



GUAM ETHICS COMMISSION
Kumisión i Ginihan Areklamenton Guåhan
Government of Guam
134 W. Soledad Ave., BOH Bldg. Ste. 406
Tel: 671-969-5625 | Telefax: 671-969-5626

Transmitted Via Electronic Mail

January 29, 2024

Honorable Lourdes A. Leon Guerrero
Governor of Guam
Office of the Governor
513 W. Marine Corps Drive
Hagåtña, Guam 96910

Honorable Therese M. Terlaje
Speaker, 37th Guam Legislature
I 'Mina Trentai siette Na Liheslaturan Guåhan
Guam Congress Building
163 Chalan Santo Papa
Hagåtña, Guam 96910

Honorable Benjamin J. F. Cruz
Public Auditor
Office of Public Accountability
238 Archbishop Flores St. Suite 401, DNA Building
Hagåtña, GU 96910

Honorable Douglas B. Moylan
Attorney General of Guam
Office of the Attorney General of Guam
590 S. Marine Corps. Dr. Suite 901
Tamuning, Guam 96913

Re: Reporting Requirements for Boards and Commissions – January 2024

Håfa Adai Governor Leon Guerrero, Speaker Terlaje, Public Auditor Cruz, and Attorney General Moylan,

On behalf of the Guam Ethics Commission, respectfully transmitted herewith is the reporting requirements of 5 GCA Chapter 8 § 8113.1 regarding the Guam Ethics Commission's regular meeting held on January 26, 2024.

If I can provide further assistance or clarification, please feel free to contact me through email at jesse.quenga@ethics.guam.gov.

Si Yu'os Ma'ase!

JESSE JOHN QUENGA, CM®
Executive Director

Enclosure: Guam Ethics Commission January 2024 Meeting Packet



GUAM ETHICS COMMISSION

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Government of Guam

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**GUAM ETHICS
COMMISSION
MEETING PACKET**

January 26, 2024

12:30 PM



GUAM ETHICS COMMISSION

Kumisión i Ginihan Areklamenton Guåhan

Regular Meeting
Friday, January 26, 2024
12:30 PM

COMMISSIONERS

Christopher A. Cruz
Chairman

Margaret E.R. Tyquiengco
Vice-Chairwoman

Marilyn R. Borja

Robert S. Jack, MD

Daphne M. Leon Guerrero

Shannon J. Murphy

COMMISSION STAFF

Jesse J. Quenga
Executive Director

Pamela D. Mabazza
*Ethics Investigation &
Compliance Officer II*

Reuben C. Bugarin
*Ethics Investigation &
Compliance Officer II*

Arielle L. Navarro
Administrative Assistant

AGENDA

I. Call to Order / Roll Call of Members

II. Approval of Minutes

- a. December 29, 2023 – Regular Meeting

III. Executive Director’s Report

IV. Closed Proceedings 4 GCA 15 §15401

ETH-23-110-OT-201|ETH-23-115-COI-202|ETH-23-122-UT-201
ETH-24-001-OT-202

V. Unfinished Business

- a. Resolution 2023-001-Commission Authority to Subpoena Witnesses, Administer Oaths, and Take Testimony Relating to Matters Before the Commission and Require the Production for Examination of any Books, Papers or Electronic Records Relative to any Matter Under Investigation or in Question Before the Commission; in Re Case No. Eth-23-122-UT-201
- b. Review and Approve Annual Executive Director Performance Evaluation and Pay Adjustment
- c. Commission Boardsmanship Training / Education Program P.L. 32-031
- d. Review and Approve Fiscal Year 2025 Budget Request

VI. New Business

- a. Commission to Act on the Following Case:
ETH-24-001-OT-202
- b. Review and Approve Professional Membership Listing
- c. Review Ethics in Government Program Training Fee for Fiscal Year 2024
- d. Review and Approve Annual Performance Evaluation and Pay Adjustment of Staff
- e. Election of Officers pursuant to GEthC Policy 4

VII. Announcements

VIII. Adjournment

Guam Ethics Commission Board Meeting—Minutes

Date: December 29, 2023

Time: 1:07 p.m.

Location: Zoom/In Person

I. Call to Order / Roll Call of Members

a. Members Present:

- i. Chairman Christopher Cruz
- ii. Vice-Chairperson Margaret Tyquiengco
- iii. Dr. Robert Jack, Commissioner
- iv. Daphne Leon Guerrero, Commissioner
- v. Shannon Murphy, Commissioner
- vi. Marilyn Borja, Commissioner

b. Staff Present:

- i. Jesse J. Quenga, Executive Director
- ii. Pamela D. Mabazza, Ethics Investigation and Compliance Officer II
- iii. Reuben C. Bugarin, Ethics Investigation and Compliance Officer II
- iv. Arielle L. Navarro, Administrative Assistant

c. Other Present:

- i. Attorney Joseph McDonald, Legal Counsel
- ii. Attorney Darleen Hiton, Prosecutorial Counsel

II. Approval of Minutes

September 29, 2023 – Regular Meeting

MOTION: R. Jack motion to approve September 29, 2023 minutes

Seconded by: M. Tyquiengco

Discussion: None

Decision: Motion Carries

Motion: M. Tyquiengco motion to discuss closed proceedings @ 1:29 p.m.

Seconded by: R. Jack

Discussion: None

Decision: Motion Carries

III. Closed Proceedings 4 GCA 15 §15401

ETH-23-110-OT-201|ETH-23-115-COI-202| ETH-23-120-OT-202
ETH-23-121-UT-201| ETH-23-122-UT-201| ETH-23-123-OT-202
ETH-23-124-OT-202 | ETH-23-125-OT-202| ETH-23-126-OT-202
ETH-23-127-OT-201

Commission goes back into Regular Session @ 2:51 p.m. to take action on the following cases:

ETH-23-120-OT-202

Motion: D. Leon Guerrero motion to dismiss case ETH-23-120-OT-202

Seconded by: M. Tyquiengco

Discussion: None

Decision: Motion Carries

ETH-23-121-UT-201

Motion: M. Borja motion to dismiss case ETH-23-121-UT-201

Seconded by: S. Murphy

Discussion: None

Decision: Motion Carries

ETH-23-122-UT-201

Motion: D. Leon Guerrero motion to adopt resolution 2023-003

Seconded by: M. Borja

Discussion: None

Decision: Motion Carries

ETH-23-123-OT-202

Motion: S. Murphy motion to dismiss case ETH-23-123-OT-22

Seconded by: D. Leon Guerrero

Discussion: None

Decision: Motion Carries

ETH-23-124-OT-202

Motion: M. Tyquiengco motion to dismiss case ETH-23-124-OT-202

Seconded by: M. Borja

Discussion: None

Decision: Motion Carries

ETH-23-125-OT-202

Motion: M. Tyquiengco motion to dismiss case ETH-23-125-OT-202

Seconded by: S. Murphy

Discussion: None

Decision: Motion Carries

ETH-23-126-OT-202

Motion: M. Borja motion to dismiss case ETH-23-126-OT-202

Seconded by: S. Murphy

Discussion: None

Decision: Motion Carries

ETH-23-127-OT-201

Motion: S. Murphy motion to dismiss case ETH-23-127-OT-201

Seconded by: D. Leon Guerrero

Discussion: None

Decision: Motion Carries

Review and Approve Advisory Opinion (AO-23-003)

