

EDDIE BAZA CALVO
Governor

RAY TENORIO
Lieutenant Governor

Office of the Governor of Guam

FEB 29 2016

Honorable Judith T. Won Pat, Ed.D.
Speaker
I Mina'trentai Tres Na Liheslaturan Guåhan
155 Hesler Street
Hagåtña, Guam 96910

3376-1400
Office of the Speaker
Judith T. Won Pat, Ed.D

Date: 2/29/16
Time: 9:30am
Received By: AB

RE: Director Appointment

Dear Madame Speaker:

By virtue of the authority vested in me pursuant to the Organic Act of Guam and the local laws applicable to the following position, I am pleased to transmit the following appointment and supporting documents for:

- APPOINTEE: Christine W. Baleto
- POSITION: Director, Department of Administration
- TERM LENGTH: **To serve at the pleasure of the Governor**

The appointment is subject to the consent of *I Liheslaturan Guåhan*. Please schedule a hearing at your earliest convenience.

Senseramente,

EDDIE BAZA CALVO

2016 FEB 29 11 09:55

1400

P.O. Box 2950 • Hagatna, Guam 96932

Tel: (671) 472-8931 • Fax: (671) 477-4826 • governor.guam.gov • calendar.guam.gov



EDDIE BAZA CALVO
Governor

RAY TENORIO
Lieutenant Governor

Office of the Governor of Guam

FEB 20 2016

Ms. Christine Baleto
[REDACTED]

Re: Appointment as Director, Department of Administration

Dear Ms. Baleto:

Thank you for your commitment to serve the people of Guam. The Calvo-Tenorio administration continues to face unprecedented challenges, both near and long-term. The task ahead of us will require the collective efforts of the best minds who have the courage to make tough decisions for the good of all our people. Pursuant to my authority under the Organic Act of Guam, I hereby appoint you to serve in the Calvo-Tenorio administration as:

Director, Department of Administration

This appointment is subject to the consent of *I Liheslaturan Guåhan*. Pending the consent of, and confirmation of this appointment by *I Liheslaturan Guåhan*, you are hereby appointed to serve as Director of the Department of Administration in an acting capacity.

This appointment is effective Monday, February 29, 2016. If you have any questions, please contact the Office of the Governor at 472-8931.


Senseramente,





EDDIE BAZA CALVO


P.O. Box 2950 • Hagatna, Guam 96932

Tel: (671) 472-8931 • Fax: (671) 477-4826 • governor.guam.gov • calendar.guam.gov

 Eddie Baza Calvo

 @eddiebazacalvo

 @governorcalvo

 governorofguam



**OFFICE OF THE GOVERNOR
GUAM**

Agency Director/General Manager Nomination Information

The following information is required for submission to the Speaker of *I Liheslaturan Guahan* in accordance with Title 4, Guam Code Annotated Section 2103:

NOMINEE INFORMATION							
Last Name	BALETO	First	CHRISTINE ANN	M.I.	W.	Date	2/19/2016
Address	[REDACTED]						
City							
Phone							
Position to which Appointment is Made	Director, Department of Administration						
Are you a citizen of the United States?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>		

EDUCATION								
High School	Oceanview High School			City/State	Agat, Guam			
From		To	1987	Did you graduate?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	Degree	High School Diploma
College	Chaminade University			City/State	Honolulu, Hawaii			
From		To	1991	Did you graduate?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	Degree	Bachelor of Science

EDUCATION

Graduate School	University of Guam			City/State	Mangilao, Guam		
From	To	2003	Did you graduate?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	Degree	Masters in Business Administration
Other Degree				City/State			
From	To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree	

EMPLOYMENT HISTORY

(1) Present Employer	Please see attached		Position	
Address			Dates Held	
(2) Previous Employer			Position	
Address			Dates Held	
(3) Previous Employer			Position	
Address			Dates Held	
(4) Previous Employer			Position	
Address			Dates Held	
(5) Previous Employer			Position	
Address			Dates Held	

PRIOR GOVERNMENT OF GUAM SERVICE

Agency	Port Authority of Guam		Phone	477-5931
Address	Piti, Guam			
Job Title	Board Member/Vice-Chairperson	From:	2012	To 2014

