



Felix P. Camacho  
Governor  
Kaleo S. Moylan  
Lieutenant Governor

GOVERNMENT OF GUAM  
(Gubetnomention Guahan)  
DEPARTMENT OF ADMINISTRATION  
(Dipattamenton Atmenestrasion)  
DIRECTOR'S OFFICE  
(Ufisinan Direktot)

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Lourdes M. Perez  
Director  
Joseph C. Manibusan  
Deputy Director

February 21, 2005

Honorable Senator Eddie Baza Calvo  
Chairman, Committee on Finance,  
Taxation & Commerce  
Twenty-Eighth Guam Legislature  
155 Hesler Street  
Hagatna, Guam 96910

Subject: Budget Documentation

Dear Senator Calvo,

Pursuant to your memoranda dated January 25, 2005 and February 7, 2005, attached are requested documents in the following order and format:

1. Fiscal Year 2006 Department Budget (20 sets)
2. Department Funding Levels
3. Department Summary
4. General Fund Summary
5. General Fund
6. Special Fund Summary
7. Special Fund
8. Financial Statements on the Territorial  
Highway Fund for FY2004 & FY2005
9. Departmental Federal Funding Abstract
10. Electronic file copy

If you should have any questions, please contact my office at your convenience.

Si Yu'os Ma'ase.

LOURDES M. PEREZ

Attachments

Senator Edward J.B. Calvo  
**ACKNOWLEDGEMENT RECEIPT**

Rcv'd by: EC

Print Name & Initial

Time: 10:35 am

Date: 2/22/05

**Department  
of  
Administration**

**FY2006 Budget Proposal**

Committee on Finance, Taxation and Commerce  
Office of Finance and Budget  
Date Rcv'd: 2/22/05  
Time: 10:35 AM  
Rcv'd by: DW  
Print Name: \_\_\_\_\_



# BUREAU OF BUDGET & MANAGEMENT RESEARCH

OFFICE OF THE GOVERNOR

Post Office Box 2950, Hagåtña Guam 96932

FELIX PEREZ CAMACHO  
GOVERNOR

CARLOS P. BORDALLO  
DIRECTOR

KALEO SCOTT MOYLAN  
LIEUTENANT GOVERNOR

JOSE S. CALVO  
DEPUTY DIRECTOR

## CERTIFICATION

The Bureau of Budget and Management Research has certified that the Department/Agency total General Fund and/or Special Fund request for Fiscal Year 2006 is within the Governor's approved budget ceiling level for:

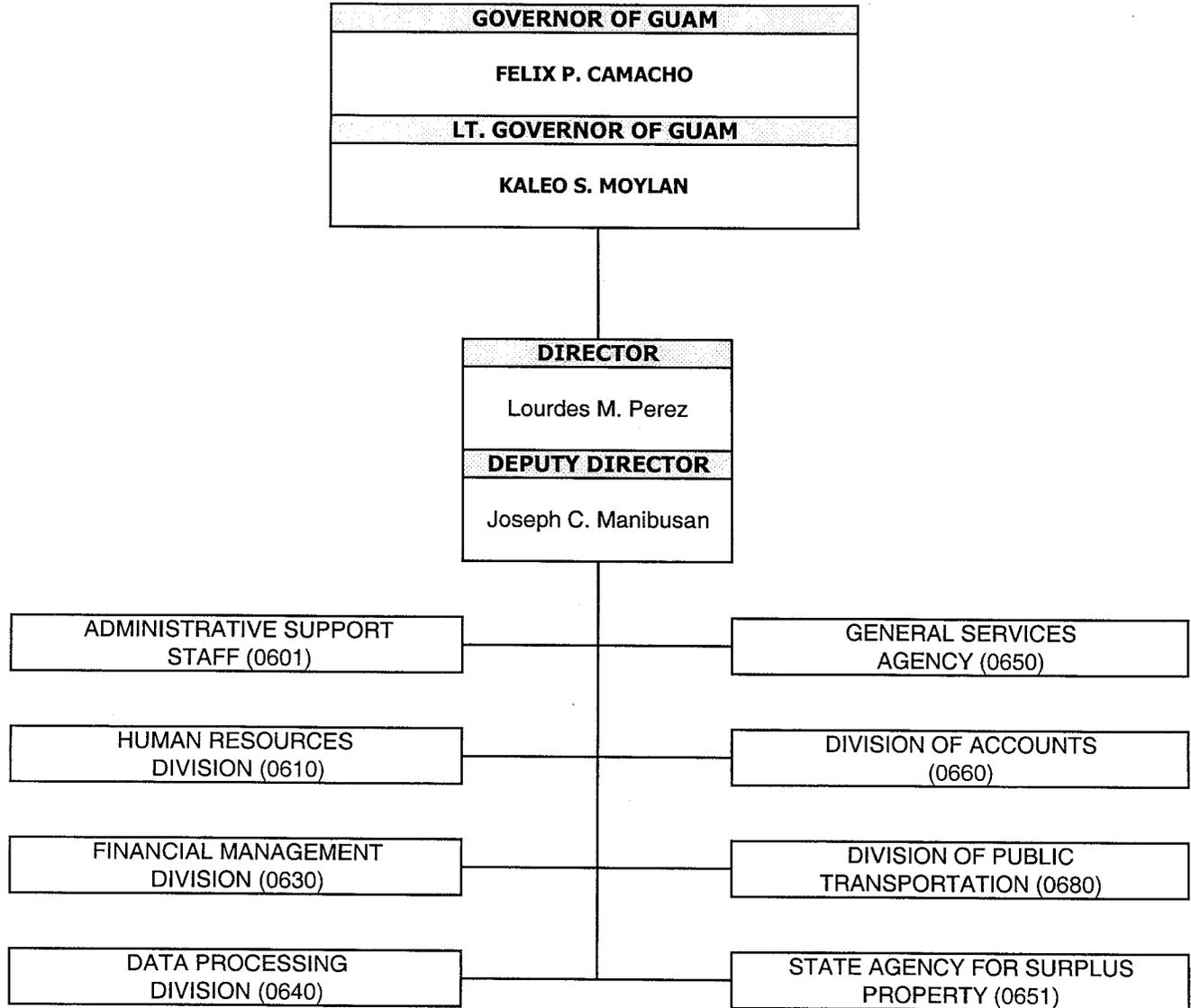
### DEPARTMENT OF ADMINISTRATION

It should be noted that the accuracy and justification of the information contained in the attached budget document is the responsibility of the aforementioned Department/Agency.

*Amor/05*  
*JP 2/21/05*  
  
CARLOS P. BORDALLO  
Acting  
Date: 2-21-05

**DEPARTMENT OF ADMINISTRATION  
ORGANIZATIONAL CHART**

**FISCAL YEAR 2006  
OVERALL**



**Government of Guam  
Fiscal Year 2006 Budget  
Agency Narrative**

**FUNCTION:** Fiscal and Administrative

**AGENCY:** Department of Administration

**MISSION STATEMENT:**

**Director's Office:**

To maximize the efficiency and effectiveness which the objects of programs are achieved by providing administrative, fiscal, and policy direction for the execution of a variety of government-wide support services. This program is responsible for the effective administration of the internal business of the Government of Guam and for the management of financial and manpower resources by providing guidance, direction and coordination of efforts relative to government operation; and to provide executive leadership and management to all divisions under the purview of the department; support department-wide needs regarding budget, public relations, and safety. Also maintains an efficient, effective and economical records management program for the Government of Guam.

**Human Resources Division:**

The Human Resources Division provides full human resources management for departments and agencies within the Executive Branch of the government of Guam, under the auspices of Titles IV and V of the Guam Code Annotated, and Public Law 9-240, Public Employee Management Relations Act (PEMRA); and Executive Order No. 2000-17.

**Financial Management Division:**

Maintain daily cash collection activities; deposit and invest revenues for the Government of Guam; maintain administrative control for receipts and cash for government services and charges utilizing the new Point-of-Sale System in conjunction with the Department of Revenue & Taxation; perform electronic transfer of funds and maintenance of banking regulations; issuance and distribution of Government of Guam payroll checks and other related government disbursements.

**Data Processing Division:**

Provide data processing, technical and consultation services on computer hardware and application software; design, develop and implement computerized information system for Government of Guam departments and agencies; organize data processing resources to provide effective and efficient services to users.

**General Services Agency:**

Administer a centralized procurement program for Government of Guam departments and agencies by promoting economy, efficiency, and effectiveness in the procurement of supplies and services; and warehouse common supplies for sales to Government of Guam departments and agencies.

**Division of Accounts:**

Establish and provide a uniform financial system and control for organizational units of the government; provide accurate and timely financial information for effective management in compliance with statutory mandates and requirements.

**Public Transportation Division:**

To provide affordable, reliable and accessible island-wide public transportation services.

**GOALS AND OBJECTIVES:**

Integration of the Personnel Management Information System (PMIS) to the AS400 Payroll System.

Document scanning for easy information retrieval. For FY2006, we are looking to maximize efficiency by eliminating various manual tasks.

For FY2006, staff will continue testing clerical, secretarial and law enforcement positions. Most especially, testing for non-autonomous agencies that request for our services since a fee is involved and generates funds for our Department.

**Automation capabilities on payment for DC retirees and survivors, insurance transmittals and retirement fund for browse capability.**

**Classification staff would be trained in the Hay Methodology – senior and entry level. Staff would also like to be trained in other aspects of classification such as Compensation and Job Classification for Senior, Entry and Supervisory levels.**

**Coordinate with USDA Graduate School to conduct Train-the-Trainer courses for HR's Technical Staff.**

**Update the master TDP listing for line departments/agencies to include the participating autonomous agencies that have an MOU with DOA.**

**Employee Grievances and Complaints. Staff will be conducting a study to determine issues and concerns of employees which lead to employees' dissatisfactions and complaints, and recommend corrective action, identifying management policies and practices which may be in violation of laws, rules and regulations.**

**Leave Sharing Program. An audit will be conducted on at least three (3) line agencies and two (2) autonomous agencies to determine compliance with the Leave Sharing Program procedure.**

**Effectively and efficiently project and record all cash transaction to maintain the daily cash position of the General Fund Account to allow for any possible investment opportunities for all realized interest income.**

**Proficiently utilized the Point-of-Sale (POS) System to disseminate cash reporting and deposits accurately and expediently.**

**Continue to provide quality services to customers by ensuring all payments are properly charged and/or credited to the appropriate revenue account.**

**Develop quality training to provide our staff the necessary tools to work in our changing environment.**

**Explore investment opportunities whenever revenues exceed current expenditure requirements to gain interest as an additional revenue account.**

**Effectively and efficiently project cash position of the General Fund account and disseminate information for management's final disposition.**

**Communicate with designated POS programmers to efficiently process all payments on a timely manner with minimal technical errors.**

**Respond to the increasing technical and complex environment in which we are currently operating with the demand of flexibility and responsiveness in Cash Management.**

**Respond to the growing demand for services in billing and collections of payments due to the government.**

**Respond to the growing concerns and dissatisfaction toward our services in collections, disbursements and payments.**

**Migrate the Personnel Management Information System from the RISC6000 to the AS400.**

**Implement an automated procurement system.**

**Implement a Direct Deposit System.**

**Automate the Payroll Service Cards.**

**Requisitions will be processed and completed with a purchase order at a maximum of seven working days and amendments to be completed no later than the next working day upon receipt of request.**

**Timeline for dissemination of purchase orders: Control Section shall disseminate and issue purchase orders same day or no later than the next working day of signature by the CPO to all prospective areas such as accounting, etc.**

**Notice of Default Letters shall be issued no later than the next working day of expired delivery date. Notices shall be faxed and acknowledged by the vendor and filed in the pending purchase order file.**

**Prepare the General Purpose Financial Statements (GPFS) for Fiscal Year 2004 in compliance with GASB 34 by June 30, 2005.**

**Prepare the General Purpose Financial Statements (GPFS) for Fiscal Year 2005 in compliance with GASB 34 by June 30, 2006.**

**Prepare the Annual Report on bond funds and all other funds for Fiscal Year 2004 by June 30, 2005.**

**Prepare the Annual Report on bond funds and all other funds for Fiscal Year 2005 by June 30, 2006.**

**Effectively and efficiently record all cash transactions in order to maintain the daily cash position of the General Fund Account to allow for any possible investment opportunity for all realized interest income.**

**To have a fully functioning ombudsman to handle customer concerns and issues on public transit issues.**

**To have fully functioning Grievance and Appeals Board.**

**To have a fully functioning Transportation Commission.**

**OVERALL**

**SUMMARY**

Government of Guam  
Fiscal Year 2006 Budget  
Program Budget Digest

[BBMR BD-1]

Function: FISCAL AND ADMINISTRATIVE  
Agency: DEPARTMENT OF ADMINISTRATION  
Program: OVERALL SUMMARY

AS400 Account Code	Appropriation Classification	A	B	C	D	E	F
		FY 2004 Expenditures & Encumbrances	FY 2005 Authorized Level	Governor's Request			
				FY 2006 General Fund	FY 2006 Federal Fund(s)	FY 2006 Other Fund 1/	FY 2006 Total Req. (C+D+E)

**PERSONNEL SERVICES**

111	Regular Salaries	\$4,782,671	\$3,964,859	\$5,228,363	\$0	\$275,414	\$5,503,777
112	Overtime/Special Pay	22,892	600	0	\$0	\$0	0
113	Benefits	1,324,768	1,400,897	1,600,233	\$0	\$82,120	1,682,353
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$6,130,331</b>	<b>\$5,366,356</b>	<b>\$6,828,596</b>	<b>\$0</b>	<b>\$357,534</b>	<b>\$7,186,130</b>

**OPERATIONS**

220	TRAVEL- Off-Island/Local Mileage Reimburs.	\$0	\$11,797	\$0	\$0	\$0	\$0
230	CONTRACTUAL SERVICES:	\$3,307,090	\$2,922,419	\$81,232	\$0	\$2,616,366	2,697,598
233	OFFICE SPACE RENTAL:	\$0	\$0	\$0	\$0	\$0	0
240	SUPPLIES & MATERIALS:	\$43,732	\$24,880	\$30,000	\$0	\$5,100	35,100
250	EQUIPMENT:	\$725	\$800	\$0	\$0	\$0	0
270	WORKER'S COMPENSATION	\$0	\$3,000	\$0	\$0	\$0	0
290	MISCELLANEOUS	\$0	\$0	\$0	\$0	\$0	0
<b>TOTAL OPERATIONS</b>		<b>\$3,351,547</b>	<b>\$2,962,896</b>	<b>\$111,232</b>	<b>\$0</b>	<b>\$2,621,466</b>	<b>\$2,732,698</b>

**UTILITIES**

361	Power	\$110,570	\$80,000	\$75,000	\$0	\$12,000	\$87,000
362	Water/ Sewer	\$15,901	\$11,500	\$6,000	\$0	\$1,000	7,000
363	Telephone/ Toll	\$147,327	\$367,250	\$75,036	\$0	\$8,000	83,036
<b>TOTAL UTILITIES</b>		<b>\$273,798</b>	<b>\$458,750</b>	<b>\$156,036</b>	<b>\$0</b>	<b>\$21,000</b>	<b>\$177,036</b>

701	<b>INDIRECT COST</b>	\$0	\$0	\$0	\$0	\$0	\$0
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450	<b>CAPITAL OUTLAY</b>	\$41,022	\$6,759	\$0	\$0	\$0	\$0
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<b>TOTAL APPROPRIATIONS</b>		<b>\$9,796,698</b>	<b>\$8,794,761</b>	<b>\$7,095,864</b>	<b>\$0</b>	<b>\$3,000,000</b>	<b>\$10,095,864</b>
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1/ Territorial Highway Fund (nka: Guam Highway Fund)

**FULL TIME EQUIVALENCIES (FTEs)**

UNCLASSIFIED	2.00	2.00	2.00	0.00	0.00	2.00
CLASSIFIED	147.00	144.00	149.00	0.00	7.00	156.00
<b>TOTAL FTEs</b>	<b>149.00</b>	<b>146.00</b>	<b>151.00</b>	<b>0.00</b>	<b>7.00</b>	<b>158.00</b>

Schedule A - Off-Island Travel

Department: DEPARTMENT OF ADMINISTRATION

Division: ALL

Program: OVERALL SUMMARY

<b>Purpose / Justification for Travel</b>
NONE
Travel Date: _____ No. of Travelers: _____*

Position Title of Traveler(s)	Air Fare	Per diem	Registration	Total Cost
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -

<b>Purpose / Justification for Travel</b>
Travel Date: _____ No. of Travelers: _____*

Position Title of Traveler(s)	Air Fare	Per diem	Registration	Total Cost
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -

<b>Purpose / Justification for Travel</b>
Travel Date: _____ No. of Travelers: _____*

Position Title of Traveler(s)	Air Fare	Per diem	Registration	Total Cost
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -

\* Provide justification for more than one traveler to the same conference / training / workshop / etc.

# FISCAL YEAR 2006 IMPACT STATEMENT

Department/Agency Name: Department of Administration

Division/Program: Overall Summary – General Fund

## **1\*\* - Personnel Services:**

Funding is requested for 158 FTEs. – In fiscal year 2003, the department's FTE's were 162, in FY04 were 149 and in FY05 are currently at 138. In order to support the numerous line agencies with regard to financial statements/reports and procurement and personnel related matters, this year's budget is inclusive of funded recruitments to fill critical positions vacated since FY03.

The staffing pattern for fiscal year 2006 reflects promotions for several personnel. Although these promotions were included to determine personnel funding requirements for fiscal year 2006, there are contingent upon employees meeting position qualifications.

## **22\* - Local/Off-Island Travel:**

None.

## **23\* - Contractual Services:**

***Copier Maintenance Contract*** – The annual contract covers the copier lease monthly fees for all divisions excluding Division of Public Transportation inclusive of maintenance and toner supplies.

***Facsimile Machine Maintenance*** – The purchase of fax machines were subject to annual maintenance plans inclusive of toner supplies. This annual fee covers the maintenance of three machines located in Division of Accounts, General Services Agency and the Director's Office.

***Personal Computer/Printer Maintenance*** – Due to age and high performance demand this maintenance plan will prevent work disruption and prolong the life expectancy of printers.

***Radio Service*** – This communication lines are critical to the operations of this department by allowing communication between critical and key staff during emergencies as well as communication between Directors and General Managers of Government of Guam.

***Vehicle Maintenance*** – The annual maintenance plan will cover the repair and service of official vehicles.

***Termite Treatment*** - The annual termite treatment plan is critical in order to preserve the documents currently being stored in the Records Management facility warehouse by all Government of Guam Departments and Agencies.

***US Postage Box Fee*** – This covers the annual fee for the postal box currently being utilized by this department.

***Water Delivery Service*** – This covers drinking water for the general public.

***Tipping Fees*** – This covers the monthly trash fees as part of custodial maintenance services currently being performed by department staff.

**24\* - Supplies and Materials:**

Funding is requested for various office supplies inclusive of supplies and materials for the entire facility.

Fuel for official vehicles utilized for various deliveries by this office as well are fuel needed for the ground maintenance of this facility.

**25\* - Equipment:**

None.

**36\* - Utilities:**

\$75,000 is requested for electrical services for the M.F.L. Guerrero Building, the Data Processing Building and the General Services Agency.

\$6,000 is requested for water services for the M.F.L. Guerrero Building, the Data Processing Division and the General Services Agency.

\$75,036 is requested for telephone services inclusive of long distance phone and fax services for all divisions except the Public Transportation Division.

**45\* - Capital Outlay:**

None.

**DEPARTMENT OF ADMINISTRATION  
SUMMARY  
Fiscal Year 2006**

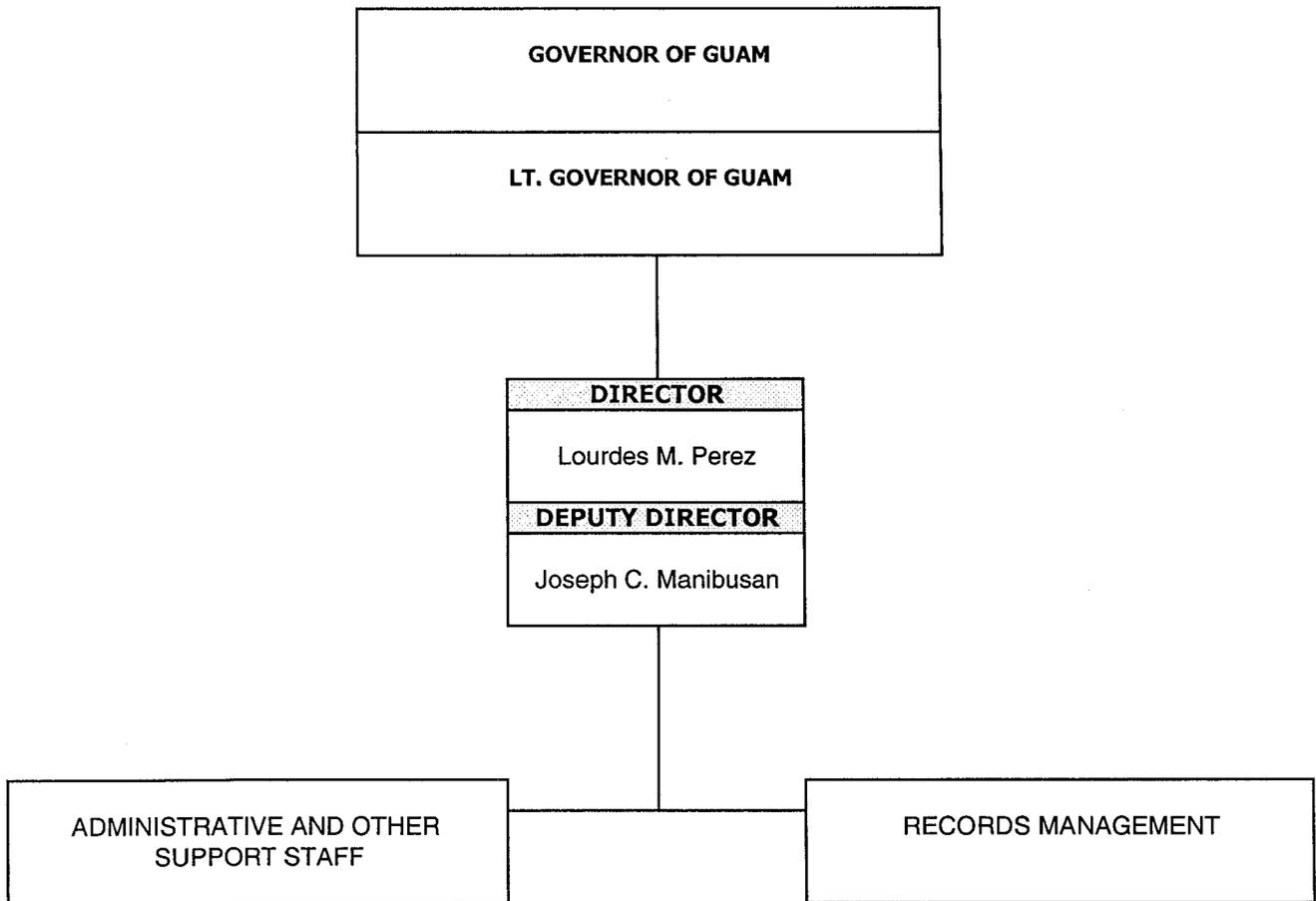
Division	No. of Employees	Salary	Overtime	Special*	Increment	Subtotal	Benefits						Total Benefits	TOTAL	
							Retire (DDI)	Social Security	Medicare	Life	Medical	Dental			
Director's Office	12	451,271	0	0	4,952	456,223	94,940	1,134	0	6,615	1,836	15,467	2,084	122,076	578,299
Human Resources Division	28	1,061,371	0	0	11,705	1,073,076	223,307	3,024	0	15,560	4,284	65,729	6,546	318,450	1,391,526
Financial Management Division	18	560,616	0	0	9,376	569,992	118,615	1,890	0	8,265	2,754	41,566	4,464	177,554	747,546
Data Processing Division	10	412,672	0	0	2,291	414,963	86,354	567	0	6,017	1,530	19,414	1,934	115,816	530,779
General Services Agency	28	777,487	0	0	12,180	789,667	164,330	3,024	0	11,450	4,131	47,205	6,843	236,983	1,026,650
Division of Accounts	55	1,903,210	0	0	21,232	1,924,442	400,476	5,670	0	27,904	8,415	165,826	21,062	629,354	2,553,796
	151	5,166,627	0	0	61,756	5,228,383	1,088,022	15,309	0	75,811	22,950	355,207	42,933	1,600,233	6,828,596

Division of Public Transportation	7	273,145	0	0	2,269	275,414	57,314	756	0	3,994	1,071	17,200	1,786	82,120	357,534
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**DIRECTOR'S  
OFFICE**

**OFFICE OF THE DIRECTOR  
ORGANIZATIONAL CHART**

**FISCAL YEAR 2006**



# OFFICE OF THE DIRECTOR

## FUNCTIONAL CHART FISCAL YEAR 2006

<b>Director</b>
<b>Deputy Director</b>
<p>Title VI of the Government of Guam Code of Guam established the Department of Administration as the central agency responsible for the transactions of internal business activities of the Government of Guam. In addition, the Office of the Director formulates and adopts procedures and regulations necessary for efficiency and effectiveness in all fiscal and personnel related operations and activities relative to government operation.</p>



<b>Administrative and Other Support Staff</b>
<p>Facilitates the administrative function for the Director's Office. The support staff develops and implements office management procedures, policies and regulations directly related to the function of the department. Entertains and assists in complaints and inquiries by properly channeling to the respective divisions for response. Manages and tracks department budget, safety and public information programs. Other support staff are responsible for the maintenance operation inclusive of preventive maintenance on all air conditioning units and minor repairs; janitorial services inclusive of minor plumbing repairs; ground maintenance services on the entire facility inclusive of the Data Processing Division building; also assists in the GASB34 project by maintaining general ledgers and subsidiary fixed asset accounts, record entries related to acquisition, transfer, disposition and surveyed items, determine property valuation, continue with tagging all assets with bar code property identification labels and conduct physical inventory, identify fixed assets purchased under the local or federal funds.</p>

<b>Records Management</b>
<p>Pursuant to Public Law 6-64, Record Management Act. The Records Management Division established a continuing program for efficiently and economically managing government records, by planning, organizing and directing the entire Records Management Program for the Executive Branch. Assistance may be provided to the Autonomous Agencies, Legislative and Judicial branches of the Government of Guam upon request and approval of the Director of Administration.</p>

**Decision Package  
FY 2006**

Department: Department of Administration Division/Section: Director's Office

Program Title: Director's Office

**Activity Description:**

This office is responsible for providing administrative policies and direction for the various divisions of the Department of Administration. It is also responsible for ensuring an effective administration of internal business of the Government of Guam by providing proper guidance, direction and coordination of efforts.