Motion: M. Tyquiengco motion to approve AO-23-003

Seconded by: D. Leon Guerrero

Discussion: None

Decision: Motion Carries

IV. Executive Director's Report

a. Ethics Training Update

Month	Live Workshop	Online Workshop	TOTAL
October	148	346	494
November	-0-	153	153
December	115	94*	153

b. New Financial Management Information System

- The Department of Administration has indicated an anticipated launch of their new web-based financial management information system in January. To prepare for the launch, Commission personnel have participated in training seminars on how to use the system to perform various personnel, budget, and accounting functions for the Commission.

c. Correspondence from the Office of Public Accountability

- In November communication from Office of Public Accountability was received which extended an invitation for our office to provide topic recommendations as their office develops its 2024 audit calendar. With concurrence from the Commission Chair, a letter was returned requesting for consideration to conduct a performance audit of the Ethics Commission. The audit planning committee to consider when preparing their audit schedule for 2024.

d. FY 2024 Budget Report

A	B	C	D	E	L	M
Account Code	Budget Act(s) Appropriations 37-42	Reserve	FY 2024 Allotments (B - C)	Year to Date Exp. / Encumb. As Of: 12/11/23	Other Requirements	Projected Lapse / (Shortfall) [D - (E + G + L)]
111 Salary	254,758	0	254,758	51,401	2,666	1/ 8,172
112 OT	0	0	0	0	0	0
113 Benefits	91,940	0	91,940	19,909	716	2/ (3,431)
TOTAL PerSvs	346,698	0	346,698	71,310	3,382	4,741
220 Travel	12,760	0	12,760	10,922	0	1,838
230 Contract	43,806	0	43,806	21,037	31,452	3/ (8,683)
233 Rent	65,993	0	65,993	43,995	21,998	4/ 0
240 Supplies	16,500	0	16,500	0	10,000	5/ 6,500
250 Equip.	0	0	0	0	0	0
271 Drug Testing	80	0	80	0	0	80
280 Sub.Rec.	0	0	0	0	0	0
290 Misc.	41,127	0	41,127	5,000	20,300	6/ 15,827
361 Power	0	0	0	0	0	0
362 Water	0	0	0	0	0	0
363 Tele.	4,116	0	4,116	0	4,116	7/ 0
450 Cap. Out.	0	0	0	0	0	0
TOTAL Opers	184,382	0	184,382	80,955	87,866	15,561
TOTALS	531,080	0	531,080	152,265	91,248	20,303

Footnotes / Notes:

- 1/ Pay Increments for 3 FTEs
- 2/ Benefits Increase following Increment
- 3/ Legal Contract \$12.9k; Prosecutorial Contract \$12.9k; Website Maintenance \$5.6k
- 4/ Lease Renewal - 4 mos of Second Year
- 5/ Supplies: Folders, Envelopes, Certificates \$10k
- 6/ Misc.: Meetings Ads \$10.75k, Commissioner Stipends \$5.7k, Procurement Training \$832, Postage for Ethics Complaint Comms. \$2k
- 7/ IFB No. GETHC-001-24 Award

V. New Business

a. Commission to Act on the following cases:

ETH-23-120-OT-202 | ETH-23-121-UT-201 | ETH-23-122-UT-201
 ETH-23-123-OT-202 | ETH-23-124-OT-202 | ETH-23-125-OT-202
 ETH-23-126-OT-202 | ETH-23-127-OT-201

b. Review and Approve Advisory Opinion (AO-23-003)

Motion: M. Tyquiengco motion to approve AO-23-003

Seconded by: D. Leon Guerrero

Discussion: None

Decision: Motion Carries

c. Biennial Review and Approval of Commission Policies

i. GEthC Policy 1 – (2021-001) Hiring and Dismissal of the Executive Director and Staff

Motion: M. Borja motion to approve GEthC Policy 1 – (2021-001) Hiring and Dismissal of the Executive Director and Staff

Seconded by: M. Tyquiengco

Discussion: None

Decision: Motion Carries

ii. GEthC Policy 2 – (2021-002) Procurement Policy

Motion: S. Murphy motion to approve GEthC Policy 2 – (2021-002) Procurement Policy

Seconded by: M. Tyquiengco

Discussion: None

Decision: Motion Carries

iii. GEthC Policy 3 – (2021-003) Ethics Complaint Procedures

Motion: M. Borja motion to approve GEthC Policy 3 – (2021-003) Ethics Complaint Procedures

Seconded by: M. Tyquiengco

Discussion: None

Decision: Motion Carries

iv. GEthC Policy 4 – (2022-001) Election of Officers

Motion: M. Tyquiengco motion to approve GEthC Policy 4 – (2022-001) Election of Officers

Seconded by: M. Borja

Discussion: None

Decision: Motion Carries

v. GEthC Policy 5 – Ethics in Government Program Training Fee

Motion: D. Leon Guerrero motion to approve GEthC Policy 5 – Ethics in Government Program Training Fee

Seconded by: M. Tyquiengco

Discussion: None

Decision: Motion Carries

vi. GEthC Policy 6 – Authorizing and Certifying Officials of the Guam Ethics Commission

Motion: M. Borja motion to approve GEthC Policy 6 – Authorizing and Certifying Officials of the Guam Ethics Commission

Seconded by: S. Murphy

Discussion: None

Decision: Motion Carries

- vii. GETHC Policy 7 – Travel Policy
Motion: S. Murphy motion to approve GETHC Policy 7 Travel Policy
Seconded by: M. Tyquiengco
Discussion: None
Decision: Motion Carries

- d. Review and Adopt Standard Operating Procedures
 - i. Ethics Complaint Manual
Motion: M. Tyquiengco motion to adopt Ethics Complaint Manual
Seconded by: M. Borja
Discussion: None
Decision: Motion Carries

 - ii. Invoice and Certificate Manual
Motion: M. Tyquiengco motion to adopt Invoice and Certificate Manual
Seconded by: M. Borja
Discussion: None
Decision: Motion Carries

 - iii. Financial Management Manual
Motion: M. Tyquiengco motion to adopt Financial Management Manual
Seconded by: M. Borja
Discussion: None
Decision: Motion Carries

- e. Review and Approve Fiscal Year 2025 Budget Request
Motion: M. Tyquiengco motion to table the Review and Approve Fiscal Year 2025 Budget Request
Seconded by: D. Leon Guerrero
Discussion: None
Decision: Motion Carries

- f. Review and Approve Annual Executive Director Performance Evaluation and Pay Adjustment
Motion: M. Tyquiengco motion to table the Review and Approve Annual Executive Director Performance Evaluation and Pay Adjustment
Seconded by: D. Leon Guerrero
Discussion: None
Decision: Motion Carries

VI. Old Business – None

VII. Announcements

VIII. Adjournment

MOTION: S. Murphy motioned to adjourn at 5:02 p.m.

Seconded by: M. Tyquiengco

Discussion: None

Decision: Motion Carries



GUAM ETHICS COMMISSION

Kumisión i Ginihan Areklamenton Guåhan

EXECUTIVE DIRECTOR'S REPORT

Updates

a. Ethics Training Update

- The participation figures for both in-person and online training are shown below.

