



## **BUREAU OF BUDGET & MANAGEMENT RESEARCH**

OFFICE OF THE GOVERNOR  
Post Office Box 2950, Hagåtña Guam 96932

**FELIX P. CAMACHO**  
GOVERNOR

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DIRECTOR

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LIEUTENANT GOVERNOR

# CERTIFICATION

The Bureau of Budget and Management Research (BBMR) hereby certifies and approves the budget request herewith attached for the **OFFICE OF THE ADEQUATE EDUCATION SURUHANU**.

BBMR further attests that all efforts were made in the review process to ensure the accuracy of the calculations and that the results indicated compliance with the budget ceiling established for this government entity from all fund sources.

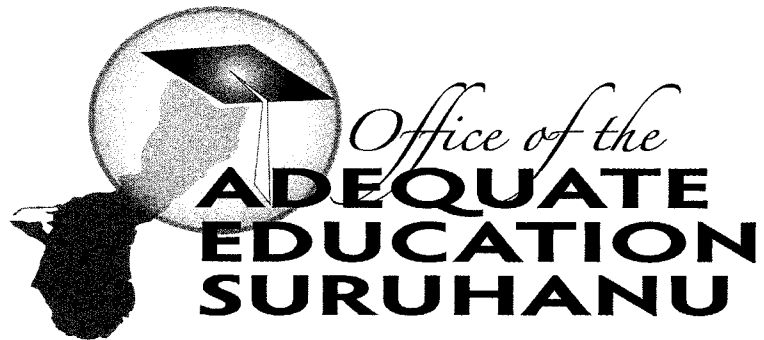
The justification of this budget request is the responsibility of the government entity listed above and any submission outside of the certified submission is neither approved nor sanctioned by the Bureau of Budget and Management Research.

A handwritten signature in black ink, appearing to read "Bertha M. Duenas", enclosed within a hand-drawn oval.

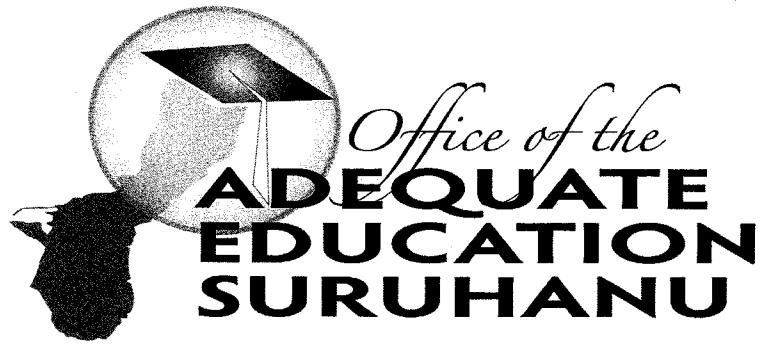
**BERTHA M. DUENAS**

Date: **MAR 18 2010**

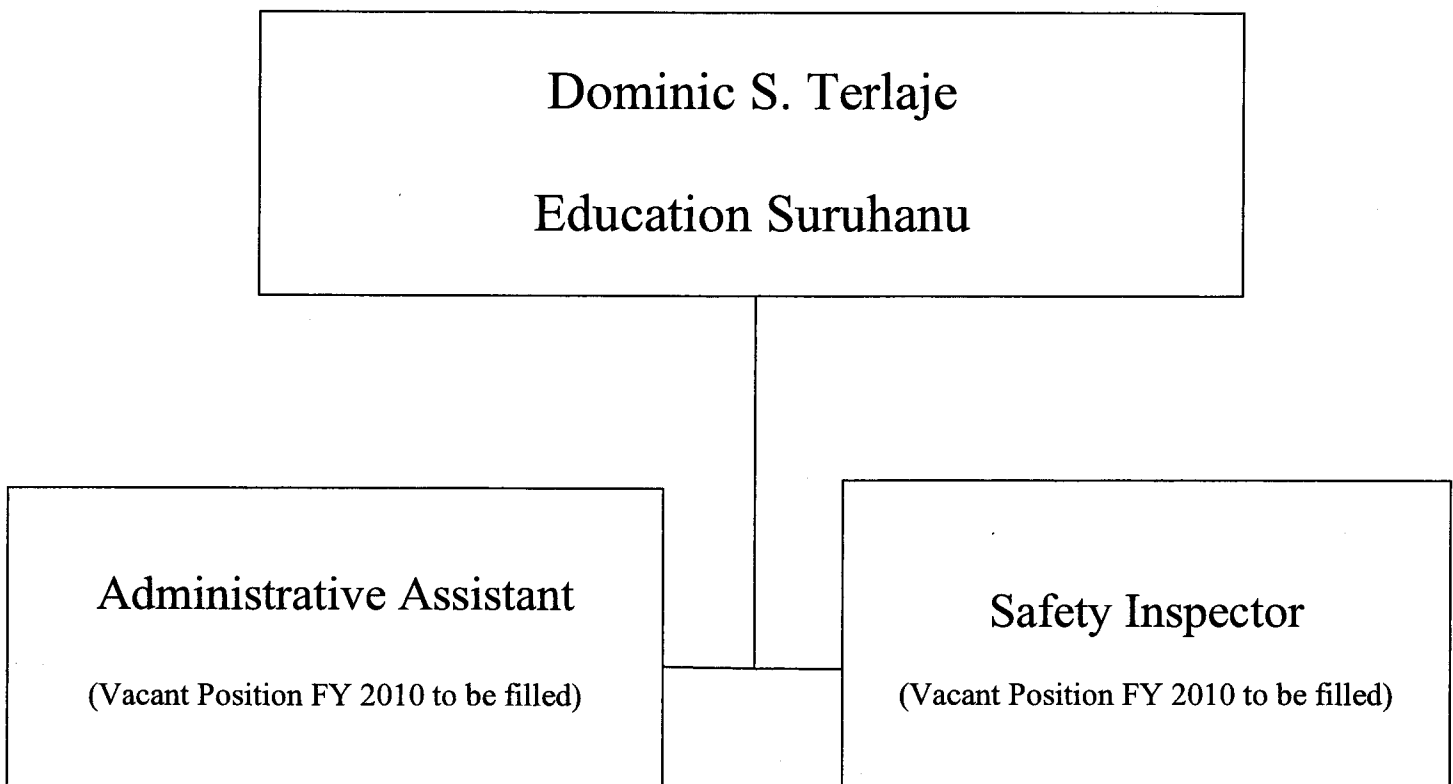
ORIGINAL



FY 2011  
PROPOSED BUDGET



Organizational Chart  
FY 2011



**Government of Guam  
Fiscal Year 2011 Budget  
Department / Agency Narrative**

**FUNCTION:** Investigate complaints and inspect schools to ensure Guam Department of Education's compliance with the Fourteen (14) Points of P.L. 28-45.

