



OFFICE OF THE SUPERINTENDENT
DEPARTMENT OF EDUCATION

P.O. Box DE
Hagåtña, Guam 96932
Telephone: (671) 475-0457
Fax: (671) 472-5003



Nerissa Bretania Underwood, Ph.D.
Superintendent of Education

December 31, 2009

MEMORANDUM

To: Office of the Governor of Guam
Speaker, 30th Guam Legislature

From: Superintendent of Education

Subject: Transmittal of DE-1(s) (GG-1 or Contract of Employees)
Ref: Public Law 30-55, Section 6(a)

30-10-0026
Office of the Speaker
11:40
1/6/10

Buenas! I am transmitting the following DE-1(s) pursuant to Public Law 30-55, Section 6(b) which states, "Starting thirty (30) days after the start of the Fiscal Year 2010 and monthly thereafter, the Superintendent shall provide a copy of the GG-1 or Contract of each employee hired to fill any vacancy or new position."

Should you have any questions regarding these documents, please contact my office.

Senseramente,

Nerissa Bretania Underwood
MERISSA BRETANIA UNDERWOOD, Ph.D.

Attachments *an*

Clerk of the Legislature

ACKNOWLEDGEMENT RECEIPT
Received by: Nieves
Time: 10:14 A.M.
Date: 1/7/10



**GUAM DEPARTMENT OF EDUCATION
REQUEST FOR PERSONNEL ACTION**

DE -1 Rev. 05-12-06

1. Name (First, Middle, Last) KRISTIN A. ROMERO	2. D.O.B 06/01/71	3. E.I.N. 690009193	4. Date Requested 12/28/2009
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5. Nature of Action (Use Standard Terminology) PROMOTION FULL-TIME EMPLOYEE	6. Legal Authority: Public Law 26-26	7. Effective Date 12/18/2009 ASAP <i>JM</i>
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FROM	DESCRIPTION	TO
ACCOUNTING TECHNICIAN III (02322) PAY GRADE J-12, \$36,865.00 P/A GUAM DEPARTMENT OF EDUCATION FINANCIAL AFFAIRS (2200) 11.10.22.00.25.0111.0000	8. Position Title 9. PG Step, Salary 10. Department 11. Division 12. Section 13. Allotment No.	BUDGET ANALYST (02005) PAY GRADE L-10, \$39,780.00 P/A GUAM DEPARTMENT OF EDUCATION FINANCIAL AFFAIRS (2200) 11.10.22.00.25.0111.0000

14. REMARKS:
LOCALLY FUNDED
PERMANENT POSITION
VICE: WESLING, GERALDINE

Certified By: *Antoinette Muña Santos* Date: 12/29/09

Certified Funds Available: Amount: \$39,780.00 P/A

15. Requested By: (Signature and Title) <i>Antoinette Muña Santos</i> ANTONETTE MUÑA SANTOS, Assistant Administrator Personnel Services Division	16. For additional information call (Name and Tel. No.) <i>Iris M. Cruz</i> IRIS M. CRUZ, PS NON- TEACHING RECRUITMENT
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17. Approved By: <i>Nerissa Bretania Underwood</i> NERISSA BRETANIA UNDERWOOD, Ph.D. Superintendent of Education DATE: <u>12/29/09</u>	18. Approved By: (Releasing Dept. Head for Transfers Only) DATE: _____
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19. CLEARANCES – ITEMS BELOW TO BE COMPLETED BY OFFICES CONCERNED

