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

May 19, 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.

 Digitally signed by Diaz Imelda Mendoza  
**IMELDA M. DIAZ**

*"The original of this document is in digital format"*

Certified By:   
**EDEN P. PALACIOS**  
**ADMINISTRATIVE OFFICER**



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

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**MEMORANDUM**

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For your kind consideration and approval, please.

**IMELDA M. DIAZ**





May 19, 2023

## **URGENT JOB 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 applicants may submit their application on or before May 24, 2023 to DENR-PENRO Marinduque with the following requirements:

1. Application Letter (address to Ms. Imelda M. Diaz, OIC – PENR Officer)
2. Completely filled-out and updated Personal Data Sheet (PDS)
3. School Records (Diploma and Transcript of Records)

  
Digitally signed by Diaz Imelda Mendoza  
**IMELDA M. DIAZ**  
OIC – PENR Officer



May 19, 2023

## **URGENT JOB HIRING!!!**

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1. Application Letter (address to Ms. Imelda M. Diaz, OIC – PENR Officer)
2. Completely filled-out and updated Personal Data Sheet (PDS)
3. School Records (Diploma and Transcript of Records)

**IMELDA M. DIAZ**  
OIC – PENR Officer





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](mailto:web@denr.gov.ph); Website: [www.denr.gov.ph](http://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

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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	



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES

Program/Project/Activity		UACS	Unit Cost (P)	Performance Indicator	Physical Performance/Targets					Exp. Class	Financial Performance/Targets				
					Q1 Actual	Q2 Estimate	Q3 Estimate	Q4 Estimate	Total		Q1 Actual	Q2 Estimate	Q3 Estimate	Q4 Estimate	Total
A.02.a Data Management Systems Development and Maintenance															
1. Procurement of ICT Equipment															
Central Office				No. of units procured											
Desktop Computers		50604050-03	70,000			120			120	CO		8,400,000			
Laptop Computers		50604050-03	75,000							CO		9,000,000			
Server (HCI)		50604050-03	14,970,000			1			1	CO		14,970,000			
Regional Offices															
Desktop Computers		50604050-03	70,000		1107				1107	CO	77,490,000				
Laptop Computers		50203210-03	49,900		535				535	MOOE	26,696,500				
GIS Workstation		50604050-03	75,000		510				510	CO	38,250,000				
Server (LAMS)		50604050-03	120,000			213			213	CO					
UPS High Capacity		50604050-03	2,000,000		16				16	CO			25,560,000		
Staff Bureaus					16				16	CO	32,000,000				
ArcGIS Server for FMB		50604050-03	6,000,000		1				1	CO	6,000,000				
ArcGIS Server for LMB		50604050-03	6,000,000		1				1	CO	6,000,000				
ArcGIS Server for ERDB		50604050-03	6,000,000		1				1	CO	6,000,000				
ArcGIS Server for BMB		50604050-03	9,000,000		1				1	CO	6,000,000				
2. Trainings				No. of trainings conducted	1				1	CO	9,000,000				
ICT Trainings/Conferences		50202010-01	8,820,300				1		1	MOOE			8,820,300		
3. Software/Systems				No. of software/system procured											
Microsoft SQL Licenses		50604050-15	720,000		8				8	CO	5,760,000				
Active Directory		50604050-15	4,140,000			1			1	CO		4,140,000			
CCIMS		50606020-00	3,000,000			1			1	CO		3,000,000			
System Development (Database Management)		50606020-00	5,000,000				1		1	CO			5,000,000		
NFMIS		50213050-03	1,000,000			1			1	CO			1,000,000		
		50606020-00	5,000,000		1				1	MOOE					
4. Provision of Internet Connectivity				No. of internet connection subscribed											
Internet Subscription (Central Office&BMB)		50205030-00	5,000,000		3				3	MOOE	2,000,000	1,000,000	1,000,000	1,000,000	
Internet Subscription (Regional Offices)		50205030-00	800,000		16				16	MOOE	12,800,000				
Internet Subscription (EROB RC)		50205030-00	240,000		6				6	MOOE	1,440,000				
5. Support Services for Network and Information Systems Maintenance, Security and Public Service Continuity				No. of ICT services/products subscribed											
Adobe Creative Cloud Subscription		50299070-01	65,000		19				19	MOOE	1,235,000				
Managed Print Services		50299050-04	15,000,000		1				1	MOOE	15,000,000				



Development of DENR Enterprise Network Infrastructure, Security, Data Center and Business Continuity Plan (CS)	50213050-03	3 000,000		1				1	MOOE		3 000,000			3,000,000
Rehabilitation of existing Network Infrastructure of DENR Central Office, Selected Regional and Field Offices and Staff Bureaus	50213050-03	25 799,200		1				1	MOOE		25 799,200			25,799,200
Network Maintenance	50213050-03	7 000,000		1				1	MOOE		7,000,000			7,000,000
SSL Subscription	50299070-01	300,000		1				1	MOOE		300,000			300,000
Endpoint Protection	50299070-01	1,500		1				1	MOOE		1,500			1,500
Fire Suppression (Server Room DENR-CO)	50213050-99	1,000,000		1000				1000	MOOE		1,000,000			1,000,000
Cloud Infrastructure as a Service	50299070-03	15 000,000		1				1	MOOE		15,000,000			15,000,000
Cloud Credit-Based Subscription	50299070-01	2 500,000		1				1	MOOE	15,000,000	2,500,000			17,500,000
Google Workspace Subscription	50299070-01	15 000,000		1				1	MOOE	2,500,000	15,000,000			17,500,000
Regional Offices ICT Maintenance	50212990-01	10 000,000		16				16	MOOE	40,000,000	10,000,000			50,000,000
Managed Services and Systems	50299050-08	18 000,000		1				1	MOOE	10,000,000	18,000,000			28,000,000
Subscription DR Site Hardware Infra	50213050-03	17 500	358					358	MOOE	6,265,000	17,500			23,765,000
Support to OLMS Implementation	50213050-03	7,000	352					352	MOOE	2,464,000	7,000			9,464,000
Biometric equipment	50299070-01	250,000		16				16	MOOE		250,000			250,000
UPS		5,000,000		1				1	MOOE	5,000,000	5,000,000			10,000,000
ENGAS Infrastructure Migration														
6. Geospatial Activity														
Support to Geospatial Operations														
7. Hiring of Contractuals														
IT Technical Support (Central Office)	50211990-00	27,000	No of personnel hired											
ICT Tech Support (CENROs)	50211990-00	20,000	15	16	15	15	15	15	MOOE	1,215,000	20,000			1,235,000
GIS Operator (CENROs)	50211990-00	20,000	142	142	142	142	142	142	MOOE	8,520,000	20,000			8,540,000
			142	142	142	142	142	142	MOOE	8,520,000				8,520,000

Prepared by:

MARIA ELENA A. MORALLOS-MANILA  
Director  
Knowledge and Information Systems Service

Recommended by:

NONITA S. CAGUIOA  
Assistant Secretary  
Finance, Information Systems and Mining Concerns

Approved by:

ATTY. JONAS R. LEONES  
Undersecretary  
Policy, Planning and International Affairs

ATTY. ANALIZA REBUERTA-TEH  
Undersecretary  
Finance, Information Systems and Climate Change





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**DENRCM INFORMATION BULLETIN**  
2023-0002

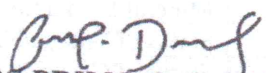
**SUBJECT:   HIRING OF GIS OPERATORS FOR CY 2023**

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
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- 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