**Major Objective(s):**

To ensure clear direction and proper management of human resources and fiscal resources by formulating and adopting procedures and regulations necessary for increased efficiency and effectiveness in all fiscal and human resources related operations and activities.

To provide a safe workplace environment and maintain facility and grounds to a level suitable for employees, customers, and the general public.

**Short-term Goals:**

To provide the necessary support services to the various divisions of the department.

To improve regulations and policies concerning personnel, supplies and equipment, management and other supportive policies for the Government of Guam.

To improve facilities and identify renovation/repair requirements within available budget.

**Workload Output**

<b>Workload Indicator:</b>	<b>FY2004 Level of Accomplishment</b>	<b>FY2005 Anticipated Level</b>	<b>FY2006 Proposed Request</b>
Provide general supervision for divisions within the department	6	6	6
Provide human resources for divisions to meet their mission	147	144	148
Certify funds & approve requests for Direct Payments	104	30	20
Certify funds & approve requests for Purchase (Requisitions)	220	250	260
Certify funds & approve requests for supply/stock item purchases	138	110	105
Certify funds & approve contract payments	8	7	9
Process and maintain files of incoming & outgoing correspondence	3821	4200	4500
Process requests for information (Sunshine Act)	12	20	25

Government of Guam  
Fiscal Year 2006  
Budget Digest

[BBMR BD-1]

Function: FISCAL AND ADMINISTRATIVE  
Agency: DEPARTMENT OF ADMINISTRATION  
Program: DIRECTOR'S OFFICE

AS400 Account Code	Appropriation Classification	A	B	Governor's Request			F
		FY 2004 Expenditures & Encumbrances	FY 2005 Authorized Level	FY 2006 General Fund	FY 2006 Federal Fund(s)	FY 2006 Other Fund 1/	FY 2006 Total Req. (C+D+E)

**PERSONNEL SERVICES**

111	Regular Salaries/Increments	\$235,527	\$327,289	\$456,223	\$0	\$0	\$456,223
112	Overtime/Special Pay	2,808	0	0	0	0	0
113	Benefits	54,620	86,979	122,076	0	0	122,076
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$292,955</b>	<b>\$414,268</b>	<b>\$578,299</b>	<b>\$0</b>	<b>\$0</b>	<b>\$578,299</b>

**OPERATIONS**

220	TRAVEL- Off-Island/Local Mileage Reimburs.	\$0	\$9,797	\$0	\$0	\$0	\$0
230	CONTRACTUAL SERVICES:	1,303,821	639,351	81,232	0	0	81,232
233	OFFICE SPACE RENTAL:	0	0	0	0	0	0
240	SUPPLIES & MATERIALS:	6,625	20,000	30,000	0	0	30,000
250	EQUIPMENT:	0	800	0	0	0	0
270	WORKER'S COMPENSATION	0	3,000	0	0	0	0
290	MISCELLANEOUS	0	0	0	0	0	0
<b>TOTAL OPERATIONS</b>		<b>\$1,310,446</b>	<b>\$672,948</b>	<b>\$111,232</b>	<b>\$0</b>	<b>\$0</b>	<b>\$111,232</b>

**UTILITIES**

361	Power	\$66,500	\$65,000	\$75,000	\$0	\$0	\$75,000
362	Water/ Sewer	1,462	10,000	6,000	0	0	6,000
363	Telephone/ Toll	97,401	357,750	75,036	0	0	75,036
<b>TOTAL UTILITIES</b>		<b>\$165,363</b>	<b>\$432,750</b>	<b>\$156,036</b>	<b>\$0</b>	<b>\$0</b>	<b>\$156,036</b>

**INDIRECT COST**

701		\$0	\$0	\$0	\$0	\$0	\$0
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**CAPITAL OUTLAY**

450		\$40,372	\$5,789	\$0	\$0	\$0	\$0
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**TOTAL APPROPRIATIONS**

		<b>\$1,809,136</b>	<b>\$1,525,755</b>	<b>\$845,567</b>	<b>\$0</b>	<b>\$0</b>	<b>\$845,567</b>
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1/ Specify Fund Source

**FULL TIME EQUIVALENCIES (FTEs)**

UNCLASSIFIED	2.00	2.00	2.00	0.00	0.00	2.00
CLASSIFIED	4.00	9.00	10.00	0.00	0.00	10.00
<b>TOTAL FTEs</b>	<b>6.00</b>	<b>11.00</b>	<b>12.00</b>	<b>0.00</b>	<b>0.00</b>	<b>12.00</b>

NOTE: The operating budget for Fiscal Years 2003 and 2004 was not separated by division, but was combined under the umbrella of the Director's Office.

Schedule B- Contractual

Item	Quantity	Unit Price	Total Price	Funded in FY 2005?	
				Yes	No
Copier Machine Maintenance Contract	1	56,183	\$ 56,183.00	X	
Personal Computer/Printer Maintenance	1	7,232	\$ 7,232.00	X	
Fax Machine Annual Maintenance	1	900	\$ 900.00	X	
Radio Service Contract	1	4,900	\$ 4,900.00	X	
Vehicle Maintenance	4	1,500	\$ 6,000.00	X	
Termite Treatment for RMO facility	1	3,000	\$ 3,000.00	X	
US Postmaster Box Fee	1	890	\$ 890.00	X	
Water Delivery Service	12	48	\$ 576.00	X	
Tipping Fees	1	1,551	\$ 1,551.00	X	
<b>Total Contractual</b>			\$ 81,232.00		

Schedule C - Supplies & Materials

Item	Quantity	Unit Price	Total Price	Funded in FY 2005?	
				Yes	No
Office Supplies & Materials	1	25000	\$ 25,000.00	X	
Fuel for Official Vehicles	1	5000	\$ 5,000.00	X	
<b>Total Supplies &amp; Materials</b>			\$ 30,000.00		

Schedule D - Equipment

Item	Quantity	Unit Price	Total Price	Funded in FY 2005?	
				Yes	No
			\$ -		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
<b>Total Equipment</b>			\$ -		

Schedule E - Miscellaneous

Item	Quantity	Unit Price	Total Price	Funded in FY 2005?	
				Yes	No
			\$ -		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
<b>Total Miscellaneous</b>			\$ -		

Schedule F - Capital Outlay

Item	Quantity	Unit Price	Total Price	Funded in FY 2005?	
				Yes	No
			\$ -		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
<b>Total Capital Outlay</b>			\$ -		

Government of Guam  
 Fiscal Year 2006  
 Budget  
 Agency Staffing Pattern

Functional Area: FISCAL AND ADMINISTRATIVE  
 Agency: DEPARTMENT OF ADMINISTRATION  
 Program: DIRECTORS OFFICE  
 Fund: GENERAL FUND

No.	Position Number	Position Title	Name of incumbent	Grade Step	Salary	Overtime	Expense	Termination Date	Termination Reason	Retirement (75% of 100%)	Social Security (6.2% of 100%)	Medical (1.45% of 100%)	LIFE	Back Pay Department		TOTAL (F+G)
														Months (75% of 100%)	Days (Premium)	
1	6601	Director	Louie M. Perez	U-6L	\$74,096	\$0	\$0			\$15,419	\$189	\$0	\$1,074	\$1,469	\$149	\$92,450
2	6602	Deputy Director	Joseph C. Mambuan	U-6L	60,850	0	0			12,463	0	0	882	3,102	0	74,548
3	6607	Administrative Officer	Francis Tenio	I-40	28,178	0	0	1/17/2006	1344	29,422	189	0	477	3,947	298	39,713
4	6608	Management Analyst IV	Kenneth C. Esopi	N-07	41,936	0	0	9/27/2006	130	42,866	8,354	0	610	3,947	446	55,976
5	905	Management Analyst III	Maria A. Rubie	M-11	44,524	0	0			45,501	189	0	646	3,947	446	59,170
6	6609	Records Management Officer	Francisco R. Flores	R-04	29,279	0	0	1/17/2006	1,156	30,453	189	0	441	298	31,661	
7	6610	Customer Service Supervisor	Maria Elizabeth T. Queza	F-08	32,119	0	0	3/17/2006	669	32,788	189	0	358	0	0	40,429
8	6611	Customer Service Representative	Eva Jo Bamba	F-04	23,720	0	0	1/17/2006	936	24,658	189	0	358	0	0	30,486
9	670	Building Maintenance Leader	Juan A. Aguon	F-10	34,414	0	0	6/13/2006	401	34,815	189	0	358	0	149	47,867
10	6705	Building Inspector	David T. Perez Jr.	F-09	31,014	0	0			31,014	189	0	352	0	0	32,557
11	671	Maintenance Worker	Esco T. Tolentino	H-03	22,471	0	0	6/6/2006	416	22,887	189	0	332	0	0	28,324
12	6709	Agricultural Gardener	Melton Duenas Jr.	E-14	28,670	0	0			28,670	0	0	416	3,102	298	36,603
Program Total:										\$456,223	\$94,940	\$1,134	\$6,615	\$15,467	\$2,084	\$576,399





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Department of Administration  
Fixed Assets Listing - Department 06  
Active and Full-cost

PAGE 5

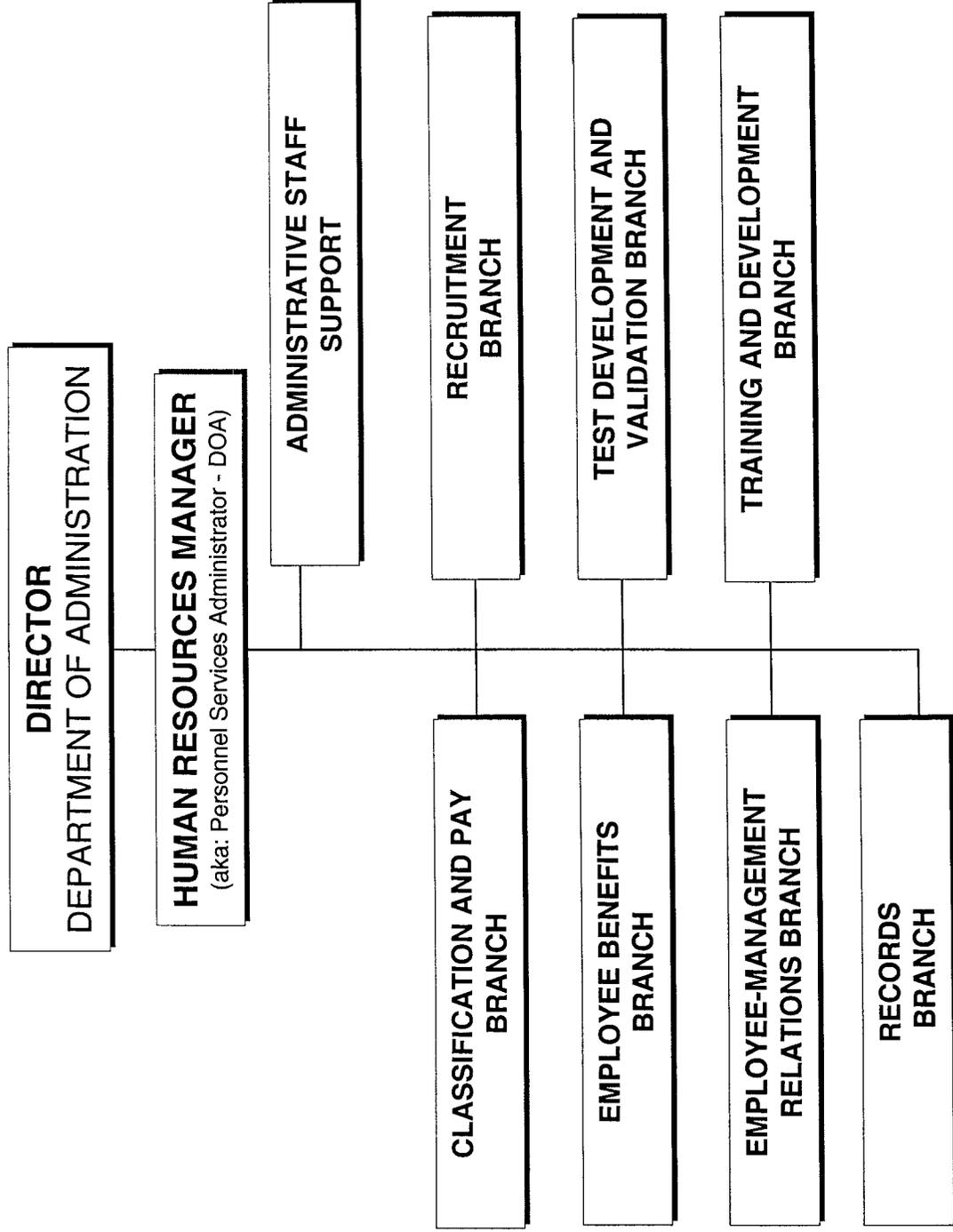
DEPTNO	Current Dept	ORGANIZATION NAME	Acq Month	Acq Day	Acq Year	Asset Number	FAC Code	Asset Description	Acq Cost
06	0601	DIRECTOR'S OFFICE	8	28	2001	6170001763	617	AIR CONDITIONER	2100.00
A	C	F	P						

**HUMAN  
RESOURCES  
DIVISION**

# HUMAN RESOURCES DIVISION (HRD)

## Organizational Chart

Fiscal Year 2006



# HUMAN RESOURCES DIVISION (HRD)

## Functional Chart Fiscal Year 2006

### HUMAN RESOURCES MANAGER

Responsible for administering an effective and efficient human resource management programs for non-autonomous departments and agencies within the Executive Branch in the areas of classification and compensation, employee benefits, employee-management relations, employee records, recruitment, test development and training and development.

The Human Resources Manager is guided through the provisions identified in Title IV and Title V of the Guam Code Annotated, Public Law 9-240, Public Employee-Management Relations Act (PEMRA) and Executive Order No. 2000-17.

### ADMINISTRATIVE SUPPORT STAFF ADMINISTRATIVE OFFICER

Responsible for providing administrative and office support services to the Human Resources Manager, including budget formulation, procurement, payroll administration, interprets policies and procedures at support level, prepares correspondence and reports and provides guidelines to supervisors and employees on matters dealing with the administrative operations of the division, and performs related duties as required.

### ADMINISTRATIVE SUPPORT STAFF WORD PROCESSING SECY. II

Provides secretarial and clerical support to the Human Resources Manager; types correspondence and reports, maintains the Manager's appointment calendar, edits documents for compliance to established procedures, receives visitors and callers and uses judgment in handling problems, records a variety of documents via database program for tracking and customer service feedback.

# HUMAN RESOURCES DIVISION (HRD)

Functional Chart  
Fiscal Year 2006

## HUMAN RESOURCES MANAGER

### CLASSIFICATION AND PAY BRANCH

#### Personnel Specialist IV

The Classification and Pay Branch is responsible for planning and coordinating classification activities in the:

- Administration and maintenance of the government of Guam's Unified Classification and Compensation System (P.L. 21-59).
- Conducting organizational studies to determine appropriate lines of communication and functional levels within departments and agencies.
- Establishment and placement of job titles within the government of Guam.
- Participating in the conduct of internal equity and external competitiveness reviews for the government of Guam.
- Maintenance of information on job duties for all positions under the jurisdiction of the Department of Administration.

### EMPLOYEE-MANAGEMENT RELATIONS BRANCH

#### Employee-Management Relations Officer II

The Employee-Management Relations Branch is responsible for planning, coordinating and administering employee-management relation activities consisting of:

- The Employee Grievance and Adverse Action Procedures; Performance Rating Appeal Procedures; Leave Sharing Program; Incentive Awards Program, PEMRA rules and regulations (P.L. 9-240), and Unfair Labor Practice (ULP) charge for the government of Guam.
- Providing training to employees on the Employee Grievance and Adverse Action Procedures and Performance Appraisal System.
- Coordinating hearings on grievances filed by employees and advises Board Members of their role, pursuant to program procedures.
- Conducting orientation on labor relation matters to new employees of the government of Guam.

### EMPLOYEE BENEFITS BRANCH

#### Personnel Specialist IV (VACANT)

The Employee Benefits Branch is responsible for planning, coordinating and processing employee benefits activities consisting of:

- The government of Guam's Group Life Insurance Program for 17,000 active and retired employees.
- Orientations to government of Guam's active and retired employees on the government's Medical/Dental Insurance program.
- Processing medical/dental and life insurance forms for death claims, change of beneficiary, change of status, etc.
- Communicating with the government's insurance providers on pending Waiver of Premium claims and employee refunds.
- Transmitting medical/dental and life premiums for payment made by government department and agencies.
- Assisting the Human Resources Manager with technical support in the negotiation process for health/life insurance.

### RECORDS BRANCH

#### Personnel Specialist IV

The Records Branch is responsible for planning, coordinating and processing employee record activities consisting of:

- The processing of various employee Notification of Personnel Actions such as: Employment, Salary Increments, Adverse Actions, Promotions, Notices for Probationary employment and Employee Verifications, etc. servicing thirty-five (35) non-autonomous departments and agencies.
- Orientating and processing new employees of the government of Guam.
- Preparing and generating management information statistics and reports.
- Recording and maintaining active and inactive files for all employees of the government of Guam.
- Compliance to the Sunshine Reform Act of 1999.

# HUMAN RESOURCES DIVISION (HRD)

Functional Chart

Fiscal Year 2006

## HUMAN RESOURCES MANAGER

### RECRUITMENT BRANCH

#### Personnel Specialist IV

The Recruitment Branch is responsible for planning and coordinating recruitment activities consisting of:

- Posting of Job Announcements for non-autonomous departments and agencies.
- Receipt of Job Applications
- Evaluating Employment Applications
- Establishing a List of Eligibles
- Notifying applicants of Employment Application Rating Results
- Scheduling of Selection Interviews
- Processing of Request for Personnel Action (GG-1)
- Certifying the Top Five eligible applicants to departments and agencies for employment selection.
- Recording and maintenance of employment records.
- Updating and reporting of Affirmative Action.

### TEST DEVELOPMENT AND VALIDATION BRANCH

#### Personnel Specialist III

The Test Development and Validation Branch is responsible for planning, coordinating test development activities consisting of:

- Scheduling and administering test examinations.
- Establishing a List of Eligibles.
- Grading of Examination Papers
- Conducting test validation studies using content criterion-related and constructive validity methods in conformance to the Uniform Guidelines on Employee Selection Procedures.
- Recording and maintenance of examination records for the government of Guam.

### TRAINING AND DEVELOPMENT BRANCH

#### Personnel Specialist IV

The Training and Development Branch is responsible for planning and coordinating training activities consisting of:

- Administering all training activities for departments and agencies of the government of Guam.
- Researching and developing new training programs to meet the needs of government departments and agencies.
- Providing instructional services to departments and agencies.
- Coordinating consulting, and resource networking of management and employee development, safety and health programs.
- Coordinating educational and hands-on training programs, i.e. Apprenticeship Program for employees in the skilled and trade positions within the government of Guam.

**Decision Package  
FY 2006**

Department: Department of Administration Division/Section: Human Resources Div.

Program Title: Human Resources

**Activity Description:**

The Human Resources Division operates under the provisions identified in Title V - guam Code Annotated, Public Law 9-240 (Public Employee Management Relations Act), and Title 4, Chapter 4 of the Guam Code Annotated.

**Major Objective(s):**

To administer an effective and efficient personnel management program for non-autonomous departments and agencies within the Executive Branch in the areas of recruitment, test development and validation, classification and compensation employee records; employee management relations and employee benefits assistance.

To recognize and define the role of public employee organizations and to promote effective, equitable, and uniform implementation within the government of Guam through policies, rights and responsibilities prescribed in Public Law 9-240, "employee-Management Relations Act of Guam".

**Short-term Goals:**

To administer an effective and efficient personnel management program for non-autonomous departments and agencies within the Executive Branch in the areas of recruitment, test development and validation, classification and compensation employee records; employee management relations and employee benefits assistance.