Month	Live Workshop	Online Workshop	TOTAL
November	-0-	153	153
December	115	112	227
January	138	179* As of 01/25	317

b. Fiscal Year 2022 Citizen Centric Report

The Guam Ethics Commission has released its Fiscal Year 2022 Citizen Centric Report, in compliance with 1 GCA §1922(a). The report aims to keep the public informed about the Commission's operations and initiatives, promoting transparency and accountability. The Citizen Centric Report is a valuable instrument for assessing the Commission's effectiveness in fulfilling its mission to promote ethical conduct among government officials and employees. It serves as a means to evaluate the Commission's efforts and their impact on fostering a culture of integrity within the public sector.

c. FY 2024 Budget Report as of 01.26.2024

A	B	C	D	E	L	M
Account Code	Budget Act(s) Appropriations 37-42	Reserve	FY 2024 Allotments (B - C)	Year to Date Exp. / Encumb. As Of: 1/27/23	Other Requirements	Projected Lapse / (Shortfall) [D - (E + G + L)]
111 Salary	254,758	0	254,758	70,092	2,666	1/ 8,172
112 OT	0	0	0	0	0	0
113 Benefits	91,940	0	91,940	27,128	716	2/ (3,393)
TOTAL PerSvs	346,698	0	346,698	97,220	3,382	4,779
220 Travel	12,760	0	12,760	10,922	0	1,838
230 Contract	43,806	0	43,806	21,037	31,452	3/ (8,683)
233 Rent	65,993	0	65,993	43,995	21,998	4/ 0
240 Supplies	16,500	0	16,500	0	5,000	5/ 11,500
250 Equip.	0	0	0	0	0	0
271 Drug Testing	80	0	80	0	0	80
280 Sub.Rec.	0	0	0	0	0	0
290 Misc.	41,127	0	41,127	5,551	20,300	6/ 15,276
361 Power	0	0	0	0	0	0
362 Water	0	0	0	0	0	0
363 Tele.	4,116	0	4,116	3,772	343	7/ 0
450 Cap. Out.	0	0	0	0	0	0
TOTAL Opers	184,382	0	184,382	85,278	79,093	20,011
TOTALS	531,080	0	531,080	182,498	82,475	24,790
Footnotes / Notes:						
1/ Pay Increments for 3 FTEs						
2/ Benefits Increase following Increment						
3/ Legal Contract \$12.9k; Prosecutorial Contract \$12.9k; Website Maintenance \$5.6k						
4/ Lease Renewal - 4 mos of Second Year						
5/ Supplies: Folders, Envelopes, Certificates \$5k						
6/ Misc.: Meetings Ads \$10.75k, Commissioner Stipends \$5.7k, Procurement Training \$832, Postage for Ethics Complaint Comms. \$2k						



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Government of Guam

Closed Proceedings-4 GCA 15 §15401

ETH-23-110-OT-201|ETH-23-115-COI-202|ETH-23-122-UT-201
ETH-24-001-OT-202



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RESOLUTION No. 2023 – 003

**COMMISSION AUTHORITY TO SUBPOENA WITNESSES, ADMINISTER OATHS, AND TAKE TESTIMONY RELATING TO MATTERS BEFORE THE COMMISSION AND REQUIRE THE PRODUCTION FOR EXAMINATION OF ANY BOOKS, PAPERS OR ELECTRONIC RECORDS RELATIVE TO ANY MATTER UNDER INVESTIGATION OR IN QUESTION BEFORE THE COMMISSION;
IN RE CASE NO. ETH-23-122-UT-201**

WHEREAS, the Guam Ethics Commission under Chapter 15, Title 4 Guam Code Annotated, is authorized and empowered, to among other things, initiate, receive and consider charges concerning alleged violations of Chapter 15, and to initiate or make investigations, and hold hearings to decide violations of Ethics Standards; and

WHEREAS, on August 6, 2023, a Complaint was filed with the Commission against an employee as defined by 4 GCA § 15102(d), who is or was employed at an agency defined by § 15102(k); and

WHEREAS, the complaint alleges violations that possibly occurred within three (3) years of the date of this Resolution; and

WHEREAS, the Executive Director has reviewed the allegations and recommends that the Commission take jurisdiction over the Complaint because the actions described in it alleges a violation of the Ethical Standards, namely: 4 GCA § 15204 Fair Treatment; and

WHEREAS, at a public meeting held by the Commission on December 29, 2023 the Commission in confidence examined the Complaint; now therefore be it

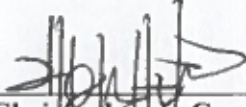
RESOLVED, the Commission through a vote of five (5) or more members present at a publicly announced/open meeting and in this Resolution 2023-003, exercises jurisdiction over the case identified above; and be it further

RESOLVED, pursuant to 4 GCA § 15401, the Commission shall investigate whether the Employee identified in Complaint No. ETH-23-122-UT-201 did violate the Ethics Standard found at 4 GCA § 15204; and be it further


RESOLVED, the Commission, having identified the nature and scope of its inquiry, hereby invokes the authority granted to it pursuant to 4 GCA §15401 to, inter alia, subpoena witnesses, administer oaths, and take testimony relating to matters before the Commission and require the production for examination of any books, papers or electronic records relative to any matter under investigation or in question before the Commission; and be it further

RESOLVED, the Commission shall comply with 4 GCA § 15401(b) to investigate all charges on a confidential basis. No information may be divulged except as permitted by 4 GCA Chapter 15.

PASSED AND ADOPTED BY THE GUAM ETHICS COMMISSION THIS 29th DAY OF DECEMBER, 2023.



Christopher A. Cruz
Chairman

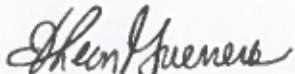


Margaret E.R. Tyquengco
Vice-Chairwoman

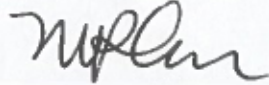


Shannon J. Murphy
Commissioner

Robert S. Jack, MD
Commissioner



Daphne N. Leon Guerrero
Commissioner



Marilyn R. Borja
Commissioner

	Christphoner Cruz	Meg Tyquiengco	Shannon Murphy	Marilyn Borja	Robert Jack	Daphne Leon Guerrero	TOTAL AVERAGE
Leadership							
1.1 The Executive Director has shown clear vision in correctly anticipating, opportunities and priorities affecting the commission's operations.	5	5	4		5	3	4.40
1.2 The Executive Director has clearly translated his/her vision and strategy into feasible operational plans to achieve success for the commission.	5	4	5		5	3	4.40
1.3 The Executive Director has accurately communicated his/her concept, vision and mission, strategies, goals and directions for the organization to stakeholders.	4	4	5		5	3	4.20
1.4 The Executive Director has motivated and encouraged high employee morale and loyalty to the GETHC, and facilitated team-building and cohesiveness among the GETHC employees.	4	4	5		5	3	4.20
1.5 The Executive Director has performed as a role model for the GETHC, maintained a working style which is open to constructive suggestions, and exercised effective leadership for the GEC.	5	5	5		5	4	4.80
1.6 The Executive Director has been an initiator, setting high working standards and pursuing goals with a high level of personal drive and energy.	5	5	5		5	4	4.80
Strategy formulation							
2.1 The Executive Director has developed clear mission statements, policies and strategic plans that harmoniously balance the needs of the employees, and other stakeholders.	5	4	5		5	3	4.40
2.2 The Executive Director has accurately identified and analyzed problems and issues confronting the commission.	4	4	4		5	3	4.00
2.3 The Executive Director has accurately determined and assessed key success factors for the GETHC.	5	5	4		5	3	4.40
2.4 The Executive Director has ensured that commission members, and employees had participated in the formulation of strategic plans so that they have ownership of the plans.	5	4	4		5	3	4.20
2.5 The Executive Director has assured that GETHC resources and budgets are aligned to the implementation of the Commission.	5	5	5		5	3	4.60
2.6 The Executive Director has established processes that monitor and control, thus ensuring that the effectiveness of the GETHC, including risk management, is achieved.	5	5	5		5	3	4.60
Strategy execution							

