

Dominic Terlaje
Education Suruhanu

Office of the Adequate Education Suruhanu
126 Ricardo J. Bordallo Governor's Complex, Adelup
P.O. Box 2950 Hagatna, Guam 96932

Telephone: (671) 475-9130 · Fax: (671) 477-4826
Email: educationsuruhanu@guam.gov
Web Address: www.guamlegislature.com



November 13, 2009

MEMORANDUM

To: Nerissa Bretania Underwood, Ph.D.
Superintendent of Education

From: Education Suruhanu

Subject: Transfer of Property

2009 NOV 19 PM 12:32
MM

In a memorandum dated December 9, 2008 I submitted to your office a Transfer of Property form requesting that your office approve and execute the transfer of the property listed on the forms. In addition, Mr. Fred Nishihira is also aware of such request. Please be advised that the items purchased for the OES are the property of the OES.

I requested the transfer of property from GPSS to the OES on the basis that Public Law 29-41 appropriated funding to GPSS specifically for the Office of the Education Suruhanu (the OES). As such, the OES used a portion of that funding to purchase offices supplies, equipment, and a motor vehicle for the operation of the OES. Because the OES did not have a property or inventory division in order to inventory and tag the OES equipment and motor vehicle, GPSS assisted the OES in those efforts.

Please be advised that as of October 1, 2009, GPSS is no longer responsible for assisting the OES in financial affairs, business affairs, or in managing the OES property. Instead the OES, with assistance from the Department of Administration (DOA), will be responsible for such matters. In addition, the OES is in the process of establishing procedures necessary to operate effectively in order to make this transition easier. Therefore, I respectfully request that your office expedite and execute the previously submitted request for transfer of property.

Your cooperation to this matter is greatly appreciated. If you have any questions, please feel free to contact my office.

Respectfully,

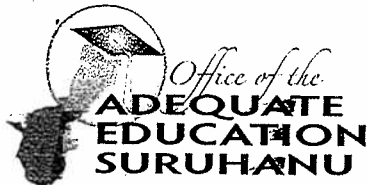
Dominic Terlaje

Attachments

cc: Speaker, 30th Guam Legislature
Senator ben pangelinan

1372

Handwritten notes and stamps: "Office of the Speaker", "10-17-09", "11/17/09", and "30-09-1371".



Dominic S. Terlaje
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December 9, 2008

Memorandum

TO: Superintendent of Education

Cc: Fred Nishihira, GPSS Legal Counsel

FROM: Education Suruhanu 

SUBJECT: Property Transfer

Dear Superintendent:

Public Law 29-41 appropriated \$150,000 to GPSS for the Office of the Adequate Education Suruhanu for FY2008. Such funding was used to cover the Education Suruhanu's salary and to purchase office supplies, office equipment, and a motor vehicle for the Office of the Education Suruhanu.

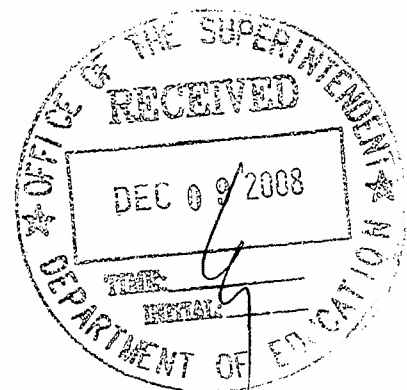
Please be advised that GPSS Property Control recently completed tagging our office property with GPSS tags and as a result, I am submitting a Transfer of Property form requesting that your office approve and execute the transfer of the property listed on the forms attached to this memorandum.

If you have any questions, please feel free to contact my office.

Best wishes.
Dominic S. Terlaje

Attachments: Transfer of Property Forms

F I I E



**GOVERNMENT OF GUAM
 DEPARTMENT OF ADMINISTRATION
 FINANCIAL MANAGEMENT SYSTEM**

Subject Title: **TRANSFER OF PROPERTY**

Report No: _____
 Date: 12/09/08
 Purchase Order No. _____
 Requisition No. _____
 Job Order No. _____


SIGNATURE OF AUTHORITY FOR TRANSFER:

From: Guam Public School System
Department
Superintendent
Division
 AT _____

To: Office of the Adequate Education Suruhanu
Department
Education Suruhanu
Division
 AT _____