PRIOR GOVERNMENT OF GUAM SERVICE

Agency	Department of Youth Affairs	Phone	735-5010
Address	Mangilao, Guam		
Job Title	Chairperson, State Advisory Group	From:	1998 To 2003

PRIOR GOVERNMENT SERVICE (EXCLUDING GOVERNMENT OF GUAM)

Agency		Phone	
Address			
Job Title		From:	To
Agency		Phone	
Address			
Job Title		From:	To

TRAINING

Institute/Seminars/On-the-Job Training:	Date
Managing Federal Grants and Cooperative Agreements	1996
Uniform Administrative Requirements: OMB Circulars A-102/A-110	1997
Cost Principles: OMB Circulars A-21, A-122, and FAR 31.2	1997
Grantsmanship Training	1996
Organizational Development	1994

AWARDS

List all educational, professional, civic awards, and recognition for public service:
Please see attached Resume

PROFESSIONAL INVOLVEMENT

List involvement on a local/national/international level, list organization, activities participated in, offices held:

Please see attached Resume

COMMUNITY / CIVIC INVOLVEMENT

List organizations, activities, participated in, offices held

Please see attached Resume

PUBLICATIONS AND PRESENTATIONS

List any published articles, papers delivered at professional meetings, etc.:

N/A

MILITARY SERVICE (PLEASE ATTACH FORM DD-214)

Branch : N/A

From : To

Rank at Discharge

Type of Discharge

OTHER INFORMATION

(1) Have you ever been found guilty of a felony in any court, whether within or without the United States?

YES

NO

If so, please specify in detail:

Address of the court: _____

Date of Conviction: _____

Specific infraction committed: _____

(2) Have you ever been declared mentally incompetent by any court, whether within or without the United States?

YES

NO

If so, please specify in detail the reasons and facts related to such declaration:

(3) Have you ever been found not guilty or not punishable in any criminal proceedings by reason of insanity?

YES

NO

(4) Have you ever been confined to a mental institution for any reason?

YES

NO

If so, please specify in why the appointing authority believes you that you are not suffering from any mental illness or affliction:




Statement of Financial Interests
(Required by 4 G.C.A. § 13104.1)

TO: Governor Eddie Baza Calvo
 Ricardo J. Bordallo Governor's Complex
 Adelup, Guam 96910

FROM: Christine Baleto

- I have no financial interest in any business
- I do have interest(s) in the following business(es):

Name and address of business interest:	Type and amount of interest
PacificFroots LLC	100%



 Signature

2/19/16

 Date

AFFIDAVIT / DECLARATION UNDER PENALTY OF PERJURY

I, the undersigned, do hereby depose and say that: (1) I have read and reviewed the information contained in the attached Appointment/Nomination letter from the Governor of Guam; (2) that the matters contained in the Appointment/Nomination letter, together with all attachments thereto, are true and correct and that I am competent to testify to said matters; and (3) that this Declaration is made for the purpose of complying with the requirements of 4 G.C.A. Section 2103.5.

I declare under penalty of perjury under the laws of Guam (4 G.C.A. Section 4308) that the foregoing is true and correct.

Signature		Date	2/19/16
-----------	--	------	---------

Christine Baletto

Summary

Extensive experience and knowledge in retail, restaurant, and wholesale business management; finance; accounting (bookkeeping, payables, receivables, balance sheet, cash flow, etc); financial reporting; budgeting; organizational management; company development; personnel management (interviewing, hiring, evaluating, supervising, benefits, managing pay); Marketing & Sales; organizing and developing projects and activities; establishing and maintaining successful liaisons between departments, companies and outside agencies; resolving employee conflicts through mediation; and developing personnel policies and procedures. Experience in the following software: Microsoft Office - (Word, Excel, Publisher, Power Point, and Outlook); Quickbooks, ACCPAC, MAS 90, and Routescape..