**DEPT. / AGENCY:** Office of the Adequate Education Suruhanu [Ombudsman] (OES)

**MISSION STATEMENT:**

The Office of the Adequate Education Suruhanu [Ombudsman](OES) serves as a neutral resource in helping to reasonably resolve concerns and/or complaints from residents of Guam by conducting investigations into alleged violations of the Fourteen (14) Points of P.L. 28-45; The Every Child is Entitled to an Adequate Public Education Act (the Act). In addition, the OES leads and facilitates inspections of Guam Department of Education schools ensuring compliance with the Fourteen (14) Points of the Act. Furthermore, OES also issues reports with information and /or recommendations with the intent that such information will be used as a resource for the Government of Guam to ensure that each public school student is afforded the opportunity to obtain an adequate public education.

**GOALS AND OBJECTIVES:**

- To serve as a designated neutral resource in resolving complaints from Guam residents.
- To investigate complaints and inspect schools to ensure GDOE's compliance with the Fourteen (14) Points of the Act.
- To communicate to the complainant the conclusion, recommendation, and/or action taken as a result of the investigation.
- To perform school inspections individually and with the assistance of various Government of Guam regulatory agencies to ensure that the public schools are in compliance with the law.
- To provide the Guam Department of Education (GDOE) with information and recommendations pertaining to the investigations and/or inspections.
- To increase the effectiveness and efficiency of the operations of GDOE in their efforts to comply with the Fourteen (14) Points and to use government resources effectively and efficiently.
- To maintain a level of leadership, integrity, and competence in any investigation or inspection performed by the OES.

**Decision Package  
FY 2011**

**Department/Agency:** Office of the Adequate Education Suruhanu

**Division/Section:**

**Program Title:** Adequate Education Suruhanu

**Activity Description:**

Administration and supervision of the Office of the Adequate Education Suruhanu in investigating complaints made by residents of Guam and conducting inspections of GDOE schools concerning the Fourteen (14) Points of P.L. 28-45; The Every Child is Entitled to an Adequate Public Education Act.

**Major Objective(s):**

Provide outreach to the residents of Guam, and to further this purposes, have the cooperation of all individuals within the Guam Department of Education and other Government of Guam entities, including but not limited to the Department of Public Health and Social Services, the Guam Fire Department, the Guam Environmental Protection Agency, and the Department of Public Works.

Receive complaints from Guam residents concerning any of the Fourteen (14) Points of P.L. 28-45.

Act as a neutral third party when investigating complaints alleging violations of the Fourteen (14) Points of P.L. 28-45.

Determine the validity of any complaint quickly and professionally.

Examine and address valid complaints by conducting investigations.

Provide GDOE with notice of valid complaints.

Communicate results of investigations to complainant.

Perform inspections of GDOE schools ensuring compliance with the Fourteen (14) Points of P.L. 28-45.

Prepare and provide to GDOE school inspection reports detailing the violations and/or discrepancies of the Fourteen (14) Points of P.L. 28-45.

Coordinate and conduct inspections of GDOE schools with various Government of Guam Regulatory Agencies to ensure compliance with the health, safety, and sanitary

Report the office's monthly activities to I Maga'lahaen Guahan, I Liheslaturan Guahan, the Superintendent of Education, and the Guam Education Policy Board.

**Short-term Goals:**

Secure permanent office space.

Create and launch a website.

Secure permanent office staff personnel.

**Workload Output**

| <b>Workload Indicator:</b>  | <b>FY 2009<br/>Level of Accomplishment</b> | <b>FY 2010<br/>Anticipated Level</b> | <b>FY 2011<br/>Projected Level</b> |
|---|--|--------------------------------------|------------------------------------|
| Provide outreach to the residents of Guam, and to further this purposes, have the cooperation of all individuals within the Guam Department of Education and other Government of Guam entities, including but not limited to the Department of Public Health and Social Services, The Guam Fire Department, the Guam Environmental Protection Agency, and the Department of Public Works. | 100%                                       | 100%                                 | 100%                               |
| Receive complaints from residents of Guam concerning any of the Fourteen (14) Points of P.L. 28-45.   | 100%                                       | 100%                                 | 100%                               |
| Act as a neutral third party when investigating complaints alleging violations of the Fourteen (14) Points of Public Law 28-45.   | 100%                                       | 100%                                 | 100%                               |
| Determine the validity of any complaint quickly and professionally.   | 100%                                       | 100%                                 | 100%                               |
| Examine and address valid complaints by conducting investigations.  | 100%                                       | 100%                                 | 100%                               |
| Provide GDOE with notice of valid complaints.   | 100%                                       | 100%                                 | 100%                               |
| Communicate results of investigations to complainant.   | 100%                                       | 100%                                 | 100%                               |
| Conduct inspections of GDOE schools ensuring compliance with the Fourteen (14) Points of P.L. 28-45.  | 100%                                       | 100%                                 | 100%                               |
| Prepare and provide to GDOE, school inspection reports  | 100%                                       | 100%                                 | 100%                               |
| Coordinate and conduct inspections of GPSS schools with the assistance of various Government of Guam Regulatory Agencies to ensure compliance with the health, safety, and sanitary provisions of the Fourteen (14) Points of P.L. 28-45.   | 100%                                       | 100%                                 | 100%                               |
| Report the office's monthly activities to I Maga'lahaen Guahan, I Liheslaturan Guahan, the Superintendent of Education, and the Guam Education Policy Board.  | 100%                                       | 100%                                 | 100%                               |

Government of Guam  
Fiscal Year 2011  
Budget Digest

[BBMR BD-1]