Item No.	Property No.	Description of Property	Serial No.	Qty	Condition Code	Total Value
1	13816	Typewriter ML300	E8K588004	1	excellent	249.00
2	13920	Filing Cabinet 4 (drawer)		1	excellent	199.00
3	13918	Filing Cabinet 4 (drawer)		1	excellent	199.00
4	13919	Filing Cabinet 2 (drawer)		1	excellent	145.00
5	13917	Filing Cabinet 2 (drawer)		1	excellent	145.00
6	13923	Chair guest w/arms		1	excellent	59.00
7	13934	Chair guest w/arms		1	excellent	59.00
8	13935	Chair guest w/arms		1	excellent	59.00

Remarks:

Transferrer		Transferee	
Print Name:	Nerissa Bretania-Shafer, PH.D.	Print Name:	Dominic S. Terlaje
Signature:		Signature:	
Official Title:	Superintendent of Education	Official Title:	Education Suruhanu

**GOVERNMENT OF GUAM
 DEPARTMENT OF ADMINISTRATION
 FINANCIAL MANAGEMENT SYSTEM**

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From: Guam Public School System
Department
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Division

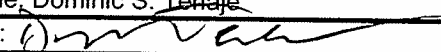
To: Office of the Adequate Education Suruhanu
Department
Education Suruhanu
Division

AT _____

AT _____

Item No.	Property No.	Description of Property	Serial No.	Qty	Condition Code	Total Value
9	13921	Chair Med. Back/Black Mesh	691508	1	excellent	229.00
10	19333	Chair Exec. high back w/ arms	691513	1	excellent	239.00
11	13927	Desk L Shape w/ drawer	691516	1	excellent	430.00
12	13922	Desk L Shape w/ drawer	691509	1	excellent	430.00
13	13932	HP Laptop 851P	CNU8281G0Z	1	excellent	2,198.00
		Monitor, Keyboard, and UPS battery back up		3	excellent	1,957.00
14	13940	Desk Top CPU Dual Core	691501		excellent	
15	13928	Desk Top CPU Dual Core	691515		excellent	

Remarks:

Transferrer		Transferee	
Print Name:	Nerissa Bretania-Shafer, PH.D.	Print Name:	Dominic S. Terlaje
Signature:		Signature:	
Official Title:	Superintendent of Education	Official Title:	Education Suruhanu

**GOVERNMENT OF GUAM
 DEPARTMENT OF ADMINISTRATION
 FINANCIAL MANAGEMENT SYSTEM**

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SIGNATURE OF AUTHORITY FOR TRANSFER:

From: Guam Public School System
Department
Superintendent
Division

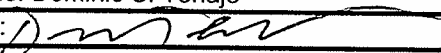
To: Office of the Adequate Education Suruhanu
Department
Education Suruhanu
Division

AT _____

AT _____

Item No.	Property No.	Description of Property	Serial No.	Qty	Condition Code	Total Value
16	13916	Desk Top CPU Dual Core	691607		excellent	
17	13926	Keyboard logitech w mouse	691500		excellent	
18	13930	Keyboard logitech w mouse	691514		excellent	
19	13912	Keyboard logitech w mouse	691608		excellent	
20	13925	Monitor 22"	709NDEZ8Y124		excellent	
21	13913	Monitor 22"	708NDTC5W161		excellent	
22	13929	Monitor 22"	708NDSK3W070		excellent	
23	13915	Maruson UPS battery back up	EL418400260		excellent	

Remarks:

Transferrer		Transferee	
Print Name:	Nerissa Bretania-Shafer, PH.D.	Print Name:	Dominic S. Terlaje
Signature:		Signature:	
Official Title:	Superintendent of Education	Official Title:	Education Suruhanu

**GOVERNMENT OF GUAM
 DEPARTMENT OF ADMINISTRATION
 FINANCIAL MANAGEMENT SYSTEM**

Subject Title: **TRANSFER OF PROPERTY**

Report No: _____
 Date: 12/09/08
 Purchase Order No. _____
 Requisition No. _____
 Job Order No. _____

SIGNATURE OF AUTHORITY FOR TRANSFER:

From: Guam Public School System
Department
Superintendent
Division


To: Office of the Adequate Education Suruhanu
Department
Education Suruhanu
Division

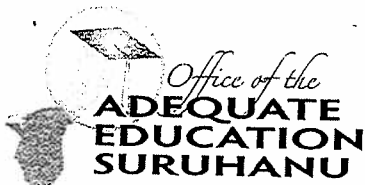
AT _____

AT _____

Item No.	Property No.	Description of Property	Serial No.	Qty	Condition Code	Total Value
24	13924	Maruson UPS battery back up	EL418400321		excellent	
25	13931	Maruson UPS battery back up	EL418400260		excellent	
26	111022	Xerox 6180 MFP	GMX155902	1	excellent	1,352.00
27	18039	Fellows Shredder	SB-97CS	1	excellent	379.00
28	111021	2008 Mazda Protégé 3 Official Vehicle	Vin: JM1BK12FX81159222		excellent	14,593.00
Grand total:						26835.00

