



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

May 29, 2023

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 POSTING OF NOTICE OF JOB HIRING**

In compliance with the Memorandum No. 2023-372 dated April 25, 2023 signed by DENR Secretary Maria Antonia Yulo Loyzaga, respectfully requesting to post the attached 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.

Likewise, this Office is requesting that the said Notice of Job Hiring be shared across Facebook pages, groups and profiles.

Attached are the duly signed Notice of Job Hiring, Request for Hiring, and approved FY 2023 Work and Financial Plan for your reference.

For your kind consideration and approval, please.


IMELDA M. DIAZ



NOTICE OF HIRING

The DENR – PENRO Marinduque is in need of **ONE (1) GIS OPERATOR** to be assigned in this Office.

Employment Status : Contract of Service
Duration : June – December 2023

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
- Basic knowledge of cartographic design
- Understand geodatabase and schema
- Proficient in Microsoft Office software
- Basic Programming Knowledge
- Familiarity with SQL and database management
- Knowledge in maintaining system – hardware, software and peripherals

Work Experience : None required

Interested individuals are required to submit an application letter addressed to Imelda M. Diaz, OIC - PENR Officer together with his/her completely filled-out and updated Personal Data Sheet (PDS) and School Records (Diploma and Transcript of Records) to the DENR-PENRO Marinduque, Capitol Compound, Barangay Bangbangalon, Boac, Marinduque or email via penromarinduque@denr.gov.ph.


JHONNA LIZA S. MEDENILLA
Planning Officer II/
In-Charge, Office of the MSD



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

May 19, 2023

MEMORANDUM

FOR : The OIC – PENR Officer

THRU : The In-Charge, Management Services Division *Jungh 05/19/23*

ATTENTION : The Chief, Administrative Section

FROM : The In-Charge, Planning Section

SUBJECT : **REQUEST FOR HIRING OF CONTRACT OF SERVICE OF THE GIS OPERATOR FROM JUNE TO DECEMBER, CY 2023**

In accordance with the approved FY 2023 Work and Financial Plan (WFP) of the DENR – Knowledge and Information Systems Service (KISS) for Hiring of GIS Operator, the hiring of one (1) GIS Operator under Data Management including Systems Development and Maintenance of Support to Operations with a total allotment of One Hundred Eighty Thousand Pesos (Php180,000.00) is authorized, chargeable against Sub-Allotment Advice (SAA) No. CO-R4B-101-2023-05-363.

The hiring of GIS Operator aims to support and address the needs of the Office for the required additional manpower relevant to GIS-related roles particularly technical support for the software and the system. This will also support the processing of existing spatial data already available but not yet in map format which greatly contributes in effective planning of the office.

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

- 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.

In this regard, it is hereby requested to hire and post Notice of Hiring of the one (1) Contractual GIS Operator from June to December, C.Y. 2023 at the DENR-PENRO Marinduque.

Attached are the approved FY 2023 Work and Financial Plan and approved Sub-Allotment Advice (SAA) No. CO-R4B-101-2023-05-363 for your reference.

For your consideration and approval.



JHONNA LIZA S. MEDENILLA



Republic of the Philippines
Department of Environment and Natural Resources

Visayas Avenue, Diliman, 1106 Quezon City
☎ (632) 929-6626 to 29; 929-6252; 929-6633 to 35; 929-7041 to 43
E-mail: web@denr.gov.ph; Website: www.denr.gov.ph

MEMORANDUM

TO : **THE PENRO OFFICER**
PENRO – MARINDUQUE
Boac, Marinduque

FROM : **THE DIRECTOR**
Financial and Management Service

SUBJECT : **RELEASE OF ALLOTMENT INTENDED FOR THE
HIRING OF ONE (1) GIS OPERATOR FROM APRIL TO
DECEMBER 2023**

DATE : 09 May 2023

We are issuing **Sub-Allotment Advice (SAA) No. CO-R4B-101-2023-05-363** of even date in the amount of **ONE HUNDRED EIGHTY THOUSAND PESOS ONLY (Php180,000.00)** to cover the release of allotment intended 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 Systems Service in accordance with the approved Work and Financial Plan (WFP).