<b>Workload Output</b>			
Workload Indicator:	FY 2004 Level of Accomplishment	FY 2005 Anticipated Level	FY 2006 Proposed Request
Processing of applications for position vacancies	2,273	2,931	3,181
Classification activities and creation of positions	3,182	3,500	3,500
Test Administration and test validation	86	82	82
employment verifications	4,346	4,669	5,169
Health/Life insurance benefit administration	10,462	25,731	35,000
relation activities	--	10	25
Leave Sharing program	385	450	600
Drug Free Workplace Program	--	1,200	3,000

Government of Guam  
Fiscal Year 2006  
Budget Digest

[BBMR BD-1]

Function: FISCAL AND ADMINISTRATIVE  
Agency: DEPARTMENT OF ADMINISTRATION  
Program: HUMAN RESOURCES DIVISION

AS400 Account Code	Appropriation Classification	A	B	Governor's Request			
		FY 2004 Expenditures & Encumbrances	FY 2005 Authorized Level	FY 2006	FY 2006	FY 2006	FY 2006
				General Fund	Federal Fund(s)	Other Fund 1/	Total Req. (C+D+E)

**PERSONNEL SERVICES**

111	Regular Salaries/Increments	\$1,055,307	\$922,704	\$1,073,076	\$0	\$0	\$1,073,076
112	Overtime/Special Pay	0	600	0	0	0	0
113	Benefits	287,489	288,095	318,450	0	0	318,450
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$1,342,796</b>	<b>\$1,211,399</b>	<b>\$1,391,526</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,391,526</b>

**OPERATIONS**

220	TRAVEL- Off-Island/Local Mileage Reimburs.	\$0	\$0	\$0	\$0	\$0	\$0
230	CONTRACTUAL SERVICES:	0	0	0	0	0	0
233	OFFICE SPACE RENTAL:	0	0	0	0	0	0
240	SUPPLIES & MATERIALS:	0	0	0	0	0	0
250	EQUIPMENT:	0	0	0	0	0	0
270	WORKER'S COMPENSATION	0	0	0	0	0	0
290	MISCELLANEOUS	0	0	0	0	0	0
<b>TOTAL OPERATIONS</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**UTILITIES**

361	Power	\$0	\$0	\$0	\$0	\$0	\$0
362	Water/ Sewer	0	0	0	0	0	0
363	Telephone/ Toll	0	0	0	0	0	0
<b>TOTAL UTILITIES</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**INDIRECT COST**

701		\$0	\$0	\$0	\$0	\$0	\$0
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**CAPITAL OUTLAY**

450		\$0	\$0	\$0	\$0	\$0	\$0
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**TOTAL APPROPRIATIONS**

		<b>\$1,342,796</b>	<b>\$1,211,399</b>	<b>\$1,391,526</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,391,526</b>
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1/ Specify Fund Source

**FULL TIME EQUIVALENCIES (FTEs)**

UNCLASSIFIED	0.00	0.00	0.00	0.00	0.00	0.00
CLASSIFIED	29.00	28.00	28.00	0.00	0.00	28.00
<b>TOTAL FTEs</b>	<b>29.00</b>	<b>28.00</b>	<b>28.00</b>	<b>0.00</b>	<b>0.00</b>	<b>28.00</b>

Government of Guam  
Fiscal Year 2006  
Budget  
Agency Staffing Pattern

Functional Area: FISCAL AND ADMINISTRATIVE  
Agency: DEPARTMENT OF ADMINISTRATION  
Program: HUMAN RESOURCE DIVISION  
Fund: GENERAL FUND

AG	(A) Position Number	(B) Position Title	(C) Name of Incumbent	(D) Step/Step	(E) Salary	(F) Vacancies	(G) Specialty	(H) Termination Date	(I) Termination Reason	(J) Salary	(K) Retirement (FICA)	(L) Social Security (FICA)	(M) Life Insurance (FICA)	(N) Medical (FICA)	(O) Total Benefits (FICA)	(P) Total	(Q) Total	(R) Total	
																			(A) Position Number
1	61001	ADMINISTRATIVE OFFICER	Cecilia G. Martinez	Q-09	38,510	0		03/20/06	985	49,212	1,821	189	0	865	50,032	3,947	18,021	77,958	
2	61003	Administrative Officer	Carmen M.T. Astorga	L-08	37,128	0		07/01/06	332	37,440	7,795	189	0	543	38,984	3,947	15,074	50,924	
3	61002	PERSONNEL SPECIALIST IV	Kenneth F. Bojia	N-11	48,277	0				48,277	10,056	0	0	699	48,976	3,102	14,283	62,315	
4	61009	Personnel Assistant II	Cecilia M. Reyes	L-08	29,944	0		06/30/06	357	30,301	6,306	0	0	439	30,740	1,469	8,416	38,717	
5	61025	Personnel Assistant II	Anthony B. Capada	M-04	34,056	0		01/01/06	1,344	35,400	7,367	0	0	513	35,913	3,947	8,031	43,433	
6	61026	Personnel Assistant I	Della R. Pabio	G-02	19,893	0		12/31/05	976	20,869	4,343	189	0	303	21,172	3,947	9,380	30,249	
7	61028	Personnel Assistant I	Recruitment	G-01	18,723	0				18,723	3,896	0	0	271	19,094	3,947	8,903	27,626	
8	62001	PERSONNEL SPECIALIST IV	Francis N. Pisco	N-11	48,277	0		03/22/06	985	49,212	1,821	189	0	714	50,032	3,102	14,697	63,909	
9	61018	Personnel Specialist III	Yasquela M. Coud	M-08	40,150	0		02/28/06	837	40,867	8,529	189	0	594	41,461	0	9,466	50,453	
10	61021	Personnel Specialist III	Rosamund P. Fentes	M-11	44,524	0				44,524	9,265	0	0	646	45,170	0	10,362	54,866	
11	61026	Personnel Assistant II	Sara R. M. Santos	F-13	35,571	0				35,571	7,402	0	0	516	36,087	3,947	12,464	48,055	
12	61015	Customer Service Representative	Recruitment	H-01	19,974	0				19,974	4,157	189	0	290	20,263	3,947	9,181	29,155	
Program Sub Total:										\$ 434,977	\$	\$	\$	\$	\$	\$ 31,255	\$	\$ 136,285	\$ 577,220

Government of Guam  
 Fiscal Year 2006  
 Budget  
 Agency Staffing Pattern

Functional Area: FISCAL AND ADMINISTRATIVE  
 Agency: DEPARTMENT OF ADMINISTRATION  
 Program: HUMAN RESOURCE DIVISION  
 Fund: SUMMARY

No.	Position Title	Name of Incumbent	Grade	Salary	Overtime	Special	Date	Termination	Nakola	Benefits	Retiree	Medical	Dental	Total Benefits	BYAG			
																(A)	(B)	(C)
13	PERSONNEL SPECIALIST IV SUPERVISOR	Rose A.N. Cruz	N-13	\$51,662	\$0	\$0			\$51,662	\$0	\$0	\$0	\$0	\$0	\$51,662			
14	PERSONNEL SPECIALIST III	Kenneth J. Galarrez	M-05	35,848	0	0	11/29/05	1,315	37,163	7,724	189	539	446	13,007	50,170			
15	PERSONNEL SPECIALIST III	Bernadette L.P. Lizama	M-05	35,848	0	0			35,848	7,460	189	530	0	8,322	44,170			
16	PERSONNEL SPECIALIST III	Recruitment	M-01	28,678	0	0			28,678	5,968	189	416	446	11,119	39,971			
17	PERSONNEL SPECIALIST III	Raymond P.C. Astero	M-13	47,695	0	0	01/01/06	1,344	47,695	9,925	189	692	149	12,477	60,172			
18	PERSONNEL SPECIALIST III	Anthony B. Cepeda	M-04	34,056	0	0			35,400	7,367	0	513	0	8,033	43,433			
19	EMPLOYEE/MEM. Rpt. Officer II	Kathya M.C. Diaz	N-10	46,596	0	0	07/01/06	359	46,596	9,097	0	676	0	14,472	61,068			
20	PERSONNEL SPECIALIST III	Herta L. Dela Cruz	M-07	38,716	0	0	01/16/06	1,244	39,075	8,132	0	567	0	12,998	51,873			
21	PERSONNEL SPECIALIST II	Ellen M. Eyan	L-03	29,835	0	0			31,079	6,468	0	451	149	8,589	39,668			
22	PERSONNEL SPECIALIST IV	Leaura P. Chambo	N-07	41,896	0	0	09/29/06	130	42,066	8,254	189	610	149	11,224	53,290			
23	PERSONNEL SPECIALIST II	Ferida S. Deas Reyes	L-14	45,648	0	0			45,648	9,409	189	662	149	12,021	57,669			
24	GROUP INSURANCE SPECIALIST II	John D.F. Ogan	L-11	35,618	0	0			35,618	7,412	0	516	446	12,475	48,093			
25	GROUP INSURANCE SPECIALIST I	Sigrid Q. Cruz	L-06	27,863	0	0	01/01/06	802	28,407	5,953	189	415	288	7,008	35,615			
26	WORD PROCESSING SECRETARY II	Carmela K. Eubanks	H-12	32,096	0	0	06/18/06	374	32,470	6,357	189	471	446	11,563	44,433			
	Program Sub. Total			\$52,037	\$-	\$-	271,627	5,568	537,605	111,876	1,512	7,795	2,678	155,161	692,766			





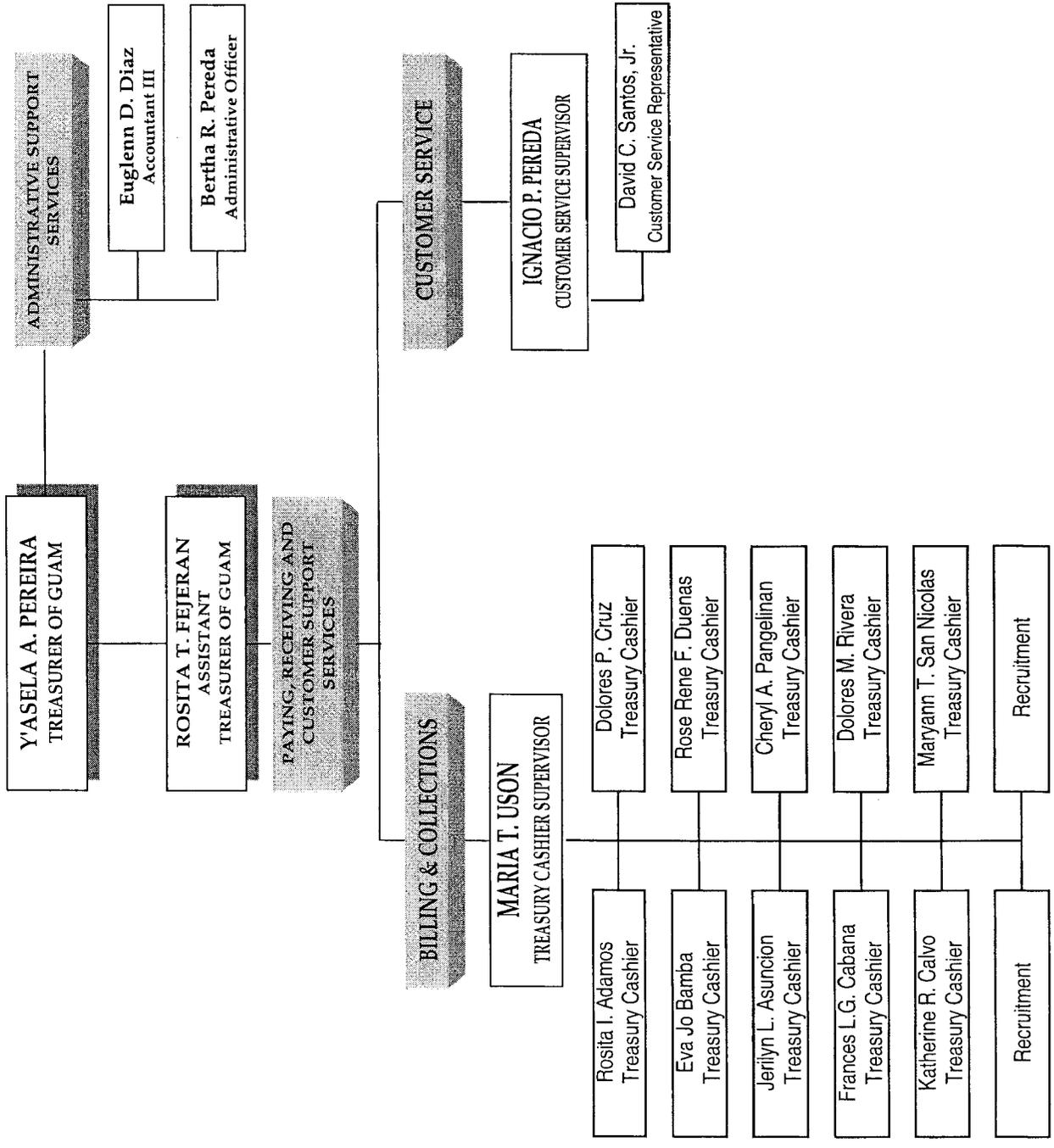


DEPTNO	Current Dept Asset Status	ORGANIZATION NAME	Acq Fund Source	Acq Type	Acq Month	Acq Day	Acq Year	Asset Number	FAC Code	Asset Description	Acq Cost
06	G	PERSONNEL MANAGEMENT	L	P	4	28	2004	4150005827	415	COMPUTER	1678.00
06	C	PERSONNEL MANAGEMENT	L	P	4	28	2004	4150005828	415	COMPUTER	1678.00
06	G	PERSONNEL MANAGEMENT	L	P	4	28	2004	4150005829	415	COMPUTER	1678.00
06	C	PERSONNEL MANAGEMENT	L	P	4	28	2004	4150005830	415	COMPUTER	1678.00
06	G	PERSONNEL MANAGEMENT	L	P	4	28	2004	4150005831	415	COMPUTER	1678.00
06	C	PERSONNEL MANAGEMENT	L	P	4	28	2004	4150005832	415	COMPUTER	1678.00
06	G	PERSONNEL MANAGEMENT	L	P	4	28	2004	4150005833	415	COMPUTER	1678.00
06	C	PERSONNEL MANAGEMENT	L	P	4	28	2004	4150005834	415	COMPUTER	1678.00
06	G	PERSONNEL MANAGEMENT	L	P	4	28	2004	4150005835	415	COMPUTER	1678.00
06	C	PERSONNEL MANAGEMENT	L	P	4	28	2004	4150005836	415	COMPUTER	1678.00
06	G	PERSONNEL MANAGEMENT	L	P	4	28	2004	4150005837	415	COMPUTER	1678.00
06	C	PERSONNEL MANAGEMENT	L	P	4	28	2004	4150005838	415	COMPUTER	1678.00
06	G	PERSONNEL MANAGEMENT	L	P	4	28	2004	4150005839	415	COMPUTER	1678.00
06	C	PERSONNEL MANAGEMENT	L	P	4	28	2004	4150005858	415	COMPUTER	2230.00
06	G	PERSONNEL MANAGEMENT	L	P	4	28	2004	4150005859	415	COMPUTER	2230.00
06	C	PERSONNEL MANAGEMENT	L	P	6	19	1996	4260000030	426	FILE CABINET 6 DRAWERS	1125.00
06	G	PERSONNEL MANAGEMENT	L	P	8	22	2003	4370000285	437	COPIER MACHINE	1285.00
06	C	PERSONNEL MANAGEMENT	L	P	8	25	2003	4440000059	444	PAPER SHREDDER	1499.00
06	G	PERSONNEL MANAGEMENT	L	P	9	30	2002	4580002058	458	PRINTER	997.70
06	C	PERSONNEL MANAGEMENT	L	P	9	30	2002	4580002059	458	PRINTER	997.70
06	G	PERSONNEL MANAGEMENT	L	P	9	30	2002	4580002060	458	PRINTER	997.70
06	C	PERSONNEL MANAGEMENT	L	P	8	25	2003	4580002119	458	SCANJET PRINTER	1109.95
06	G	PERSONNEL MANAGEMENT	L	P	8	25	2003	4990002034	499	HUB 3COM SUPERSTACK 3SWITCH	1478.75

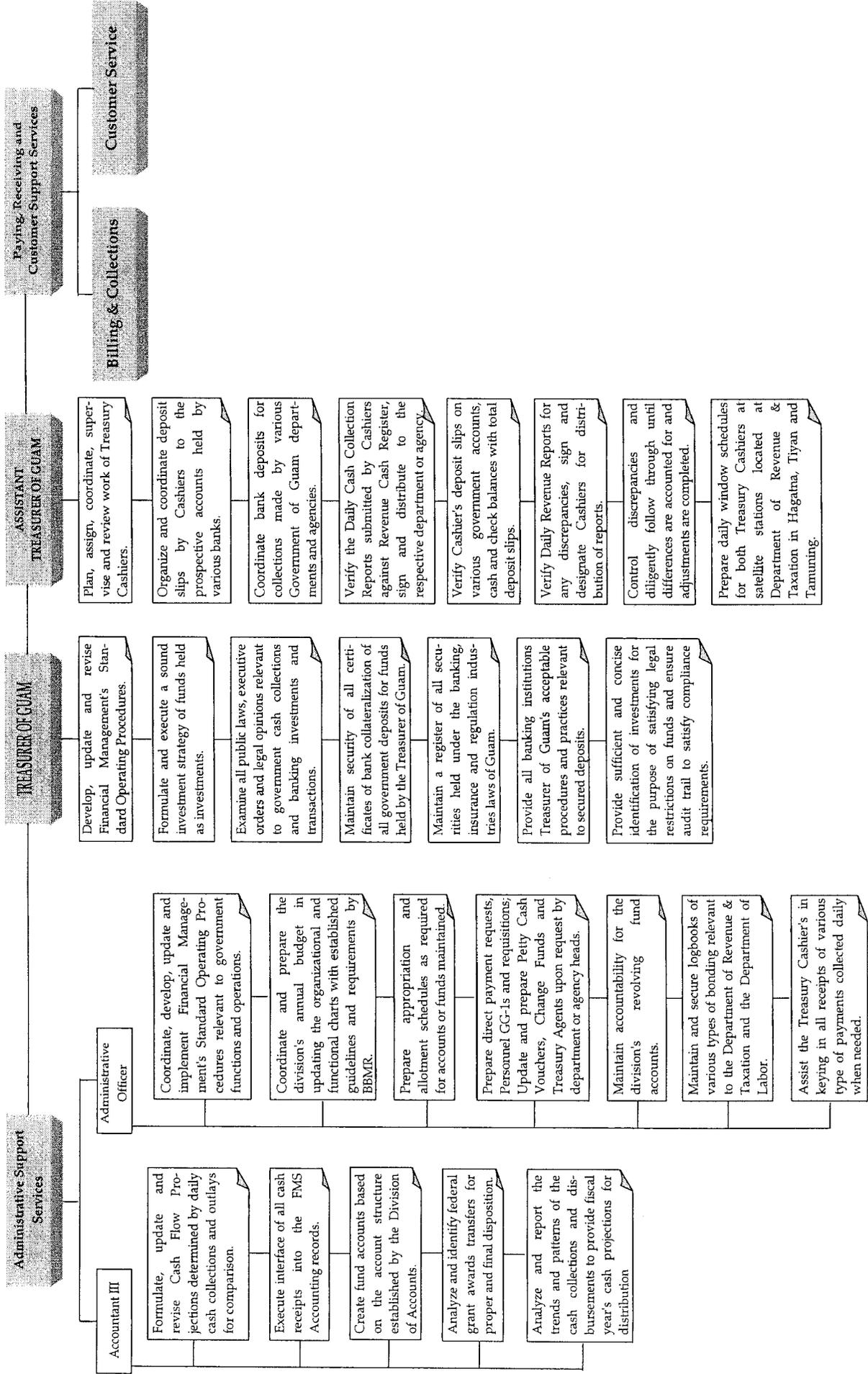
DEPTNO	Current Dept	ORGANIZATION NAME	Fund	Acq Type	Acq Month	Acq Day	Acq Year	Asset Status	Asset Number	FAC Code	Asset Description	Acq Cost
06	0610	PERSONNEL MANAGEMENT	L	P	8	21	2002	C	5130000253	513	CAMERA DIGITAL	649.00
06		PERSONNEL MANAGEMENT	L	P	10	22	1993	A	6150000755	615	GLASS DOOR 3X7	1196.00
06		PERSONNEL MANAGEMENT	L	P	10	22	1993	A	6150000756	615	GLASS DOOR FOR HANDICAPP	2300.00
06		PERSONNEL MANAGEMENT	L	P	10	22	1993	A	6170001860	617	A/C UNIT 9000BTU	1045.00
06		PERSONNEL MANAGEMENT	L	P	8	22	2003	A	6230000080	623	SCALE,ELECTRONIC	1200.00
06		PERSONNEL MANAGEMENT	L	P	8	22	2002	A	7180000126	718	TRACTION BATTERY	2461.26
06		PERSONNEL MANAGEMENT	L	P	9	24	2002	C	7180000127	718	TRACTION BATTERY	2461.26
06		PERSONNEL MANAGEMENT	L	P	9	24	2002	C				

**FINANCIAL  
MANAGEMENT  
DIVISION**

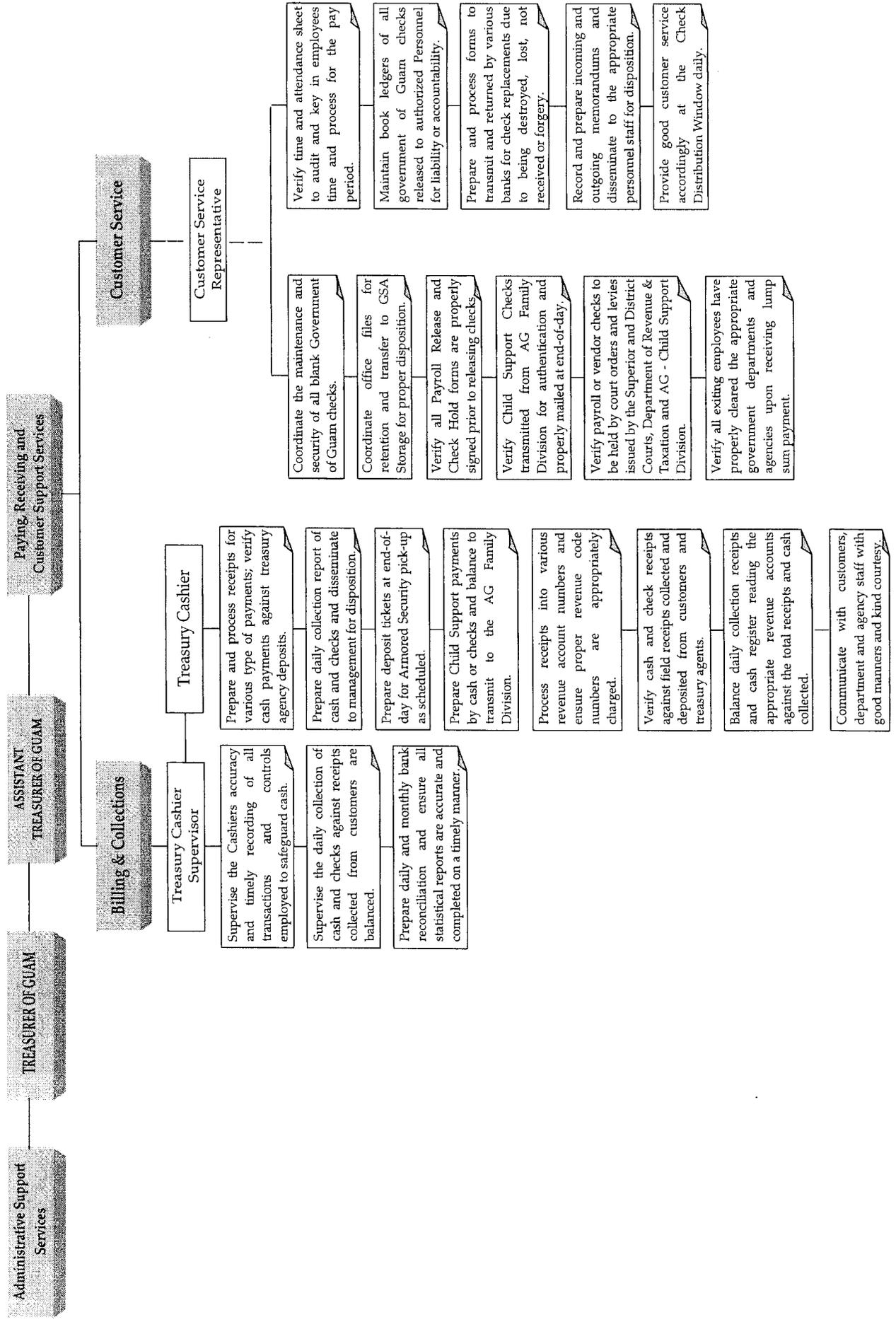
**FINANCIAL MANAGEMENT DIVISION  
PROPOSED FISCAL YEAR 2006 ORGANIZATION CHART**



# FUNCTIONAL CHART PROPOSED FISCAL YEAR 2006



FUNCTIONAL CHART  
PROPOSED FISCAL YEAR 2006



**Decision Package  
FY 2006**

**Department:** Department of Administration      **Division/Section:** Financial Management

**Program Title:** Cash and Investment

**Activity Description:**

Receive and account for all monies from whatever source for proper recording and reporting. Payments for all types of taxes, services, permits licenses, registration, rents, fines and other fees paid directly at the Treasurer of Guam which currently is collected by three (3) satellite stations located at the Department of Administration building, Department of Revenue & Taxation, Tiyan offices and Department of Public Works One-Stop Center. In addition, authorized grant aid from the federal government and treasury agents assist the Treasurer of Guam in collecting payments and are situated at various departments and agencies. All collections are transmitted to the Treasurer of Guam main branch in Hagatna for processing, recording and deposits to the bank for collateralization by placing securities as pledge and ten (10) percent in excess of amounts deposited as agreed by both the Treasurer of Guam and the Bank of Guam.

**Major Objective(s):**

(1) Explore investment opportunities whenever revenues exceed current expenditure requirements to gain interest as an additional revenue account, (2) Effectively and efficiently project cash position of the General fund account and disseminate information for management's final disposition, (3) Respond to the growing demand for services in collections and payments, (4) Respond to the increasing technical and complex environment in which we operate, demands flexibility and responsiveness in Cash Management, and (5) Provide centralized depository system for funds received and paid on behalf of the Government of Guam.

**Short-term Goals:**

(1) Continue to provide quality service to customers by ensuring all payments are properly charged and/or credited to the appropriate revenue account.  
 (2) Respond to the newest and growing technology of the Internet Service to allow daily banking information and interactions with our customers.  
 (3) Develop quality training to provide our staff the necessary tools to work in our changing environment.

