be entitled to Transportation Allowances.

Section 6. This Contract may be terminated:

- a) By either party for any reason as may be deemed appropriate before the expiration of the period indicated in Section 1 hereof, giving the other party prior written notice not less than fifteen (15) days before the intended date of termination; or,
- a) *Ipso facto*, by reason of supervening events such as the issuance of lawful orders, rules and regulations and similar issuances.

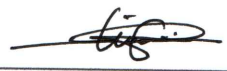
IN WITNESS WHEREOF both parties have hereunto set their hands this ____ day
of _____, 2023 at _____.

DENR PENRO Marinduque

By:

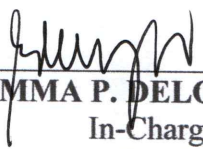


IMELDA M. DIAZ
OIC – PENR Officer
First Party




LAURENCE S. LINESES
Second Party

Signed in the presence of:



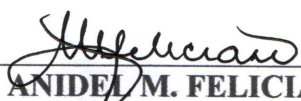
GEMMA P. DELOS REYES
In-Charge,
Management Services Division



EDEN P. PALACIOS
Administrative Officer IV
(HRMO II)

Certificate of Availability of Funds:

This is to certify that a fund for this purpose is available:

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ANIDEL M. FELICIANO
Administrative Officer IV
(Budget Officer II)



LORELYN P. SAET
Accountant III

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
PROVINCE OF MARINDUQUE) S.S.

BEFORE ME, a Notary Public for and in the above jurisdiction, personally appeared the following:

Name	Competent Evidence of Identity	Date/Place of Issue
IMELDA M. DIAZ	29821677	BANGALON, BOAC
LAURENCE S. LINESES	02277883	ASAH, MARINDUQUE

Known to me to be the same persons who executed the foregoing instrument and acknowledged to me that the same is their own free will and voluntary act and deed.

This instrument consists of four (4) pages including this page wherein this Acknowledgment is written, and is signed by the parties and their instrumental witnesses on each and every page hereof.

WITNESS MY HAND AND SEAL, this _____ day of _____, 2023
at BOAC, MARINDUQUE, Philippines.

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 2023 _____

NOTARY PUBLIC
ATTY. CARLO D. RODAS
PUBLIC ATTORNEY III
Pursuant to R.A. 9406