Function: EDUCATION  
Department/Agency: OFFICE OF THE EDUCATION SURUHANU  
Program: EDUCATION SURUHANU

| AS400 Account Code              | Appropriation Classification               | A                                      | B                        | Governor's Request   |                         |                       |                            |
|---------------------------------|--|--|--------------------------|----------------------|-------------------------|-----------------------|----------------------------|
|                                 |  | FY 2009 ** Expenditures & Encumbrances | FY 2010 Authorized Level | FY 2011 General Fund | FY 2011 Federal Fund(s) | FY 2011 Other Fund 1/ | FY 2011 Total Req. (C+D+E) |
| <b>PERSONNEL SERVICES</b>       |  |  |                          |                      |                         |                       |                            |
| 111                             | Regular Salaries/Increments                | \$80,000                               | \$132,278                | \$125,884            | \$0                     | \$0                   | \$125,884                  |
| 112                             | Overtime/Special Pay                       | 0                                      | 0                        | 0                    | 0                       | 0                     | 0                          |
| 113                             | Benefits                                   | 22,138                                 | 30,352                   | 46,005               | 0                       | 0                     | 46,005                     |
| <b>TOTAL PERSONNEL SERVICES</b> |  | <b>\$102,138</b>                       | <b>\$162,630</b>         | <b>\$171,889</b>     | <b>\$0</b>              | <b>\$0</b>            | <b>\$171,889</b>           |
| <b>OPERATIONS</b>               |  |  |                          |                      |                         |                       |                            |
| 220                             | TRAVEL- Off-Island/Local Mileage Reimburs. | \$2,500                                | \$8,000                  | \$5,000              | \$0                     | \$0                   | \$5,000                    |
| 230                             | CONTRACTUAL SERVICES:                      | 46,880                                 | 3,900                    | 8,900                | 0                       | 0                     | 8,900                      |
| 233                             | OFFICE SPACE RENTAL:                       | 0                                      | 24,000                   | 24,000               | 0                       | 0                     | 24,000                     |
| 240                             | SUPPLIES & MATERIALS:                      | 5,400                                  | 5,600                    | 6,329                | 0                       | 0                     | 6,329                      |
| 250                             | EQUIPMENT:                                 | 6,123                                  | 1,300                    | 0                    | 0                       | 0                     | 0                          |
| 270                             | WORKERS COMPENSATION                       | 0                                      | 0                        | 0                    | 0                       | 0                     | 0                          |
| 271                             | DRUG TESTING                               | 0                                      | 80                       | 80                   | 0                       | 0                     | 80                         |
| 280                             | SUB-RECIPIENT/SUBGRANT:                    | 0                                      | 0                        | 0                    | 0                       | 0                     | 0                          |
| 290                             | MISCELLANEOUS:                             | 0                                      | 0                        | 0                    | 0                       | 0                     | 0                          |
| <b>TOTAL OPERATIONS</b>         |  | <b>\$60,903</b>                        | <b>\$42,880</b>          | <b>\$44,309</b>      | <b>\$0</b>              | <b>\$0</b>            | <b>\$44,309</b>            |
| <b>UTILITIES</b>                |  |  |                          |                      |                         |                       |                            |
| 361                             | Power                                      | \$0                                    | \$5,000                  | \$0                  | \$0                     | \$0                   | \$0                        |
| 362                             | Water/ Sewer                               | 0                                      | 1,200                    | 0                    | 0                       | 0                     | 0                          |
| 363                             | Telephone/ Toll                            | 0                                      | 1,500                    | 2,000                | 0                       | 0                     | 2,000                      |
| <b>TOTAL UTILITIES</b>          |  | <b>\$0</b>                             | <b>\$7,700</b>           | <b>\$2,000</b>       | <b>\$0</b>              | <b>\$0</b>            | <b>\$2,000</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>\$163,041</b>                       | <b>\$213,210</b>         | <b>\$218,198</b>     | <b>\$0</b>              | <b>\$0</b>            | <b>\$218,198</b>           |

\*\* Funds appropriated to Guam Dept of Education

1/ Specify Fund Source

| <b>FULL TIME EQUIVALENCIES (FTES)</b> |             |             |             |             |             |             |  |
|---------------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|--|
| UNCLASSIFIED                          | 1.00        | 1.00        | 1.00        | 0.00        | 0.00        | 1.00        |  |
| CLASSIFIED                            | 0.00        | 1.00        | 2.00        | 0.00        | 0.00        | 2.00        |  |
| <b>TOTAL FTES:</b>                    | <b>1.00</b> | <b>2.00</b> | <b>3.00</b> | <b>0.00</b> | <b>0.00</b> | <b>3.00</b> |  |

Schedule A - Off-Island Travel

Department/Agency: Office of the Adequate Education Suruhanu

Division: Office of the Adequate Education Suruhanu

Program: ALL

Purpose / Justification for Travel

Attend the US Ombudsman Association Annual Conference

Travel Date: September 2010

No. of Travelers: 1

| Position Title of Traveler(s) | Air Fare | Per diem 2/ | Registration | Total Cost |
|-------------------------------|----------|-------------|--------------|------------|
| Education Suruhanu            | \$ -     | \$ -        | \$ -         | \$5,000.00 |
|                               | \$ -     | \$ -        | \$ -         | \$ -       |

Purpose / Justification for Travel

Travel Date: \_\_\_\_\_

No. of Travelers: \_\_\_\_\_

| Position Title of Traveler(s) | Air Fare | Per diem 2/ | Registration | Total Cost |
|-------------------------------|----------|-------------|--------------|------------|
|                               | \$ -     | \$ -        | \$ -         | \$ -       |
|                               | \$ -     | \$ -        | \$ -         | \$ -       |

Purpose / Justification for Travel

Travel Date: \_\_\_\_\_

No. of Travelers: \_\_\_\_\_

| Position Title of Traveler(s) | Air Fare | Per diem 2/ | Registration | Total Cost |
|-------------------------------|----------|-------------|--------------|------------|
|                               | \$ -     | \$ -        | \$ -         | \$ -       |
|                               | \$ -     | \$ -        | \$ -         | \$ -       |

1/ Provide justification for multiple travelers attending the same conference / training / etc.