	Christphoner Cruz	Meg Tyquiengco	Shannon Murphy	Marilyn Borja	Robert Jack	Daphne Leon Guerrero	TOTAL AVERAGE
3.1 The Executive Director has established an effective organization, ensuring that there is management focus on key functions necessary for the GETHC to align with its mission.	5	5	5		5	3	4.60
3.2 The Executive Director organized and delegated work accurately and refers functions to others in a professional manner.	5	4	5		5	3	4.40
3.3 The Executive Director makes sound decisions and timely adjustments when conditions demanded such changes.	5	4	5		5	4	4.60
3.4 The Executive Director has timely and effectively executed priorities set by the Ethics Commissioners.	5	5	N/A		5	3	4.50
3.5 The Executive Director has accurately supervised performance monitoring and control to ensure accountability at all levels of the organization.	5	5	N/A		5	3	4.50
3.6 The Executive Director has ensured that the GETHC complies with requirements from all pertinent laws and regulations.	5	5	5		5	3	4.60
Financial planning/performance							
4.1 The Executive Director possesses a good understanding of the GETHC's financials.	5	5	5		5	4	4.80
4.2 The Executive Director has exercised good judgment in managing the financial affairs and budget of the GETHC.	4	5	5		5	3	4.40
4.3 The Executive Director has established sound practices and procedures for up-to-date accurate accounting and financial planning.	5	5	5		5	3	4.60
4.4 The Executive Director has effectively monitored and evaluated financial planning, budget and administrative operations, and reports the results to the GETHC.	5	5	5		5	4	4.80
4.5 The Executive Director has achieved the GETHC's budgetary goals .	4	5	5		5	4	4.60
Relationship with the Board							
5.1 The Executive Director has built strong working relationships with the board members and helped strengthen the board, and thus has worked closely and cooperatively with the board in developing the mission, and short, medium and long-term strategic plans.	5	5	5		5	4	4.80
5.2 The Executive Director has demonstrated a sound knowledge of board governance procedures and has consistently followed them.	4	5	5		5	3	4.40

	Christphoner Cruz	Meg Tyquiengco	Shannon Murphy	Marilyn Borja	Robert Jack	Daphne Leon Guerrero	TOTAL AVERAGE
5.3 The Executive Director has prepared for the board by developing sufficient and appropriate agendas with adequate discussion time and providing accompanying information with all relevant aspects and conditions well in advance of the meeting.	5	5	5		5	4	4.80
5.4 The Executive Director has presented information to the board on items requiring board opinions and decisions in a professional manner, with recommendations based on thorough study and sound principles.	5	5	4		5	3	4.40
5.5 The Executive Director has been readily available to individual board members whenever necessary, as well as supported the board in its governance duties by providing necessary resources and other facilities.	5	5	5		5	4	4.80
5.6 The Executive Director has encouraged board training and development, as well as board roles in the community and as advocates for the commission.	4	4	5		5	3	4.20
External Relations							
6.1 The Executive Director has served as an effective GETHC representative in communicating with stakeholders, including community groups and organizations.	5	5	5		5	4	4.80
6.2 The Executive Director has effectively communicated the GETHC's financial performance to the Legislature.	5	5	5		5	3	4.60
6.3 The Executive Director has professionally handled public relations issues in a manner that builds good will for the GETHC and lessens concerns from the general public.	5	5	5		5	3	4.60
6.4 The Executive Director has encouraged a positive image of the GETHC, as well as creating awareness of available services to the general public.	5	5	5		5	3	4.60
6.5 The Executive Director has assured that the GETHC maintains positive relationships in the community and cultivates good working relationships with community groups and organizations.	5	5	5		5	3	4.60
Human Resources Management/Relations							
7.1 The Executive Director has created and maintained an organizational culture and climate which attracts, keeps and motivates staff to carry out the GEC mission, direction and goals.	5	5	5		5	3	4.60

	Christphoner Cruz	Meg Tyquiengco	Shannon Murphy	Marilyn Borja	Robert Jack	Daphne Leon Guerrero	TOTAL AVERAGE
7.2 The Executive Director has empowered staff members appropriate levels of freedom and authority, as well as effectively solicited and fostered support for initiative and creativity within the GETHC.	4	5	5		5	3	4.40
7.3 The Executive Director has developed and executed sound personnel procedures and practices, including appraisal process and rewarding systems for employees, resulting in working towards the same goals.	5	5	5		5	4	4.80
7.4 The Executive Director has supported personnel development and education, encouraged appropriate personnel to participate in planning and decision-making and provided opportunities to employees to work in professional fields which they are good at for the benefit of the GETHC.	5	5	5		5	3	4.60
7.5 The Executive Director has built a highly competent team with the skills, energy and passion to turn the GETHC's mission and vision into a reality.	5	4	5		5	3	4.40
7.6 The Executive Director has ensured that the GETHC has good internal communication and treated all personnel fairly, without favoritism or discrimination.	4	5	5		5	3	4.40
Service Knowledge							
8.1 The Executive Director has demonstrated a thorough knowledge and understanding about key aspects of the GETHC.	5	5	5		5	4	4.80
8.2 The Executive Director has a good understanding of the GETHC's allocation of its resources.	5	5	5		5	4	4.80
Personal Qualities							
9.1 The Executive Director has attained an image that reflects positively on the GETHC, as well as demonstrated a personality, outlook and attitude that wins trust and support from all stakeholders.	5	5	5		5	4	4.80
9.2 The Executive Director has shown sensitivity to and respect for others and exhibits concern for subordinates as individuals.	5	5	5		5	4	4.80
9.3 The Executive Director has exercised good judgment in dealing with sensitive issues between people and between groups.	5	5	5		5	4	4.80
9.4 The Executive Director has shown skills at analyzing and addressing problems, challenges and conflicts, and has been comfortable with ambiguity and complexity.	5	5	5		5	4	4.80

	Christhoner Cruz	Meg Tyquiengco	Shannon Murphy	Marilyn Borja	Robert Jack	Daphne Leon Guerrero	TOTAL AVERAGE		
9.5 The Executive Director has maintained a high standard of ethics and integrity, as well as a healthy balance of time management and priorities in both work-related and personal matters.	5	5	5		5	4	4.80		
9.6 The Executive Director has consistently sharpened his/her skills in the areas required for development of his or her potential.	5	5	5		5	4	4.80		
							TOTAL SCORE	TOTAL AVERAGE	
							219.60	4.58	

Strategic Plan Activity:

To foster a meaningful conversation regarding the Commission's Strategic Goals, you will be provided with five (5) questions centered around the three statutory directives of the Commission.

1. How can we enhance the efficiency and transparency of the investigative process for allegations of ethical misconduct within the Guam Ethics Commission?