**Workload Output**

Workload Indicator:	FY 2004 Level of Accomplishment	FY 2005 Anticipated Level	FY 2006 Proposed Request
Collection Activity	560,000	616,000	621,500
Revenue Collection	770,000	847,000	931,700
Bank Collection Activity	16,500	18,150	19,965
Bank Deposit	48,650,000	53,515,000	58,866,500

Government of Guam  
Fiscal Year 2006  
Budget Digest

[BBMR BD-1]

Function: FISCAL AND ADMINISTRATIVE  
Agency: DEPARTMENT OF ADMINISTRATION  
Program: FINANCIAL MANAGEMENT DIVISION

AS400 Account Code	Appropriation Classification	A	B	Governor's Request			
		FY 2004 Expenditures & Encumbrances	FY 2005 Authorized Level	FY 2006 General Fund	FY 2006 Federal Fund(s)	FY 2006 Other Fund 1/	FY 2006 Total Req. (C+D+E)

**PERSONNEL SERVICES**

111	Regular Salaries/Increments	\$493,963	\$501,055	\$569,992	\$0	\$0	\$569,992
112	Overtime/Special Pay	0	0	0	0	0	0
113	Benefits	141,752	148,504	177,554	0	0	177,554
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$635,715</b>	<b>\$649,559</b>	<b>\$747,546</b>	<b>\$0</b>	<b>\$0</b>	<b>\$747,546</b>

**OPERATIONS**

220	TRAVEL- Off-Island/Local Mileage Reimburs.	\$0	\$0	\$0	\$0	\$0	\$0
230	CONTRACTUAL SERVICES:	0	0	0	0	0	0
233	OFFICE SPACE RENTAL:	0	0	0	0	0	0
240	SUPPLIES & MATERIALS:	0	0	0	0	0	0
250	EQUIPMENT:	0	0	0	0	0	0
270	WORKER'S COMPENSATION	0	0	0	0	0	0
290	MISCELLANEOUS	0	0	0	0	0	0
<b>TOTAL OPERATIONS</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**UTILITIES**

361	Power	\$0	\$0	\$0	\$0	\$0	\$0
362	Water/ Sewer	0	0	0	0	0	0
363	Telephone/ Toll	0	0	0	0	0	0
<b>TOTAL UTILITIES</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**INDIRECT COST**

701		\$0	\$0	\$0	\$0	\$0	\$0
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**CAPITAL OUTLAY**

450		\$0	\$0	\$0	\$0	\$0	\$0
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**TOTAL APPROPRIATIONS**

		\$635,715	\$649,559	\$747,546	\$0	\$0	\$747,546
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1/ Specify Fund Source

**FULL TIME EQUIVALENCIES (FTEs)**

UNCLASSIFIED	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CLASSIFIED	19.00	18.00	18.00	0.00	0.00	0.00	18.00
<b>TOTAL FTEs</b>	<b>19.00</b>	<b>18.00</b>	<b>18.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>18.00</b>

Government of Guam  
 Fiscal Year 2006  
 Budget  
 Agency Staffing Pattern

Functional Area: FISCAL AND ADMINISTRATIVE  
 Agency: DEPARTMENT OF ADMINISTRATION  
 Program: FINANCIAL MANAGEMENT DIVISION  
 Fund: GENERAL FUND

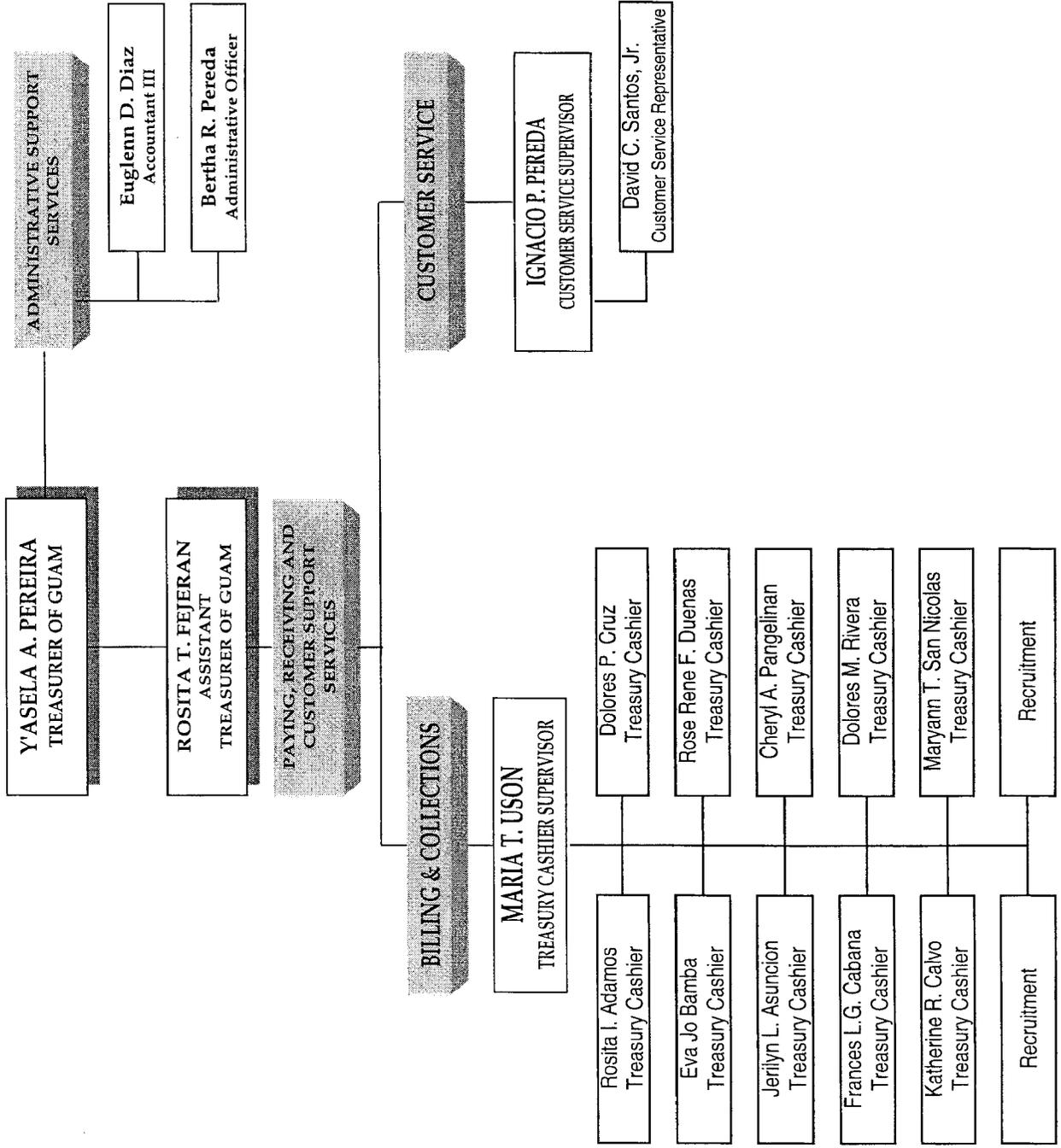
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)	(R)									
No.	Position Number	Position Title	Name of incumbent	Grade Step	Salary	Overtime	Special*	Increment	Pay Period	Months	Retirement (1.486%)	Health (8.244%)	Medical (1.486%)	Life	Life	Life	Life									
1	69001	Treasurer of Guam	Yveth A. Pereira	O-16	\$62,744	\$0	\$0			562,344	\$12,974	\$0	\$04	\$153	\$1,022	\$298	\$17,431	\$79,775								
2	69002	Assistant Treasurer of Guam	Rosita T. Popeno	GS-10	43,018	0	0			43,018	\$8,952	0	624	153	3,102	298	13,129	56,147								
3	69003	Accountant III	Ernestina V. Diaz	GS-04	36,889	0	0	0.03706	1,204	38,183	\$7,946	0	554	153	1,369	149	10,360	48,543								
4	69004	Administrative Officer	Bertha R. Freida	L-09	38,634	0	0	0.01086	965	39,149	\$8,209	0	487	153	1,369	149	10,360	50,090								
5	69005	Customer Service Supervisor	Ignacio P. Pereira	J-08	32,119	0	0	0.121805	915	33,035	\$6,983	0	480	153	3,947	446	11,908	44,983								
6	69005	Customer Service Representative	David C. Santos Jr.	H-08	27,994	0	0	0.062706	333	28,297	\$5,889	0	410	153	0	0	6,641	34,938								
7	69003	Treasury Cashier Supervisor	Maia T. Usen	L-10	32,083	0	0			32,083	\$6,676	0	465	153	0	0	7,295	39,378								
8	69004	Treasury Cashier	Recruitment	G-01	18,723	0	0			18,723	\$3,896	0	271	153	3,947	446	8,903	27,626								
9	69006	Treasury Cashier	Recruitment	G-03	21,964	0	0	0.117006	878	21,964	\$4,566	0	318	153	0	0	5,236	27,188								
10	69007	Treasury Cashier	Dolores P. Cruz	G-17	35,732	0	0	0.022006	750	36,482	\$7,588	0	327	153	1,189	149	9,787	46,249								
11	69008	Treasury Cashier	Rosita I. Adams	G-20	39,617	0	0	0.010206	878	39,617	\$8,244	0	374	153	0	0	9,977	48,599								
12	69009	Treasury Cashier	Katherine R. Caboo	G-03	21,064	0	0			21,064	\$4,566	0	271	153	3,947	446	8,910	31,551								
13	69011	Treasury Cashier	Recruitment	G-01	18,723	0	0			18,723	\$3,896	0	271	153	3,947	446	8,903	27,626								
14	69012	Treasury Cashier	Marjann T. San Nicolas	G-10	28,085	0	0	0.117006	901	28,085	\$6,032	0	420	153	3,102	298	10,003	38,931								
15	69013	Treasury Cashier	Frances L.G. Chua	G-10	28,085	0	0	0.022006	655	28,740	\$5,981	0	417	153	3,102	298	11,133	39,873								
16	69014	Treasury Cashier	Rose Rene Dumas	G-03	21,064	0	0	0.017006	878	21,064	\$4,566	0	318	153	3,102	298	8,626	30,588								
17	69016	Treasury Cashier	Cheryl A. Pangestian	G-03	21,064	0	0	0.010806	878	21,064	\$4,566	0	318	153	1,169	149	6,744	28,886								
18	69005	Treasury Cashier	Dolores M. Rivera	G-16	34,574	0	0			34,574	\$7,184	0	501	153	3,947	446	12,231	46,755								
Program Total:																	\$ 569,892	\$ 118,615	\$ 1,890	\$ -	\$ 8,265	\$ 2,734	\$ 41,566	\$ 4,464	\$ 177,554	\$ 747,546



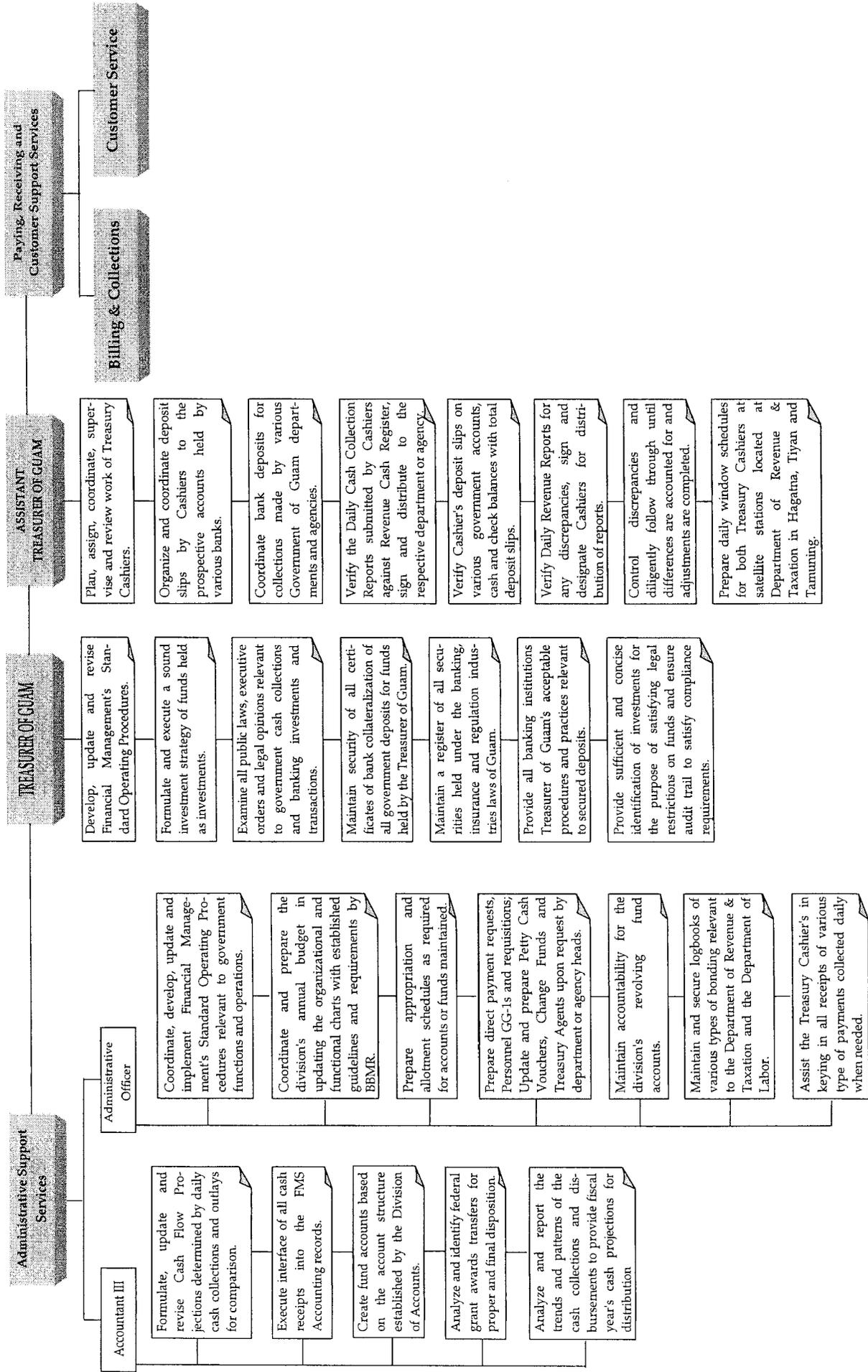


DEPTNO	Current Dept Asset Status	ORGANIZATION NAME	Acq Type	Acq Month	Acq Day	Acq Year	Asset Number	FAC Code	Asset Description	Acq Cost
06	G	FINANCIAL MANAGEMENT	L	10	15	1996	4060000580	406	PANEL/DESK TOP/COUNTER TOP/PRINTER STAND	3756.00
06	C	FINANCIAL MANAGEMENT	L	2	11	2001	4060000613	406	COMPUTER SYSTEM	2785.00
06	C	FINANCIAL MANAGEMENT	L	2	11	2001	4060000614	406	COMPUTER SYSTEM	2785.00
06	C	FINANCIAL MANAGEMENT	L	2	11	2001	4060000615	406	COMPUTER SYSTEM	2785.00
06	C	FINANCIAL MANAGEMENT	L	2	11	2001	4060000616	406	COMPUTER SYSTEM	2785.00
06	C	FINANCIAL MANAGEMENT	L	2	11	2001	4060000619	406	COMPUTER SYSTEM	2785.00
06	C	FINANCIAL MANAGEMENT	L	2	22	2001	4080000717	408	CURRENCY COUNTER (TECHNOTROL 940)	3084.00
06	C	FINANCIAL MANAGEMENT	L	9	22	1997	4140001642	414	COMPUTER PACKAGE	1334.00
06	C	FINANCIAL MANAGEMENT	L	9	30	2001	4140001645	414	COMPUTER	2199.00
06	C	FINANCIAL MANAGEMENT	L	9	30	2001	4140001646	414	COMPUTER	2199.00
06	C	FINANCIAL MANAGEMENT	L	9	30	2001	4140001647	414	COMPUTER	2199.00
06	C	FINANCIAL MANAGEMENT	L	9	30	2001	4140001648	414	COMPUTER	2199.00
06	C	FINANCIAL MANAGEMENT	L	9	30	2001	4140001649	414	COMPUTER	2199.00
06	C	FINANCIAL MANAGEMENT	L	9	30	2001	4140001650	414	COMPUTER	2199.00
06	C	FINANCIAL MANAGEMENT	L	9	30	2001	4140001651	414	COMPUTER	2199.00
06	C	FINANCIAL MANAGEMENT	L	9	30	2001	4990002045	499	NETWORK UPGRADE SYSTEM	2199.00
06	C	FINANCIAL MANAGEMENT	L	5	6	2004	5410000026	541	ALARM SYSTEM (TOG)	16965.12
06	S	FINANCIAL MANAGEMENT	L	8	18	1998	6170001924	617	A/C 24000 BTU SPLIT TYPE	13596.00
06	A	FINANCIAL MANAGEMENT	L	3	3	2004	6170001925	617	A/C 24000 BTU SPLIT TYPE	1490.00
06	A	FINANCIAL MANAGEMENT	L	3	3	2004	6170001925	617	A/C 24000 BTU SPLIT TYPE	1490.00

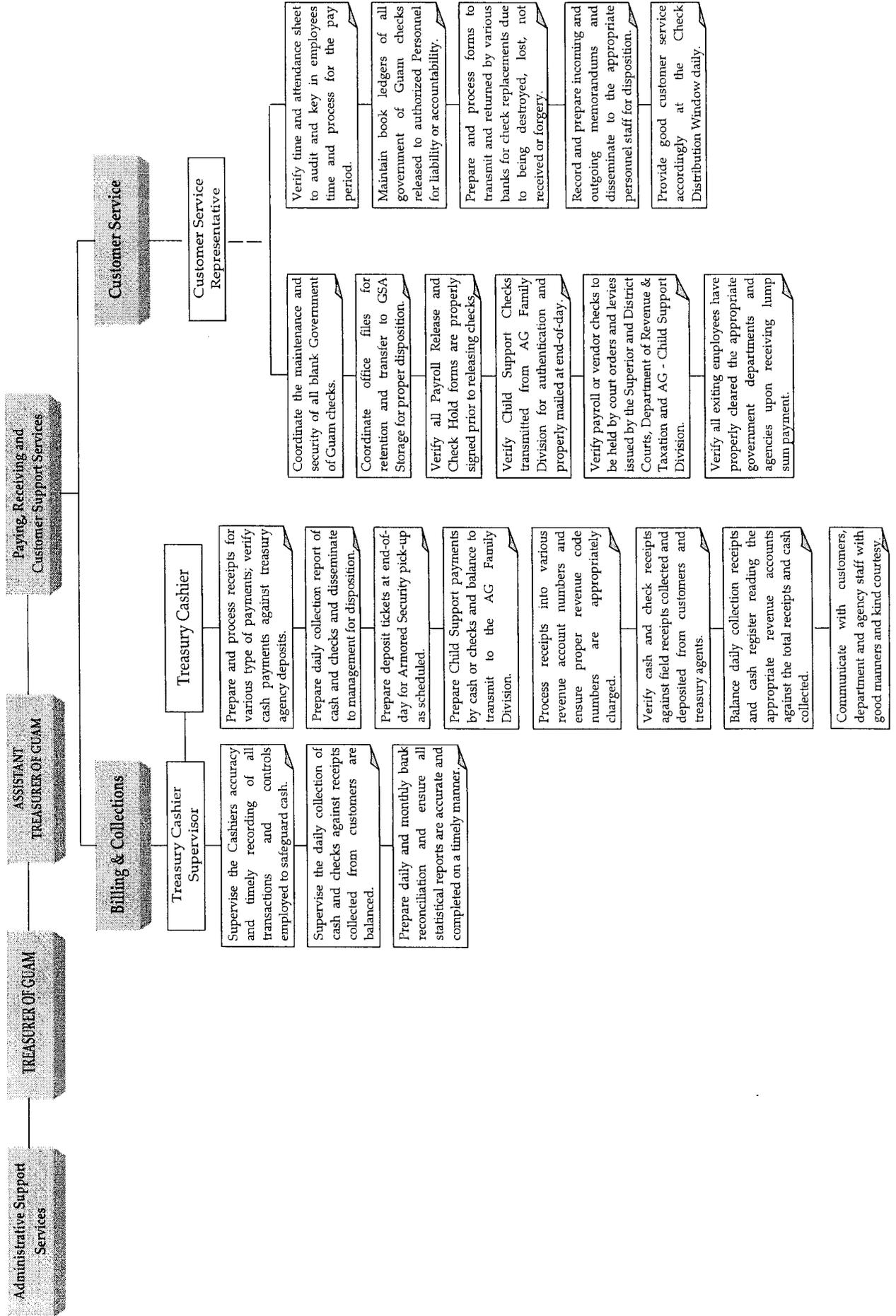
**FINANCIAL MANAGEMENT DIVISION  
PROPOSED FISCAL YEAR 2006 ORGANIZATION CHART**



FUNCTIONAL CHART  
PROPOSED FISCAL YEAR 2006



**FUNCTIONAL CHART  
PROPOSED FISCAL YEAR 2006**



**Decision Package  
FY 2006**

**Department:** Department of Administration      **Division/Section:** Financial Management

**Program Title:** Cash and Investment

**Activity Description:**

Receive and account for all monies from whatever source for proper recording and reporting. Payments for all types of taxes, services, permits licenses, registration, rents, fines and other fees paid directly at the Treasurer of Guam which currently is collected by three (3) satellite stations located at the Department of Administration building, Department of Revenue & Taxation, Tiyan offices and Department of Public Works One-Stop Center. In addition, authorized grant aid from the federal government and treasury agents assist the Treasurer of Guam in collecting payments and are situated at various departments and agencies. All collections are transmitted to the Treasurer of Guam main branch in Hagatna for processing, recording and deposits to the bank for collateralization by placing securities as pledge and ten (10) percent in excess of amounts deposited as agreed by both the Treasurer of Guam and the Bank of Guam.

**Major Objective(s):**

(1) Explore investment opportunities whenever revenues exceed current expenditure requirements to gain interest as an additional revenue account, (2) Effectively and efficiently project cash position of the General fund account and disseminate information for management's final disposition, (3) Respond to the growing demand for services in collections and payments, (4) Respond to the increasing technical and complex environment in which we operate, demands flexibility and responsiveness in Cash Management, and (5) Provide centralized depository system for funds received and paid on behalf of the Government of Guam.

**Short-term Goals:**

(1) Continue to provide quality service to customers by ensuring all payments are properly charged and/or credited to the appropriate revenue account.  
 (2) Respond to the newest and growing technology of the Internet Service to allow daily banking information and interactions with our customers.  
 (3) Develop quality training to provide our staff the necessary tools to work in our changing environment.