2/ Rates must be consistent with Title 5 GCA, Div.2, Ch.23, §23104 and federal Joint Travel Regulations

Office of the Adequate Education Suruhanu - General Fund

Schedule B- Contractual

| Item  | Quantity | Unit Price | Total Price        | Funded in FY 2010? |    |
|---|----------|------------|--------------------|--------------------|----|
|   |          |            |                    | Yes                | No |
| Internet Service two(2) line(per annum)             | 1        | \$900.00   | \$ 900.00          | x                  |    |
| Xerox Copier Service-w/special features (per annum) | 1        | \$1,000.00 | \$ 1,000.00        | x                  |    |
| Alarm Monitoring Service                            | 1        | \$1,500.00 | \$ 1,500.00        | x                  |    |
| Government Official Vehicle Maintenance             | 1        | \$1,000.00 | \$ 1,000.00        |                    | x  |
| Support Staff Training                              | 1        | \$1,000.00 | \$ 1,000.00        | x                  |    |
| Web-Page Design and Posting                         | 1        | \$3,500.00 | \$ 3,500.00        |                    | x  |
| <b>Total Contractual</b>                            |          |            | <b>\$ 8,900.00</b> |                    |    |

Schedule C - Supplies & Materials

| Item                                      | Quantity | Unit Price | Total Price        | Funded in FY 2010? |    |
|---|----------|------------|--------------------|--------------------|----|
|   |          |            |                    | Yes                | No |
| Administrative Supplies / Materials       | 1        | \$2,479.00 | \$ 2,479.00        | x                  |    |
| Printer Supplies                          | 1        | \$500.00   | \$ 500.00          | x                  |    |
| Copier Supplies / Materials               | 1        | \$850.00   | \$ 850.00          | x                  |    |
| Government Official Vehicle Supplies/Fuel | 1        | \$2,500.00 | \$ 2,500.00        | x                  |    |
|   |          |            | \$ -               |                    |    |
| <b>Total Supplies &amp; Materials</b>     |          |            | <b>\$ 6,329.00</b> |                    |    |

Schedule D - Equipment

| Item                   | Quantity | Unit Price | Total Price | Funded in FY 2010? |    |
|------------------------|----------|------------|-------------|--------------------|----|
|                        |          |            |             | Yes                | No |
|                        |          |            | \$ -        |                    |    |
|                        |          |            | \$ -        |                    |    |
|                        |          |            | \$ -        |                    |    |
|                        |          |            | \$ -        |                    |    |
|                        |          |            | \$ -        |                    |    |
|                        |          |            | \$ -        |                    |    |
| <b>Total Equipment</b> |          |            | <b>\$ -</b> |                    |    |

Schedule E - Miscellaneous

| Item                       | Quantity | Unit Price | Total Price | Funded in FY 2010? |    |
|----------------------------|----------|------------|-------------|--------------------|----|
|                            |          |            |             | Yes                | No |
|                            |          |            | \$ -        |                    |    |
|                            |          |            | \$ -        |                    |    |
|                            |          |            | \$ -        |                    |    |
|                            |          |            | \$ -        |                    |    |
| <b>Total Miscellaneous</b> |          |            |             |                    |    |

Schedule F - Capital Outlay

| Item                        | Quantity | Unit Price | Total Price | Funded in FY 2010? |    |
|-----------------------------|----------|------------|-------------|--------------------|----|
|                             |          |            |             | Yes                | No |
|                             |          |            | \$ -        |                    |    |
|                             |          |            | \$ -        |                    |    |
|                             |          |            | \$ -        |                    |    |
|                             |          |            | \$ -        |                    |    |
|                             |          |            | \$ -        |                    |    |
| <b>Total Capital Outlay</b> |          |            |             |                    |    |

Government of Guam  
Fiscal Year 2011  
Agency Staffing Pattern  
(PROPOSED)

[BBMR SP-1]

FUNCTIONAL AREA: EXECUTIVE DIRECTION  
DEPARTMENT/AGENCY: OFFICE OF THE EDUCATION SURUHANU  
PROGRAM: EDUCATION SURUHANU  
FUND: GENERAL FUND

