



DIRECTORY

- **FINANCIAL SERVICES**
(670) 433-1600
- **PROCUREMENT SERVICES**
(670) 433-1604
- **REVENUE & TAXATION**
(670) 433-1606
- **CUSTOMS SERVICES**
(670) 433-1610

DEPARTMENT OF FINANCE

TINIAN

2025



CITIZEN CENTRIC REPORT



TABLE OF CONTENT

1

MISSION STATEMENT

2

ACCOMPLISHMENTS

3

CHALLENGES & GOALS

4

FUNCTIONAL ORGANIZATIONAL CHART

5

ORGANIZATIONAL CHART



6

OFFICE LOCATION



MISSION STATEMENT



The role and responsibilities of the Department of Finance include, but are not limited to:

- *The collection and deposit of all revenues from any source, including taxes customs duties, excise tax revenue, license fees, and payment for services.*
- *The responsibility to process payment and track funds for outstanding obligations, owed by the Municipality to vendors, supplies, and other individuals whom the Municipality has a legal obligation to pay.*
- *Provides financial data to the Mayor, Legislature, Departments, and instrumentalities, of the Municipality of Tinian with financial details, and conduct all related financial management activities of the Municipality other than the preparation of the budget of the Municipality and post-audit functions.*
- *The Division of Customs and Quarantine safeguards all ports of entry which included the Seaport, Airport, U.S. Postal, from any importation of contrabands, narcotics, illegal drugs, dutiable commodities, and prevention of all unwanted agricultural pests and disease. The Division continues to strive to improve its operations on the frontline as mandated by the CNMI laws and all applicable federal laws.*
- *Procurement Services records and accounts for all government properties and purchases to ensures compliance with procurement regulations.*

Our goal is to provide the public and business community with outstanding client services while implementing financial laws, rules and regulations to encourage integrity in the workplace, and to provide prompt and efficient services.



ACCOMPLISHMENTS

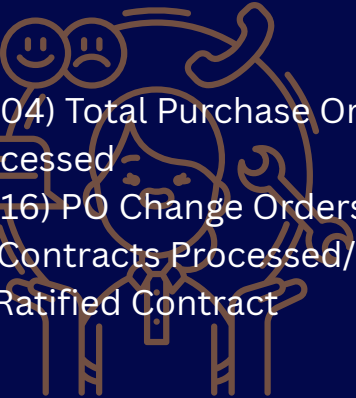
FINANCIAL SERVICES

- (1,337) Invoices uploaded for payment in FY2025
- (99) Expense Claims processed for CA



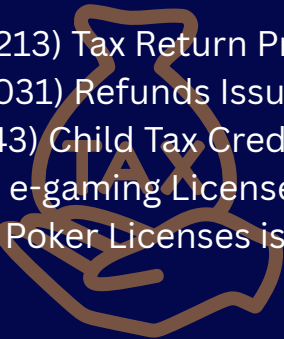
PROCUREMENT SERVICES

- (1,104) Total Purchase Order Processed
- (1,116) PO Change Orders
- (6) Contracts Processed/Posted
- (1) Ratified Contract



REVENUE & TAXATION

- (1,213) Tax Return Processed
- (1,031) Refunds Issued
- (943) Child Tax Credit Issued
- (0) e-gaming Licensed Issued
- (3) Poker Licenses issued



CUSTOMS SERVICES

TOTAL NUMBER OF VESSELS: (48)

1. COMMERCIAL CARGO

- Total Breakbulk Cargo: (12 pcs.)
- Total Containers (27)
- Total Weight (823,426 lbs.)

2. MILITARY

- Total Breakbulk Cargo: (18 pcs.)
- Total Containers: (30)
- Total Weight: (844,559 lbs.)

3. CONTRACTOR FOR MILITARY

- Total Breakbulk Cargo: (218 pcs.)
- Total Containers: (194)
- Total Weight: (8,896,031 lbs.)