- All we can do is send out news releases after each meeting, telling what we addressed and what decisions we made, explaining each time that personnel information is private.
- We can also explain what kind of consequences people will face if they are found guilty of ethics violations.
- And then emphasize our willingness to advise government employees and state what the rules are.
- Following regularly scheduled (last Friday of the month) meetings will mean we adjudicate cases in a more consistent and timely manner. Hoping the new GovGuam system being rolled out can help us gain efficiency.
- The summary of opinions, which is released annually, is a great way to continue building public trust and exhibiting transparency. Despite our hands being tied with disclosing details on cases and the investigative process, if greater transparency is desired, the law must be amended.
- Utilizing website to show real time “dashboard” of YTD cases received, in review, dismissed, etc. Similar to page 07 of the Annual Summary of Opinions we post on our website.
- Prior to receiving complaints and knowing the probability of the Commission not having jurisdiction and based on the nature of the complaint, would more educational material be helpful to the complainant?
- In terms of allegations of ethical misconduct within government agencies, we can review what information we are legally able to share from the cases brought to the GETHC. More visibility of what is within the GETHC’s purview through social media awareness campaigns. The published annual report is also helpful, but how much visibility do constituents have of the report? Sharing our wins on social media, or other channels of communication, would give more visibility to the efforts of the Commission as well.
- It seems we have no jurisdiction over many of the complaints filed. Create a form, flyer, or booklet that says something to the effect – this is what we have jurisdiction/this is things we do not handle. I don’t see a list of complaints we hear, verses do not hear. Also, I’m not sure how many go to the website. Basically making our website more useful.
- Remember, and 8th grader should be able understand and use our systems and processes.
- Follow up with cases sent to other agencies that are going nowhere. I believe otherwise it’s as if we just passed the buck.
- Ensure all GovGuam employees have easy access to information on how to file a complaint and are provided with a clear timeline for action with timely updated on the process.

2. In what ways can we optimize and improve the current mandatory ethics training to ensure it effectively educates individuals on ethical standards and practices?

- We can develop specialized ethics training for various professions such as school principals, teachers, accountants, etc. These can be used for those taking the training for their second round.
- We can train the trainers to make the training be interesting and effective.
- Moving forward, developing job or role-specific training modules will take training to the next level and allow for a more meaningful experience for the course-taker (as discussed during our December meeting).
- Micro-learning is also a great way to push content, be it a mass email (if allowed) with a few bulleted points or a social media post. This can be more impactful than a link to an article to read or a course to take. This is of course, a supplement to the mandatory ethics training.
- Comparative benchmarking on training content against other locations and private sector.
- We discussed having trainings targeted toward the employee's function, to support the generalized ethics training received by all employees. Behavioral change is always a good indicator of training retention, and changed behavior is what we hope to accomplish through these training sessions. Let's explore ways to measure retention of knowledge after the training. Additionally, looking at trends since implementing these mandatory trainings – are there more violations being reported? Less? How does the data support or show the attainment of the Commission's directives?
- Contact other (4-5) Ethics Commissions and ask for their best practices. Especially those who are responsible for much of the training like Kipp Alex and Susan Willeke. Use COGEL app to get more names. Have 1:1 conversations, create a "training" group.
- Create posters to display in GovGuam facilities such as "is your Ethics Training up-to-date?" Lots of great quotes are available.

3. What strategies can be implemented to increase public awareness and engagement with the Guam Ethics Commission's annual summary of opinions, promoting a culture of transparency and accountability?

- Hire a social media marketing company to come up with a strategy for the various platforms.
- Greater social media presence is a good start (as mentioned before). Keep up with free publicity via news interviews, radio talk shows, etc. Perhaps we can publish our summary of opinions as a digital leaflet in a newspaper, for example. Not sure how this will work or how much it will cost, it's just a thought.
- Continued collaboration with UOG, GCC, and other agencies like the OPA, the judiciary, and AG would present a unified front of sorts for accountable, ethical, and effective government.
- Keeping our website and social media pages updated and current is a great way to present relevant and timely information to the public.
- Refer to Slide 2
- Educational Sessions with key stakeholders
- Speaker Sessions (Guam Chamber, etc.)
- Incorporating this information into the mandatory Ethics training sessions is a good way to gain visibility of our efforts with government employees. As for the general public, leveraging social media to highlight our wins could be a good way of increasing public awareness and engagement. We should look to foster positive messaging around this report, not use it as a punitive measure. Public shaming disincentivizes disclosure and may drive these behaviors to become more hidden. Rather, we should encourage opinion seeking and position the Commission exactly as stated above – an agency dedicated to promoting a culture of transparency and accountability.
- We decline a lot. Make a symbol for the gentleman who constantly is sending in nonsense complaints to see what percent of the complaints and somehow note this as 35% of complaints have come from one individual. Let whoever may be reading to read between the lines.
- When someone submits a complaint, just being declined with no explanation, but “we don't have jurisdiction...sucks! Work with attorneys for a solution. Find a solution, don't just say we can't! ”other agencies, avenues, or... you can approach are.... Otherwise, it falls on deaf ears and creates more frustration. As a commission, our value diminishes.
- Marketing / PR to help promote reporting issues/concerns. We have an added deterrent due to our size and 2 degrees of separation. Also, there is concern of blowback or repercussions if they report.
- Social Media campaigns.

4. How can we leverage technology to streamline and modernize the Ethics Commission's processes, such as case management for investigations and delivery of ethics training?

- Give yourselves and our attorneys time limits. Use online tools to follow cases from start to finish, accessible to those that the director deems necessary.
- I'll say that the GETHC makes good use of technology already. We offer online ethics training, keep our website updated, stream and publish meetings on social media, and now are considering expanding our social media presence so deploying technology to further our mission has been and continues to be the focus. Even the complaint process is online. It's a given that artificial intelligence is making waves now. Perhaps generative AI can be used as a writing tool when drafting advisory opinions, less protected or confidential information.
- Not sure if an app is in order for the commission but it's a thought.
- Case Management – portal or App to see real time updates or delivery of updates via SMS, email, etc., sign up for training, etc.
- FAQs via website or on portal.
- We already have an online form for case submission. Do we also provide ease of access for reporting? For example, posting a QR code to the online submission form at each government entity (and are we allowed to do that?). We already leverage online tools for meeting preparation and case review. As for delivery of training, switching to an online-only method may make us lose engagement with employees. I feel that the in-person delivery is more effective.
- Again, ask other ethics commissions what they are doing. Go to their websites and set up Zoom calls.... Find and share best practices. Let's not try to recreate the wheel or do the work that's already been done.
- Ask, ask, ask! Ask our complainants for feedback and advice about their experience.
- I would suggest looking at other Ethics Commissions for ideas.
- Hold a regular forum (annual at least) for all department heads to attend and share ideas on this.

5. What measures can be taken to strengthen collaboration with other relevant entities, both within and outside the government, to ensure a comprehensive and cohesive approach to addressing ethical concerns within the government of Guam?

- Small meetings with directors and department heads to hear their feedback now that we've been around for a while
- UOG workshops with public administration students and professors
- Direct communications with our elected leaders, business leaders and education officials, asking for input and feedback.
- My second point on Q3 touched on this. The director's intention to ask for a performance audit of the commission from the OPA was proactive and forward-thinking. Further partnerships inside and outside of government can only help further our mission.
- Having a meeting of the minds of sorts or fireside chats with the Guam Election or the ethics body for the Guam Legislature can prove fruitful to all participating.
- Staying engaged with COGEL members and organizations alike will enable us to keep up with trends and common practices from different angles, people, and places.
- Annual update via townhall and round-tables; could also be used to gather insight from key stakeholders.
- Surveys from Govt agencies
- Leveraging our connections with organizations such as COGEL and with other ETHICS Commissions around the nation can help us to learn from other agencies to adapt and/or adopt their practices for the benefit of our Commission. Locally, being seen as a partner, not just an enforcer, may help to improve relationships with other local government agencies.
- Network!
- If the AG's office sits on a case we sent them, ensure we follow up. If we have to put a complaint to AG (as an example), and we haven't heard anything, make it public (not sure how), we call them out on their responsibility to address cases in a timely manner.

