

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

"The original of this document is in digital format"

Certified By:

EDEN P. PALACIUS ADMINISTRATIVE OFFICED.

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.

IMELDA M. DIAZ



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

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:

 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)

signed by Diaz Imelda Mendoza
OIC – PENR Officer

Capitol Compound, Barangay Bangbangalon, Boac, Marinduque
Tel. Nos.: (042) 332-1490/ (042) 332-17/2071 (042) 332-17/2071 (042) 332-17/2071 (042) 332-17/2071

Website: https://penromarinduque.gov.ph Email: penromarinduque@denf.gov.ph:

EDEN P. PALACIOS ADMINISTRATIVE OFFICEPIN



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

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

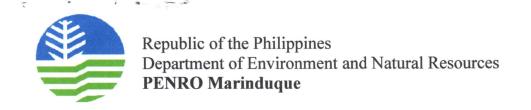
Work Experience

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)

IMELDA M. DIAZOIC – PENR Officer



May 19, 2023

MEMORANDUM

FOR

: The OIC – PENR Officer

THRU

The In-Charge, Management Services Division

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

DEPARTMENT:	DAIE	: CO-R4B-101-2023-05-36 May 9, 2023
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES	CODE 10	FUND CODE
OFFICE OF THE SECRETARY	CODE: 001	01 101 101 APPROPRIATION
PENRO Marinduque DENR - MIMAROPA Boac, Marinduque	CODE: 05 00028	SOURCE R.A. 11936 FY 2023 GAA
PURPOSE: 10-001-01-00000-03-02-M	TO DESCRIPTION OF	71191 (CANA)
o cover the release of allotment intended for the hiring of one (1) CIO C		

