

# Citizen Centric Report FY 2024

## Department of Commerce, Rota

### **Mission Statement**

The mission of the Rota Department of Commerce is to ensure that the policies and procedures governing the conduct of businesses in the CNMI promotes sustainable economic growth, stimulate economic development and diversification, and provide a fair and equitable business environment to both public and private.

### **Departmental Overview/Mandates**

Rota Department of Commerce was established by CNMI Public Law 1-8 to fulfill the following mandates.

- To stimulate, encourage and regulate private investment to include foreign investment.
- To establish policies and procedures and administer laws regarding commercial resources.
- To do all things necessary to stimulate economic growth in the private sector.
- To collect, tabulate, analyze and publish statistical data.

Direct beneficiaries of the departmental services include;

- The people of Rota, CNMI
- Partnering government agencies and schools
- Licensed business establishments
- Licensed Retail/Wholesalers of Alcohol, Betelnut, Tobacco products
- Licensed Commercial Weights & Measures
- Subscribers of Statistical Reports
- Prospective Investors

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### **E-mail address**

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### **Website**

<http://commerce.gov.mp>

### **Management & Staff**

*Rodney James SN. Taisacan*  
*Resident Department Head*  
*Loewe Hocog*  
*Mayor's Office Rota*

*ADMINISTRATIVE*  
*Agida Quitugua-Manglona*  
*Administrative Officer I*

*ABTC*  
*Juan A. Barcinas*  
*ABTC Enforcement Officer I*

*STATISTICS*  
*Xerxes Nigel Camacho*  
*Statistics Specialist*

# PROGRESS

MANAGEMENT AND STAFF CONTINUE TO WORK TOGETHER PROVIDING TO THE BEST OF THEIR ABILITY EFFICIENT AND EFFECTIVE PUBLIC SERVICES WITHIN THE DIFFERENT AREAS OF THE DEPARTMENT INCLUDING ASSUMPTION OF TASK IN COLLABORATION WITH ROTA MAYOR'S OFFICE COMMUNITY GROUP PROGRAM ORGANIZATION TEAM, CNMI COMMERCE-Saipan AND OTHER DEPARTMENT/AGENCY SPECIAL PROJECTS AS SCHEDULED.

- COLLECTION OF DATA 2024 LABOR FORCE SURVEY RESULTS OF SURVEY REPORT WILL BE FORTHCOMING
- COLLECTION OF DATA 2024 AGRICULTURE CENSUS RESULTS OF SURVEY REPORTS WILL BE FORTHCOMING
- ACQUIRED ABTC VEHICLE FROM CNMI COMMERCE, SAIPAN ABTC DIVISION.
- RECERTIFICATION OF ABTC LAW ENFORCEMENT OFFICER'S ISSUED FIREARMS
- ROTA MAYOR'S OFFICE CPGO\*\*\*ROTA ANNUAL SIGNATURE EVENTS FOR TOURIST AND LOCAL COMMUNITY
- TWICE A MONTH MAINTENANCE OF UGIS BEACH SITE.
- MAINTAINED ROTA BUSINESS INCUBATION CONFERENCE ROOM DAILY WHICH IS CONSISTENTLY UTILIZED BY DIFFERENT INSTITUTIONS BOTH PUBLIC AND PRIVATE FOR MEETINGS, WORKSHOPS AND TRAININGS.

# Personnel/Revenue and Expenditures

**Budget Year: 2024**

**Department:** First Senatorial District

**Division/Activity:** Economic Development Rota

**Org Code:** 12160300

NOP	Job Class Code	Position	Employee	Employee Number	Personnel Status Code	Pay Grade/Step	Annual Salary	Allocation Percent	Allocation Salary	Total Fringe Benefits	Total
1	9100	RESIDENT DEPARTMENT HEAD	RODNEY JAMES TAISACAN	5375	AP	UNG	45,000	90%	40,500	3,827	44,327
1	6003	ABTC LAW ENFRCEMENT OFFICER I	JUAN A BARCINAS	3695	FT-LEO	PL08/11	34,564	100%	34,564	3,266	37,830
1	1015	ADMINISTRATIVE OFFICER I	AGIDA T QUITUGUA	3692	FT	PL11/12	42,012	90%	37,811	3,573	41,384
1	1618	STATISTICS SPECIALIST I	XERXES NIGEL Q. CAMACHO	3687	FT	PL10/1	23,394	90%	21,055	1,990	23,044
									<b>133,929</b>	<b>12,656</b>	<b>146,585</b>

Fund: 1000 -- GEN FUND  
 Org: 12160300 -- ECON DEV  
 Object: 61000 -- WAGES&SAL  
 Project:

Acct: 1000-1-20-16-1603-000-61000 -  
 Acct name: WAGES & SALARIES  
 Type: Expense Status: Active  
 Rollup: 6CRP -- ECONOMIC DEVELOP (R) PERSONNEL  
 NY Rollup:   
 Sub-Rollup:   
 MultiYr Fund