Government of Guam Fiscal Year 2025 Budget Digest

[BBMR BD-1]

Function: GENERAL GOVERNMENT
 Department: GUAM ETHICS COMMISSION
 Program:

AS400 Account Code	Appropriation Classification	A	B	C	D	E	F	G	H	I	J	K	L
		GENERAL FUND			SPECIAL FUND 1/			FEDERAL MATCH			GRAND TOTAL (ALL FUNDS)		
		FY 2023 Expenditures & Encumbrances	FY 2024 Authorized Level	FY 2025 Governor's Request	FY 2023 Expenditures & Encumbrances	FY 2024 Authorized Level	FY 2025 Governor's Request	FY 2023 Expenditures & Encumbrances	FY 2024 Authorized Level	FY 2025 Governor's Request	FY 2023 Expenditures & Encumbrances (A + D + G)	FY 2024 Authorized Level (B + E + H)	FY 2025 Governor's Request (C + F + I)
	PERSONNEL SERVICES												
111	Regular Salaries/Increments/Special Pay:	183,628	254,669	251,377	0	0	0	0	0	0	183,628	254,669	251,377
112	Overtime:	0	0	0	0	0	0	0	0	0	0	0	0
113	Benefits:	67,671	98,538	113,726	0	0	0	0	0	0	67,671	98,538	113,726
	TOTAL PERSONNEL SERVICES	251,299	353,207	365,103	0	0	0	0	0	0	251,299	353,207	365,103
	OPERATIONS												
220	TRAVEL- Off-Island/Local Mileage Reimburs:	7,626	12,750	12,750	0	0	0	0	0	0	7,626	12,750	12,750
230	CONTRACTUAL SERVICES:	9,765	43,024	68,634	0	0	0	0	0	0	9,765	43,024	68,634
233	OFFICE SPACE RENTAL:	65,993	65,993	65,993	0	0	0	0	0	0	65,993	65,993	65,993
240	SUPPLIES & MATERIALS:	86	16,500	1,500	0	0	0	0	0	0	86	16,500	1,500
250	EQUIPMENT:	0	0	4,000	0	0	0	0	0	0	0	0	4,000
270	WORKERS COMPENSATION:	0	0	0	0	0	0	0	0	0	0	0	0
271	DRUG TESTING:	0	80	0	0	0	0	0	0	0	0	80	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0	0	0	0	0	0	0	0	0	0
290	MISCELLANEOUS:	18,446	35,400	30,584	0	0	0	0	0	0	18,446	35,400	30,584
	TOTAL OPERATIONS	\$101,915	\$173,747	\$183,461	\$0	\$0	\$0	\$0	\$0	\$0	\$101,915	\$173,747	\$183,461
	UTILITIES												
361	Power:	0	0	0	0	0	0	0	0	0	0	0	0
362	Water/ Sewer:	0	0	0	0	0	0	0	0	0	0	0	0
363	Telephone/ Toll:	0	4,116	4,116	0	0	0	0	0	0	0	4,116	4,116
	TOTAL UTILITIES	0	4,116	4,116	0	0	0	0	0	0	0	4,116	4,116
450	CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	TOTAL APPROPRIATIONS	\$353,215	\$531,070	\$552,680	\$0	\$0	\$0	\$0	\$0	\$0	\$353,215	\$531,070	\$552,680
	1/ Specify Fund Source(s)												
	FULL TIME EQUIVALENCIES (FTEs)												
	UNCLASSIFIED:	1	1	1	0	0	0	0	0	0	1	1	1
	CLASSIFIED:	3	3	3	0	0	0	0	0	0	3	3	3
	TOTAL FTEs	4.00	4.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	4.00	4.00	4.00



GUAM ETHICS COMMISSION
Kumisión i Ginihan Areklamenton Guåhan

RESOLUTION No. 2024 – 001

COMMISSIONERS

Christopher A. Cruz
Chairman

Margaret E.R. Tyquiengco
Vice-Chairperson

Marilyn R. Borja

Robert S. Jack, MD

Daphne May N. Leon Guerrero

Shannon J. Murphy

**RELATIVE TO ADOPTING THE FISCAL YEAR 2025 BUDGET REQUEST FOR THE
GUAM ETHICS COMMISSION**

WHEREAS, the Guam Ethics Commission was established in Chapter 15, Title 4 Guam Code Annotated, primarily to adjudicate complaints filed against elected officers, appointed officers, and public employees of the Government of Guam for violating the Ethical Code of Conduct; and

WHEREAS, in May 2021, members of the Guam Legislature heard and debated Bill 85-36, relative to affirming the independence and autonomy of the Guam Ethics Commission. The bill passed unanimously by the body and was later enacted as Public Law 36-28 by Governor Lou Leon Guerrero; and

WHEREAS, the Guam Ethics Commission is a vital government agency responsible for upholding ethical standards and promoting good governance in our island community; and

WHEREAS, the Guam Ethics Commission plays a crucial role in maintaining public trust by enforcing ethical standards for elected officials along with all persons employed by the government of Guam; and

WHEREAS, the Guam Ethics Commission has demonstrated its commitment to fulfilling its duties by providing timely and effective guidance on ethical issues and enforcing penalties for violations of the Ethics Code; and

WHEREAS, in January 2024, when setting its annual budget request, the Commission found that it desired to maintain the current level of performance while strategically pursuing advancements in key areas such as the adjudication of ethical complaints against public officials, the conduct of ethics training for government officials, and an increased awareness on the ethical code of conduct across the government on behalf of the public; and

WHEREAS, the budget request for Fiscal Year 2025 will empower the Commission to enhance the online Ethics in Government Program, allocate resources for promoting the Guam ethics code throughout the government, and establish a conflict counsel to assist the Commission in resolving complaints when both the legal and prosecutorial counsels face conflicts.; now therefore be it resolved

RESOLVED, the Commission affirms through a vote of four (4) or more members, its adoption of the Fiscal Year 2025 Budget Request in the amount of \$ _____ to meet its statutory duties; and be it further

RESOLVED, the Commission directs its Executive Director to sign on its behalf all required budgetary forms and to transmit said budget request to the Honorable Lourdes A. Leon Guerrero, *I Maga'hågan Guåhan* and the Honorable Joe S. San Agustin, Senator and Chairman of the Committee on Appropriations and General Government Operations *I Mina Trentai Siette Na Liheslaturan Guåhan*; and be it further

RESOLVED, that Chairperson of the Guam Ethics Commission certify and attest to the adoption hereof, and that copies of same be transmitted to the Honorable Lourdes A. Leon Guerrero, *I Maga'hågan Guåhan*, the Honorable Joshua F. Tenorio, *I Sigundu Na Maga'Låhen Guåhan*, the Honorable Therese M. Terlaje, Speaker *I Mina Trentai Siette Na Liheslaturan Guåhan*, and the Honorable Joe S. San Agustin, Senator and Chairman of the Committee on Appropriations and General Government Operations *I Mina Trentai Siette Na Liheslaturan Guåhan*.