TOTAL NUMBER OF FLIGHTS: (260)

1. CARGO:

- Black Micro Corp: 13,233 lbs. - 1090 pcs
- Military: 258,835 lbs. 44 pcs.
- US Mail: 131,591 lbs. - 9,748 pcs.
- Triple J: 6,005 lbs. - 204 pcs.
- Personal: 35,786 lbs. - 1,389 pcs.

2. FLIGHTS:

- Military 107
- Star Marianas Air: 40 - 189 pax
- Micronesian Air: 113 - 273 pax

TOTAL PERMITS ISSUED:

- Plant Import Permit: 3
- Plant Import Permit (Multiple Entry): 3
- Phytosanitary Certificate: 0
- Certificate of Origin: 107

BIOSECURITY CONFISCATION

- **Organic Material: 11**
- **Hatching Eggs: 12**
- **Live Animals: 30**

EXPORTED MEAT: 6,389 LBS.

EXPORTED PRODUCE: 24,612 LBS.

TOTAL INCIDENTS RELATED TO INVASIVE SPECIES: 35 (ALL CLEARED)





CHALLENGES & GOALS



1. Dept. of Finance aims to master the navigation and utilization of the Tyler Munis system for all financial services and procurement activity. By attending trainings and engaging with our state counterparts, we are continuously improving our knowledge and skills.
2. Due to no funding for FY2025, our department was not able to cover expenses such as; communications billing, power load and fuel. As a result, we are now reliant on support from our state counterparts and the office of the Mayor of Tinian to fulfill these basic needs.
3. The Dept. of Finance purchased a 20 ft. container to store archived files from our old building, as well as other equipment and materials that we do not have room for in our current location.
4. The division of Revenue and Taxation faced significant challenges during the transition from legacy JDE system to new RMIS system for inputting of all tax returns and active businesses. The process required staff training, adaptation to new workflow, and data migration, all while maintaining daily operations and ensuring compliance with regulatory deadlines. Despite initial difficulties with system compatibility, data integrity, and user familiarity, the division successfully completed the transition.
5. To provide timely payments, the department would like to reinstate the management and disbursement of the vendor's payment.



FUNCTIONAL ORGANIZATIONAL CHART DEPARTMENT OF FINANCE



**MAYOR OF TINIAN & AGUIGUAN
HON. EDWIN P. ALDAN**

RESIDENT DEPARTMENT HEAD

Manages all divisions within the Department of Finance, complies and justifies annual budgets for personnel and operations, ensures policies and procedures are complied across all divisions, ensures legal and regulatory compliance for businesses, and oversees general accounting and financial reporting.

**FINANCE &
ACCOUNTING
1111/1708T**

Assist the RDH prepare and monitor department budget, record, and procure department needs for use under any object code, review and process Travel Authorization for department's travel through the Munis System as well as review and approve Travel authorizations and expenses for all government agencies. Review and process government owed vendor payments through accounts payable as well as assist all government agencies/vendors on inquires or follow ups. Assist government agencies and vendors on the navigation and process with the CNMI's government newly implied system, Munis

**REVENUE &
TAXATION
1131/1705T**

Receive payments, tax and fee collections for the CNMI government, offer daily reports on collected revenues to the government, issue Business Licenses, provide tax information to people and businesses, and process income tax returns. Business gross revenue tax is summarized and reported, and unpaid tax is collected. Inspect poker machine established and businesses for issuing licenses and collect delinquency payment.

**PROCUREMENT &
SUPPLY
1141/1704T**

Review approve and export all government agencies' purchase orders within the system to adhere to the CNMI Procurement and Supply Rules & Regulations. Tag, record and updated inventory of government property. Maintain records and input data for all capital items such a heavy equipment, machinery, and other operational items procured by government agencies. Survey equipment's and record disposal items within the CNMI government.