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

PREXC	PARTICULARS	ALLOTMENT	
	Data Management including Systems	OBJECT CODE	AMOUNT
20000040000	Development and Maintenance		d same should have
200000100001000	MOOE	18 4 45	OLIGH DECIMAL
	Other Professional Services	50211990-00	be, pursuit our sparie.
	AND THE STREET POST SOLD DESCRIPTION		180,000.0
	Lipanipus unim en gasper commen		
	decime of the second second section of the second section of the second		KCD or received
17 7 6	AND CHARLES IN DECK CORP.		
MOUNT 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 <u>January 3, 2022</u> issued by the Department of
- 3. Intended for the purpose indicated and disbursements therefrom shall be in accordance with the existing budgeting, accounting and 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	UAGS	l linit C	The same of the sa							SOURCES				
	-	Unit Co	1	9	Physical	Performan	A D I T A T A T A T A T A T A T A T A T A T	NAME OF TAXABLE PARTY.	Ninghold representation of the con-			FY 2	023 PHYSICAL A	ND FINANCIAL
			Indicator	Q1	Q2	Q3		THE RESIDENCE OF THE PARTY OF T	Exp.	The second secon	E .			The state of the s
A.02.a Data Management Systems	-	Marie Statement of the Control of th	- AND STATE OF THE PARTY OF THE	Actua			Q4	Total	Class	Q1	Q2	inancial Performanc	e/Targets	The state of the s
	• 444			THE RESERVE AND PROPERTY AND PR	and the reservoir section is a first	retilists	Estimate			Actual	Estimate	Q3	Q4	Total
	The same of		and the same of th			and the second			PS	The state of the s	csumate	Estimate	Estimate	iotai
	100		1.5		- Contraction			distribution of the contract o	MOOE	173,655,500	79.854.2	00 20 075 05		
		-		100					co	188,340,000	39,510,0	40,075,30	10,200,00	0 301,84
1. Procurement of ICT Equipment				-	a) - a company or	And the same of th			TOTAL	264 OOF TOO				258,410
Central Office			No of units procured		The second secon		Contract to the same of the sa	-		361,995,500	119,364,20	59,635,300	19,255,00	
Desktop Computers	50604050-	39			THE PERSON NAMED AND POST OF THE PERSON NAMED IN	-					A STATE OF THE PROPERTY OF THE		19,235,001	560,250
Laptop Computers	50604050-0	-	000		120	Marine In a constitution of the same of th				The state of the s	And the second s	- Marie Control of the Control of th		262,206
Server (HCI)			000		120	***************************************		120	co	AND THE RESIDENCE AND ADDRESS OF THE PROPERTY	C. I. S.	The state of the s	The second secon	246,240
Regional Offices	50604050-0	3 14,970	000		120		The same and the s	120	CO	Control of the second	8,400.00	The state of the s		The state of the s
Desktop Computers				1	1	***************************************		1	CO		9.000 00	No.	The second secon	8,400
Desktop Computers	50604050-0	10.1	000	1107	The second secon		The same		-	The state of the s	14,970.000)		9,000
Laptop Computers	50203210-0	70.0	900	the confidence of the contract of the	-	-		1107	co	7.5 255			The second secon	14,970.
GIS Workstation	50604050-0	75.0	000	535				535	MOOE	77.490.000		A STATE OF THE PARTY OF THE PAR		-
Server (LAMS)	50604050-0	120.0	NOA .	510			The state of the s	510	СО	26.696.500	×	The second secon	and the second s	77.490.
UPS High Capacity	50804050-03		The state of the s	-	213		The State of	213	co	38.250.000	-	The desires are in the community of expension of the original expension of the contract of the	And the state of t	26,696.5
Staff Bureaus	50604050-03		Management of the Control of the Con	16		the wind of the control and explore in the party of the party of		16		The state of the state of the proposition of the state of	The second secon	25.560.000	The second secon	38,250,0
The same same same same same same same sam		-	William Commission of the Comm	16		The second second second second second	-	The ball of the local division in the last of the last	co	32,000,000	The second secon	20.000,000		25,560.0
ArcGIS Server for FMB	50604050-03	6.000.0	20		The same of the sa	AND THE RESIDENCE OF THE PARTY	-	16	co	2.840,000		A CONTRACTOR OF THE PARTY OF TH	3	32.000.0
ArcGIS Server for LMB	50604050-03			1	Control of the Contro	-	Terrandonia de la companya de la com		With the State of			A CONTRACTOR OF THE PROPERTY O	The second secon	2,840.0
ArcGIS Server for ERDB	50604050-03	-	Malana	1	Mind page 8/11/20 and labeling page 7 and 1		-	1	co	6.000,000	And the second s	The same of the sa		acceptance and a second second second second second
ArcGIS Server for BMB	50604050-03	1000100		1	and the second second second second second			1	co	6.000,000	The state of the s		9.	6.000.00
Trainings	100004030-03	9,000,00	10	1	The second secon			1	co	6.000.000	The state of the s	S.	The second secon	
T Trainings/Conferences	50202010-01	-	No of tractings conducted		The state of the s			1	CO	9.000.000	-	-	ALL THE PROPERTY OF THE PROPER	6,000,00
Software/Systems	120202010-01	8,820,30	0	-	Alpha and in this has been designed and an experience	THE CONTRACT OF THE CONTRACT O	-			Constitution of the Consti	The same of the sa	- Annah and management and an annah annah an	-	6 000,00
			No of software /system	-	-	1		1 1	MODE	The same of the sa			And the second in the second i	9,000.00
crosoft SQL Licenses	50604050-15	700 000	procured						-	A contraction of the second se	-	8.820,300		8,820,30
tive Directory	50604050-15	720,000		8	The state of the s		-						And the second s	8.820.300
ZIMS	50606020-00	4,140,000	the state of the s	And the second s	4		The state of the s	8	co	5.760,000		The control of the second section of the second section of the second se		23,900,000
Stem Development (Carry)	50606020 00	3,000,000		-	The second second	The state of the s		1	co	And in contract of the Contrac	4440.00		NA THE RESIDENCE OF THE PROPERTY OF THE PROPER	And the second s
Siem Development (Database Managemen	t) 50606020-00	5,000,000					-	1	co	The second secon	4.140.000	in the second of	7	5.760,000
MIS	50213050-03	1.000,000			The second second	1			co	the course of the same of the	3.000,000	-	The state of the same of the state of the state of the state of the same of the state of the state of the same of the state of the state of the state of the same of the state	4.140.000
	50606020-00	5,000,000	The second secon	1	-			M	OOE	Michigan philosophic department and a second second department of the second se		5,000,000	Color de la production de la color de la c	3,000,000
Provision of Internet Connectivity		1	No of internet connection				1	(00	5 000 000		1.000,000		5.000,000
met Subscription (Central Office&BMB)	-	5 , 3	subscribed connection	on the same of the	1 4	377		-	The same of the sa	5,000.000	No. of Control of Cont		the second section of the section of	1,000,000
met Subscription (Regional Offices)	50205030-00	5.000.000						and the second	Replace	- Indianalisa		The state of the s	The same of the sa	5.000,000
met Subscription (ERDB RC)	50205030-00	800,000	The state of the s	3	-		3	MAC	OOE	Provide Management of the Control of	Photograph of the state of the		A COLUMN TO A COLU	19,240,000
apport Services for Network and	50205030-00	240.000	Control of the second of the second state of t	16			16	more a discourance of	THE RESERVE OF THE PARTY OF THE	2,000.000	1.000,000	1,000,000		10,200,000
Million Systems Maintenance		The second control of		6				MO	Colonia Service Servic	12.800.000	-	and the state of t	1.000.000	5,000,000
		The second second	No of ICT services: In aducts subscribed					IMO	UE	1.440.000			Market and the second s	12,800,000
te Creative Cloud Subscription	-	<u> </u>	maintained						Barrell State of Stat		and the second s	and the second s	and well distributed to the first of the second control of the sec	1.440,000
aged Print Consumer	50299070-01	65.000			The state of the s				approximate and a second		1			The state of the s
STATE OF THE PROPERTY OF THE P	50299050-04	15,000.000	direction where previous resources are distributed and distributed by the control of the control	19	Name and Additional Property a		19	MOC	ne l	the state of the s			* Charles Anna	168,063,200
	The state of the s	The second secon	A transfer was constructed and a survival and a sur	7	Market in the second	The second second	1	MOC	and the same of th	1,235,000	is the same of the	and the contract of the state o		
					The second states		annear American	1 MENT	FE. 1	15,000,000	The state of the s	a internal and a second		1,235,000