This release is chargeable against Data Management including Systems Development and Maintenance (200000100001000) as authorized under the FY 2023 General Appropriations Act (GAA) R.A. 11936.

This is intended for the purpose indicated. Disbursements therefrom shall be in accordance with the existing budgeting, accounting and auditing rules and regulations.

For your information and guidance.


ANGELITO V. FONTANILLA

Cc: The Regional Executive Director
DENR – Region 4-B



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City

SUB-ALLOTMENT ADVICE
FOR FISCAL YEAR 2023

SAA No.: CO-R4B-101-2023-05-363
DATE: May 9, 2023

DEPARTMENT: DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES		CODE 10	FUND CODE 01 101 101
AGENCY: OFFICE OF THE SECRETARY		CODE: 001	APPROPRIATION SOURCE
LOCALITY/REGIONS: PENRO Marinduque DENR - MIMAROPA Boac, Marinduque		CODE: 05 00028	R.A. 11936 FY 2023 GAA
RESPONSIBILITY CENTER:	10-001-01-00000-03-02-M		
PURPOSE: To cover the release of allotment intended 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 Systems Service in accordance with the approved Work and Financial Plan (WFP).			
PREXC	PARTICULARS	ALLOTMENT OBJECT CODE	AMOUNT
200000100001000	Data Management including Systems Development and Maintenance MOOE Other Professional Services	50211990-00	180,000.00
AMOUNT IN WORDS:		TOTAL	PHP 180,000.00
*** ONE HUNDRED EIGHTY THOUSAND PESOS ONLY ***			
NOTES: The allotment herein released is: 1. Valid for obligations until December 31, 2023. 2. In accordance with NBC No. 590, Guidelines on the Release of Funds for FY 2023 dated January 3, 2022 issued by the Department of Budget and Management (DBM). 3. Intended for the purpose indicated and disbursements therefrom shall be in accordance with the existing budgeting, accounting and auditing rules and regulations.			
PREPARED BY: MAYBELL N. MANGUBOS Chief, Budget Division		APPROVED BY: ANGELITO V. FONTANILLA Director Financial and Management Service	



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DENRCM INFORMATION BULLETIN
2023-0002

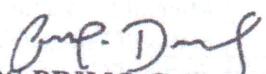
SUBJECT: HIRING OF GIS OPERATORS FOR CY 2023

This refers to the hiring of GIS Operators in the Provincial Environment and Natural Resources Offices (PENROs) and Regional Offices for FY 2023. The GIS Operators to be hired for a period of one (1) year are expected to provide support in the data cleaning/normalization of attribute entries for forestry and biodiversity datasets based on the standard attributes recommended by the Technical Working Group (TWG) on DENR Control Map, among others.

The Forestry Management Bureau (FMB) and Biodiversity Management Bureau (BMB) shall conduct orientations on the actual attributes that will be used for their respective datasets. Since the GIS Operators to be hired will be handling datasets from the two (2) sectors, forestry spatial datasets are expected to be completed in the first half of their engagement, and the biodiversity spatial datasets in the next.

Please rest assured that the funds for the hiring of GIS Operators are currently in process to be downloaded to the respective regional offices. Attached are the Terms of Reference and list expected deliverables that you may use in soliciting applications for this position.

For your information.


CARLOS PRIMO C. DAVID, Ph.D
Undersecretary for Integrated Environmental
Science

cc: The Director, Forest Management Bureau
 The Director, Biodiversity Management Bureau

TERMS OF REFERENCE HIRING OF GIS OPERATOR FOR CY 2023

Position: **GIS Operator**

Office: **PENRO**

Salary: **PhP 20,000.00**

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/normalization 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.
- Facilitate the submission of datasets to the Regional Office for updating/consolidation and storage.
- Perform other needed GIS related work, including digitization and analysis, as requested by the supervisor.