## REVOLVING FUND ALCOHOLIC BEVERAGE CONTROL ROTA 1959B

ORIGINAL APPROP	TRANS/ADJ/SMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
<b>5000 SPECIAL FUND</b>						
<b>52160200 SP: ALCOHOLIC BEV CNTRL (R)</b>						
<b>43050 LICENSES &amp; PERMITS</b>						
52160200 43050 1959B	LICENSES & PERMITS	0.00	0.00	-8,310.00	8,310.00	100.0%
TOTAL LICENSES & PERMITS		0.00	0.00	-8,310.00	8,310.00	100.0%
<b>45000 SERVICE FEES &amp; CHARGES</b>						
52160200 45000 1959B	SERVICE FEES & CHARGES	0.00	0.00	-1,475.00	1,475.00	100.0%
TOTAL SERVICE FEES & CHARGES		0.00	0.00	-1,475.00	1,475.00	100.0%
<b>64090 COMMUNICATIONS</b>						
52160200 64090 1959B	COMMUNICATIONS	0.00	0.00	1,859.70	-1,859.70	100.0%
TOTAL COMMUNICATIONS		0.00	0.00	1,859.70	-1,859.70	100.0%
<b>65010 OPERATIONAL SUPPLIES</b>						
52160200 65010 1959B	OPERATIONAL SUPPLIES	0.00	0.00	1,806.00	-1,806.00	100.0%
TOTAL OPERATIONAL SUPPLIES		0.00	0.00	1,806.00	-1,806.00	100.0%
<b>66070 TECHNOLOGY EQUIP</b>						
52160200 66070 1959B	TECHNOLOGY EQUIP	0.00	0.00	2,650.00	-2,650.00	100.0%
TOTAL TECHNOLOGY EQUIP		0.00	0.00	2,650.00	-2,650.00	100.0%
<b>69000 OTHER EXPENSES</b>						
52160200 69000 1959B	OTHER EXPENSES	347,614.14	12,530.07	120.00	334,964.07	3.6%
TOTAL OTHER EXPENSES		347,614.14	12,530.07	120.00	334,964.07	3.6%
TOTAL SP: ALCOHOLIC BEV CNTRL (R)		261,325.14	9,060.77	120.00	338,433.37	2.6%
TOTAL SPECIAL FUND		261,325.14	9,060.77	120.00	338,433.37	2.6%
TOTAL REVENUES		0.00	0.00	0.00	9,785.00	
TOTAL EXPENSES		261,325.14	18,845.77	120.00	328,648.37	
GRAND TOTAL		261,325.14	9,060.77	120.00	338,433.37	2.6%

4 Year Comparison History 4 Year Graph History Graph

Yr/Per 2024/01	Fiscal Year 2024	Fiscal Year 2023	Fiscal Year 2022	Fiscal Year 2021
Original Budget	.00	101,065.00	100,715.00	.00
Transfers In	134,979.94	100,812.00	94,557.76	117,716.42
Transfers Out	.00	517,497.00	479,947.76	.00
Revised Budget	134,979.94	111,128.00	225,325.00	117,716.42
Actual (Memo)	117,704.95	94,678.00	94,678.00	81,058.88
Encumbrances	.00	.00	.00	.00
Requisitions	.00	.00	.00	.00
Available	17,274.99	1,644.00	12,647.26	36,657.54
Percent used	87.20	83.61	41.90	62.14

PERFORMANCE INDICATOR	
ALCOHOL MONTHLY SALES REPORT	FY 24
BEER (CANS)	37,7826
KEG	181
SPIRIT (BOTTLE)	3,604
WINE (BOTTLE)	2,879
<b>TOTAL</b>	<b>38,4490</b>

REVENUE COLLECTED	
LICENSES & FEES	FY 24
ALCOHOL/ BETELNUT/ TO-BACCO/ W&M/REGISTRAR	\$22,870.00
<b>TOTAL</b>	<b>2967</b>

PERFORMANCE INDICATOR	
CIGARETTE MONTHLY SALES REPORT	FY 24
CIGAR	19
CIGARETTE	99283
ECIGARETTE/VAPE	1689
CHEWING TOBACCO	6522
SNUFF	1010
<b>TOTAL</b>	<b>108523</b>

PERFORMANCE INDICATOR	
SERVICES	FY 24
ALCOHOL/ BETELNUT/ TO-BACCO/ W&M	242
INSURANCE	2
Registrar of Corporation	54
Workers' Compensation Commission	401
DAILY VISITORS/PHONE CALL/EMAIL IN/OUT	2268
<b>TOTAL</b>	<b>2967</b>

## GOALS FOR PRIORITIES AND CHALLENGES

MANAGEMENT'S GOAL IS TO CONTINUE TO ADDRESS CHALLENGES BY PRIORITY AS FOLLOWS:

- SEND ALL STAFF FOR RECERTIFICATION, TRAININGS AND REFRESHER COURSE IN THEIR RESPECTIVE DUTIES. (ABTC ENFORCEMENT OFFICER, STATISTICS SPECIALIST, ADMINISTRATIVE OFFICER & MOR/MOA STAFF-MUNIS, TIMEKEEPER,)
- NEED OF THREE FULL TIME EMPLOYEE , ENFORCEMENT & COMPLIANCE, STATISTICS, ADMINISTRATIVE ASSISTANT
- PURCHASE OF 4X4 PICK UP TRUCK FOR COLLECTION OF DATA IN REMOTE AREAS AND CONDUCT NECESSARY INSPECTIONS AT ESTABLISHMENTS .
- PURCHASE EXTRA OFFICE EQUIPMENTS I.E. TABLES, CHAIRS, COMPUTERS, SPEAKERS, OVERHEAD PROJECTORS TO BE USED IN THE EXISTING ROTA BUSINESS INCUBATION CENTER.
- PURCHASE ALUMINUM WINDOW SHUTTERS FOR THE OFFICE WINDOWS WITHOUT SHUTTERS.