												and the second s		
Development of DENN Enturprise Network		Particular of the second secon	And the second s	-	and the second second second	lyg third?								
Infrastructure, Security, Data Center and Business Continuity Plan (CS)	50213050-03	3,000,00	0 24 5 14 5		1 4 1		1 1 1 1 1 1 1	1						
Rehabilitation of existing Network		Secretary of the second						1 3	MOOE	A	3,000,000		Miner Manage	A CONTRACTOR OF THE PARTY OF TH
Inmastructure of DENR Central Office					**************************************	Particular de California de Ca	-			and a series of the series of				3,000,1
Selected Regional and Field Offices and Stal	H 50213050-03	25 799.20	0	12	4	1 10	Total Control				el Colombia, que lles presidents de la colombia de	et enforcement open, op op hit ordere stof for open of the fire delication of the store of the s		
Velwork Maintenance								1 1	MOOE	and the same of th	25.799,200			
	50213050-03	7.000.000							and the same of th	est involve	K3.788,200	*	Control of the Contro	25,799,2
SSL Subscription	50299070-01	300.000	The state of the s	N. Complete section in Land	1			1	MOOE	and the state of t	And Control of the Co		Proposition	23,188,21
Indpoint Protection	50299070-01	1.500	No distance of the last of the		1		The second secon	1	MOOE	Commission of the Commission o	7,000,000	- A Committee of the Co	Contract of the Contract of th	
ire Suppression (Server Room DENR-CO)	50213050-99	1.000,000		-	1000		PARTIES TO AN ADDRESS OF THE PARTIES AND ADDRESS	1000	Service Communication Communic	And the section of th	300,000		The second section of the section of the second section of the section of the second section of the secti	7,000,00
loud infrastructure as a Service	50299070-03	15 000,000	And the state of t	-	1		produced establish and established established	1	MOOE		1.500.000		The second secon	300.00
foud Credit-Based Subscription	50299070-01	2.500,000		1			A STATE OF THE PARTY OF THE PAR	1 -	MOOE		1,000,000	The second secon	-	1,500.00
cogle Workspace Subscription	50299070-01	* 9 CECHNOLOGICALINATION CONTRACTOR CONTRACT	and the same of th	1				1	The same of the sa	15,000.000	-	and the second residence of the second secon	And the second s	1,000,00
egional Offices ICT Maintenance	-	15.000,000		1	-	-	And a residence of the last conductive and	-	MOOE	2,500,000	The state of the s	Contraction of the Contraction o	-	15,000,00
anaged Services and Systems	50212990-01	2.500,000		16	-		derente deservada que de contra que	16	MOOE	15.000,000	The state of the s	The state of the s	And the second second contract of the second	2,500,00
Permit and District	50299050-08	10 000,000		1	AND STATE OF THE PERSON OF THE		CONTRACTOR OF THE PERSON OF	16	MOOE	40,000,000		Stand for surface property and the standard of	and the second s	15,000,000
pport to OLMS Implementation	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	18.000,000	and the control of the second control of the		1		The second second second second	+	MOOE	10,000,000	The second control of			40,000,000
and the same of th	50213050-03	-	No. of the last of		The state of the s	COLUMN TO SERVICE SERV	Barrier division and a significant	+-1	MOOE		18,000,000	No second disconnect and part of the contract	The supraint of the supraint o	10,000,000
The Co	ANY PROPERTY OF THE PROPERTY OF THE PARTY OF	17,500	and the second s	358	A foreign property and the second	Stronger (mar) discript all the advantage to the		-		and the second s	American construction banks recommended to the second	-	and the second s	18.000.000
CAC Indian was a second	50213050-03	7.000		352	THE RESERVE OF THE PARTY OF THE		-	358	MOOE	6.265,000	O Mary and the control of the contro	The state of the s		Colombia de la colombia del colombia del colombia de la colombia del la colombia de la colombia
eospatial Activity	50299070-01	250,000	and the second s		16	Production of the state of the	and the same and the same of the same of the same	352	MOOE	2.464.000	Control of the Contro	The state of the s		6.265,000
sport to Geospatial Operations	A CONTRACTOR OF THE PROPERTY O	-		***************************************	The last of the la		Paradone respectation and a	16	MOOE	The second secon	4,900,000	-	- 1	2.464.000
firing of Contractuals		5,000,000	and the second s	1		The Section of the Assessment of the Section of the	Special Section Sectio			The same of the sa	7,000,000			4.000 000
The service and the same of th			No of personnel hired	Company of the San Comment	Proposition of the State of the	and the production were believed to the same of the sa	minner (minners seems recomps	1	MOOE	5.000.000	and the language of the season	The second section of the second section is a second section of the second section of the second section is a second section of the section of	and the second s	5,000.000
Lock Sunnet of Europe	0211990-00	27,000	Completion of the Section of the Sec	15	15				and the second s	And the second s	The state of the s	-	The state of the s	5,000,000
C. Paragraphica JAN T. & Long on	0211990-00	20,000		142	Samuel and the same of the same	15	15	15	MOOE	1.215.000	Market Control of the		And the same of th	73.020.000
	0211990-00	20,000	A CONTRACT OF THE PROPERTY OF	142	142	142	142	142	MOOE	8 520 000	1,215,000	1.215.000	1,215,000	mention of an extension of the country described out the country in the country of
pared by:		The second secon		1.45 \(\sum_{\substance}\)	142	142	142	142	MOOE	8.520.000	8,520,000	8.520.000	8,520,000	4.860.000
(n)	Ked	ammended by			Ď	pproved by		1/1	SIGNAS CONTRACTOR CONT	3.020.000	8,520,000	8,520,000	8.520.000	34.080.000
Masuatro		17 7 10				or wenn ny		111				The state of the s	The state of the s	34.080.000