TO	ACTION	BY	DATE	BUDGET SECTION	MANAGEMENT SECTION
CLASSIFICATION					
EMPLOYMENT					
RETIREMENT					
RECORDS					

DEC 29 2009

Lmm/IRIS/ABC



GUAM DEPARTMENT OF EDUCATION REQUEST FOR PERSONNEL ACTION

DE-1 Rev. 05-12-06

1. Name (First, Middle, last) To Be Recruited:	2. D.O.B.	3. EIN	4. Date Requested 10/19/2009
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5. Nature of Action (Use Standard Terminology) PROBATIONAL APPOINTMENT FULL-TIME EMPLOYEE	6. Legal Authority: PUBLIC LAW 26-26	7. Effective Date ASAP
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FROM	DESCRIPTION	TO
	8. Position Title TEACHER IV (03423)	
	9. Pay Grade, Step and Salary PAY GRADE LT-04, \$37,364.00 P/A	
	10. Department GUAM DEPARTMENT OF EDUCATION	
	11. Division ELEMENTARY	
	12. Section MARCIAL SABLAN ELEM. SCHOOL (3002)	
	13. Allotment No. 11.10.30.02.10.01 11.0000	

14. Remarks:

LOCAL FUNDED

VICE: JOHNSTON, RAMONA (KINDERGARTEN IN LIEU OF ESL) SPECIAL CONTRACT WHO RESIGNED EFFECTIVE: 9/25/2009.

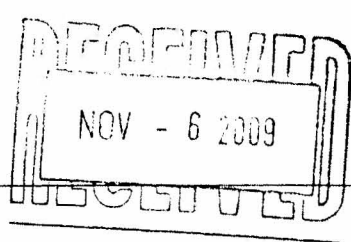
Certified by: Date: 10/19/09

Certified Funds Available: Amount: \$37,364.00 P/A

15. Requested By: (Signature and Title) ANTONETTE MUNA SANTOS, Assistant Personnel Services Administrator	16. For additional information call (Name and Tel. No.) DORIS FERRAN FAISAO, PS III, Teacher Recruitment Section
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17. Approved By: (Signature and Title) NERISSA BRETANIA UNDERWOOD, Ph.D Superintendent of Education Date: 10/19/09	18. Approved By: (Releasing Dept. Head for Transfers Only) Date:
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19. CLEARANCES- ITEMS BELOW TO BE COMPLETED BY OFFICES CONCERNED						
TO	ACTION	BY	DATE	BUDGET SECTION	MANAGEMENT SECTION	
Classification						
Employment						
Retirement						
Records						





**GUAM DEPARTMENT OF EDUCATION
REQUEST FOR PERSONNEL ACTION**

DE -1 Rev. 05-12-06

1. Name (First, Middle, Last) CIRCO, TORI L.	2. D.O.B 7/23/1968	3. Employee ID No. 690001578	4. Date Requested 11/12/2009
5. Nature of Action (Use Standard Terminology) RE EMPLOYMENT FULL-TIME EMPLOYEE		6. Legal Authority: Public Law 26-26	7. Effective Date A S A P

FROM	DESCRIPTION	TO
	8. Position Title	TEACHER III (03422)
	9. PG Step & Salary	PAY GRADE L-5, \$37,791.00 P/A
	10. Department	GUAM DEPARTMENT OF EDUCATION
	11. Division	SECONDARY
	12. Section	OKKODO HIGH (4048)
	13. Allotment No:	11.10.40.48.10.0111.0000

14. REMARKS:


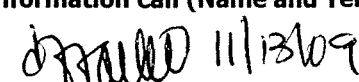
LOCALLY FUNDED


VICE: TAITANO, LOLITA

SUBJECT EMPLOYEE IS ENTITLED FOR REINSTATEMENT OF ALL SICK LEAVE ACCUMULATED AND NOT USED AS OF LAST SEPARATION, PURSUANT TO 4GCA, SECTION 4108.

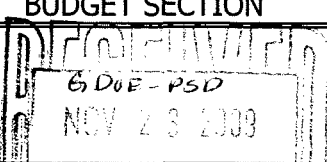

 Reviewed By: KRISTIN A. ROMERO Date: 11/18/09

Certified Funds Available: Amount: \$37,791.00 P/A

15. Requested By: (Signature and Title)  ANTONETTE MUÑA SANTOS, Assistant Administrator Personnel Services Division	16. For additional information call (Name and Tel. No.)  DORIS H. FAISAO, Teaching Recruitment Section
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17. Approved By:  NERISSA BRETANIA UNDERWOOD, Ph.D. Superintendent of Education DATE: <u>11/23/09</u>	18. Approved By: (Releasing Dept. Head for Transfers Only) DATE: _____
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19. CLEARANCES – ITEMS BELOW TO BE COMPLETED BY OFFICES CONCERNED