**PASSED AND ADOPTED BY THE GUAM ETHICS COMMISSION THIS 26TH DAY OF
JANUARY 2024**

CHRISTOPHER A. CRUZ
CHAIRMAN, GUAM ETHICS COMMISSION

134 W. Soledad Avenue
Suite 406, BOH Building
Haåtña, GU 96910

Tel: (671) 969-5625

Fax: (671) 969-5626

Email: info@ethics.guam.gov



GUAM ETHICS COMMISSION
Kumisión i Ginihan Areklamenton Guåhan
Government of Guam

V. New Business

- d. Commission to Act on the following cases:
ETH-24-001-OT-202
-



GUAM ETHICS COMMISSION
Kumisión i Ginihan Areklamenton Guåhan
Government of Guam
134 W. Soledad Ave., BOH Bldg. Ste. 406
Tel: 671-969-5625 | Telefax: 671-969-5626

Professional Membership Listing

1. Council on Governmental Ethics Laws (COGEL) - COGEL's mission is to support and improve democratically elected, accountable governments worldwide by enhancing the professional development of its membership through education, knowledge sharing, and thought leadership in governmental ethics, including campaign finance, lobbying regulation, election administration, and open government among its members.
 - a. Membership Dues: \$445
 - b. Membership Type: Organization

2. Ethics and Compliance Initiative (ECI) - The ECI empowers organizations to build and sustain the programs that are proven to increase integrity. Assisting leaders with creating strong ethical workplace cultures and successful businesses that do the right thing.
 - a. Membership Dues: \$295
 - b. Membership Type: Individual

3. Association of Government Accountants (AGA) Guam Chapter - AGA is the association that connects and empowers financial related professionals who support government, from financial management to IT, human resources, cybersecurity and more, to advance good government initiatives, grow their expertise and accelerate their careers.
 - a. Membership Dues: \$315 (\$105 x 3 members)
 - b. Membership Type: Individual

WORK PLANNING & PERFORMANCE EVALUATION SYSTEM

EMPLOYEE NAME: Arielle L. Navarro		SOCIAL SECURITY NO.: 586-23-9774	
POSITION TITLE: Administrative Assistant		DEPARTMENT: Guam Ethics Commission	
		DIVISION:	
RATING PERIOD:		FROM: February 2023	
		TO: February 2024	
PERIOD OF SUPERVISION:		FROM: February 2023	
		TO: February 2024	
SUPERVISOR: Pamela Mabazza, EICO and Reuben Bugarin, EICO		REVIEWER: Jesse J. Quenga, Executive Director	
DETAILED INSTRUCTIONS FOR COMPLETING THIS FORM CAN BE FOUND IN THE SUPERVISOR'S HANDBOOK			
I. WORK PLANNING			
This stage takes place at the beginning of the rating period. The supervisor and employee meet to discuss and establish primary job tasks and performance standards for the rating period. List job tasks and performance standards on the second page of this form.			
COMMENTS ATTACHED:		INDIVIDUAL DEVELOPMENT PLAN ATTACHED?	
<input type="checkbox"/> EMPLOYEE		<input type="checkbox"/> YES	
<input type="checkbox"/> SUPERVISOR		<input type="checkbox"/> NO	
		EMPLOYEE'S SIGNATURE / DATE	
		SUPERVISOR'S SIGNATURE / DATE	
II. WORK PROGRESS			
This stage may take place at any time during the rating period. The supervisor and employee meet to review the employee's work progress in relation to the established performance standards. Comments may be made on the second page of this form under each job task or attached on a separate sheet.			
			COMMENTS ATTACHED
			<input type="checkbox"/> EMPLOYEE
			<input type="checkbox"/> SUPERVISOR
III. MID-PERIOD PERFORMANCE ADVISORY			
This stage takes place within one month before or after the approximate mid-point of the rating period. The supervisor and employee meet to discuss advisory ratings assigned for the employee on each job task and overall for the first half of the rating period on the second page of this form.			
MIDPERIOD PERFORMANCE ADVISORY:		SUPERVISOR'S COMMENTS:	
COMMENTS ATTACHED:			
<input type="checkbox"/> Outstanding (Explain)		<input type="checkbox"/> EMPLOYEE	
<input type="checkbox"/> Highly Satisfactory (Explain)		<input type="checkbox"/> SUPERVISOR	
<input type="checkbox"/> Satisfactory		<input type="checkbox"/> REVIEWER	
<input type="checkbox"/> Marginal (Explain)			
<input type="checkbox"/> Unsatisfactory (Explain)			
Employee's Signature / Date		Supervisor's Signature / Date	
		Reviewer's Signature / Date	
IV. FORMAL PERFORMANCE EVALUATION and V. PERFORMANCE EVALUATION INTERVIEW			
These are the final two stages of the evaluation process. The supervisor evaluates and the supervisor and employee meet to discuss the performance ratings assigned on each job task and overall performance for the rating period.			
OVERALL PERFORMANCE RATING:		SALARY INCREMENT:	
<input type="checkbox"/> Outstanding (Explain)		<input type="checkbox"/> RECOMMENDED	
<input type="checkbox"/> Satisfactory		<input type="checkbox"/> NOT RECOMMENDED	
<input type="checkbox"/> Unsatisfactory (Explain)			
		SUPERVISOR'S COMMENTS:	
		Supervisor's Signature / Date	
EMPLOYEE:		COMMENTS:	
<input type="checkbox"/> I AGREE			
<input type="checkbox"/> I DISAGREE			
Employee's Signature / Date			
REVIEWER'S DETERMINATION: On the basis of my review, I have determined that the supervisor's ratings are appropriately justified.		COMMENTS:	
Reviewer's Signature / Date			
APPOINTING AUTHORITY: My signature indicates that I concur with the supervisor's evaluation of the employee, approve the recommended rating.		COMMENTS:	
Appointing Authority's Signature / Date			

**WORK PLANNING & PERFORMANCE EVALUATION SYSTEM
JOB TASKS/PERFORMANCE STANDARDS**

List the employee's primary job tasks for this rating period and the performance standards which will be used to evaluate the employee's performance of these tasks in the appropriate spaces below. Attach additional copies as needed.

JOB TASK: Insures compliance to established laws, policies and related administrative guidelines.

PERFORMANCE STANDARD (Employee successfully meets job requirements if): Assist in preparation for the Ethics in Government Program Workshops by completing the final roster, prepare sign-in and sign-out sheets, send reminder emails to the participants of the training materials, zoom link or the map to the workshop site, send invoices and Certificates of Completion to my supervisors for review and once approved sent to the respective agencies. Good communication with the agency's POC and participants. Provide invoices within 1-3 days for it to be paid in a timely manner.