Remarks:

Transferrer		Transferee	
Print Name:	Nerissa Bretania-Shafer, PH.D. ✓	Print Name:	Dominic S. Terlaje
Signature:		Signature:	
Official Title:	Superintendent of Education	Official Title:	Education Suruhanu



Dominic Terlaje
Education Suruhanu

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Web Address: www.guamlegislature.com



FILE

October 20, 2009


MEMORANDUM

TO: Superintendent of Education
VIA: Payroll Division, GDOE
FROM: Education Suruhanu
SUBJECT: Funding Appropriations

Please be advised that according to Chapter II, Part II of Public Law 30-55, the FY 2010 budget law appropriated amounts from the general fund to the Office of the Education Suruhanu for its operations. Please see attachment.

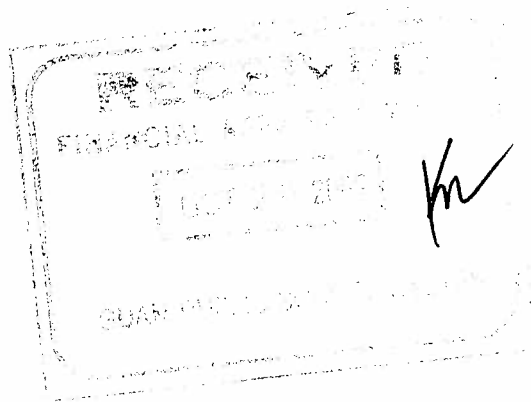
If you have any questions, please feel free to contact my office.

Thank you.


Dominic Terlaje

cc: Business Office, GDOE

Attachment



GUAM DEPARTMENT OF EDUCATION
Office of the Superintendent

Rec'd by: Man
Date/Time: 10/20/09

Received
OCT 20 2009
GAS PAYROLL

P.C. 30-11

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CHAPTER II

PART II – OFFICE OF THE EDUCATION SURUHANU

Section 1. **Appropriation.** The amounts below are appropriated from the General Fund to the Office of the Education *Suruhanu* for its operations in Fiscal Year 2010. This appropriation *shall* be expended in accordance with object class allocations outlined below.

SUMMARY OF BASE OPERATIONAL APPROPRIATION

APP CLASS	OBJ. CLASS	GENERAL FUND	SPECIAL FUND(S)	TOTAL AMOUNT
REG SAL	111 Total	\$102,942	\$0	\$102,942
OT/SP	112 Total	\$0	\$0	\$0
BENEFITS	113 Total	\$28,792	\$0	\$28,792
TRAV./MILE.	220 Total	\$8,000	\$0	\$8,000
CONT. SERV.	230 Total	\$3,900	\$0	\$3,900
OFF. RENTAL	233 Total	\$24,000	\$0	\$24,000
SUP. & MAT.	240 Total	\$5,600	\$0	\$5,600
EQUIP.	250 Total	\$1,300	\$0	\$1,300
WRK. COMP	270 Total	\$0	\$0	\$0
DRUG TEST	271 Total	\$80	\$0	\$80
SUBGRANT	280 Total	\$0	\$0	\$0
MISC.	290 Total	\$0	\$0	\$0
POWER	361 Total	\$0	\$0	\$0
WAT./SEWER	362 Total	\$0	\$0	\$0
PHONE/TOLL	363 Total	\$1,500	\$0	\$1,500
CAP. OTLY.	450 Total	\$0	\$0	\$0
GR. TOTAL		\$176,114	\$0	\$176,114

SUMMARY OF BASE OPERATIONAL APPROPRIATION FUNDING SOURCE



**DEPARTMENT OF EDUCATION
OFFICE OF THE SUPERINTENDENT**

P.O. Box DE
Hagåtña, Guam 96932
Telephone: (671) 300-1547/300-1536
Fax: (671) 472-5003
Email: nbunderwood@gdoe.net



Nerissa Bretania Underwood, Ph.D.
Superintendent of Education

October 27, 2009

MEMORANDUM

To: Education Suruhanu
From: Superintendent of Education
Subject: Funding Appropriation

09-10-31
RECEIVED
OCT 29 2009
Honorable Education
Suruhanu/Office

In reference to your memorandum of October 20, 2009, it is my understanding that the Department of Administration will be handling your accounts. Let me know if there is anything we can do to assist with the transition.


NERISSA BRETANIA UNDERWOOD, Ph.D.