TO	ACTION	BY	DATE	BUDGET SECTION	MANAGEMENT SECTION
CLASSIFICATION					
EMPLOYMENT					
RETIREMENT					
RECORDS					

sac/dmer/ABC



**GUAM DEPARTMENT OF EDUCATION
REQUEST FOR PERSONNEL ACTION**

OCT 26 2009
RECEIVED

DE -1 Rev. 05-12-06

1. Name (First, Middle, Last) TO BE RECRUITED	2. D.O.B	3. Employee ID No.	4. Date Requested 10-15-2009
5. Nature of Action (Use Standard Terminology) PROBATIONAL APPOINTMENT FULL-TIME EMPLOYEE		6. Legal Authority: Public Law 26-26	7. Effective Date A S A P

FROM	DESCRIPTION	TO
	8. Position Title 9. PG Step & Salary 10. Department 11. Division 12. Section 13. Allotment No.	COMMUNITY PROGRAM AIDE II (03006) PAY GRADE E-1, \$16,656.00 P/A GUAM DEPARTMENT OF EDUCATION HEAD START PROGRAM (3100) 21.09.31.00.20.0111.3201

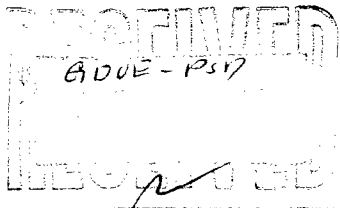
14. REMARKS:

PERMANENT POSITION

FEDERALLY FUNDED

CONTINUATION OF EMPLOYMENT IS SUBJECT TO AVAILABILITY OF FUNDS.

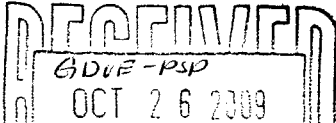
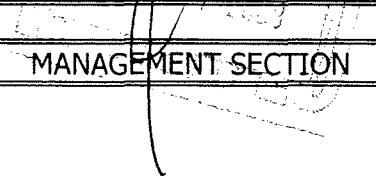
VICE: TYQUIENGCO, Victoria S.N., Effective 10-07-2009


 Reviewed By: *G. Wesley* **GERALDINE O. WESLEY** Date: *10/22/09*
 Certified Funds Available: Amount: **\$16,656.00 P/A**

15. Requested By: (Signature and Title) <i>Antonette Muña Santos</i> ANTONETTE MUÑA SANTOS, Assistant Administrator Personnel Services Division	16. For additional information call (Name and Tel. No.) <i>Irish Cruz</i> IRIS M. CRUZ, PS Non-Teaching Recruitment Section
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17. Approved By: <i>Nerissa Bretania Underwood</i> NERISSA BRETANIA UNDERWOOD, Ph.D. Superintendent of Education DATE: <i>26 OCT 2009</i>	18. Approved By: (Releasing Dept. Head for Transfers Only) DATE: _____
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19. CLEARANCES - ITEMS BELOW TO BE COMPLETED BY OFFICES CONCERNED

TO	ACTION	BY	DATE	BUDGET SECTION	MANAGEMENT SECTION
CLASSIFICATION					
EMPLOYMENT					
RETIREMENT					
RECORDS					

iris/ABC/AMS



**GUAM DEPARTMENT OF EDUCATION
REQUEST FOR PERSONNEL ACTION**

DE -1 Rev. 05-12-06

1. Name (First, Middle, Last) FAITH LEON GUERRERO	2. D.O.B 04/24/70	3. Social Security No. 690007928	4. Date Requested 11/17/2009
5. Nature of Action (Use Standard Terminology) PROMOTION FULL-TIME EMPLOYEE		6. Legal Authority: Public Law 26-26	7. Effective Date 12/01/2009 **ASAP**