WORK PROGRESS REVIEW COMMENTS:

ADVISORY JOB TASK RATING:	FORMAL JOB TASK RATING
<input type="checkbox"/> Exceeds Work Performance Standards (Explain) <input type="checkbox"/> Highly Meets Work Performance Standards (Explain) <input checked="" type="checkbox"/> Meets Work Performance Standards <input type="checkbox"/> Barely Meets Work Performance Standards (Explain) <input type="checkbox"/> Below Work Performance Standards (Explain)	<input type="checkbox"/> EXCEEDS Work Performance Standards (Explain) <input type="checkbox"/> MEETS Work Performance Standards <input type="checkbox"/> BELOW Work Performance Standards (Explain)
Comments:	Comments:

JOB TASK: Assist the preparation the budget and other related matters the department or agency;

PERFORMANCE STANDARD (Employee successfully meets job requirements if): Collect invoices from our contracted vendors onset of each month and attach it to the Receiving Report along with the Purchase Orders, send the Receiving Report to my supervisors to be reviewed and approved, then sent to Department of Administration. Adjust the Requisition/Purchase Order Master Log according to invoice subtotal. Transmit Receiving Report electronically to Department of Administration for our vendors to be paid on time. Receive electronic time cards on a bi-weekly basis for each PPE. Receive timesheets to assure hours are all accounted for. For example, leave forms. Send the coversheet to the Certification Officer and Executive Director to be reviewed and approved. Transmit time sheets electronically to the Department of Administration Payroll Division. Assist to maintain our filing system electronically and physically.

WORK PROGRESS REVIEW COMMENTS:

ADVISORY JOB TASK RATING:	FORMAL JOB TASK RATING
<input type="checkbox"/> Exceeds Work Performance Standards (Explain) <input type="checkbox"/> Highly Meets Work Performance Standards (Explain) <input checked="" type="checkbox"/> Meets Work Performance Standards <input type="checkbox"/> Barely Meets Work Performance Standards (Explain) <input type="checkbox"/> Below Work Performance Standards (Explain)	<input type="checkbox"/> EXCEEDS Work Performance Standards (Explain) <input type="checkbox"/> MEETS Work Performance Standards <input type="checkbox"/> BELOW Work Performance Standards (Explain)
Comments:	Comments:

JOB TASK: Composes correspondence for the signature the supervisor

PERFORMANCE STANDARD (Employee successfully meets job requirements if): Screen incoming calls and communicate clearly and professionally. Respond to emails in a timely manner, compile the minutes after board meetings, then send the minutes to my supervisors to be reviewed and approved.

WORK PROGRESS REVIEW COMMENTS:

ADVISORY JOB TASK RATING:	FORMAL JOB TASK RATING
<input type="checkbox"/> Exceeds Work Performance Standards (Explain) <input type="checkbox"/> Highly Meets Work Performance Standards (Explain) <input checked="" type="checkbox"/> Meets Work Performance Standards <input type="checkbox"/> Barely Meets Work Performance Standards (Explain) <input type="checkbox"/> Below Work Performance Standards (Explain)	<input type="checkbox"/> EXCEEDS Work Performance Standards (Explain) <input type="checkbox"/> MEETS Work Performance Standards <input type="checkbox"/> BELOW Work Performance Standards (Explain)
Comments:	Comments:

**WORK PLANNING & PERFORMANCE EVALUATION SYSTEM
JOB TASKS/PERFORMANCE STANDARDS**

List the employee's primary job tasks for this rating period and the performance standards which will be used to evaluate the employee's performance of these tasks in the appropriate spaces below. Attach additional copies as needed.

JOB TASK: Compiles data and statistics.

PERFORMANCE STANDARD (Employee successfully meets job requirements if): Collect monthly data from our live and asynchronous Ethics workshop, Annual Compliance Report from Government of Guam agencies, and data for unpaid invoices to be issued to the perspective agencies for payment.

WORK PROGRESS REVIEW COMMENTS:

ADVISORY JOB TASK RATING:

- Exceeds Work Performance Standards (Explain)
- Highly Meets Work Performance Standards (Explain)
- Meets Work Performance Standards
- Barely Meets Work Performance Standards (Explain)
- Below Work Performance Standards (Explain)

FORMAL JOB TASK RATING

- EXCEEDS Work Performance Standards (Explain)
- MEETS Work Performance Standards
- BELOW Work Performance Standards (Explain)

Comments:

Comments:

JOB TASK: Expedites requests personnel action, purchase requisitions and other administrative transactions.

PERFORMANCE STANDARD (Employee successfully meets job requirements if): Assist with preparation for procurement include verifying with GSA for available items/services, create RFQ and Determination of Need. Create a Communication Log and Price Comparison when requesting for 3 written quotations from different vendors, followed by Attestation Statement regarding solicitation efforts. Award will be made to the lowest bidder after reviewed and approved by the Executive Director then followed by a Purchase Order.

WORK PROGRESS REVIEW COMMENTS:

ADVISORY JOB TASK RATING:

- Exceeds Work Performance Standards (Explain)
- Highly Meets Work Performance Standards (Explain)
- Meets Work Performance Standards
- Barely Meets Work Performance Standards (Explain)
- Below Work Performance Standards (Explain)

FORMAL JOB TASK RATING

- EXCEEDS Work Performance Standards (Explain)
- MEETS Work Performance Standards
- BELOW Work Performance Standards (Explain)

Comments:

Comments:

JOB TASK:

PERFORMANCE STANDARD (Employee successfully meets job requirements if):

WORK PROGRESS REVIEW COMMENTS:

ADVISORY JOB TASK RATING:

- Exceeds Work Performance Standards (Explain)
- Highly Meets Work Performance Standards (Explain)
- Meets Work Performance Standards
- Barely Meets Work Performance Standards (Explain)
- Below Work Performance Standards (Explain)

FORMAL JOB TASK RATING

- EXCEEDS Work Performance Standards (Explain)
- MEETS Work Performance Standards
- BELOW Work Performance Standards (Explain)

Comments:

Comments:

**WORK PLANNING & PERFORMANCE EVALUATION SYSTEM
JOB TASKS/PERFORMANCE STANDARDS**

List the employee's primary job tasks for this rating period and the performance standards which will be used to evaluate the employee's performance of these tasks in the appropriate spaces below. Attach additional copies as needed.

JOB TASK:

PERFORMANCE STANDARD (Employee successfully meets job requirements if):

WORK PROGRESS REVIEW COMMENTS:

ADVISORY JOB TASK RATING: <input type="checkbox"/> Exceeds Work Performance Standards (Explain) <input type="checkbox"/> Highly Meets Work Performance Standards (Explain) <input type="checkbox"/> Meets Work Performance Standards <input type="checkbox"/> Barely Meets Work Performance Standards (Explain) <input type="checkbox"/> Below Work Performance Standards (Explain)	FORMAL JOB TASK RATING <input type="checkbox"/> EXCEEDS Work Performance Standards (Explain) <input type="checkbox"/> MEETS Work Performance Standards <input type="checkbox"/> BELOW Work Performance Standards (Explain)
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Comments:	Comments:
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JOB TASK:

PERFORMANCE STANDARD (Employee successfully meets job requirements if):

WORK PROGRESS REVIEW COMMENTS:

ADVISORY JOB TASK RATING: <input type="checkbox"/> Exceeds Work Performance Standards (Explain) <input type="checkbox"/> Highly Meets Work Performance Standards (Explain) <input type="checkbox"/> Meets Work Performance Standards <input type="checkbox"/> Barely Meets Work Performance Standards (Explain) <input type="checkbox"/> Below Work Performance Standards (Explain)	FORMAL JOB TASK RATING <input type="checkbox"/> EXCEEDS Work Performance Standards (Explain) <input type="checkbox"/> MEETS Work Performance Standards <input type="checkbox"/> BELOW Work Performance Standards (Explain)
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Comments:	Comments:
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JOB TASK:

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WORK PROGRESS REVIEW COMMENTS:

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Comments:	Comments:
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