Qualifications:

Minimum Qualifications:

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

Desired Qualifications:

- Ability to collect, analyze and summarize spatial data
- Basic knowledge of cartographic design
- Understand geodatabase and schema
- Proficient in Microsoft Office software
- Basic Programming Knowledge
- Familiarity with SQL and database management
- Knowledge in maintaining system - hardware, software and peripherals

Work Experience: None required

TERMS OF REFERENCE HIRING OF GIS OPERATOR FOR CY 2023

Position: GIS Operator

Office: Regional Offices

Salary: PhP 20,000.00

Scope of Work:

- Manage DENR shapefiles and analyze whether these datasets are projected properly.
- Perform quality check of the transformed and normalized spatial datasets based on the recommended standards of the Technical Working Group (TWG) on DENR Control Map.
- Manage and back-up of spatial datasets.
- Facilitate the submission of datasets to the bureaus concerned for updating/consolidation and storage.
- Support the Geospatial Database Office (GDO) on acquiring data needed from their respective offices.
- Perform other needed GIS related work, including digitization and analysis, as requested by the supervisor

Qualifications:

Minimum Qualifications:

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

Desired Qualifications:

- Ability to collect, analyze and summarize spatial data
- Basic knowledge of cartographic design
- Understand geodatabase and schema
- Proficient in Microsoft Office software
- Basic Programming Knowledge
- Familiarity with SQL and database management
- Knowledge in maintaining system - hardware, software and peripherals

Work Experience: None required

LIST OF SPATIAL DATASETS FOR DATA CLEANING AND ATTRIBUTE NORMALIZATION

Biodiversity Management Bureau

LAYER NAME	
PRIORITY FOR DATA CLEANING/NORMALIZATION	
1	PA Facilities
2	PACBRMA
3	SAPA
4	Classified Caves
5	Inland Wetlands
6	Critical Habitat
7	Protected Area
8	Protected Area Management Zones
9	Biodiversity-Friendly Enterprise
10	Wildlife Farm Permittees
11	Wildlife Rescue Center
12	Marine Turtle Nesting Sites
13	Wildlife Sightings
14	Wildlife Enforcement Hotspot
15	Marine Protected Area Network (MPAN)
OTHER LAYERS SUGGESTED FOR DIGITIZATION AND CLEANING	
16	Ecotourism attractions
17	Biodiversity Monitoring System (BMS)
18	Biodiversity Assessment and Monitoring System (BAMS)
19	Socio-economic Assessment System (SEAMS)
20	Coral Bleaching
21	Coastal Resources within PAs

LAYER NAME	
22	Coastal Wetlands
23	Coastal and Marine issues and threats
24	Locally-Managed Protected Area (Marine/Terrestrial)
25	Existing Rights within Protected Area
26	WQMA within NIPAS MPAs
27	Fishpond Lease Agreement
28	Foreshore Lease Agreement
29	MPA Demarcation
30	ICM-NIPAS MPAs Mainstreaming

Forest Management Bureau

LAYER NAME	
Investments and Plantations	
1	Potential Investment Areas (PIA)
2	Production and Protection Forest (PPF)
DENR Infrastructures and Seed Sources	
3	DENR Field Offices
4	DENR Forest Products Monitoring Station
5	DENR Forest Ranger Stations/ Lookout Towers
6	Established Mechanized Nurseries
Watershed Boundaries	
7	Critical Watersheds
8	Proclaimed Watersheds
Expanded National Greening Program	
9	National Greening Program (NGP) and Expanded NGP
Tenure Instruments	

LAYER NAME	
10	Tenure Instruments
	a. Community-Based Forest Management Agreement (CBFMA)
	b. Certificate of Stewardship Contract (CSC and CFSA)
	c. Forest Land Use Agreement (FLAg, SPLULA, OLPLA)
	d. Forest Land Grazing Management Agreement (FLGMA, FLGLA)
	e. Forest Land Use Agreement for Tourism Purposes (FLAgT)
	f. Integrated Forest Management Agreement (IFMA)
	g. Upland Agroforestry Program (UAfP);
	h. Socialized Industrial Forest Management Agreement (SIFMA)
	i. Special Land Use Permit (SLUP)
	j. Gratuitous Special Land Use Permit (GSUP)
	k. Tree Farm Lease Agreement (TFLA)
CBFM-CARP Projects	
11	CBFM-CARP Projects