| Input by Department |                 |                          |                   |            |           |          |          |           |       | Input by Department |                         |                             |                            |                      |           |                   |                  |                           |               |     |     |
|---------------------|-----------------|--------------------------|-------------------|------------|-----------|----------|----------|-----------|-------|---------------------|-------------------------|-----------------------------|----------------------------|----------------------|-----------|-------------------|------------------|---------------------------|---------------|-----|-----|
| (A)                 | (B)             | (C)                      | (D)               | (E)        | (F)       | (G)      | (H)      |           | (I)   | (J)                 | (K)                     | (L)                         | (M)                        | (N)                  |           | (O)               | (P)              |                           | (Q)           | (R) | (S) |
| No.                 | Position Number | Position Title           | Name of Incumbent | Grade/Step | Salary    | Overtime | Special* | Increment |       | (E+F+G+I) Subtotal  | Retirement (J * 27.46%) | Retire (DDI) (\$16.66*26PP) | Social Security (6.2% * J) | Benefits             |           | Medical (Premium) | Dental (Premium) | Total Benefits (K thru Q) | (J + R) TOTAL |     |     |
|                     |                 |                          |                   |            |           |          |          | Date      | Amnt. |                     |                         |                             |                            | Medicare (1.45% * J) | Life (1/) |                   |                  |                           |               |     |     |
| 1                   | 491             | EDUCATION SURUHANU       | DOMINIC TERLAJE   | L5         | \$80,000  | \$0      | \$0      |           | \$0   | \$80,000            | \$21,968                | \$0                         | \$0                        | \$1,160              | \$174     | \$1,560           | \$168            | \$25,030                  | \$105,030     |     |     |
| 2                   | 492             | ADMINISTRATIVE ASSISTANT | VACANT            | J-1        | 22,942    | 0        | \$0      |           | 0     | 22,942              | 6,300                   | 434                         | 0                          | 333                  | 174       | \$2,861           | \$386            | 10,488                    | 33,430        |     |     |
| 3                   | 493             | SAFETY INSPECTOR         | VACANT            | J-1        | 22,942    | 0        | \$0      |           | 0     | 22,942              | 6,300                   | 434                         | 0                          | 333                  | 174       | \$2,861           | \$386            | 10,488                    | 33,430        |     |     |
| 4                   |                 |                          |                   |            | 0         | 0        | \$0      |           | 0     | 0                   | 0                       | 0                           | 0                          | 0                    | 0         | 0                 | 0                | 0                         | 0             |     |     |
| 5                   |                 |                          |                   |            | 0         | 0        | \$0      |           | 0     | 0                   | 0                       | 0                           | 0                          | 0                    | 0         | 0                 | 0                | 0                         | 0             |     |     |
| 6                   |                 |                          |                   |            | 0         | 0        | \$0      |           | 0     | 0                   | 0                       | 0                           | 0                          | 0                    | 0         | 0                 | 0                | 0                         | 0             |     |     |
| 7                   |                 |                          |                   |            | 0         | 0        | \$0      |           | 0     | 0                   | 0                       | 0                           | 0                          | 0                    | 0         | 0                 | 0                | 0                         | 0             |     |     |
| 8                   |                 |                          |                   |            | 0         | 0        | \$0      |           | 0     | 0                   | 0                       | 0                           | 0                          | 0                    | 0         | 0                 | 0                | 0                         | 0             |     |     |
| 9                   |                 |                          |                   |            | 0         | 0        | \$0      |           | 0     | 0                   | 0                       | 0                           | 0                          | 0                    | 0         | 0                 | 0                | 0                         | 0             |     |     |
| 10                  |                 |                          |                   |            | 0         | 0        | \$0      |           | 0     | 0                   | 0                       | 0                           | 0                          | 0                    | 0         | 0                 | 0                | 0                         | 0             |     |     |
| 11                  |                 |                          |                   |            | 0         | 0        | \$0      |           | 0     | 0                   | 0                       | 0                           | 0                          | 0                    | 0         | 0                 | 0                | 0                         | 0             |     |     |
| 12                  |                 |                          |                   |            | 0         | 0        | \$0      |           | 0     | 0                   | 0                       | 0                           | 0                          | 0                    | 0         | 0                 | 0                | 0                         | 0             |     |     |
| 13                  |                 |                          |                   |            | 0         | 0        | \$0      |           | 0     | 0                   | 0                       | 0                           | 0                          | 0                    | 0         | 0                 | 0                | 0                         | 0             |     |     |
| 14                  |                 |                          |                   |            | 0         | 0        | \$0      |           | 0     | 0                   | 0                       | 0                           | 0                          | 0                    | 0         | 0                 | 0                | 0                         | 0             |     |     |
| 15                  |                 |                          |                   |            | 0         | 0        | \$0      |           | 0     | 0                   | 0                       | 0                           | 0                          | 0                    | 0         | 0                 | 0                | 0                         | 0             |     |     |
| 16                  |                 |                          |                   |            | 0         | 0        | \$0      |           | 0     | 0                   | 0                       | 0                           | 0                          | 0                    | 0         | 0                 | 0                | 0                         | 0             |     |     |
| 17                  |                 |                          |                   |            | 0         | 0        | \$0      |           | 0     | 0                   | 0                       | 0                           | 0                          | 0                    | 0         | 0                 | 0                | 0                         | 0             |     |     |
| 18                  |                 |                          |                   |            | 0         | 0        | \$0      |           | 0     | 0                   | 0                       | 0                           | 0                          | 0                    | 0         | 0                 | 0                | 0                         | 0             |     |     |
| 19                  |                 |                          |                   |            | 0         | 0        | \$0      |           | 0     | 0                   | 0                       | 0                           | 0                          | 0                    | 0         | 0                 | 0                | 0                         | 0             |     |     |
| 20                  |                 |                          |                   |            | 0         | 0        | \$0      |           | 0     | 0                   | 0                       | 0                           | 0                          | 0                    | 0         | 0                 | 0                | 0                         | 0             |     |     |
| 21                  |                 |                          |                   |            | 0         | 0        | \$0      |           | 0     | 0                   | 0                       | 0                           | 0                          | 0                    | 0         | 0                 | 0                | 0                         | 0             |     |     |
| 22                  |                 |                          |                   |            | 0         | 0        | \$0      |           | 0     | 0                   | 0                       | 0                           | 0                          | 0                    | 0         | 0                 | 0                | 0                         | 0             |     |     |
| 23                  |                 |                          |                   |            | 0         | 0        | \$0      |           | 0     | 0                   | 0                       | 0                           | 0                          | 0                    | 0         | 0                 | 0                | 0                         | 0             |     |     |
| 24                  |                 |                          |                   |            | 0         | 0        | \$0      |           | 0     | 0                   | 0                       | 0                           | 0                          | 0                    | 0         | 0                 | 0                | 0                         | 0             |     |     |
| 25                  |                 |                          |                   |            | 0         | 0        | \$0      |           | 0     | 0                   | 0                       | 0                           | 0                          | 0                    | 0         | 0                 | 0                | 0                         | 0             |     |     |
| Grand Total:        |                 |                          |                   |            | \$125,884 | \$0      | \$0      |           | \$0   | \$125,884           | \$34,568                | \$868                       | \$0                        | \$1,825              | \$522     | \$7,282           | \$940            | \$46,005                  | \$171,889     |     |     |

\* Night Differential / Hazardous / Worker's Compensation / etc.