**Workload Output**

Workload Indicator:	FY 2004 Level of Accomplishment	FY 2005 Anticipated Level	FY 2006 Proposed Request
Collection Activity	560,000	616,000	621,500
Revenue Collection	770,000	847,000	931,700
Bank Collection Activity	16,500	18,150	19,965
Bank Deposit	48,650,000	53,515,000	58,866,500

Government of Guam  
Fiscal Year 2006  
Budget Digest

[BBMR BD-1]

Function: FISCAL AND ADMINISTRATIVE  
Agency: DEPARTMENT OF ADMINISTRATION  
Program: FINANCIAL MANAGEMENT DIVISION

AS400 Account Code	Appropriation Classification	A	B	Governor's Request			
		FY 2004 Expenditures & Encumbrances	FY 2005 Authorized Level	FY 2006	FY 2006	FY 2006	FY 2006
				General Fund	Federal Fund(s)	Other Fund 1/	Total Req. (C+D+E)

**PERSONNEL SERVICES**

111	Regular Salaries/Increments	\$493,963	\$501,055	\$569,992	\$0	\$0	\$569,992
112	Overtime/Special Pay	0	0	0	0	0	0
113	Benefits	141,752	148,504	177,554	0	0	177,554
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$635,715</b>	<b>\$649,559</b>	<b>\$747,546</b>	<b>\$0</b>	<b>\$0</b>	<b>\$747,546</b>

**OPERATIONS**

220	TRAVEL- Off-Island/Local Mileage Reimburs.	\$0	\$0	\$0	\$0	\$0	\$0
230	CONTRACTUAL SERVICES:	0	0	0	0	0	0
233	OFFICE SPACE RENTAL:	0	0	0	0	0	0
240	SUPPLIES & MATERIALS:	0	0	0	0	0	0
250	EQUIPMENT:	0	0	0	0	0	0
270	WORKER'S COMPENSATION	0	0	0	0	0	0
290	MISCELLANEOUS	0	0	0	0	0	0
<b>TOTAL OPERATIONS</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**UTILITIES**

361	Power	\$0	\$0	\$0	\$0	\$0	\$0
362	Water/ Sewer	0	0	0	0	0	0
363	Telephone/ Toll	0	0	0	0	0	0
<b>TOTAL UTILITIES</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**INDIRECT COST**

701		\$0	\$0	\$0	\$0	\$0	\$0
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**CAPITAL OUTLAY**

450		\$0	\$0	\$0	\$0	\$0	\$0
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**TOTAL APPROPRIATIONS**

		<b>\$635,715</b>	<b>\$649,559</b>	<b>\$747,546</b>	<b>\$0</b>	<b>\$0</b>	<b>\$747,546</b>
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1/ Specify Fund Source

**FULL TIME EQUIVALENCIES (FTEs)**

UNCLASSIFIED	0.00	0.00	0.00	0.00	0.00	0.00
CLASSIFIED	19.00	18.00	18.00	0.00	0.00	18.00
<b>TOTAL FTEs</b>	<b>19.00</b>	<b>18.00</b>	<b>18.00</b>	<b>0.00</b>	<b>0.00</b>	<b>18.00</b>

Government of Guam  
 Fiscal Year 2006  
 Budget  
 Agency Staffing Pattern

Functional Area: FISCAL AND ADMINISTRATIVE  
 Agency: DEPARTMENT OF ADMINISTRATION  
 Program: FINANCIAL MANAGEMENT DIVISION  
 Fund: GENERAL FUND

No	Position Title	Name of Incumbent	Grade Step	Salary	Overlays	Spots*	Incumbent Date	Incumbent (L)	Benefits (M)	Social Security (N)	Medicare (O)	Dental (P)	Total Benefits (F)	Total (S)			
															(A)	(B)	(C)
1	Treasurer of Guam	Yveta A. Perera	O-16	\$62,344	0	0			\$0	\$0	\$3,102	\$298	\$17,431	\$79,775			
2	Assistant Treasurer of Guam	Esita I. Fajera	N-10	43,018	0	0			0	0	0	0	13,129	56,147			
3	Accountant III	Engina V. Diaz	N-04	36,839	0	0	02/07/06	1,294	0	0	1,369	149	10,360	48,543			
4	Administrative Officer	Bethia R. Ferrida	L-09	38,454	0	0	01/01/06	995	0	0	572	149	10,641	50,090			
5	Customer Service Supervisor	Ignacio P. Perera	J-08	32,419	0	0	12/16/05	956	0	0	3,947	446	11,908	44,983			
6	Customer Service Representative	David C. Santos Jr.	H-08	27,984	0	0	06/27/06	353	0	0	0	0	6,641	34,938			
7	Treasurer Cashier Supervisor	Maria T. Eison	I-10	32,083	0	0			0	0	0	0	7,295	39,378			
8	Treasurer Cashier	Recruitment	G-01	18,721	0	0	01/17/06	878	0	0	3,947	446	8,903	27,626			
9	Treasurer Cashier	Jennylyn L. Asuncion	G-03	21,064	0	0	03/25/06	730	0	0	1,369	149	9,787	46,249			
10	Treasurer Cashier	Dolores F. Cruz	G-17	35,732	0	0			0	0	0	0	8,972	48,589			
11	Treasurer Cashier	Rosita L. Adamos	G-20	39,617	0	0			0	0	0	0	9,619	31,561			
12	Treasurer Cashier	Katherine R. Cabo	G-20	39,617	0	0	01/02/06	878	0	0	3,947	446	8,903	27,626			
13	Treasurer Cashier	Recruitment	G-01	18,721	0	0			0	0	0	0	10,005	38,991			
14	Treasurer Cashier	Maryann T. San Nicolas	G-10	28,085	0	0	11/21/05	901	0	0	3,102	298	11,133	39,873			
15	Treasurer Cashier	Frances L.G. Cobarr	G-10	28,085	0	0	02/22/06	655	0	0	3,947	446	8,626	30,568			
16	Treasurer Cashier	Rose Rene Dornase	G-03	21,064	0	0	01/17/06	878	0	0	1,369	149	5,226	27,168			
17	Treasurer Cashier	Cheryl A. Fungulan	G-03	21,064	0	0	01/08/06	878	0	0	1,369	149	5,226	27,168			
18	Treasurer Cashier	Dolores M. Rivera	G-16	34,574	0	0			0	0	0	0	12,231	46,755			
Program Total:														177,554			

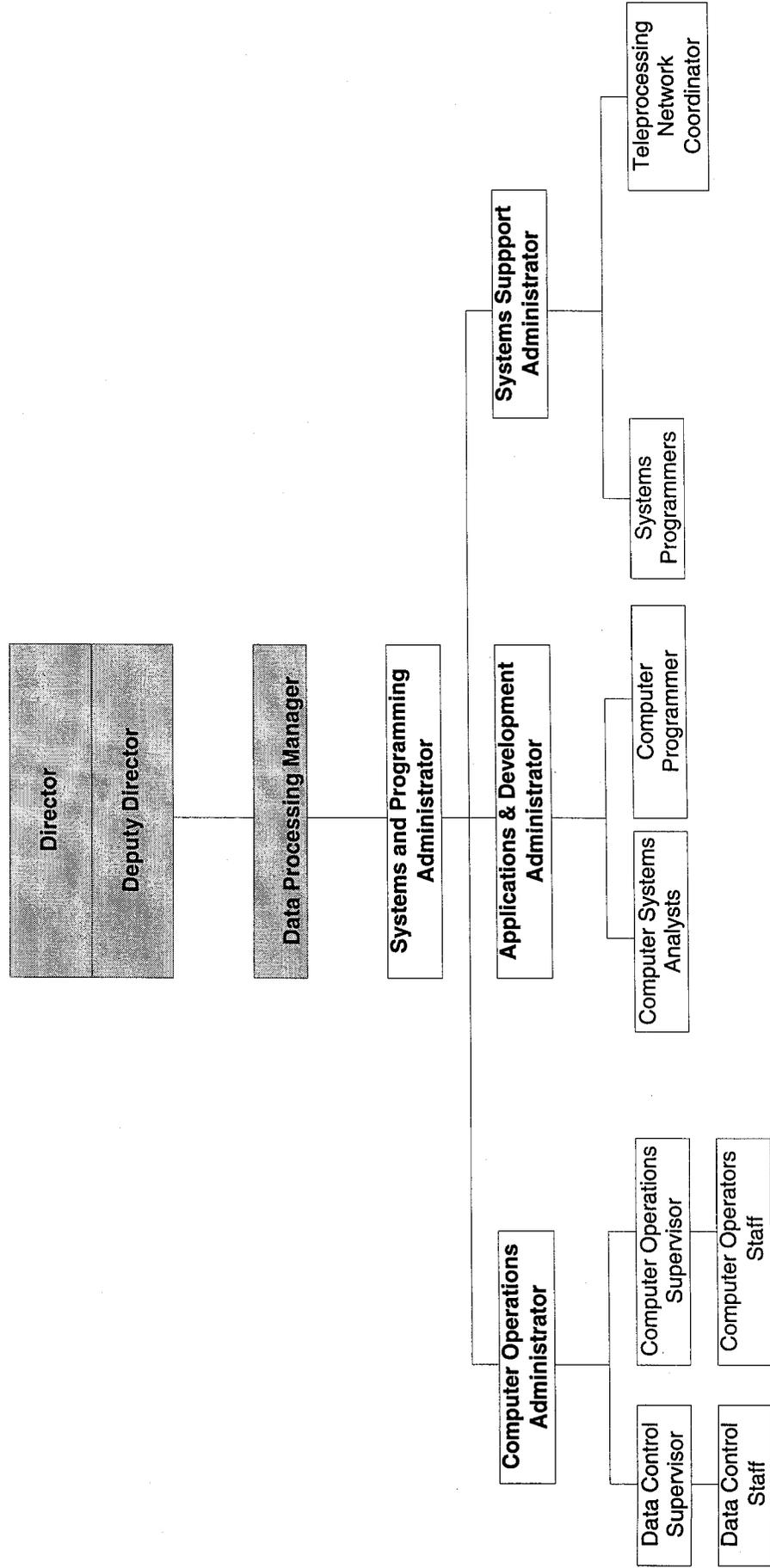




DEPTNO	Current Dept	ORGANIZATION NAME	Acq Type	Acq Month	Acq Day	Acq Year	Asset Status	Fund Source	Asset Number	FAC Code	Asset Description	Acq Cost
06	C	FINANCIAL MANAGEMENT	L	10	15	1996	C		4060000580	406	PANEL/DESK TOP/COUNTER TOP/PRINTER STAND	3756.00
06	C	FINANCIAL MANAGEMENT	L	2	11	2001	C		4060000613	406	COMPUTER SYSTEM	2785.00
06	C	FINANCIAL MANAGEMENT	L	2	11	2001	C		4060000614	406	COMPUTER SYSTEM	2785.00
06	C	FINANCIAL MANAGEMENT	L	2	11	2001	C		4060000615	406	COMPUTER SYSTEM	2785.00
06	C	FINANCIAL MANAGEMENT	L	2	11	2001	C		4060000616	406	COMPUTER SYSTEM	2785.00
06	C	FINANCIAL MANAGEMENT	L	2	11	2001	C		4060000619	406	COMPUTER SYSTEM	2785.00
06	C	FINANCIAL MANAGEMENT	L	2	22	2001	C		4060000717	408	CURRENCY COUNTER (TECHNOTROL 940)	3084.00
06	C	FINANCIAL MANAGEMENT	L	9	22	1997	C		4140001642	414	COMPUTER PACKAGE	1334.00
06	C	FINANCIAL MANAGEMENT	L	9	30	2001	C		4140001645	414	COMPUTER	2199.00
06	C	FINANCIAL MANAGEMENT	L	9	30	2001	C		4140001646	414	COMPUTER	2199.00
06	C	FINANCIAL MANAGEMENT	L	9	30	2001	C		4140001647	414	COMPUTER	2199.00
06	C	FINANCIAL MANAGEMENT	L	9	30	2001	C		4140001648	414	COMPUTER	2199.00
06	C	FINANCIAL MANAGEMENT	L	9	30	2001	C		4140001649	414	COMPUTER	2199.00
06	C	FINANCIAL MANAGEMENT	L	9	30	2001	C		4140001650	414	COMPUTER	2199.00
06	C	FINANCIAL MANAGEMENT	L	9	30	2001	C		4140001651	414	COMPUTER	2199.00
06	C	FINANCIAL MANAGEMENT	L	5	6	2004	C		4990002045	499	NETWORK UPGRADE SYSTEM	16965.12
06	C	FINANCIAL MANAGEMENT	L	8	18	1998	C		5410000026	541	ALARM SYSTEM (TOG)	13596.00
06	C	FINANCIAL MANAGEMENT	L	3	3	2004	C		6170001924	617	A/C 24000 BTU SPLIT TYPE	1490.00
06	C	FINANCIAL MANAGEMENT	L	3	3	2004	C		6170001925	617	A/C 24000 BTU SPLIT TYPE	1490.00

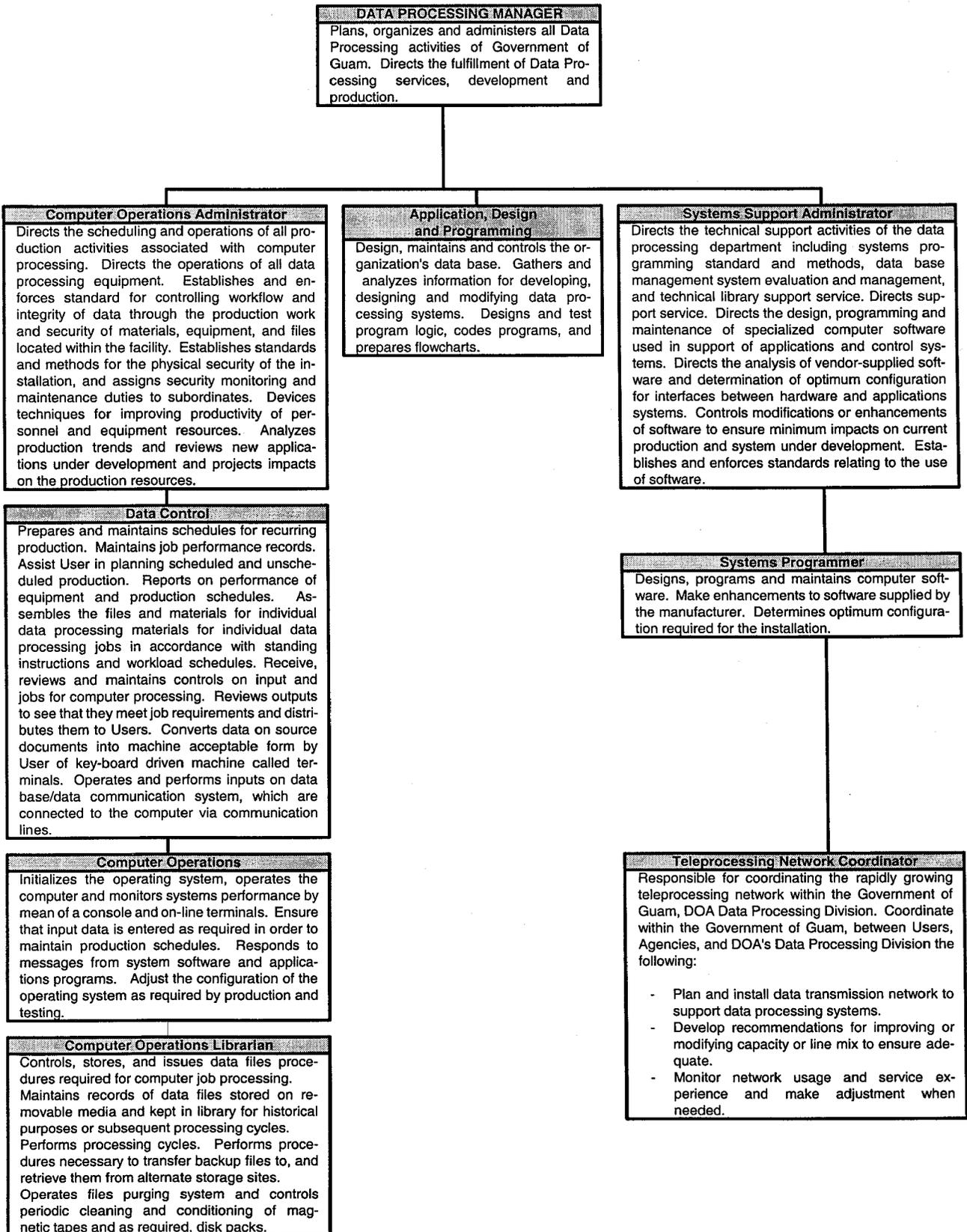
**DATA  
PROCESSING  
DIVISION**

**DATA PROCESSING DIVISION  
ORGANIZATIONAL CHART  
FISCAL YEAR 2006**



# DATA PROCESSING DIVISION

## FUNCTION CHART FISCAL YEAR 2006



## Decision Package

FY 2006

Department: Department of Administration Division/Section: Data Processing

Program Title: Data Processing

**Activity Description:**

The Data Processing Division operates under the provision of 5GCA, Division 2, Chapter 20, Article 2, (PL-13-96) - to establish and administer data processing functions

**Major Objective(s):**

To administer effective and efficient information technology services and resources to the agencies of the Executive Branch.

**Short-term Goals:**

To administer effective and efficient information technology services and resources to the agencies of the Executive Branch in the areas of data control, operations, system development and technical support services.

<b>Workload Output</b>			
<b>Workload Indicator:</b>	<b>FY 2004 Level of Accomplishment</b>	<b>FY 2005 Anticipated Level</b>	<b>FY 2006 Proposed Request</b>
<b>Data Control services</b>	<b>360</b>	<b>390</b>	<b>400</b>
<b>Operations services</b>	<b>600</b>	<b>650</b>	<b>700</b>
<b>System Development services</b>	<b>1250</b>	<b>1350</b>	<b>1450</b>
<b>Technical Support services</b>	<b>1770</b>	<b>1850</b>	<b>1950</b>

Government of Guam  
Fiscal Year 2006  
Budget Digest

[BBMR BD-1]

Function: FISCAL AND ADMINISTRATIVE  
Agency: DEPARTMENT OF ADMINISTRATION  
Program: DATA PROCESSING DIVISION

AS400 Account Code	Appropriation Classification	A	B	C	D	E	F
		FY 2004 Expenditures & Encumbrances	FY 2005 Authorized Level	Governor's Request			
				FY 2006 General Fund	FY 2006 Federal Fund(s)	FY 2006 Other Fund 1/	FY 2006 Total Req. (C+D+E)
<b>PERSONNEL SERVICES</b>							
111	Regular Salaries/Increments	\$407,628	\$376,789	\$414,963	\$0	\$0	\$414,963
112	Overtime/Special Pay	0	0	0	0	0	0
113	Benefits	105,164	102,606	115,816	0	0	115,816
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$512,793</b>	<b>\$479,395</b>	<b>\$530,779</b>	<b>\$0</b>	<b>\$0</b>	<b>\$530,779</b>
<b>OPERATIONS</b>							
220	TRAVEL- Off-Island/Local Mileage Reimburs.	\$0	\$0	\$0	\$0	\$0	\$0
230	CONTRACTUAL SERVICES:	0	0	0	0	0	0
233	OFFICE SPACE RENTAL:	0	0	0	0	0	0
240	SUPPLIES & MATERIALS:	0	0	0	0	0	0
250	EQUIPMENT:	0	0	0	0	0	0
270	WORKER'S COMPENSATION	0	0	0	0	0	0
290	MISCELLANEOUS	0	0	0	0	0	0
<b>TOTAL OPERATIONS</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>UTILITIES</b>							
361	Power	\$0	\$0	\$0	\$0	\$0	\$0
362	Water/ Sewer	0	0	0	0	0	0
363	Telephone/ Toll	0	0	0	0	0	0
<b>TOTAL UTILITIES</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
701	<b>INDIRECT COST</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
450	<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL APPROPRIATIONS</b>		<b>\$512,793</b>	<b>\$479,395</b>	<b>\$530,779</b>	<b>\$0</b>	<b>\$0</b>	<b>\$530,779</b>

1/ Specify Fund Source

FULL TIME EQUIVALENCIES (FTEs)							
UNCLASSIFIED	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CLASSIFIED	12.00	10.00	10.00	0.00	0.00	0.00	10.00
<b>TOTAL FTEs</b>	<b>12.00</b>	<b>10.00</b>	<b>10.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10.00</b>

Government of Guam  
Fiscal Year 2006  
Budget  
Agency Staffing Pattern

Functional Area: FISCAL AND ADMINISTRATIVE  
Agency: DEPARTMENT OF ADMINISTRATION  
Program: DATA PROCESSING DIVISION  
Fund: GENERAL FUND

No.	(A) Position Number	(B) Position Title	(C) Name of Recruitant	(D) Grade/ Step	(E) Salary	(F) Overtime	(G) Spells	(H) Increment Rate	(I) Increment (\$/Year)	(J) Base (\$/Year)	(K) Retirement (\$/Year)	(L) Life (2011) (\$/Year)	(M) Social Security (\$/Year)	(N) Medical (\$/Year)	(O) Life (\$/Year)	(P) Medical Premium	(Q) Dental Premium	(R) Life Insurance (\$/Year)	(S) Total																					
																				(A) Position Number	(B) Position Title	(C) Name of Recruitant	(D) Grade/ Step	(E) Salary	(F) Overtime	(G) Spells	(H) Increment Rate	(I) Increment (\$/Year)	(J) Base (\$/Year)	(K) Retirement (\$/Year)	(L) Life (2011) (\$/Year)	(M) Social Security (\$/Year)	(N) Medical (\$/Year)	(O) Life (\$/Year)	(P) Medical Premium	(Q) Dental Premium	(R) Life Insurance (\$/Year)	(S) Total		
1	6401	Data Processing Manager	Recruitment	Q-01	\$40,352	\$0	0	0	\$0	\$40,352	\$8,371	\$189	\$0	\$0	\$585	\$153	\$3,947	\$446	\$13,717	\$54,069																				
2	6401	Computer Systems Analyst II	Graciela S. Delgado	M-13	47,695	0	0	12/1/05	1,391	49,086	10,215	0	0	0	712	153	0	0	11,080	60,166																				
3	6401	Computer Systems Analyst II	Mary Ann D. Mendola	M-11	44,524	0	0	07/20/06	390	44,914	9,347	0	0	0	651	153	0	0	10,151	55,065																				
4	6401	Computer Systems Analyst II	Shirley Ann L.G. Munoz	M-10	43,018	0	0	0	0	43,018	8,952	0	0	0	624	153	3,947	446	14,122	57,140																				
5	6401	Computer Systems Analyst II	Michael S. Cruz	M-15	51,092	0	0	08/02/06	223	51,092	10,632	0	0	0	741	153	3,947	149	13,044	64,136																				
6	6403	Telephone Network Coordinator	Francis R. Perez	L-13	38,155	0	0	0	0	38,155	7,986	189	0	0	618	153	3,102	298	12,096	50,474																				
7	6402	Computer Operations Supervisor	Blaine J. Cruz	L-12	42,613	0	0	0	0	42,613	8,868	189	0	0	577	153	3,947	0	9,828	52,441																				
8	6405	Computer Systems Analyst I	Roman M. Fajano	L-10	39,780	0	0	0	0	39,780	8,278	189	0	0	477	153	3,102	446	13,401	53,181																				
9	6405	Computer Operator III	Eric H. Reed	T-06	29,125	0	0	07/01/06	287	30,112	6,266	189	0	0	457	153	3,102	0	10,147	40,259																				
10	6400	Computer Operator III	Victor S.N. Somo	T-11	35,618	0	0	0	0	35,618	7,412	0	0	0	516	153	0	149	8,231	43,849																				
										\$414,963	\$86,354	\$567	\$0	\$0	\$6,017	\$1,530	\$19,844	\$1,934	\$115,816	\$530,779																				
										\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0													
										\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0											
										\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0										
										\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0									
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										\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
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										\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0				
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										\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
										\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
										\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
										\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
										\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
										\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
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										\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
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										\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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										\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
										\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
										\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
										\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
										\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
										\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
										\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
										\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
										\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
										\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
										\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
										\$0	\$0																													





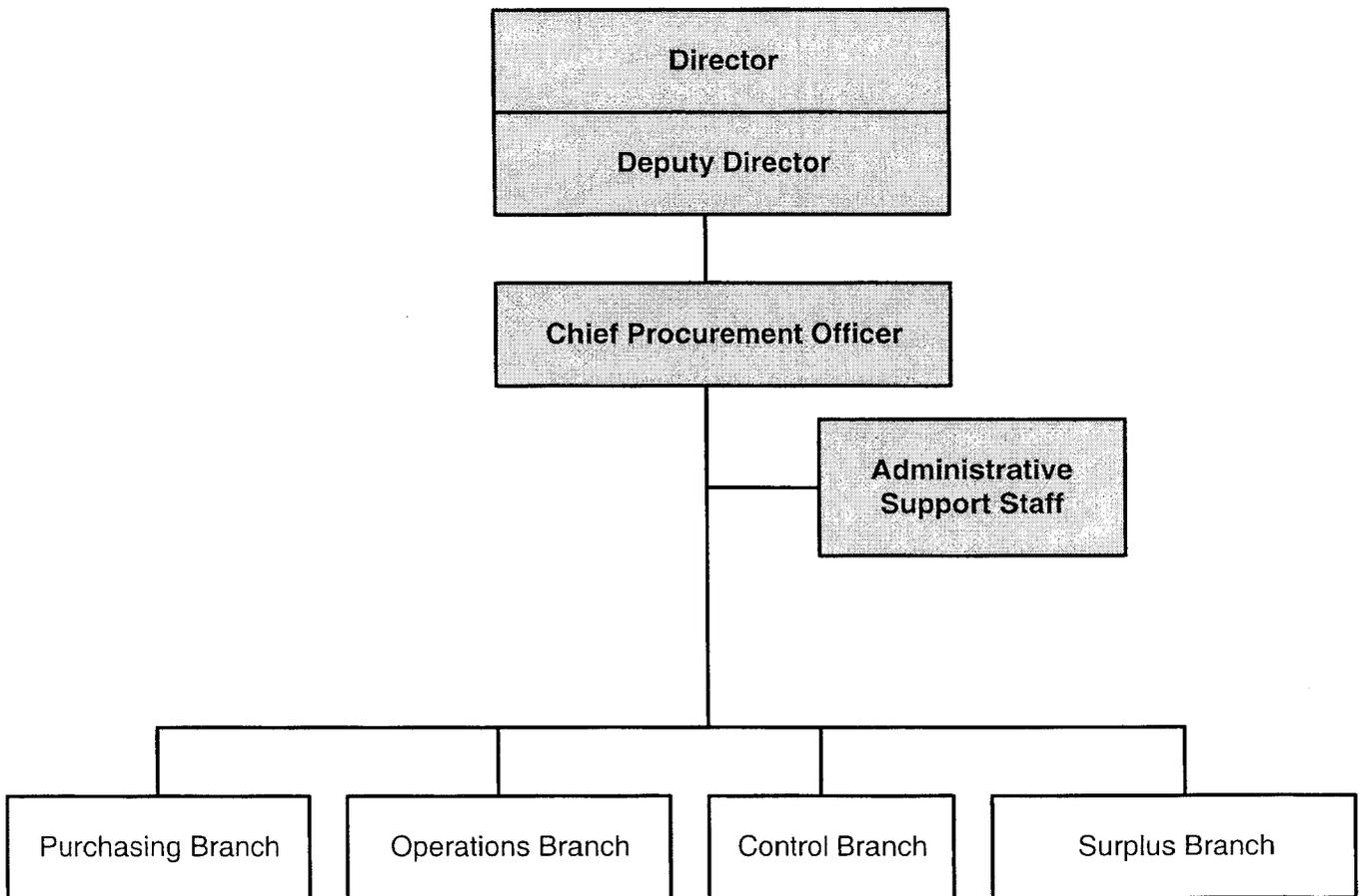
Department of Administration  
 Fixed Assets Listing - Department 06  
 Active and Full-cost