FROM	DESCRIPTION	TO
COMMUNITY PROGRAM AIDE I (03005) PAY GRADE D-9, \$22968.00 P/A GUAM DEPARTMENT OF EDUCATION HEAD START PROGRAM (3100) 21.09.31.00.22.0111.3201	8. Position Title 9. PG Step, Salary 10. Department 11. Division 12. Section 13. Allotment No.	COMMUNITY PROGRAM AIDE II (03006) PAY GRADE E-10, \$24,984.00 P/A GUAM DEPARTMENT OF EDUCATION HEAD START PRGRAM (3100) 21.09.31.00.22.0111.3201

14. REMARKS:
"CONTINUATION OF EMPLOYMENT IS SUBJECT TO AVAILABILITY OF FUNDS."
VICE: TYQUIENGCO, VICTORIA WHO WAS PROMOTED EFFECITVE 10/07/2009.

Certified By: HELEN LEGASPI Date: 11/24/09
 Certified Funds Available: Amount: \$24,984.00 P/A

15. Requested By: (Signature and Title) ANTONETTE MUÑA SANTOS, Assistant Administrator-Personnel Services Division	16. For additional information call (Name and Tel. No.) IRIS M. CRUZ, PS Non-Teaching Section
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17. Approved By: NERISSA BRETANIA UNDERWOOD, Ph.D. Superintendent of Education DATE: <u>25 NOV 2009</u>	18. Approved By: (Releasing Dept. Head for Transfers Only) DATE:
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19. CLEARANCES - ITEMS BELOW TO BE COMPLETED BY OFFICES CONCERNED

TO	ACTION	BY	DATE	BUDGET SECTION	MANAGEMENT SECTION
CLASSIFICATION					
EMPLOYMENT					
RETIREMENT					
RECORDS					

RECEIVED
NOV 27 2009

Lmm/DLG,ABC

9/11/2009



GUAM DEPARTMENT OF EDUCATION REQUEST FOR PERSONNEL ACTION

DE -1 Rev. 05-12-06

1. Name (First, Middle, Last) TO BE RECRUITED	2. D.O.B	3. E.I.N.	4. Date Requested 10/05/2009
5. Nature of Action (Use Standard Terminology) PROBATIONAL APPOINTMENT FULL-TIME EMPLOYEE		6. Legal Authority: Public Law 26-26	7. Effective Date ASAP

FROM	DESCRIPTION	TO
	8. Position Title 9. PG Step, Salary 10. Department 11. Division 12. Section 13. Allotment No.	COMMUNITY PROGRAM AIDE II (03006) PAY GRADE E-1, \$16,656.00 P/A GUAM DEPARTMENT OF EDUCATION HEAD START PROGRAM (3100) 21.09.31.00.20.0111.3201

14. REMARKS:

PERMANENT POSITION
 FEDERALLY FUNDED
 CONTINUATION OF EMPLOYMENT IS SUBJECT TO AVAILABILITY OF FUNDS
 VICE: PINAULA, MARY ANN, EFFECTIVE 9-15-09.

Certified By: GERALDINE O. WESLEY Date: 10/12/09
 Certified Funds Available: Amount: \$16,656.00 P/A

15. Requested By: (Signature and Title) ANTONETTE MUÑA SANTOS, Assistant Assistant Administrator-Personnel Services Division	16. For additional information call (Name and Tel. No.) IRIS M. CRUZ, PS Non-Teaching Recruitment
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17. Approved By: NERISSA BRETANIA UNDERWOOD, Ph.D. Superintendent of Education DATE: <u>14 OCT 2009</u>	18. Approved By: (Releasing Dept. Head for Transfers Only) DATE: _____ <div style="border: 1px solid black; padding: 5px; display: inline-block; transform: rotate(-5deg);"> RECEIVED NOV 27 2009 </div>
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19. CLEARANCES - ITEMS BELOW TO BE COMPLETED BY OFFICES CONCERNED