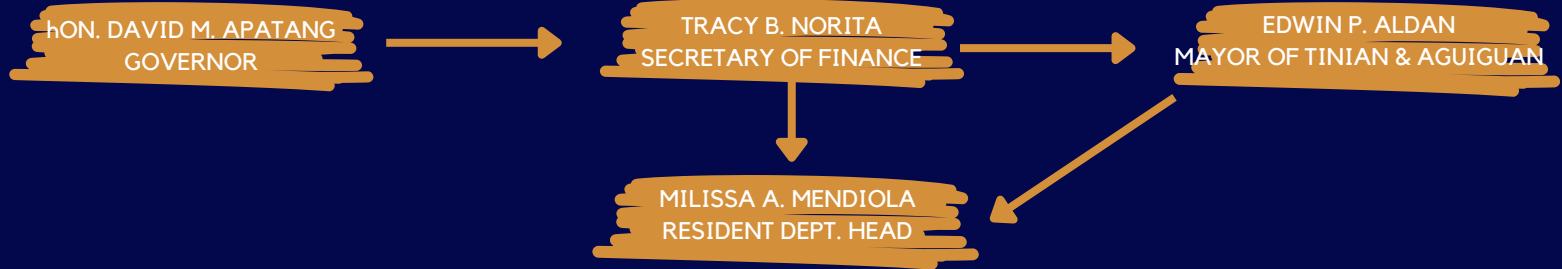
**CUSTOMS &
BIOSECURITY
1151/1709T**

Intercept the importation of illegal and dangerous goods such as firearms, drugs, and other contrabands from ports of entry by administering and enforcing taxes and fees. Inspect ships, planes and passengers luggage as well as collect excise duty and prohibited and restricted agricultural materials. Issue permit/certificate of origin for all meats, plants and pest exportation.