DEPTNO	Current Dept	ORGANIZATION NAME	Acq Fund	Acq Type	Acq Month	Acq Day	Acq Year	Asset Status	Asset Number	FAC Code	Asset Description	Acq Cost
06	G	L	0640	P	11	11	1997	C	4050000189	405	WORKSTATION	46566.72
06	G	L		P	11	21	1998	C	4130000440	413	DIAL-IN-ACCESS UNIT MODEM	4672.00
06	G	L		P	5	30	2002	C	4150005511	415	COMPUTER MONITOR	1947.00
06	G	L		P	9	30	2002	C	4150005515	415	COMPUTER MONITOR	2399.00
06	G	L		P	9	30	2002	C	4150005516	415	COMPUTER MONITOR	2399.00
06	G	L		P	9	21	1997	C	4270000946	427	UNIVERSAL DATA CABINET	1204.00
06	G	L		P	11	21	1997	C	4270000947	427	UNIVERSAL DATA CABINET	1454.00
06	G	L		P	11	21	1997	C	4270000948	427	UNIVERSAL DATA CABINET	1454.00
06	G	L		P	11	21	1997	C	4270000949	427	UNIVERSAL DATA CABINET	1454.00
06	G	L		P	11	1	1997	C	4990001903	499	DATASWART 12 SLOTS CHASIS	1375.00
06	G	L		P	10	3	1997	C	5410000020	541	DUAL DOOR 451 ACCESS CONTROL SYSTEM	4989.00
06	S	L		P	11							

**GENERAL  
SERVICES  
AGENCY**

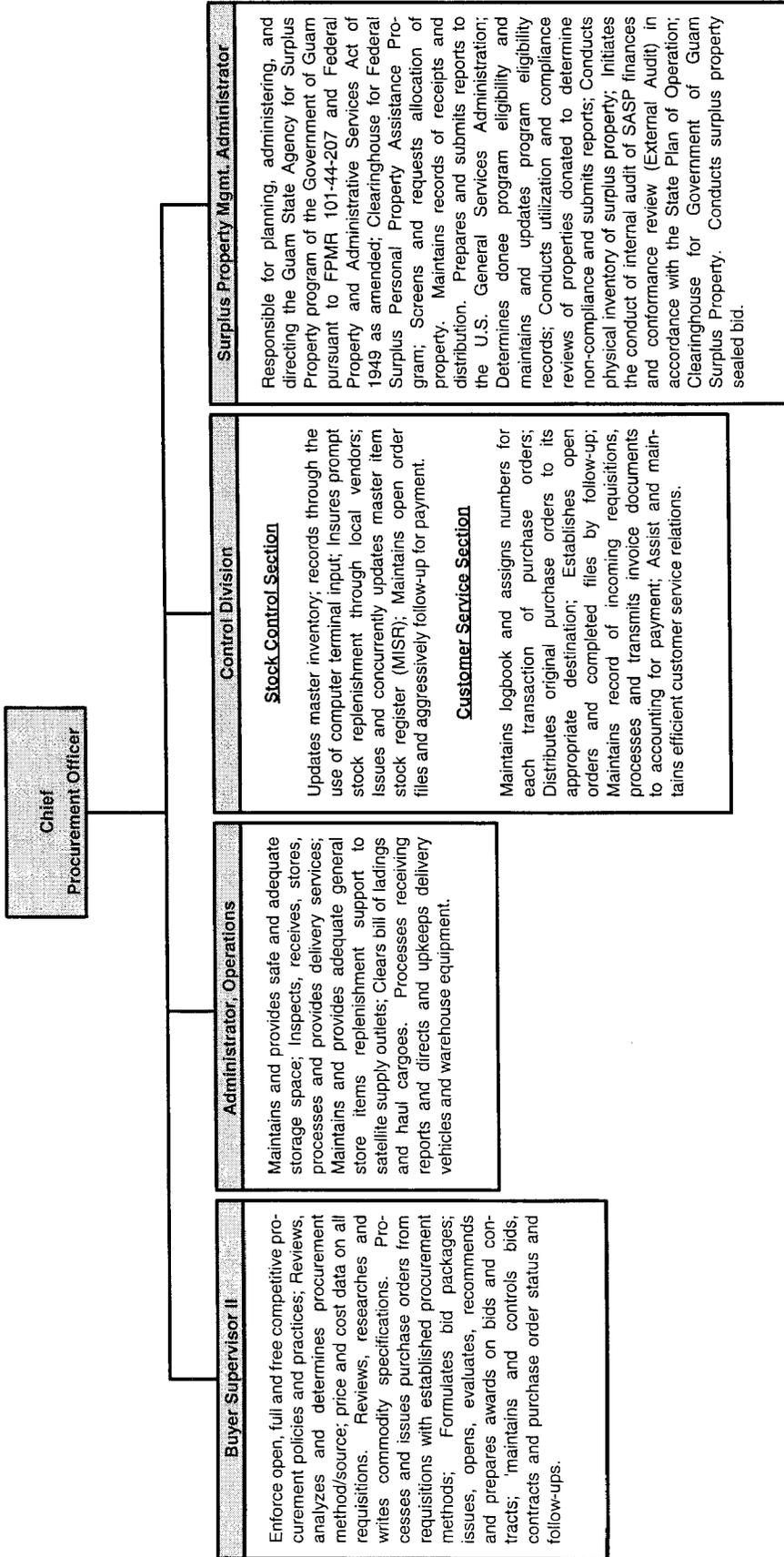
# GENERAL SERVICES AGENCY

## ORGANIZATIONAL CHART FISCAL YEAR 2006



# GENERAL SERVICES AGENCY

## FUNCTIONAL/STRUCTURAL CHART FISCAL YEAR 2006



**Decision Package  
FY 2006**

**Department:** Department of Administration      **Division/Section:** General Services Agency

**Program Title:** General Services Agency

**Activity Description:**

This division is responsible for providing a centralized procurement and warehousing activities of the Government of Guam in accordance with Public Law 16-24.

**Major Objective(s):**

To allocate our limited resources to meet the unlimited demands of all Government of Guam departments and agencies by purchasing at the lowest cost possible and providing for their best economic use.

**Short-term Goals:**

To allocate our limited resources to meet the unlimited demands of all Government of Guam departments and agencies by purchasing at the lowest cost possible and providing for their best economic use.

**Workload Output**

<b>Workload Indicator:</b>	<b>FY2004 Level of Accomplishment</b>	<b>FY2005 Anticipated Level</b>	<b>FY2006 Proposed Request</b>
Supply requisition / purchase orders processed.	7951	8000	7500
Transmittal of encumbrance documents to Division of Accounts.	4491	8050	6050
Replenish of stock inventory items.	73	250	200

Government of Guam  
Fiscal Year 2006  
Budget Digest

[BBMR BD-1]

Function: FISCAL AND ADMINISTRATIVE  
Agency: DEPARTMENT OF ADMINISTRATION  
Program: GENERAL SERVICES AGENCY

AS400 Account Code	Appropriation Classification	A	B	C	D	E	F
		FY 2004 Expenditures & Encumbrances	FY 2005 Authorized Level	Governor's Request			
				FY 2006 General Fund	FY 2006 Federal Fund(s)	FY 2006 Other Fund 1/	FY 2006 Total Req. (C+D+E)
<b>PERSONNEL SERVICES</b>							
111	Regular Salaries/Increments	\$636,773	\$604,854	\$789,667	\$0	\$0	\$789,667
112	Overtime/Special Pay	14,627	0	0	0	0	0
113	Benefits	175,405	184,800	236,983	0	0	236,983
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$826,805</b>	<b>\$789,654</b>	<b>\$1,026,650</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,026,650</b>
<b>OPERATIONS</b>							
220	TRAVEL- Off-Island/Local Mileage Reimburs.	\$0	\$0	\$0	\$0	\$0	\$0
230	CONTRACTUAL SERVICES:	0	0	0	0	0	0
233	OFFICE SPACE RENTAL:	0	0	0	0	0	0
240	SUPPLIES & MATERIALS:	0	0	0	0	0	0
250	EQUIPMENT:	0	0	0	0	0	0
270	WORKER'S COMPENSATION	0	0	0	0	0	0
290	MISCELLANEOUS	0	0	0	0	0	0
<b>TOTAL OPERATIONS</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>UTILITIES</b>							
361	Power	\$0	\$0	\$0	\$0	\$0	\$0
362	Water/ Sewer	0	0	0	0	0	0
363	Telephone/ Toll	0	0	0	0	0	0
<b>TOTAL UTILITIES</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
701	<b>INDIRECT COST</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
450	<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL APPROPRIATIONS</b>		<b>\$826,805</b>	<b>\$789,654</b>	<b>\$1,026,650</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,026,650</b>

1/ Specify Fund Source

FULL TIME EQUIVALENCIES (FTEs)							
UNCLASSIFIED		0.00	0.00	0.00	0.00	0.00	0.00
CLASSIFIED		22.00	24.00	28.00	0.00	0.00	28.00
<b>TOTAL FTEs</b>		<b>22.00</b>	<b>24.00</b>	<b>28.00</b>	<b>0.00</b>	<b>0.00</b>	<b>28.00</b>

Government of Guam  
 Fiscal Year 2006  
 Budget  
 Agency Staffing Pattern

Functional Area: FISCAL AND ADMINISTRATIVE  
 Agency: DEPARTMENT OF ADMINISTRATION  
 Program: GENERAL SERVICES AGENCY  
 Fund: GENERAL FUND

(A) No.	(B) Position Title	(C) Duties / Responsibilities	(D) Grade / Step	(E) Salary	(F) Overlays	(G) Vacancy	(H) Job Order / Date	(I) Anticipated Start / End	(J) Salaries (Base + 5%)	(K) Retirement (1.5% of Base)	(L) Health (1.5% of Base)	(M) Social Security (6.2% of Base)	(N) Life (0.45% of Base)	(O) Agency Sharements		(P) Income (Revenue)	(Q) Dues / Per Diem	(R) Total Benefits (R + Q)	(S) Total (T + R)
														(T) Total	(U) Total				
1	65001 Chief Procurement Officer	Claudia S. Arfale Recruitment	Q-05	\$50,440	0	0	0	1/1/2005	\$1,850	\$52,290	\$189	\$189	\$0	\$728	\$0	\$0	\$0	\$11,952	\$54,272
2	65004 Administrative Officer	Marietta D. Leon Guerrero	L-01	26,520	0	0	0		189	26,709	189	189	0	365	3,939	446	0	10,640	37,160
3	65025 Administrative Assistant	Almaquita Fama Alvarez	J-11	35,618	0	0	0	07/09/06	285	35,903	189	189	0	380	1,369	149	0	9,789	45,407
4	65035 Customer Service Representative	Dora Marie Fasulo	H-06	25,967	0	0	0	07/02/06	254	26,221	0	0	0	425	153	0	0	6,435	32,652
5	65009 Word Processing Secretary I	Gerald Zamora	G-11	29,068	0	0	0		29,322	189	189	0	425	3,102	298	0	0	6,680	36,002
6	65007 Administrative Aide		F-13	29,329	0	0	0		29,329	0	0	0	445	153	0	0	0	10,271	39,600
7	65017 Buyer Supervisor II	Mary T. Diaz	J-06	29,825	0	0	0	01/12/05	860	30,685	0	0	0	445	153	0	0	7,281	37,966
8	65021 Buyer Supervisor II	Pietro San Nicolas	J-02	24,376	0	0	0	01/01/06	1,076	25,452	189	189	0	369	3,947	446	0	10,401	35,853
9	65015 Buyer II	Maria Lou Borja	H-09	28,963	0	0	0		28,963	0	0	0	420	153	0	0	7,087	36,050	
10	65012 Buyer II	Teressa S. Ariola	H-06	25,967	0	0	0	01/12/06	749	26,716	189	189	0	357	1,329	140	0	7,807	34,523
11	65013 Buyer II	Anita Lillano Cruz	H-06	25,967	0	0	0	01/12/06	749	26,716	189	189	0	357	1,329	140	0	7,807	34,523
12	65014 Buyer II	Isabel O. Camacho	H-01	19,974	0	0	0	01/01/06	877	20,911	189	189	0	303	3,847	446	0	8,390	30,301
13	65020 Buyer II	Recruitment	H-01	19,974	0	0	0		19,974	189	189	0	290	153	0	0	6,181	26,152	
14	65030 Buyer II	Recruitment	H-01	18,725	0	0	0		18,725	189	189	0	271	153	0	0	5,947	24,672	
15	65018 Buyer I	Recruitment	G-01	18,725	0	0	0		18,725	189	189	0	271	153	0	0	5,947	24,672	
16	65027 Buyer I	Recruitment	G-01	18,725	0	0	0		18,725	189	189	0	271	153	0	0	5,947	24,672	
17	65033 Control Administrator	José C. Bahaua	M-11	44,524	0	0	0	04/01/06	779	45,303	0	0	0	657	153	0	0	10,277	55,580
18	65016 Customer Service Representative	Michael A. Trifile	H-09	28,963	0	0	0	12/16/05	833	29,796	0	0	0	432	153	0	0	6,786	36,582
19	65005 Word Processing System Supervisor	Madeline S. Lozengo	L-11	34,368	0	0	0	07/25/06	301	34,669	0	0	0	503	153	0	0	8,316	42,985
Program Sub Total									\$ 8,688	\$ 545,901	\$ 113,402	\$ 2,457	\$ -	\$ 1,916	\$ 2,907	\$ 37,418	\$ 5,652	\$ 169,952	\$ 715,853

Government of Guam  
 Fiscal Year 2006  
 Budget  
 Agency Staffing Pattern

Functional Area: FISCAL AND ADMINISTRATIVE  
 Agency: DEPARTMENT OF ADMINISTRATION  
 Program: GENERAL SERVICES AGENCY  
 Fund: SUMMARY

Pr	Position Number	Position Title	Name of Applicant	Desk No.	Salary	Overage	Spouse	Date	Account	Spouse	Benefit %	Retire (3%)	Social Security (6% + 2)	Medicare (1.45%)	Life	Health Insurance	Dental Premium	Life Insurance	Total	Fringe Benefits (F + R)	TOTAL (1 + 20)																				
																						(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)	(R)	(S)	
20	65041	Inventory Management Officer	Roger Lee Capula	J-09	\$13,266	\$0	\$0					\$189	\$0	\$482	\$153	\$3,947	\$446			\$12,140	\$45,406																				
21	65044	Stockkeeper II	Lesli Nuez	F-12	28,337	0	0					0	0	411	153	0	0	0	0	6,461	34,798																				
22	65024	Supply Clerk	Camelia D. Castro	F-07	22,488	0	0	04/29/06	415			0	0	352	0	0	0	0	0	5,098	28,001																				
23	65042	Stockkeeper II	Wanda M. Pueliso	E-13	27,700	0	0					0	0	402	153	0	0	0	0	6,319	34,019																				
24	65049	Stockkeeper I	Roberto D.A. Reyes	E-13	27,700	0	0					0	0	402	153	1,369	0	0	0	7,683	35,382																				
25	65031	Supply Property Management Administrator	Raymond Eumba	M-02	32,263	0	0	01/03/06	1,245			0	0	487	153	3,102	298			11,034	44,642																				
26	65031	Supply Property Technician	Joseph A. Quenta	G-11	20,068	0	0					0	0	421	153	0	0	0	0	6,972	35,990																				
27	65115	Maintenance Custodian	Robert R. Manguean	D-06	20,592	0	0	10/17/05	792			189	0	310	153	0	0	0	0	5,102	26,486																				
28	5101	Cashier I	Julia S. Quenga	D-04	18,810	0	0	10/11/05	990			189	0	287	153	1,369	149			6,267	26,067																				
																				Program Sub Total	\$0	\$0	\$54,834	\$3,542	\$243,766	\$50,728	\$67	\$0	\$3,535	\$1,224	\$9,787	\$1,191	\$30,797	\$67,031	\$30,797	\$97,828	\$1,191	\$69,019			
																				Program Total	\$	\$	777,487	\$	789,667	\$	164,390	\$	3,024	\$	11,450	\$	4,131	\$	47,305	\$	6,843	\$	256,983	\$	1,026,650

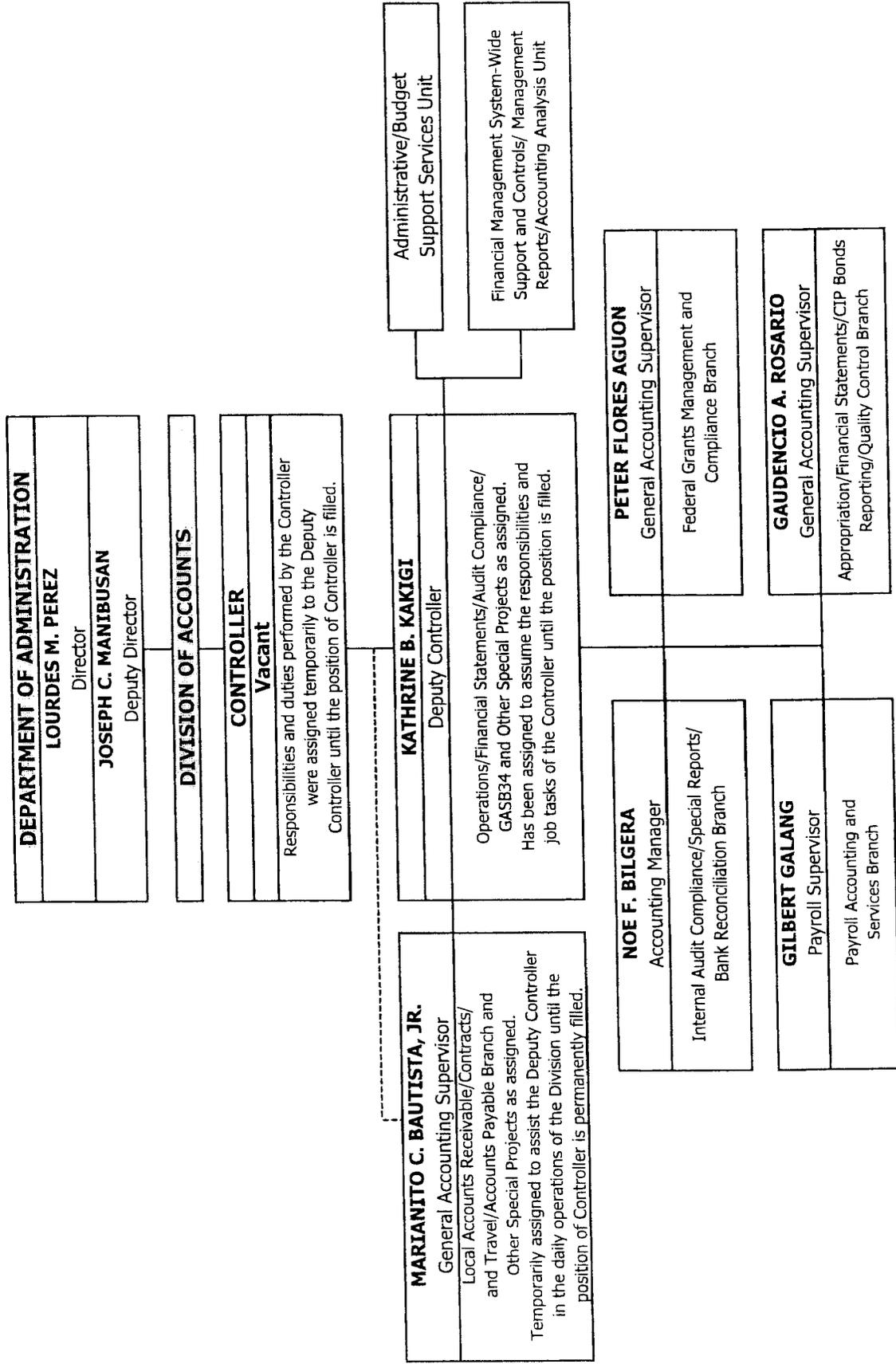




DEPTNO	Current Dept	ORGANIZATION NAME	Acq Fund	Acq Type	Acq Month	Acq Day	Acq Year	Asset Number	FAC Code	Asset Description	ACQ Cost
06	C	GENERAL SERVICES AGENCY	L	P	3	16	1994	1990000097	199	ROOF REPAIR GSA BUILDING PITI	242000.00
06	C	GENERAL SERVICES AGENCY	L	F	2	7	1994	1990000135	199	ROOF REPAIR GSA BUILDING	9000.00
06	C	GENERAL SERVICES AGENCY	L	P	12	22	1997	4060000590	406	WORK STATION	29218.98

**DIVISION  
OF  
ACCOUNTS**

**DEPARTMENT OF ADMINISTRATION  
DIVISION OF ACCOUNTS  
Organizational Chart (Summary)  
Fiscal Year 2006**



**DIVISION OF ACCOUNTS**  
**Controller and Fixed Assets (GASB 34 - Compliance)**  
**Functional Chart**  
**Fiscal Year 2006**

**CONTROLLER**

Performs highly professional administrative and accounting work in planning, organizing, developing, establishing, coordinating, implementing and directing the operations of the central accounting office in accordance with Chapter X of Public Law 13-96. Work involves policy formulation and procedures setting in the operation and overall management of a central accounting system of considerable size, scope and complexity, and the preparation and submission of periodic and the annual financial statements of the Funds and Account Groups of the Government of Guam in accordance with Generally Accepted Accounting Principles and State and Local Governments. Under the general administrative direction of the Director of Administration, the Controller works with wide latitude in the exercise of independent judgment in accordance with established applicable laws, executive orders, rules, regulations, and debt covenants. Work is subject to administrative review. Performs related work as required.

Responsibilities and job tasks are temporarily being performed by the Deputy Controller until the position of Controller is permanently filled.

**FIXED ASSETS/GASB34/PROPERTY SECTION**

1. Maintains General Ledger and Subsidiary Fixed Asset Accounts.
2. Records entries related to acquisitions, transfer, disposition and surveyed items.
3. Determine property valuation.
4. Continue with tagging all assets with bar code property identification labels and conduct physical inventory.
5. All fixed assets must be properly tagged and accounted for in the departments and agencies assigned.
6. Identify fixed assets purchased under the local or federal funds.
7. Assist CSA and other departments related to the property standards.

**DIVISION OF ACCOUNTS**  
**Deputy Controller, Systems Support and Operations Administrative Support**  
 Functional Chart  
 Fiscal Year 2006

**DEPUTY CONTROLLER**

Performs highly professional administrative and accounting work in directing the operations of the uniform centralized accounting and reporting system in accordance with Chapter X of Public Law 13-96; when necessary updates and develops accounting policies and procedures; coordinates and manages the daily fiscal operations; retains primary management responsibility for daily execution of accounting responsibility and maintaining the integrity of accounts, financial reports, expenditures, encumbrances, appropriations, and related activities; assists in budget preparation and personnel administration for the division; makes decisions and provides advice and recommendations on problems requiring adaptation and modification of the accounting system to meet the needs of the department/agency to conform with legislative administrative procedures on requirements. Work involves policy formulation and procedure setting in the operation and overall management of a central accounting system of considerable size, scope and complexity, and the preparation and submission of periodic and annual financial statements of the Funds and Account Groups of the Government of Guam in accordance with Generally Accepted Accounting Principles and State and Local Governments. Under the general administrative direction of the Director of Administration, the Deputy Controller works with wide latitude in the exercise of independent judgment in accordance with established applicable laws, executive orders, rules, regulations and debt covenants. In charge of the Division's operation, ensuring that the mission of the division is achieved day-in and day-out. Work is subject to administrative review. Performs related work as required.

Temporarily assigned the duties and responsibilities that of the Controller, until the position is permanently filled.