Experience

2008-Present Pacific Fruits, LLC Santa Rita, GU

Master Franchise/Franchise Owner/Managing Partner

- Own and operates 2 successful franchise stores on Guam, which employs 18 individuals.
- Signed Franchise agreement in September 2008 and opened the first store on Guam in March 2009. Opened the 2nd store in May 2010.
- Achieved highest per store sales recognition throughout Franchise system.
- Received highest growth in Sales award in 2012 for the Guam Premiere Outlet Location.
- Conducts strategic planning, development, and implementation. Assesses trends for sales and consumers; tailors products and services to respond to them accordingly (with Franchise approval).
- Leads, directs, and coordinates the activities of the company to obtain optimum efficiency in operations; and maximize profits for the company.
- Designs, Coordinates, and executes all Sales and Marketing Activities for product launches. Oversees and implements all Marketing and Advertising.
- Responsible for all Franchise communication including weekly reports, requests for new product introduction, advertising & marketing activity approvals, etc.
- Manages all accounting functions. Closes monthly financials for the company; prepares all financial reports; and ensures all financial reporting requirements are met for Franchise and Government entities.

2005--Present Market Wholesale Distributors, Inc. Maite, GU

General Manager

- Company recognized in 2014 for Devondale Milk Distributor Award. Increased Sales over 50% from Prior Year. In 2015, achieved 60% increase in sales over 2014 volume.
- 2012 Smuckers Special Achievement Award for superior performance and growth in sales.
- Company was recognized in 2008 by the Navy Exchange Guam for highest volume in sales per vendor, per category, and per stock keeping unit (sku).
- 2007 recipient of the *Maga'haga Award - Businesswoman of the Year*
- Received the 2005 Distributor Award for Excellence from Kraft Foods International. Advised by the Kraft Business Development Manager that it was the first award ever

garnered by any company in the Asia Pacific Region and the first for Market Wholesale Distributors, Inc.

- Was recognized by Kraft Foods International in 2005 for successful launch of new product and ability to achieve volume requirements despite early deficit from prior management.
- Serves as the Chief Financial Officer. Analyzes financial reports and provides written interpretation to the Shareholders and Corporate Controller. Develops financial management plan which outlines strategic goals for financing, revenue generation, capital outlay; and profit achievement. Oversees preparation of annual budgets and preparation of all financial reports. Works directly with banking institutions to negotiate financing. Monitors internal controls of all financial operations of the company and modifies systems as necessary to protect the assets of the company. Serves as the primary liaison for the Corporate Controller in matters pertaining to the company's finance & accounting functions.
- Achieved double digit growth in income each year of managing the company. Was able to produce a healthy profit for the company within 5 months of taking over by reducing company expenses, maximizing company efficiency, consolidating product portfolio, and increasing sales in core business. Raised Gross Profit Margin from 7% of sales since taking over the company to 23% in 2015. In 2015, achieved 14% increase in income as compared to prior year.
- Establishes annual budgets and ensures proper execution. Works with Shareholders and other potential financiers to ensure that the company has adequate resources to fund growth and/or manage the activities of the company.
- Improved cash flow of company by increasing collections on sales from 65% to 83% in 9 months. Decreased Accounts Receivable over 90 days from 23% to 13% within the same time frame.
- Responsible for leading, directing, and coordinating the activities of the company to obtain optimum efficiency in operations; and maximize profits for the company.
- Sets and implements the company's vision, mission, goals and objectives to be achieved on an annual basis.
- Directs division or departments within the company by outlining policy, programs, or operational changes to be implemented.
- Analyzes, establishes, or deletes departments, services, and products based on goals and objectives of the company.
- Ensures compliance with policies, procedures and all legal requirements for the company's operations.
- Evaluates potential for new products for the company with consideration given to the financial benefit and/or need establish a competitive edge within the industry.
- Keeps abreast of economic trends, business trends, industry trends, and legislative policy that may affect the company and responds accordingly.
- Provides direct supervision to management staff within the company and holds them accountable for achieving goals and objectives within their department.
- Sets standards for operating procedures and processes.
- Networks and establishes/maintains liaisons with Supplier (Kelloggs, Smuckers, Tabasco, etc) corporate employees.

2003–2005

Pepsi Cola Bottling Company of Guam Harmon, GU

Assistant General Manager

- Had oversight of all operations in the company to include Accounting/Finance, Sales and Marketing, Production, Warehouse, and Food Services. Responsible for ensuring

the effective management of all resources required to fulfill the operational, fiscal and fiduciary responsibilities of each department.