Department of Finance

Organizational Chart



FINANCE & ACCOUNTING 1708T

CUSTOMS SERVICES 1709T

REVENUE & TAXATION 1705T

ACCOUNTANT II
VACANT

CUSTOMS OFFICER III
BENEDICTO G. DECENA

AGR. QUARANTINE OFFICER III
ROBERT S. REYES

REVENUE OFFICER II
-ADMANITA P. LIZAMA

ADMIN. OFFICER I
MELISSA SANCHEZ

CUSTOMS OFFICER II
ROSITA K. ALDAN

AGR. QUARANTINE OFFICER II
RICHARD S. LAZARO

REVENUE OFFICER I
ISIDRO K. CABRERA

PROCUREMENT SERVICES 1704T

CUSTOMS INSPECTOR III
VINCENT U. REYES

AGR. QUARANTINE INSPECTOR III
RICHARD DLC. FARRELL

ENFORCEMENT TECH III
LAILA MACARANAS

SUPPLY SPECIALIST I
RACHE P. CING

CUSTOMS INSPECTOR II
ROLLY B. BUGARIN

AGR. QUARANTINE INSPECTOR II
SYLVESTRE A. PALACIOS

REVENUE TECHNICIAN I
DIMEASHIA DELA CRUZ

SUPPLY TECHNICIAN I
TIANNALYN ADRIANO

CUSTOMS INSPECTOR I
EDGAR A. TAGUDAR

AGR. QUARANTINE INSPECTOR I
ESTEVEN K. SABLAN

CUSTOMS INSPECTOR I
LEONORA A. BLAS

AGR. QUARANTINE INSPECTOR I
JAYRON P. EPITY

CUSTOMS INSPECTOR I
BRADLEY P. LIZAMA

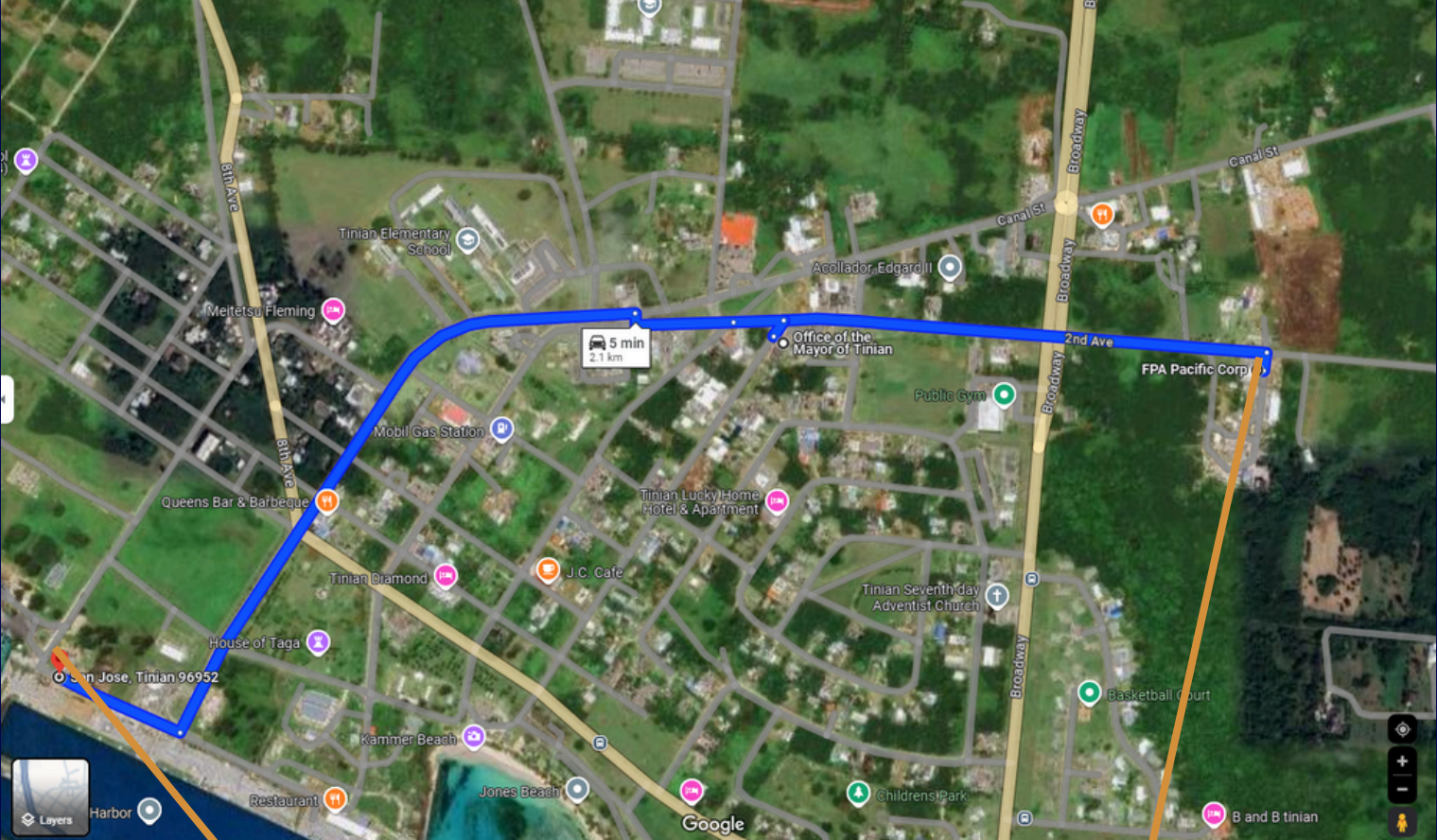
AGR. QUARANTINE INSPECTOR I
VACANT

CUSTOMS INSPECTOR I
VACANT



DOF MAIN OFFICE IS LOCATED AT THE FPA BUILDING:

- ROOM 104 FINANCE & ACCOUNTING & PROCUREMENT SERVICES
- ROOM 105 REVENUE & TAXATION
- CUSTOMS & BIOSECURITY PERSONNEL ARE LOCATED IN THE BLUE CONCRETE BUILDING BY THE MARINA AND THE TINIAN INTERNATIONAL AIRPORT



**DIVISION OF CUSTOMS & BIOSECURITY
AT SEAPORT (CPA BLUE BUILDING)**

- DIVISION OF FINANCIAL SERVICES
- DIVISION OF PROCUREMENT SERVICES
- DIVISION OF REVENUE & TAXATION