TO	ACTION	BY	DATE	BUDGET SECTION	MANAGEMENT SECTION
CLASSIFICATION					
EMPLOYMENT					
RETIREMENT					
RECORDS					

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 OCT 14 2009

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**GUAM DEPARTMENT OF EDUCATION
REQUEST FOR PERSONNEL ACTION**



DE -1 Rev. 05-12-06

1. Name (First, Middle, Last) LOURDES MENDIOLA	2. D.O.B 08/16/56	3. Social Security No. 690005076	4. Date Requested 11/17/2009
5. Nature of Action (Use Standard Terminology) PROMOTION FULL-TIME EMPLOYEE		6. Legal Authority: Public Law 26-26	7. Effective Date 12/01/2009 ASA

FROM	DESCRIPTION	TO
COMMUNITY PROGRAM AIDE I (03005) PAY GRADE D-9, \$22968.00 P/A GUAM DEPARTMENT OF EDUCATION HEAD START PROGRAM (3100) 21.09.31.00.22.0111.3201	8. Position Title 9. PG Step, Salary 10. Department 11. Division 12. Section 13. Allotment No.	COMMUNITY PROGRAM AIDE II (03006) PAY GRADE E-10, \$24,984.00 P/A GUAM DEPARTMENT OF EDUCATION HEAD START PRGRAM (3100) 21.09.31.00.22.0111.3201

14. REMARKS:

"CONTINUATION OF EMPLOYMENT IS SUBJECT TO AVAILABILITY OF FUNDS."

VICE: PINAULA, MARY ANN WHO RETIRED EFFECTIVE 09/15/2009.

Certified By: *Helegaspi* **HELEN UEGASPI** Date: 11/24/09

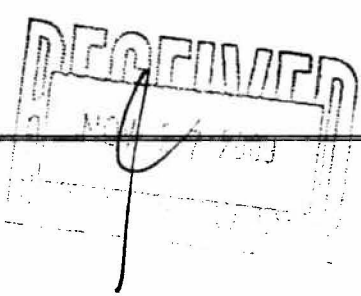
Certified Funds Available: Amount: \$24,984.00 P/A

15. Requested By: (Signature and Title) <i>Antonette Muña Santos</i> ANTONETTE MUÑA SANTOS, Assistant Administrator-Personnel Services Division	16. For additional information call (Name and Tel. No.) <i>Irish M. Cruz</i> IRIS M. CRUZ, PS Non-Teaching Section
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17. Approved By: <i>Nerissa Bretania Underwood</i> NERISSA BRETANIA UNDERWOOD, Ph.D. Superintendent of Education DATE: <u>12.5.2009</u>	18. Approved By: (Releasing Dept. Head for Transfers Only) DATE: _____
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19. CLEARANCES – ITEMS BELOW TO BE COMPLETED BY OFFICES CONCERNED

TO	ACTION	BY	DATE	BUDGET SECTION	MANAGEMENT SECTION
CLASSIFICATION					
EMPLOYMENT					
RETIREMENT					
RECORDS					



Lmm/DLG.ABC
9/16/09
llm *HL*

LOCAL FULL TIME RECRUITMENT

NATURE OF ACTION	SCHOOL/DIVISION	POSITION TITLE	EMPLOYEE NAME	HIRED DATE	FUND	PG/STEP	SALARY
Promotion	Financial Affairs	Budget Analyst	Romero, Kristin	12/18/2009	L	L-10	\$39,780
Probational Appointment	Marcial Sablan Elem.	Teacher III	Perez, Rebecca	12/3/2009	L	L-4	\$35,902
Reemployment	Okkodo High School	Teacher III	Circo, Tori L.	12/15/2009	L	L-5	\$37,791

FEDERAL FULL TIME RECRUITMENT

NATURE OF ACTION	SCHOOL/DIVISION	POSITION TITLE	EMPLOYEE NAME	HIRED DATE	FUND	PG/STEP	SALARY
Promotion	Head Start	Community Program Aide II	Mendiola, Lourdes	12/1/2009	F	E-10	\$24,984
Promotion	Head Start	Community Program Aide II	Leon Guerrero, Faith	12/1/2009	F	E-10	\$24,984