- Served as the Chief Financial Officer. Supervised the preparation of annual budgets and in-house bookkeeping functions; ensured all expenses were within the approved fiscal year's budget; supervised the preparation of all necessary financial reports and the closure of financial statements at the end of the fiscal year. Monitored and ensured checks and balances of all financial operations of the company. Ensured all financial and programmatic reporting requirements were met. Analyzed financial statements for reporting to the General Manager and Corporate Controller as well as the owners of the company. Served as the primary liaison for company auditors.
- Ensured compliance with policies, procedures and all legal requirements for the company's operations.
- Conducted the company's strategic planning, development, and implementation. Assessed trends for sales and the company's consumers; tailored products and services to respond to them accordingly. Monitored company's product listing and evaluated potential of introduction of products as well as deletion of products. Supervised Sales and Marketing Activities for product launches, Marketing, Advertising, Donations, etc.
- Served as the primary liaison for coordination of activities with Pepsi Cola International; Cadbury, and other Franchise companies. Served as the primary liaison with suppliers and other distributors.
- Negotiated contracts with parties interested in doing business with the company. Prepared all pertinent information and recommendations required by General Manager and owners of the company for contract signing.

1998–2003

Sanctuary, Incorporated

Mangilao, GU

Executive Director

- Successfully negotiated 2.8 Million in federal grant money to construct the organization's permanent facilities.
- Established the organizations' Endowment Fund with \$300,000 seed money secured from a federal grant source.
- Left the company with a \$17,000 surplus in private funds.
- Served as the principal staff official responsible for carrying out the mission and purposes of the organization through the effective procurement and management of all resources required to achieve the operational, fiscal and fiduciary responsibilities of Sanctuary.
- Ensured the organization's compliance with policies, procedures and all legal requirements for the operation of the organization as dictated by funding sources and as approved by the Board of Directors.
- Conducted program planning, development, implementation and evaluation. Assessed trends of consumers and tailored services to respond to them accordingly. Kept abreast of current legislation, policies and "state of the art" techniques relative to youth and families.
- Established annual budgets. Monitored and ensured checks and balances of all financial operations of the organization. Ensured that all financial and programmatic reporting requirements were met.
- Served as the primary liaison for coordination of activities with network agencies. Provided technical assistance and training. Represented the agency on various boards, task forces and committees in the community. Worked with other agency heads and policy makers from both the private and government sectors.
- Prepared monthly Board of Directors report. Prepared strategic plan in conjunction with the board then implemented activities to achieve goals and objectives therein.

Coordinated fundraising activities.

- Developed and implemented marketing/community awareness plan.

1995–1997

Sanctuary, Incorporated

Mangilao, GU

Deputy Executive Director

- Served as the Chief Financial Officer. Prepared annual budgets; performed all in-house bookkeeping functions; ensured all expenses were within the approved fiscal year's budget and are in compliance with federal and local regulations as required by grantors; prepared all necessary financial reports; closed financial books at the end of the fiscal year. Since assumption of financials, yearly audits received unqualified opinion.
- Ensured the organization's compliance with policies, procedures and all legal requirements for the operation of the organization as dictated by funding sources and as approved by the Board of Directors.
- Assisted in locating available and appropriate funding sources. Participated in the preparation of grant applications and fundraising plans for the organization.
- Responsible for providing oversight of the operations and Human Resources management of the organization. Revised the Personnel Policies manual. Increased benefit package for employees to include developing and implementing the 401(k) retirement plan.
- Conducted program planning, development, implementation and evaluation.
- Trained other professionals on guidelines pertaining to federal awards (specifically OMB Circulars A-21, A-122, A-87, A-A102, and A-110); on contract/grant preparation; negotiation and review of federal contracts for funding; and pre-award and post grant award requirements.
- Served in the capacity of Acting Executive Director in the absence of the Executive Director on numerous occasions since 1993. Duration of Acting capacity ranging from one week to one month.

1993-1995

Sanctuary, Incorporated

Mangilao, GU

Administrative Officer

- Responsible for all Human Resource management within the organization.
- Managed all shelter operations inclusive of personnel supervision, training and evaluation.
- Performed in-house accounting functions inclusive of payroll, payables, reporting. Financial report preparation was conducted by a consultant.
- Responsible for coordinating fundraising and promotional events. Conducted all marketing correspondence.
- Identified available funds through the local and federal government, corporations and private sources. Assisted in all grant proposal writing.
- Assisted in the development and refinement of programs for youth.