MARIA ELENA A. MORALLOS-MANILA Director

Knowledge and Information Systems Service

NONITA S CAGUIOA
Assistant Secretary
Finance information Systems and Mining Concerns

ATTY. JONAS R. LEONES AU Undersect stary
Policy. Planning and liternational Affairs.

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



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

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.

cc:

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

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
- 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

D	LAYER NAME
4 .	RIORITY 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)
OT	HER LAYERS SUGGESTED FOR DIGITIZATION AND CLEANING
16	Ecotourism attractions
17	Biodiversity Monitoring System (BMS)
8	Biodiversity Assessment and Monitoring System (BAMS)
9	Socio-economic Assessment System (SEAMS)
0	Coral Bleaching
1	Coastal Resources within PAs

and the same of th	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
Inv	estments and Plantations
1	Potential Investment Areas (PIA)
2	Production and Protection Forest (PPF)
DE	NR 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
Wat	ershed Boundaries
7	Critical Watersheds
8	Proclaimed Watersheds
Expa	unded National Greening Program
)	National Greening Program (NGP) and Expanded NGP
enu	re Instruments

Transmission of the second	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)
The second secon	d. Forest Land Grazing Management Agreement (FLGMA, FLGLA)
	e. Forest Land Use Agreement for Tourism Purposes (FLAgT)
	f. Integrated Forest Management Agreement (IFMA)
The second s	g. Upland Agroforestry Program (UAfP);
Marine Carlo Associate Bankar garage securi	h. Socialized Industrial Forest Management Agreement (SIFMA)
	i. Special Land Use Permit (SLUP)
	j. Gratuitous Special Land Use Permit (GSUP)
Market Balder Barrier	k. Tree Farm Lease Agreement (TFLA)
CBFM	I-CARP Projects
	CBFM-CARP Projects