1/: FY 2010 (current) GovGuam contribution for Life Insurance is \$174 per annum; Subject to change in FY 2011

Government of Guam  
Fiscal Year 2011  
Agency Staffing Pattern  
(PROPOSED)

[BBMR SP-1]

| Input by Department |                        |                          |                          |                    |                                   |                   |                  |                             |                      |                    |                                  |     |
|---------------------|------------------------|--------------------------|--------------------------|--------------------|-----------------------------------|-------------------|------------------|-----------------------------|----------------------|--------------------|----------------------------------|-----|
| No.                 | (A)<br>Position Number | (B)<br>Position Title    | (C)<br>Name of Incumbent | (D)<br>Holiday Pay | Special Pay Categories            |                   |                  |                             |                      |                    | (K)<br>(E+F+G+H+I+J)<br>Subtotal |     |
|                     |                        |                          |                          |                    | (E)<br>Night Differential Pay 10% | (F)<br>Hazard 10% | (G)<br>Hazard 8% | (H)<br>Nurse Sunday Pay 1.5 | (I)<br>Nurse Pay 1.5 | (J)<br>EMT Pay 15% |                                  |     |
|                     |                        |                          |                          |                    | 1/                                | 2/                | 3/               | 4/                          | 5/                   | 6/                 |                                  |     |
| 1                   | 491                    | EDUCATION SURUHANU       | DOMINIC TERLAJE          | \$0                | \$0                               | \$0               | \$0              | \$0                         | \$0                  | \$0                | \$0                              | \$0 |
| 2                   | 492                    | ADMINISTRATIVE ASSISTANT | VACANT                   | 0                  | 0                                 | 0                 | 0                | 0                           | 0                    | 0                  | 0                                | 0   |
| 3                   | 493                    | SAFETY INSPECTOR         | VACANT                   | 0                  | 0                                 | 0                 | 0                | 0                           | 0                    | 0                  | 0                                | 0   |
| 4                   | 0                      | 0                        | 0                        | 0                  | 0                                 | 0                 | 0                | 0                           | 0                    | 0                  | 0                                | 0   |
| 5                   | 0                      | 0                        | 0                        | 0                  | 0                                 | 0                 | 0                | 0                           | 0                    | 0                  | 0                                | 0   |
| 6                   | 0                      | 0                        | 0                        | 0                  | 0                                 | 0                 | 0                | 0                           | 0                    | 0                  | 0                                | 0   |
| 7                   | 0                      | 0                        | 0                        | 0                  | 0                                 | 0                 | 0                | 0                           | 0                    | 0                  | 0                                | 0   |
| 8                   | 0                      | 0                        | 0                        | 0                  | 0                                 | 0                 | 0                | 0                           | 0                    | 0                  | 0                                | 0   |
| 9                   | 0                      | 0                        | 0                        | 0                  | 0                                 | 0                 | 0                | 0                           | 0                    | 0                  | 0                                | 0   |
| 10                  | 0                      | 0                        | 0                        | 0                  | 0                                 | 0                 | 0                | 0                           | 0                    | 0                  | 0                                | 0   |
| 11                  | 0                      | 0                        | 0                        | 0                  | 0                                 | 0                 | 0                | 0                           | 0                    | 0                  | 0                                | 0   |
| 12                  | 0                      | 0                        | 0                        | 0                  | 0                                 | 0                 | 0                | 0                           | 0                    | 0                  | 0                                | 0   |
| 13                  | 0                      | 0                        | 0                        | 0                  | 0                                 | 0                 | 0                | 0                           | 0                    | 0                  | 0                                | 0   |
| 14                  | 0                      | 0                        | 0                        | 0                  | 0                                 | 0                 | 0                | 0                           | 0                    | 0                  | 0                                | 0   |
| 15                  | 0                      | 0                        | 0                        | 0                  | 0                                 | 0                 | 0                | 0                           | 0                    | 0                  | 0                                | 0   |
| 16                  | 0                      | 0                        | 0                        | 0                  | 0                                 | 0                 | 0                | 0                           | 0                    | 0                  | 0                                | 0   |
| 17                  | 0                      | 0                        | 0                        | 0                  | 0                                 | 0                 | 0                | 0                           | 0                    | 0                  | 0                                | 0   |
| 18                  | 0                      | 0                        | 0                        | 0                  | 0                                 | 0                 | 0                | 0                           | 0                    | 0                  | 0                                | 0   |
| 19                  | 0                      | 0                        | 0                        | 0                  | 0                                 | 0                 | 0                | 0                           | 0                    | 0                  | 0                                | 0   |
| 20                  | 0                      | 0                        | 0                        | 0                  | 0                                 | 0                 | 0                | 0                           | 0                    | 0                  | 0                                | 0   |
| 21                  | 0                      | 0                        | 0                        | 0                  | 0                                 | 0                 | 0                | 0                           | 0                    | 0                  | 0                                | 0   |
| 22                  | 0                      | 0                        | 0                        | 0                  | 0                                 | 0                 | 0                | 0                           | 0                    | 0                  | 0                                | 0   |
| 23                  | 0                      | 0                        | 0                        | 0                  | 0                                 | 0                 | 0                | 0                           | 0                    | 0                  | 0                                | 0   |
| 24                  | 0                      | 0                        | 0                        | 0                  | 0                                 | 0                 | 0                | 0                           | 0                    | 0                  | 0                                | 0   |
| 25                  | 0                      | 0                        | 0                        | 0                  | 0                                 | 0                 | 0                | 0                           | 0                    | 0                  | 0                                | 0   |
| <b>Grand Total:</b> |                        |                          |                          | \$0                | \$0                               | \$0               | \$0              | \$0                         | \$0                  | \$0                | \$0                              | \$0 |

- 1/ 10% of reg. rate, applicable from 6pm- 6am, employee must work 4 hours consecutive after 6pm for entitlement of the pay
- 2/ Applies to law enforcement personnels
- 3/ Applies to solid waste employees
- 4/ 1 1/2 of reg. rate of pay from 12am Friday to 12 midnight Sunday
- 5/ 1 1/2 of reg. rate of pay on daily work exceeding 8 hours
- 6/ Applicable only to GFD ambulatory service personnel. 15% of reg. rate of pay

Government of Guam  
Fiscal Year 2010  
Agency Staffing Pattern  
(CURRENT)

[BBMR SP-1]