Education

2003

University of Guam

Mangilao, Guam

- Masters in Business Administration

1991

Chaminade University of Honolulu Honolulu, HI

- Bachelor of Science in Behavioral Sciences
- Graduated Magna Cum Laude.

**Community
Involvement**

- Board Member, Guam Chamber of Commerce
- Former Vice-Chairperson, Port Authority of Guam Board of Directors
- Former Co-Chair, Advisory Board, The Salvation Army - Guam Chapter
- Founding Member, Former Board Treasurer, Inetnon Gef Pago Cultural Group
- Former Chairperson for the Juvenile Justice State Advisory Council
- Former Chairperson for the Emergency Food and Shelter Board on Guam
- Former Member of the Homeless Coalition of Guam

Awards

- 1995 Employee of the Year; 1993 Director's Leadership Award; 1993 Employee of the Year; 1991/2001 Who's Who in American Colleges and Universities; 2001 26th Guam Legislature recognition of academic accomplishment; 2003 Letter of Commendation for Community Service to Guam from the Governor of Guam; 2003 Legislative Resolution honoring service to the community; 2003 Service Award from Sanctuary, Incorporated for 10 years dedicated service; 2007 Businesswoman of the Year; 2007 Legislative Resolution recognizing accomplishments as Businesswoman of the Year; 2009 Salvation Army Volunteer of the Year; 2012 Smuckers Special Achievement Award; 2014 Devondale Distributor Award for Sales Achievement.

Personal References Available upon Request




**Government of Guam
 GUAM POLICE DEPARTMENT
 RECORDS & IDENTIFICATION SECTION
 P.O. Box 23909
 Guam Main Facility, Guam 96921**



December 11, 2015

SUBJECT: CRIMINAL HISTORY RECORD

NAME:	Christine Ann Won Pat BALETO		
DATE OF BIRTH:	[REDACTED]	FINGERPRINT #:	[REDACTED]
	The individual has no record of criminal conviction(s) in GPD files that are subject to Guam law and rules and regulations of the Department.		

*****NOTHING FOLLOWS*****

THIS INFORMATION MAY BE LIMITED TO A LOCAL CRIMINAL OFFENSE ONLY AND IS NOT INTENDED FOR USE FOR ANY LOCAL, STATE, OR FEDERAL LAW ENFORCEMENT AGENCY.

BALETO

By Direction: rma

The absence of an original GUAM POLICE seal invalidates this police clearance.
 REVISED 06/17/15

[Signature]
JOSEPH L. CRUZ
 Chief of Police



SUPERIOR COURT OF GUAM

Guam Judicial Center • 120 West O'Brien Drive • Hagatña, Guam 96910

Telephone (671) 475-3370/475-3449

Fax (671) 472-2856

DANIELLE T. ROSETE

Clerk of Court

Name: **CHRISTINE ANN WON PAT BALETO**

SS#: [REDACTED]

CERTIFICATE OF SEARCH

The undersigned Clerk hereby certifies the following results of a diligent search of the records of this Court:

Criminal Cases:

- A. No Case Found
- B. 1. Criminal Case No.
- 2. Criminal Case No.
- 3. Criminal Case No.
- 4. Criminal Case No.
- 5. Criminal Case No.

Criminal Record: Page 1 of 1

Civil Cases:

- A. No Case Found
- B. 1. Civil Case No.
- 2. Civil Case No.
- 3. Civil Case No.
- 4. Civil Case No.
- 5. Civil Case No.

Civil Record: Page 1 of 1

Request for further information may be addressed at the Records Division of the Superior Court of Guam, Guam Judicial Center, 120 West O'Brien Drive, Hagatña, Guam. Hours of operation are Monday – Friday, 8:00 a.m. to 5:00 p.m. Closed Saturday, Sunday and local/federal holidays. Court Clearances are Non-Refundable.

Dated: 12/29/2015

DANIELLE T. ROSETE
Clerk of Court

BY: **JESSE M. LEFEVER**
Deputy Clerk

Prepared By: JLRC



The absence of an original Court Seal invalidates this document