**Financial Management System Wide Support & Control/Management Reports/Accounting Management Analysis Unit**

- Management Analysts**
- Assist in the review and evaluation of organizational units; processes and functions; analyzes, evaluate and recommend improvements in organization utilization of personnel, space, equipment and material;
  - Evaluate existing and proposed policies and techniques as assigned.
  - Prepare fact-finding reports and process changes based upon findings.
  - Assist in presenting and discussing recommendations with administrators.
  - Study work flows and processes; prepare charts and reports.
  - Make recommendations; study forms and publications used in operations.
  - Design new forms and proposes revision to existing forms and publications.
  - Perform assigned phases of management studies; gather and organize data, apply statistical techniques to analyze data; prepare reports and recommendations concerning the establishment of certain standards;
  - Assist in the implementation of approved management reviews and studies; study the application of office service machines and software applications for database and spreadsheet management and assist in adapting their used to specific accounting analyses;
  - Establish accounts in accordance with structure and guidelines approved by Division Management.
  - Assist in the preparation of monthly interim financial statements for the General Fund Special Revenue Funds, Expendable Trust Funds, Internal Service Funds, Enterprise Funds, Capital Projects Funds, and Debt Service Funds.
  - Assist in the preparation of the Comprehensive Annual Financial Report (CAFR) for the Government of Guam.

**Operations Administrative and Budget Support Services Unit**

**Word Processing Secretary I**

Develops and implements office management procedures, practices and systems; receives visitors or callers and provides information or channels complaints or inquiries to proper sources; uses judgment in handling problems; operates word processor, storing comprehensive information electronically and providing for text processing and other necessary operations; types memoranda, correspondence, reports, statistical papers and other materials in various formats using defined commands or defined machine codes to achieve a required effect; proofreads typed material in the video monitor and makes necessary corrections before the printing of document; establishes and maintains various data files for fast and easy reports from information stored on the report pack or other similar devices; maintains records and files; prepares routine administrative reports; and perform other duties as required.

**Administrative Officer**

Administer the administrative functions for the division including budget preparation; fund management and procurement; develop, amend, and interpret administrative policies and procedures & other guidelines governing management services; confer with section heads and other employees concerning the administrative needs and requirements for the division, policies, regulations and other guidelines; prepare correspondence and reports concerning the administrative operations of the division; and perform related duties in line with job title.

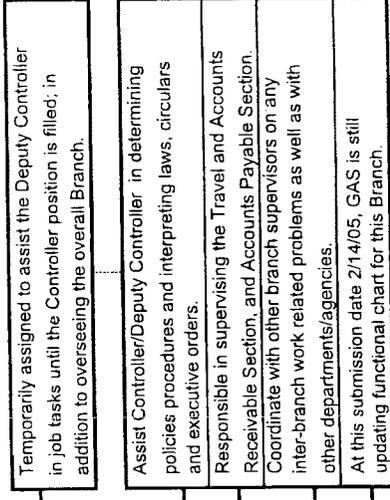
Provides assistance to the DISTID/DPH&SS on matters relative to the Residential Treatment Fund; ensuring funds availability before routing to DOA

Certifying Officer for signature and processing of document.

Prepare direct payment requests on Attorney General approved Government Claims, ensuring funds availability prior to routing to the DOA Certifying Officer for signature and processing; prepare Government Claims Fund Report Quarterly for the Guam Legislature/AG/Governor's Office and BEMR.

Designated as the departments Petty Cash Custodian in charge of issuing requests for petty cash, and prepare all forms for issuance/replenish of fund.

**DIVISION OF ACCOUNTS**  
**Local Accounts Receivable/Contracts & Travel/Accounts Payable/Billing & Collections Branch**  
**Functional Chart**  
**Fiscal Year 2006**



**Customs & Quarantine/Solid Waste Billing & Collections**

Post C&Q payment transactions to AS400 system.
Prepare customs and quarantine monthly billings/invoices to vendors for C&Q fees.
Prepare journal voucher entries when required to make adjustment or reclassification of any erroneous entries.
Prepare journal vouchers for reconciling items and adjustments relative to customs & quarantine transactions.
Post receivable/payable transactions to the subsidiary ledgers relative to customs and quarantine transactions.
Post Solid Waste Collection payment transactions to the AS400 system.
Prepare solid waste monthly billings/invoices to affected customers and vendors.
Prepare journal vouchers for reconciling items and adjustments relative to solid waste transactions.
Post receivable/payable transactions to the subsidiary ledgers relative to solid waste transactions.
Perform other duties related to C&Q and Solid Waste programs.

**Accounts Payable**

Upon availability of funds schedules release of check writes based on first-in, first-out and verify correctness of accounts payable proof list.
Audit direct/payment vouchers by verifying completeness of supporting receipts and invoices, accuracy of amounts and correct vendor number.
Process Director's expedites for urgent processing of critical vendor payment transactions.
Maintain file and records of all vendor checks, original invoices and other supporting documents in alphabetical order and by invoice dates.
Entertain vendor inquiries on payments and other related issues.
Process application and assign vendor number to vendors with business transactions with the government. Require vendor's name, address and identification number or social security number.

**General Ledger**

Establish accounts receivable/payment subsidiary ledgers in accordance with proper procedures.
Process requests for reissuance of checks due to state-date, non-receipt of check or for other reasons, ensuring that proper forms are complete and accurate.
Process travel requests for line agencies/departments ensuring that all established procedural requirements are met and are proper, obtaining lowest quote from travel agencies to ensure government savings is realized. Book travel arrangements with travel agency. Process per diem checks and registration checks as required for traveler.
Maintain file and records for all travel requests with supporting documents.
Prepare journal vouchers when required to make appropriate adjustments or reclassifications of any erroneous entries.
Prepare weekly billing and statement of account to autonomous agencies for stock issuances drawn from GSA stock inventory.
Post receivable/payable transactions to the subsidiary ledgers.

Note: As of this submission date 2/14/05, General Accounting Supervisor is still reviewing and updating the functional chart for this Branch. Not all duties and responsibilities are captured on this version of the functional chart.

**DIVISION OF ACCOUNTS**  
**Internal Audit Compliance/Bank Reconciliation/and Special Reporting Branch**  
**Functional Chart**  
**Fiscal Year 2006**

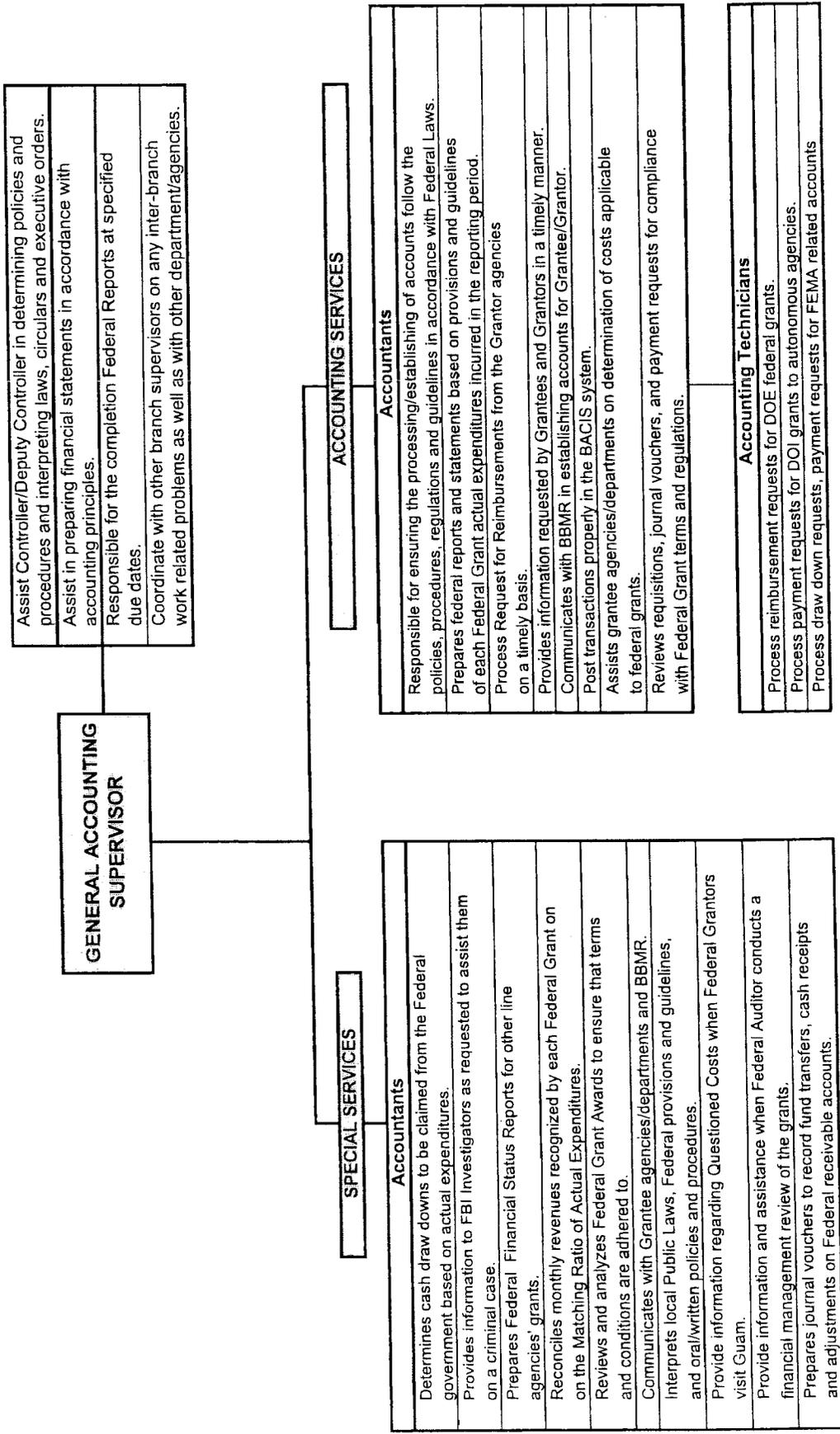
**INTERNAL AUDIT COMPLIANCE/BANK RECONCILIATION/AND SPECIAL REPORTING BRANCH**

<b>INTERNAL AUDIT AND SPECIAL REPORTING</b>
<p>Coordinate the General Purpose Financial Statements Audit and Single Audit performed by external auditors.</p> <ol style="list-style-type: none"> <li>Control all audit requests.</li> <li>Determine who must respond to each audit request</li> <li>Monitor responses to initial audit findings and/or coordinate with individuals and line agencies to formulate responses.</li> <li>Formulate a general response to final audit findings for approval by the Director of Administration.</li> <li>Coordinate with individuals and line agencies to formulate specific final responses for submission to the auditors.</li> </ol> <p>Coordinate the formulation of responses to Reported Audit Findings and Questioned Costs.</p> <ol style="list-style-type: none"> <li>Formulate specific responses to each reported audit findings and questioned costs for the approval by the Director for submission to BBMR.</li> <li>Coordinate with individuals and line agencies to formulate specific responses to audit findings and questioned costs reported for submission to BBMR.</li> </ol> <p>Review accounting procedures, practices and record keeping and recommend changes and/or improvements.</p> <p>Conduct analytical review of accounts whenever necessary.</p> <p>Review financial transactions when required.</p>

<b>OTHER DUTIES AS ASSIGNED</b>
<p>Prepare responses to letters and memoranda for Director relative to the Sunshine Law, and other inquiries from other departments/agencies, such as the Office of the Public Auditor.</p> <p>Prepare letters and memoranda for the Director for various subject matter and issues.</p> <p>Prepare special reports such as:</p> <ol style="list-style-type: none"> <li>Typhoon reports for submission to the Governor, Speaker and Public Auditor.</li> </ol> <p>Assist the Controller and the Deputy Controller in the preparation of financial statements:</p> <ol style="list-style-type: none"> <li>General Purpose Financial Statements</li> <li>GASB Financial Statements</li> <li>Comprehensive Annual Financial Report (CAFR)</li> </ol> <p>Assist the Division of Accounts' staff in the preparation of Journal vouchers.</p> <p>Perform other duties related to all of the above.</p>

<b>BANK RECONCILIATION SECTION</b>
<ol style="list-style-type: none"> <li>Execute all required procedural steps in performing bank reconciliation.</li> <li>Execute complex and sometimes extension) accounts analysis to resolve reconciling items.</li> <li>Prepare journal vouchers to finalize resolutions of reconciling items.</li> <li>Obtain bank statements, bank tapes and cancelled checks from the banks for General Fund, Payroll, Tax Refund and Public Assistance, Child Support Checking Account and all savings accounts.</li> <li>Obtain reports on cancelled/outstanding checks from Data Processing.</li> <li>Prepare monthly bank reconciliation for the General Fund, Payroll, Tax Refund, Public Assistance, Child Support Checking Accounts, and all Savings Accounts.</li> <li>Debit/Credit memos, prepares journal vouchers for reconciling items and adjustments.</li> </ol>

**DIVISION OF ACCOUNTS**  
**Federal Grants Management and Compliance Branch**  
 Functional Chart  
 Fiscal Year 2006



**GENERAL ACCOUNTING SUPERVISOR**

- Assist Controller/Deputy Controller in determining policies and procedures and interpreting laws, circulars and executive orders.
- Assist in preparing financial statements in accordance with accounting principles.
- Responsible for the completion Federal Reports at specified due dates.
- Coordinate with other branch supervisors on any inter-branch work related problems as well as with other department/agencies.

**SPECIAL SERVICES**

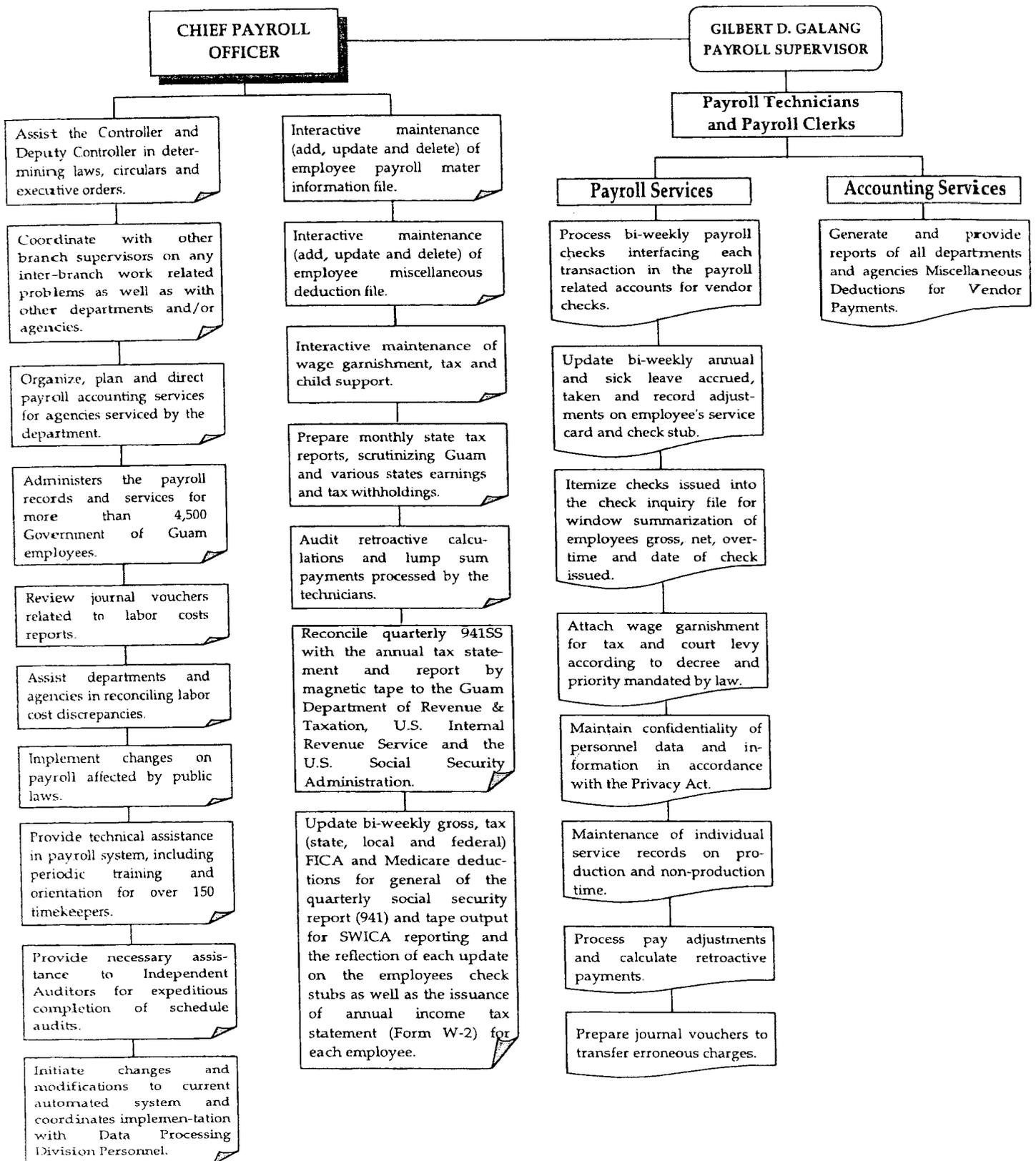
- Accountants**
- Determines cash draw downs to be claimed from the Federal government based on actual expenditures.
  - Provides information to FBI Investigators as requested to assist them on a criminal case.
  - Prepares Federal Financial Status Reports for other line agencies' grants.
  - Reconciles monthly revenues recognized by each Federal Grant on the Matching Ratio of Actual Expenditures.
  - Reviews and analyzes Federal Grant Awards to ensure that terms and conditions are adhered to.
  - Communicates with Grantee agencies/departments and BBMR.
  - Interprets local Public Laws, Federal provisions and guidelines, and oral/written policies and procedures.
  - Provide information regarding Questioned Costs when Federal Grantors visit Guam.
  - Provide information and assistance when Federal Auditor conducts a financial management review of the grants.
  - Prepares journal vouchers to record fund transfers, cash receipts and adjustments on Federal receivable accounts.

**ACCOUNTING SERVICES**

- Accountants**
- Responsible for ensuring the processing/establishing of accounts follow the policies, procedures, regulations and guidelines in accordance with Federal Laws.
  - Prepares federal reports and statements based on provisions and guidelines of each Federal Grant actual expenditures incurred in the reporting period.
  - Process Request for Reimbursements from the Grantor agencies on a timely basis.
  - Provides information requested by Grantees and Grantors in a timely manner.
  - Communicates with BBMR in establishing accounts for Grantee/Grantor.
  - Post transactions properly in the BACIS system.
  - Assists grantee agencies/departments on determination of costs applicable to federal grants.
  - Reviews requisitions, journal vouchers, and payment requests for compliance with Federal Grant terms and regulations.
- Accounting Technicians**
- Process reimbursement requests for DOE federal grants.
  - Process payment requests for DOI grants to autonomous agencies.
  - Process draw down requests, payment requests for FEMA related accounts

# FUNCTIONAL CHART FISCAL YEAR 2006

## PAYROLL ACCOUNTING AND SERVICES BRANCH



**DIVISION OF ACCOUNTS**  
**Appropriation/Financial Statements/CIP Bonds Reporting/Quality Control Branch**  
**Functional Chart - Part A**  
**Fiscal Year 2006**

Assist Controller/Deputy Controller in determining policies, procedures and interpreting laws, circulars and executive orders.  
 Responsible for the overall supervision of the Sections under this Branch.  
 Coordinate with other branch supervisors on any inter-branch work related problems as well as with other departments/agencies.

**GENERAL ACCOUNTING SUPERVISOR**

**APPROPRIATION SECTION**

Process encumbrances, direct contract and purchase order payments for the following agencies:

- Office of the Governor/Government House
- Office of the Lt. Governor
- Department of Law (AG's Office)
- Commission of Persons with Disabilities
- Bureau of Statistics and Planning
- Department of Youth Affairs
- Dept. of Mental Health & Substance Abuse
- Department of Military Affairs
- Komitea Para Tiyan
- Guam Fire Department
- Civil Service Commission
- Guam Election Commission
- Veterans Affairs
- Bureau of Budget & Management Research
- Guam Police Department
- KGTF
- Dept. of Public Health & Social Services
- Commission on Decolonization
- Recovery Coordination Office
- Ancestral Lands Commission
- Stop Violence Against Women
- Dept. of Integrated Services for Individuals with Disabilities
- Guam State Clearinghouse
- State Homeland Security/Earthquake State Management
- Americrops

Coordinate and review printing of 1099-MISC forms for each calendar year. Prepare forms for mailing to recipients.  
 Data entry of monthly fuel requisitions received under GSA fuel contract.  
 Data entry and file maintenance of journal vouchers.

Process encumbrances, direct contract and purchase order payments for the following agencies:

- Department of Administration (Includes GSA/GMTA/RTF/Gov't Claims Fund)
- Department of Corrections
- Guam Environmental Protection Agency
- Department of Labor
- Civil Defense Agency
- Department of Land Management
- Guam Energy Office
- Department of Revenue and Taxation/Guam Board of Accountancy
- Guam Public Library/Guam Museum/Chamorro Language Commission
- Department of Parks and Recreation
- Chief Medical Examiner
- Chamorro Language Commission
- Department of Commerce
- Agency for Human Resources & Development
- Mayor's Council
- Customs and Quarantine Agency
- Guam Museum/Chamorro Affairs
- Chamorro Land Trust Commission
- Department of Public Works
- Department of Agriculture
- Hawaii & Los Angeles Medical Referral Office
- Council of the Arts & Humanities Agency
- Council of the Arts & Humanities Agency (funded by Tourist Attraction Fund)

Appropriation/Allotment Disbursements to Autonomous Agencies:

- Department of Education
- Guam Community College
- Guam Legislature
- Office of the Public Auditor
- Public Defender
- University of Guam
- Superior Court of Guam
- Guam Visitors Bureau
- Retirement Fund
- Sanctuary

**DIVISION OF ACCOUNTS**  
**Appropriation/Financial Statements/CIP Bonds Reporting/Quality Control Branch**  
**Functional Chart - B**  
**Fiscal Year 2006**

Assist Controller/Deputy Controller in determining policies, procedures and interpreting laws, circulars and executive orders.
Responsible in supervising the Revenue Forecasting, Special Funds and Debt Accounting and Reporting, and Quality Control Section.
Coordinate with other branch supervisors on any inter-branch work related problems as well as with other departments/agencies.
Maintains records for Public Laws authorizing Bond Issuance, Bond covenants and Indentures, Subsidiary Ledger for Long-Term Bond Obligations and Debt Service Schedule.
Provide descriptions of individual bond issued outstanding.
Measure and record periodic interest income and revenue, and transfer collections to the Trustee.
Record periodic principal and interest payment, book value, discount, premiums and bond issuance cost.
Provide financial report on change in General Long-Term Debt, Debt Service, Capital Projects and Special Revenue accounts related to the Bond Issuance.
Reconcile and account for all long-term debt liabilities in all funds and monitor all funds transferred.

**GENERAL ACCOUNTING SUPERVISOR**

**Revenue and Bonds Services Accounting**

Recognition and recording of estimated revenues, allowances and revenues.
Maintains the General Ledger Control accounts for:
• Revenue Suspense and Actual
• Allowances and provisions
• Tax receivables payables, cash, deferred & reserves.
Recognized and record revenues collected throughout the fiscal year. All financial resources inflows such as: Tax, Licenses & Permits, Inter-governmental Revenues, Charges for Services, Fines & Forfeits, Miscellaneous Revenues, Inter-fund Transactions and Transfers and Proceeds of Debt Issues.
Review documents attached to journal vouchers and payments on drawbacks and rebates prepared by the Revenue and Taxation to ensure proper entries and meets payment requirements.
Reconcile cash and suspense accounts, prepare memorandums for private/public sources.
Prepare periodically a financial report on revenues to determine the material difference between the actual and estimated revenues.
Prepare periodically revenue projections.
Prepare payments to meet legal requirement for Debt Service.
Ensure contracts, purchase orders, work requests and travel authorizations are properly registered/authorized and encumbered.
Review and process invoices for payment to vendors and transfers to autonomous agencies as requested by the Trustee.
Prepare journal vouchers and bank reconciliations.
Prepare correspondences to the banks on unidentified bank collections and debit memos.

Prepare journal vouchers and reconcile the withholding tax revenue depository accounts prior to remitting.
Review and process provision for refunds on revenue accounts.
Review and process invoices for payment to vendors and transfers to autonomous agencies as requested by the Trustee.
Prepare journal vouchers and bank reconciliations.
Prepare correspondences to the banks on unidentified bank collections and debit memos.
Prepare journal vouchers and reconcile the withholding tax revenue depository accounts prior to remitting.
Review and process provision for refunds on revenue accounts.
Review and process invoices for payment to vendors and transfers to autonomous agencies as requested by the Trustee.
Prepare journal vouchers and bank reconciliations.
Prepare correspondences to the banks on unidentified bank collections and debit memos.