FUNCTIONAL AREA: EXECUTIVE DIRECTION  
DEPARTMENT/AGENCY: OFFICE OF THE EDUCATION SURUHANU  
PROGRAM: EDUCATION SURUHANU  
FUND: GENERAL FUND

| Input by Department |                 |                          |                                |            |           |          |          |           |      | Input by Department |                         |                             |                            |                      |          |          |                   |                  |                           |               |     |
|---------------------|-----------------|--------------------------|--------------------------------|------------|-----------|----------|----------|-----------|------|---------------------|-------------------------|-----------------------------|----------------------------|----------------------|----------|----------|-------------------|------------------|---------------------------|---------------|-----|
| (A)                 | (B)             | (C)                      | (D)                            | (E)        | (F)       | (G)      | (H)      |           | (I)  | (J)                 | (K)                     | (L)                         | (M)                        | (N)                  |          | (O)      | (P)               |                  | (Q)                       | (R)           | (S) |
| No.                 | Position Number | Position Title           | Name of Incumbent              | Grade/Step | Salary    | Overtime | Special* | Increment |      | (E+F+G+I) Subtotal  | Retirement (J * 26.04%) | Retire (DDI) (\$16.66*26PP) | Social Security (6.2% * J) | Benefits             |          | Life (I) | Medical (Premium) | Dental (Premium) | Total Benefits (K thru Q) | (J + R) TOTAL |     |
|                     |                 |                          |                                |            |           |          |          | Date      | Amnt |                     |                         |                             |                            | Medicare (1.45% * J) | Life (I) |          |                   |                  |                           |               |     |
| 1                   | 491             | EDUCATION SURUHANU       | DOMINIC TERLAJE                | L5         | \$80,000  | \$0      | \$0      |           | \$0  | \$80,000            | \$20,832                | \$0                         | \$0                        | \$1,160              | \$174    |          | \$1,560           | \$168            | \$23,894                  | \$103,894     |     |
| 2                   | 492             | ADMINISTRATIVE ASSISTANT | B. Wusstig-Perez (Detail Appt) | J-1        | 22,942    | 0        | \$0      |           | 0    | 22,942              | 5,974                   | 434                         | 0                          | 333                  | 174      |          | 2,861             | 386              | 10,162                    | 33,104        |     |
| 3                   | 493             | SAFETY INSPECTOR         | VACANT                         |            |           | 0        | \$0      |           | 0    | 0                   | 0                       | 0                           | 0                          | 0                    | 0        |          | 0                 | 0                | 0                         | 0             |     |
| 4                   |                 |                          |                                |            | 0         | 0        | \$0      |           | 0    | 0                   | 0                       | 0                           | 0                          | 0                    | 0        |          | 0                 | 0                | 0                         | 0             |     |
| 5                   |                 |                          |                                |            | 0         | 0        | \$0      |           | 0    | 0                   | 0                       | 0                           | 0                          | 0                    | 0        |          | 0                 | 0                | 0                         | 0             |     |
| 6                   |                 |                          |                                |            | 0         | 0        | \$0      |           | 0    | 0                   | 0                       | 0                           | 0                          | 0                    | 0        |          | 0                 | 0                | 0                         | 0             |     |
| 7                   |                 |                          |                                |            | 0         | 0        | \$0      |           | 0    | 0                   | 0                       | 0                           | 0                          | 0                    | 0        |          | 0                 | 0                | 0                         | 0             |     |
| 8                   |                 |                          |                                |            | 0         | 0        | \$0      |           | 0    | 0                   | 0                       | 0                           | 0                          | 0                    | 0        |          | 0                 | 0                | 0                         | 0             |     |
| 9                   |                 |                          |                                |            | 0         | 0        | \$0      |           | 0    | 0                   | 0                       | 0                           | 0                          | 0                    | 0        |          | 0                 | 0                | 0                         | 0             |     |
| 10                  |                 |                          |                                |            | 0         | 0        | \$0      |           | 0    | 0                   | 0                       | 0                           | 0                          | 0                    | 0        |          | 0                 | 0                | 0                         | 0             |     |
| 11                  |                 |                          |                                |            | 0         | 0        | \$0      |           | 0    | 0                   | 0                       | 0                           | 0                          | 0                    | 0        |          | 0                 | 0                | 0                         | 0             |     |
| 12                  |                 |                          |                                |            | 0         | 0        | \$0      |           | 0    | 0                   | 0                       | 0                           | 0                          | 0                    | 0        |          | 0                 | 0                | 0                         | 0             |     |
| 13                  |                 |                          |                                |            | 0         | 0        | \$0      |           | 0    | 0                   | 0                       | 0                           | 0                          | 0                    | 0        |          | 0                 | 0                | 0                         | 0             |     |
| 14                  |                 |                          |                                |            | 0         | 0        | \$0      |           | 0    | 0                   | 0                       | 0                           | 0                          | 0                    | 0        |          | 0                 | 0                | 0                         | 0             |     |
| 15                  |                 |                          |                                |            | 0         | 0        | \$0      |           | 0    | 0                   | 0                       | 0                           | 0                          | 0                    | 0        |          | 0                 | 0                | 0                         | 0             |     |
| 16                  |                 |                          |                                |            | 0         | 0        | \$0      |           | 0    | 0                   | 0                       | 0                           | 0                          | 0                    | 0        |          | 0                 | 0                | 0                         | 0             |     |
| 17                  |                 |                          |                                |            | 0         | 0        | \$0      |           | 0    | 0                   | 0                       | 0                           | 0                          | 0                    | 0        |          | 0                 | 0                | 0                         | 0             |     |
| 18                  |                 |                          |                                |            | 0         | 0        | \$0      |           | 0    | 0                   | 0                       | 0                           | 0                          | 0                    | 0        |          | 0                 | 0                | 0                         | 0             |     |
| 19                  |                 |                          |                                |            | 0         | 0        | \$0      |           | 0    | 0                   | 0                       | 0                           | 0                          | 0                    | 0        |          | 0                 | 0                | 0                         | 0             |     |
| 20                  |                 |                          |                                |            | 0         | 0        | \$0      |           | 0    | 0                   | 0                       | 0                           | 0                          | 0                    | 0        |          | 0                 | 0                | 0                         | 0             |     |
| 21                  |                 |                          |                                |            | 0         | 0        | \$0      |           | 0    | 0                   | 0                       | 0                           | 0                          | 0                    | 0        |          | 0                 | 0                | 0                         | 0             |     |
| 22                  |                 |                          |                                |            | 0         | 0        | \$0      |           | 0    | 0                   | 0                       | 0                           | 0                          | 0                    | 0        |          | 0                 | 0                | 0                         | 0             |     |
| 23                  |                 |                          |                                |            | 0         | 0        | \$0      |           | 0    | 0                   | 0                       | 0                           | 0                          | 0                    | 0        |          | 0                 | 0                | 0                         | 0             |     |
| 24                  |                 |                          |                                |            | 0         | 0        | \$0      |           | 0    | 0                   | 0                       | 0                           | 0                          | 0                    | 0        |          | 0                 | 0                | 0                         | 0             |     |
| 25                  |                 |                          |                                |            | 0         | 0        | \$0      |           | 0    | 0                   | 0                       | 0                           | 0                          | 0                    | 0        |          | 0                 | 0                | 0                         | 0             |     |
| Grand Total:        |                 |                          |                                |            | \$102,942 | \$0      | \$0      |           | \$0  | \$102,942           | \$26,806                | \$434                       | \$0                        | \$1,493              | \$348    |          | \$4,421           | \$554            | \$34,056                  | \$136,998     |     |

\* Night Differential / Hazardous / Worker's Compensation / etc.