**QUALITY CONTROL SECTION**

Maintain and record all requisitions for all line agencies/departments ascertaining funds availability before releasing documents to GSA.
Reviews requisitions for compliance with applicable policies, procedures, guidelines and regulations.
Records cost/value of Fixed Assets and maintains complete description of all assets: title, cost and serial number.
Maintains data on increases and decreases in cost.

## Decision Package FY 2006

Department: Administration Division/Section: Division of Accounts

**Program Title:** Division of Accounts

### **Activity Description:**

Title V of the Guam Code Annotated established the Department of Administration as the agency responsible for administration of all internal activity within the Government of Guam.

Public Law 13-96 further defined the agencies (and their funds) for which the Department performs the central accounting responsibilities of 49 different line departments/agencies and 8 autonomous agencies (allotment disbursements). See attached listing.

### **Major Objectives:**

The Department of Administration is charged to provide for a uniform financial management system and the related systems of internal accounting controls for line organizations of the government; to provide accurate and timely financial information for management and analyze and interpret these for compliance with statutory requirements.

To accomplish these objectives, the Division provides the following services (a) systems management and technical support; (b) payroll accounting and services; (c) appropriation and encumbrance accounting; (d) financial reporting; (e) records management; (f) accounts payable and receivable; (g) cash management; (h) accounting of federal grants and contracts; (i) bank reconciliation; (j) maintenance of subsidiary ledgers; (k) fixed assets accounting; (l) debt service management; (m) capital budget accounting; and (n) revenue forecasting for internal purposes.

### **Short-term Goals:**

To establish and maintain the capital assets in accordance with the requirements of GASB 34. This procedure will be divided into two (2) phases. Phase I is to record all property acquisitions, dispositions, depreciation and the determination of the assets valuation costs. Phase II is to continue with tagging all equipment with bar code property identification labels and conduct a physical inventory.

Periodically advise and counsel agencies on federal grants compliance requirements and cost principles to minimize future disallowed costs, improve collectibility of federal funds by reducing outstanding balances to less than 25 days average. To organize effective and responsible challenges and appeals of pending questioned costs.

Continue billing and collection support services for line agencies.

Public Law 22-78 authorizes continuing education for accountants in government services. The Division goals are consistent with that law. It provides education and training for employees' in generally accepted accounting principles and financial reporting standards and to provide working knowledge required by changes in the profession, in the industry, and expectations by outside users of financial information.

### Workload Output

Workload Indicator:	FY 2004 Level of Accomplishment	FY 2005 Anticipated Level	FY 2006 Proposed Request
Accounts Established on AS400	1,174	1,200	Dependent on new appropriation laws.
Financial Transactions Processed:			
Encumbrances	18,415	19,859	19,900
Journal Vouchers	8,075	8,200	8,200
Fuel Chits	11,094	1,619	Fleet Card Issued
1099 Miscellaneous Tax Forms Issu	3,762	3,908	3,950
Vendor Payments Processed (Enc./Dir	86,018	87,000	89,200
General Ledger Branch: Job Output - See Attachment		See Attachment	See Attachment
Payroll Branch: Payroll job output -			
Payroll processed	334	350	360
Payroll checks issued	105,611	110,000	116,000
Payroll Records Maintained:			
Active Employees	3,333	3,500	3,600
Inactive Employees	5,600	5,650	5,700
W-2 Forms Issued	4,972	5,000	6,600
Federal Grant Branch: Federal accounts output -			
No. of active accounts maintai	1,308	1,374	1,442
No. of accounts reviewed for €	880	924	970
No. of accounts analyzed for d	3,000	3,150	3,308
No. of times accessing the electronic system for drawdowns	3,000	3,150	3,308
No. of cash transaction reports	32	34	35
No. of accounts analyzed for the Federal Cash Transaction Reports	304	319	335
No. of hours spent on Special Projects assigned by the DOA Acting Controller	41	43	45
No. of requisitions reviewed for federal compliance	398	418	439
No. of Cash Management Repr	1	1	1
No. of ASO training sessions a	2	2	2
No. of hours spent on training federal grantees on the SF269	185	194	204
No. of federal inquiries (phone	16,640	17,472	18,346
No. of reviews conducted for grant award changes	77	81	85
No. of manual reimbursements	34	36	37
No. of federal accounts review	196	206	216
No. of federal audits requests	28	29	31
No. of federal grants close-out	62	65	68
No. of journal vouchers review	4,838	5,080	5,334
No. of federal direct payments	360	378	397
No. of hours spent with federal officials for on-site visit or FBI investigations, court hearings	125	131	138
Fixed Assets Ledgers Maintained	868	968	
Infrastructure Assets Ledgers Maintained			
Resolved Single Audit Findings for FY'2003 - Audit Performed in FY'2004:			
Resolved Questioned Costs - Performed in FY'04			
Unresolved Questioned Costs - Performed in FY'04			
Bank Reconciliation for FY'2003 - Audit Performed in FY'2004 -			
Bank Accounts Reconciled	40		
Number of Monthly Bank Reconcil	480		
Number of Journal Vouchers	1,699		
Bank Reconciliation for FY'2004 - Audit Performed in FY'2005 -			
Bank Accounts Reconciled	40		
Number of Monthly Bank Reconcil	480		
Number of Journal Vouchers	300		

General Ledger Branch  
Annual Activity Report  
Fiscal Year 2004

Type	Quantity	Value	Type	Quantity	Value
TRAVEL AUTHORIZATION PROCESSED	633	1,236,729.62	TRAVEL AUTHORIZATION PROCESSED	848	473,230.00
TRAVEL PER DIEM/REGIS PROCESSED	588	562,231.06	TRAVEL PER DIEM/REGIS PROCESSED	794	683,600.33
NUMBER OF CHECKS CANCELLED	882	6,667,301.79	NUMBER OF CHECKS CANCELLED	1,249	7,773,599.19
NUMBER OF CHECKS REISSUED	445	4,779,276.99	NUMBER OF CHECKS REISSUED	679	5,405,186.35
JOURNAL VOUCHERS PROCESSED	8,749	116,234,732.16	JOURNAL VOUCHERS PROCESSED	8,044	191,171,633.30
SOLID WASTE CHARGES (COMM HAULER)	10,855	3,017,602.00	SOLID WASTE CHARGES	11,647	3,087,432.00
SOILD WASTE PAYMENTS	47	2,605,554.36	SOILD WASTE PAYMENTS	78	2,853,586.91
NSF CHECKS RECORDED	584	142,398.93	NSF CHECKS RECORDED	738	33,745.14
C&Q CHARGES	56,419	468,035.00	C&Q CHARGES	55,621	473,230.00
C&Q PAYMENTS	31,447	359,606.00	C&Q PAYMENTS	32,718	399,378.91
C&Q CHARGES USED TAX	6,364	2,137,925.90	C&Q CHARGES USED TAX	8,939	2,321,404.97
C&Q PAYMENTS USED TAX	3,371	1,652,939.77	C&Q PAYMENTS USED TAX	4,262	1,760,805.08
CONTRACTS PROCESSED	377	37,900,944.73	CONTRACTS PROCESSED	542	22,301,156.29

General Ledger Branch  
Annual Activity Report  
Fiscal Year 2003

General Ledger Branch  
Annual Activity Report  
Fiscal Year 2006

General Ledger Branch  
Annual Activity Report  
Fiscal Year 2005

Type	Quantity	Value	Type	Quantity	Value
TRAVEL AUTHORIZATION PROCESSED	848	473,230.00	TRAVEL AUTHORIZATION PROCESSED	865	487,426.90
TRAVEL PER DIEM/REGIS PROCESSED	794	683,600.33	TRAVEL PER DIEM/REGIS PROCESSED	810	704,108.34
NUMBER OF CHECKS CANCELLED	1,120	5,543,483.56	NUMBER OF CHECKS CANCELLED	1,098	4,428,425.75
NUMBER OF CHECKS REISSUED	679	5,405,186.35	NUMBER OF CHECKS REISSUED	679	5,405,186.35
JOURNAL VOUCHERS PROCESSED	8,044	191,171,633.30	JOURNAL VOUCHERS PROCESSED	8,044	191,171,633.30
SOLID WASTE CHARGES (COMM HAULER)	11,647	3,087,432.00	SOLID WASTE CHARGES	11,647	3,087,432.00
SOLID WASTE PAYMENTS	78	2,900,500.00	SOLID WASTE PAYMENTS	78	2,853,586.91
NSF CHECKS RECORDED	580	28,683.37	NSF CHECKS RECORDED	400	24,380.86
C&Q CHARGES	55,560	496,891.50	C&Q CHARGES	55,988	520,553.00
C&Q PAYMENTS	32,773	419,347.86	C&Q PAYMENTS	33,100	439,316.80
C&Q CHARGES USED TAX	9,110	2,437,475.22	C&Q CHARGES USED TAX	9,910	2,553,545.47
C&Q PAYMENTS USED TAX	4,340	1,848,845.33	C&Q PAYMENTS USED TAX	4,420	1,936,885.59
CONTRACTS PROCESSED	562	21,186,098.48	CONTRACTS PROCESSED	595	20,071,040.66

**DEPARTMENT OF ADMINISTRATION  
 DIVISION OF ACCOUNTS  
LIST OF LINE DEPARTMENTS/AGENCIES/OFFICES AND  
 AUTONOMOUS & OTHER AGENCIES HANDLED BY DOA  
 FISCAL YEAR 2006**

**Line Departments/Agencies/Other**

1.	0200	Governor's Office	26.	1200	Guam Police Department
2.	0206	Commission on Decolonization	27.	1300	Department of Corrections
3.	0293	Recovery Coordination Office	28.	1500	Agency for Human Resources & Development
4.	0209	Ancestral Lands Commission	29.	1600	Department of Agriculture
5.	0210	Government House	30.	1700	Department of Public Health & Social Services
6.	0240	Hawaii & Los Angeles Medical Referral Offices	31.	1800	Guam Public Library
7.	0250	Americorps	32.	2000	Department of Youth Affairs
8.	0260	Stop Violence Against Women	33.	2200	Guam Environmental Protection Agency
9.	0280	State Homeland Security	34.	2300	Guam Mental Health & Substance Abuse Agency
10.	0297	Earthquake Statement Management	35.	2400	Department of Labor
11.	0300	Lt. Governor's Office	36.	2500	Department of Parks & Recreation
12.	0301	Guam State Clearinghouse	37.	2600	Dept. of Integrated Svcs for Individuals w/Disabilities
13.	0400	Bureau of Budget & Mgmt. Research	38.	2800	Mayor's Council of Guam
14.	0500	Civil Service Commission	39.	2900	Department of Land Management
15.	0600	Department of Administration	40.	3000	Chief Medical Examiners
16.	0600	Off-Island Residential Treatment Fund	41.	3200	Customs & Quarantine Agency
17.	0600	Government Claims Fund	42.	3400	Guam Energy Office
18.	0650	General Services Agency	43.	3600	Guam Museum/Chamorro Affairs
19.	0680	Guam Mass Transit Authority	44.	3700	Civil Defense
20.	0700	Guam Election Commission	45.	3750	Military Affairs
21.	0800	Department of Revenue & Taxation	46.	3760	Veterans Affairs
22.	0850	Guam Board of Accountancy	47.	4000	Council on the Arts & Humanities Agency
23.	0900	Bureau of Statistics and Planning	48.	4200	Guam Fire Department
24.	1000	Department of Public Works	49.	6300	KGTF
25.	1001	Contractor's License Board	50.	Others	Typhoon Related Federal Accounts (Line/Autonomous Agencies)
26.	1100	Department of Law (AG's Office)			

**Autonomous & Other Agencies (Allotment Disbursements Only)**

1. Department of Education
2. Guam Community College
3. Guam Legislature/Office of Finance & Budget
4. Office of the Public Auditor
5. Public Defender
6. Sanctuary
7. Superior Court of Guam
8. University of Guam
9. Guam Visitors Bureau
10. Retirement Fund

Government of Guam  
Fiscal Year 2006  
Budget Digest

[BBMR BD-1]

Function: FISCAL AND ADMINISTRATIVE  
Agency: DEPARTMENT OF ADMINISTRATION  
Program: DIVISION OF ACCOUNTS

AS400 Account Code	Appropriation Classification	A	B	Governor's Request			F
		FY 2004 Expenditures & Encumbrances	FY 2005 Authorized Level	FY 2006 General Fund	FY 2006 Federal Fund(s)	FY 2006 Other Fund 1/	FY 2006 Total Req. (C+D+E)

**PERSONNEL SERVICES**

111	Regular Salaries/Increments	\$1,594,298	\$968,151	\$1,924,442	\$0	\$0	\$1,924,442
112	Overtime/Special Pay	0	0	0	0	0	0
113	Benefits	452,278	508,795	629,354	0	0	629,354
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$2,046,576</b>	<b>\$1,476,946</b>	<b>\$2,553,796</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,553,796</b>

**OPERATIONS**

220	TRAVEL- Off-Island/Local Mileage Reimburs.	\$0	\$0	\$0	\$0	\$0	\$0
230	CONTRACTUAL SERVICES:	0	0	0	0	0	0
233	OFFICE SPACE RENTAL:	0	0	0	0	0	0
240	SUPPLIES & MATERIALS:	0	0	0	0	0	0
250	EQUIPMENT:	0	0	0	0	0	0
270	WORKER'S COMPENSATION	0	0	0	0	0	0
290	MISCELLANEOUS	0	0	0	0	0	0
<b>TOTAL OPERATIONS</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**UTILITIES**

361	Power	\$0	\$0	\$0	\$0	\$0	\$0
362	Water/ Sewer	0	0	0	0	0	0
363	Telephone/ Toll	0	0	0	0	0	0
<b>TOTAL UTILITIES</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**INDIRECT COST**

701		\$0	\$0	\$0	\$0	\$0	\$0
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**CAPITAL OUTLAY**

450		\$0	\$0	\$0	\$0	\$0	\$0
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**TOTAL APPROPRIATIONS**

		<b>\$2,046,576</b>	<b>\$1,476,946</b>	<b>\$2,553,796</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,553,796</b>
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1/ Specify Fund Source

**FULL TIME EQUIVALENCIES (FTEs)**

UNCLASSIFIED	0.00	0.00	0.00	0.00	0.00	0.00
CLASSIFIED	49.00	47.00	55.00	0.00	0.00	55.00
<b>TOTAL FTEs</b>	<b>49.00</b>	<b>47.00</b>	<b>55.00</b>	<b>0.00</b>	<b>0.00</b>	<b>55.00</b>



Government of Guam  
Fiscal Year 2006  
Budget  
Agency Staffing Pattern

Functional Area: FISCAL AND ADMINISTRATIVE  
Agency: DEPARTMENT OF ADMINISTRATION  
Program: DIVISION OF ACCOUNTS  
Fund: GENERAL FUND

No	Position Number	Position Title	Series	Grade	Name of Beneficiary	Pay Rate	Payroll	Overtime	Benefit	Retirement	Social Security	Medical	Dental	Total	Total											
																(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
12	66013	GENERAL ACCOUNTING SUPERVISOR	0-05		Gaudencio A. Rozario	41,814	1,550			9,118	189	675	153	298	57,809											
13	66014	ACCOUNTANT II	L-01	Recruitment		26,520				5,519	189	385	446	37,158												
14	66016	ACCOUNTING TECHNICIAN III	J-09	Lonita S. Mesa		31,266				6,923		3,102	298	44,224												
15	66018	ACCOUNTING TECHNICIAN III	J-08	Julita A. Cruz	06/03/06	32,501	382			6,763		3,847	446	44,282												
16	66017	ACCOUNTING TECHNICIAN III	J-08	Cerfermo S. Marquez		32,119				6,884		3,847	149	40,340												
17	66020	ACCOUNTING TECHNICIAN III	J-13	Frauco C. Olson		38,155				7,809		3,847	446	51,174												
18	66070	ACCOUNTING TECHNICIAN III	J-06	Karina E. Trifkaj	12/09/05	29,825	956			6,468	189	3,102	298	41,257												
19	66058	ACCOUNTING TECHNICIAN III	J-06	Audis L.M. Asif	01/03/06	29,825	860			6,395	189	3,102	298	41,257												
20	66006	ACCOUNTING TECHNICIAN II	I-04	Nadine S. Quinlan	01/03/06	25,399	1,033			5,494	189	1,268	149	34,139												
21	66108	MANAGEMENT ANALYST III	M-11	Marie Elaine Avoua		44,524				9,265		3,102	298	57,888												
22	66075	ACCOUNTING TECHNICIAN II	I-10	Rosa T. Santos		32,083				6,676	189	3,947	446	43,960												
23	66028	ACCOUNTING TECHNICIAN III	J-13	Nada B. Cortez	07/26/06	38,155	334			8,010		1,269	149	48,728												
24	66081	CHIEF PAYROLL OFFICER	N-01	Recruitment		31,064				6,664	189	3,947	446	42,714												
25	66085	PAYROLL SUPERVISOR	M-01	Recruitment		28,678				5,968	189	3,947	446	39,797												
26	66086	PAYROLL TECHNICIAN	J-08	Gilbert D. Galang	07/08/06	32,406	287			6,744		3,102	298	43,862												
27	66023	PAYROLL TECHNICIAN	J-12	Marta M. Oguis	09/26/06	36,885	106			7,694		3,947	149	46,872												
28	66084	PAYROLL TECHNICIAN	J-08	Betty M. Triyana	01/08/06	32,119	860			6,623	189	3,947	446	45,053												
29	66088	PAYROLL TECHNICIAN	J-09	Elizabeth G. Sales		33,266				6,923		3,947	149	44,224												
30	66090	PAYROLL TECHNICIAN	J-09	Pamela S. Trifkaj		33,266				6,923		3,947	149	44,224												
31	66090	PAYROLL TECHNICIAN	J-09	Doris T. Flores	01/03/06	28,320	1,076			5,983	189	3,947	446	39,559												
32	66105	PAYROLL TECHNICIAN	J-02	Paz A. Mangano	02/07/06	24,376	956			5,272	189	3,947	446	32,831												
33	66051	PAYROLL TECHNICIAN	J-01	Recruitment		22,942				4,774	189	3,947	446	28,541												
34	66083	PAYROLL CHECKER	F-02	Cruzado N. Valdez	02/07/06	18,737	735			4,052	189	3,947	446	26,541												
														Program Sub Total	9,105	465,442	9,105	714,035	152,253	2,646	10,644	3,519	69,398	7,440	246,599	980,134

Agency Staffing Pattern

Government of Guam  
Fiscal Year 2006  
Budget  
Agency Staffing Pattern

Functional Area: FISCAL AND ADMINISTRATIVE  
Agency: DEPARTMENT OF ADMINISTRATION  
Program: DIVISION OF ACCOUNTS  
Fund: GENERAL FUND

No.	(A) Technician Number	(B) Position Title	(C) Name of Incumbent	(D) Grade/ Step	(E) Salary	(F) Vacancy	(G) Specialty	(H) Institution State	(I) Institution Federal	(J) Subarea (22-29-201)	(K) Requirement (1-10-118)	(L) Bank (001) (17-24-249)	(M) Benefits Social Security (6-36-7)	(N) Medicare (1-65-8-1)	(O) Life	(P) Miscellaneous (2-20-1)	(Q) Pensions (2-20-1)	(R) Total Benefits (2-20-1)	(S) Total (2-20-1)
35	66045	FISCAL ACCOUNTS PREPARATION CONTRACTS & TRAVEL EXPENSES ACCOUNTS PAYABLE BRANCH	Mariano C. Banketa, Jr.	O-09	49,026	-	-	0700106	332	49,026	10,202	-	-	711	153	3,947	446	15,459	64,485
36	66094	General Accounting Supervisor	Reynaldo P. Edroga	L-09	39,454	-	-	-	-	38,766	8,071	-	-	523	153	3,103	298	12,182	50,973
37	66038	Management Analyst II	Recruitment	L-01	26,520	-	-	-	-	26,520	5,519	189	-	383	153	3,947	446	10,636	37,158
38	66099	Accounting Technician III	Mark A. Ibarra	J-11	35,618	-	-	-	-	35,618	7,412	-	-	516	153	3,947	446	12,475	48,093
39	66035	GENERAL ACCOUNTS Billing and Collections Unit	Ann R. Cruz	J-13	38,155	-	-	-	-	38,155	7,940	-	-	553	153	3,102	149	10,164	48,319
40	66072	Accounting Technician III	Monika G. Pano	J-07	30,972	-	-	1072005	1,147	32,119	6,684	189	-	466	153	3,102	298	10,892	45,011
41	4200	Accounting Technician III (Transit GHC)	Monika L. Pano	J-12	34,865	-	-	0406006	645	37,510	7,806	-	-	544	153	3,102	298	11,943	49,413
42	66069	Specialized Unit Accounting Technician I	Jennifer B. Reyes	J-07	28,825	-	-	0103006	802	29,677	6,176	-	-	430	153	3,102	298	10,159	39,836
43	66039	Accounting Technician III	Anthony C. Talinggong	J-10	34,414	-	-	0103006	802	34,414	7,162	189	-	499	153	3,102	298	11,403	45,817
44	66036	Accounting Technician II	Hermana P. Perez	J-05	26,786	-	-	0103006	802	27,538	5,751	189	-	399	153	1,369	149	7,990	35,528
45	66036	ACCOUNTS PAYABLE Accounting Technician Supervisor	Joanne M.A. Flores	E-10	36,984	-	-	0103006	860	36,984	7,696	189	-	536	153	3,102	298	11,975	48,959
46	66037	Accounting Technician III	Gertrude A. Taino	J-05	28,678	-	-	-	-	29,538	6,147	189	-	428	153	3,102	298	10,317	39,855
47	66011	BANK RECONCILIATION Accounting Technician Supervisor	Antonette S. Cruz	E-12	39,618	-	-	0703006	947	39,665	8,317	-	-	579	153	1,369	149	10,567	50,532
48	66034	Accounting Technician II	Recruitment	J-01	21,389	-	-	-	-	21,389	4,451	189	-	310	153	3,947	446	9,496	30,885
Program Sub Total:											99,313	1,322	-	6,920	2,142	41,689	4,317	155,624	623,863

Government of Guam  
 Fiscal Year 2006  
 Budget  
 Agency Staffing Pattern

Functional Area: FISCAL AND ADMINISTRATIVE  
 Agency: DEPARTMENT OF ADMINISTRATION  
 Program: DIVISION OF ACCOUNTS  
 Fund: GENERAL FUND

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)	(R)	(S)
Pos.	Position Title	Name of Incumbent	Grade/Step	Salary	Overtime	Payrate	Accrual Date	EP Number	Months (B/F x 0.1)	Benefit (B/F x 0.1)	Retire (B/F x 0.1)	Basic Salary (B/F x 0.1)	Medical (B/F x 0.1)	Life	Yr. Incr. (Promotion)	Yr. Incr. (Step)	Total	TOTAL
49	General Accounting Supervisor	Peter Flores Agon	GS-13	56,231	-	-	01/03/06		56,231	11,702	-	815	153	153	3,102	298	16,070	72,201
50	Accountant I	Recruitment	GS-01	24,656	-	-	01/03/06		24,656	5,131	189	358	153	153	3,947	446	10,223	34,879
51	Accountant III	Michael D. Cabral	GS-02	33,056	-	-	01/03/06	1,455	34,467	7,172	189	500	153	153	1,369	149	9,531	43,993
52	Accountant I (Tier II, GHC)	Lucha T. Marquez	GS-01	36,984	-	-	01/03/06	1,233	38,217	7,696	189	536	153	153	1,369	149	10,093	47,077
53	Management Analyst I	Presly N. Anduya	GS-06	32,053	-	-	07/01/06	308	33,296	6,991	-	483	153	153	3,102	298	10,962	44,248
54	Management Analyst I	Roberta J. Reyes	GS-07	33,286	-	-	07/01/06	308	34,529	6,991	-	483	153	153	3,102	298	11,031	44,525
55	Payroll Technician	Maria A. Santos	GS-11	35,618	-	-	07/01/06	308	36,861	7,412	189	516	153	153	3,102	298	11,671	47,289
PROGRAM TOTAL:																		
				\$ 251,834	\$ -	\$ -	\$ 116,771	\$ 2,997	\$ 254,831	\$ 43,000	\$ 756	\$ 3,695	\$ 1,071	\$ 19,093	\$ 1,936	\$ 79,581	\$ 334,412	
				\$ 1,903,210	\$ -	\$ -	\$ 969,317	\$ 21,232	\$ 1,924,462	\$ 400,876	\$ 5,630	\$ -	\$ 27,904	\$ 8,415	\$ 165,826	\$ 21,062	\$ 699,354	\$ 2,553,796