1/: FY 2010 (current) GovGuam contribution for Life Insurance is \$174 per annum; Subject to change in FY 2011

Government of Guam  
Fiscal Year 2010  
Agency Staffing Pattern  
(CURRENT)

[BBMR SP-1]

| Input by Department    |                 |                          |                                |             |                            |            |           |                      |               |             |                        |
|------------------------|-----------------|--------------------------|--------------------------------|-------------|----------------------------|------------|-----------|----------------------|---------------|-------------|------------------------|
| Special Pay Categories |                 |                          |                                |             |                            |            |           |                      |               |             |                        |
| (A)                    | (B)             | (C)                      | (D)                            | (E)         | (F)                        | (G)        | (H)       | (I)                  | (J)           | (K)         |                        |
| No.                    | Position Number | Position Title           | Name of Incumbent              | Holiday Pay | Night Differential Pay 10% | Hazard 10% | Hazard 8% | Nurse Sunday Pay 1.5 | Nurse Pay 1.5 | EMT Pay 15% | (E+F+G+H+I+J) Subtotal |
| 1                      | 491             | EDUCATION SURUHANU       | DOMINIC TERLAJE                | \$0         | \$0                        | \$0        | \$0       | \$0                  | \$0           | \$0         | \$0                    |
| 2                      | 492             | ADMINISTRATIVE ASSISTANT | B. Wusstig-Perez (Detail Appt) | 0           | 0                          | 0          | 0         | 0                    | 0             | 0           | 0                      |
| 3                      | 493             | SAFETY INSPECTOR         | VACANT                         | 0           | 0                          | 0          | 0         | 0                    | 0             | 0           | 0                      |
| 4                      | 0               | 0                        | 0                              | 0           | 0                          | 0          | 0         | 0                    | 0             | 0           | 0                      |
| 5                      | 0               | 0                        | 0                              | 0           | 0                          | 0          | 0         | 0                    | 0             | 0           | 0                      |
| 6                      | 0               | 0                        | 0                              | 0           | 0                          | 0          | 0         | 0                    | 0             | 0           | 0                      |
| 7                      | 0               | 0                        | 0                              | 0           | 0                          | 0          | 0         | 0                    | 0             | 0           | 0                      |
| 8                      | 0               | 0                        | 0                              | 0           | 0                          | 0          | 0         | 0                    | 0             | 0           | 0                      |
| 9                      | 0               | 0                        | 0                              | 0           | 0                          | 0          | 0         | 0                    | 0             | 0           | 0                      |
| 10                     | 0               | 0                        | 0                              | 0           | 0                          | 0          | 0         | 0                    | 0             | 0           | 0                      |
| 11                     | 0               | 0                        | 0                              | 0           | 0                          | 0          | 0         | 0                    | 0             | 0           | 0                      |
| 12                     | 0               | 0                        | 0                              | 0           | 0                          | 0          | 0         | 0                    | 0             | 0           | 0                      |
| 13                     | 0               | 0                        | 0                              | 0           | 0                          | 0          | 0         | 0                    | 0             | 0           | 0                      |
| 14                     | 0               | 0                        | 0                              | 0           | 0                          | 0          | 0         | 0                    | 0             | 0           | 0                      |
| 15                     | 0               | 0                        | 0                              | 0           | 0                          | 0          | 0         | 0                    | 0             | 0           | 0                      |
| 16                     | 0               | 0                        | 0                              | 0           | 0                          | 0          | 0         | 0                    | 0             | 0           | 0                      |
| 17                     | 0               | 0                        | 0                              | 0           | 0                          | 0          | 0         | 0                    | 0             | 0           | 0                      |
| 18                     | 0               | 0                        | 0                              | 0           | 0                          | 0          | 0         | 0                    | 0             | 0           | 0                      |
| 19                     | 0               | 0                        | 0                              | 0           | 0                          | 0          | 0         | 0                    | 0             | 0           | 0                      |
| 20                     | 0               | 0                        | 0                              | 0           | 0                          | 0          | 0         | 0                    | 0             | 0           | 0                      |
| 21                     | 0               | 0                        | 0                              | 0           | 0                          | 0          | 0         | 0                    | 0             | 0           | 0                      |
| 22                     | 0               | 0                        | 0                              | 0           | 0                          | 0          | 0         | 0                    | 0             | 0           | 0                      |
| 23                     | 0               | 0                        | 0                              | 0           | 0                          | 0          | 0         | 0                    | 0             | 0           | 0                      |
| 24                     | 0               | 0                        | 0                              | 0           | 0                          | 0          | 0         | 0                    | 0             | 0           | 0                      |
| 25                     | 0               | 0                        | 0                              | 0           | 0                          | 0          | 0         | 0                    | 0             | 0           | 0                      |
| Grand Total:           |                 |                          |                                | \$0         | \$0                        | \$0        | \$0       | \$0                  | \$0           | \$0         | \$0                    |

- 1/ 10% of reg. rate, applicable from 6pm- 6am, employee must work 4 hours consecutive after 6pm for entitlement of the pay
- 2/ Applies to law enforcement personnels
- 3/ Applies to solid waste employees
- 4/ 1 ½ of reg. rate of pay from 12am Friday to 12 midnight Sunday
- 5/ 1 ½ of reg. rate of pay on daily work exceeding 8 hours
- 6/ Applicable only to CFD ambulatory service personnel. 15% of reg. rate of pay



