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UFISINAN I MAGA'HÅGA
OFFICE OF THE GOVERNOR

LOURDES A. LEON GUERRERO
MAGA'HÅGA • GOVERNOR

JOSHUA F. TENORIO
SIGUNDO MAGA'LÅHI • LIEUTENANT GOVERNOR

February 8, 2019

Honorable Tina Muna Barnes
Speaker
I Mina'trentai Singko Na Liheslaturan Guåhan
Guam Congress Building
163 Chalan Santo Papa
Hagatna, Guam 96932

35GL-19-0134
Speaker Tina Rose Muña Barnes
FEB 0 8 2019
Time 354 ( )AM ( )PM
Received By:

2019 FEB -8 PM 4:17

RE: Board Appointment

Dear Madame Speaker:

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

APPOINTEE:	Isa Marie C Koki
POSITION:	Member, Port Authority of Guam Board of Directors
TERM LENGTH:	**Three (3) Years from the date of confirmation**

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

Senseramente,

LOURDES A. LEON GUERRERO
I Maga'hågan Guåhan
Governor of Guam

RICARDO J. BORDALLO GOVERNOR'S COMPLEX · HAGÅTÑA, GUAM 96910
P.O. BOX 2950 · HAGÅTÑA, GUAM 96910
671.472.8931 • 671.472.8932/6

0134

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UFISINAN I MAGA'HÅGA
OFFICE OF THE GOVERNOR

LOURDES A. LEON GUERRERO
MAGA'HÅGA • GOVERNOR

JOSHUA F. TENORIO
SIGUNDO MAGA'LÅHI • LIEUTENANT GOVERNOR

February 8, 2019

Isa Marie C Koki
[redacted]

Dear Ms. Koki:

Pursuant to my authority under 12 GCA § 10103, I am appointing you to serve as a

MEMBER, PORT AUTHORITY OF GUAM BOARD OF DIRECTORS

Appointing you to this position comes with great responsibility because you will have a vital role to perform which will place many demands on your time and energy. Integrity and honesty are virtues that I prioritize for my Administration to exemplify, and I know that you will do the same while in service to the people of Guam. Your responsibilities shall be significant and consequential. I trust that you will fulfill your duties and set a standard for others to follow.

I appreciate your willingness to serve in this position, and I am confident that your time will be spent in a manner to improve the island of Guam.

This appointment is subject to the advice and consent of *I Liheslaturan Guahån*. If you have any questions or concerns, please contact the Office of the Governor.

Senseramente,

LOURDES A. LEON GUERRERO
I Maga'hågan Guåhan
Governor of Guam

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LOURDES A. LEON GUERRERO
Governor

JOSHUA F. TENORIO
Lieutenant Governor

OFFICE OF THE GOVERNOR OF GUAM
Nomination and Appointment Information Sheet

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

NOMINEE INFORMATION

Last Name	*First Name*	*Middle Initial*
KOKI	ISA MARIE	C

Mailing Address	*Apartment/Unit #*
[redacted]	

City	*State*	*Zip Code*
[redacted]	[redacted]	[redacted]

Phone	*E-mail Address*
[redacted]	[redacted]

Position to which Appointment is Made
Member, Board of Directors, Port Authority of Guam

Are you a citizen of the United States? Yes ☑ No ☐

If no, are you authorized to work in the United States? Yes ☐ No ☐

EDUCATION

SCHOOL (Name, City and State)	*DATES OF ATTENDANCE*	*TYPE OF DEGREE*	*YEAR EARNED*
High School Academy of Our Lady of Guam Hagatna, Guam	2002 - 2006	High School Degree	2006
College University of San Diego	2006 - 2010	Bachelors in Accountancy	2010
Graduate School University of Guam Mangilao, Guam	2017	Professional Masters in Business ADM	2017
Other Degree			

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EMPLOYMENT HISTORY

Name of Present/Last Employer and Mailing Address	***Position Title***
Bank of Guam 111 W. Chalan Santo Papa Hagatna, Guam 96910	Vice President, Assistant Controller
	Dates Held
	2013 - present

Previous Employer and Mailing Address	***Position Title***
Deloitte 361 S Marine Corps Dr. Tamuning, Guam 96913	Auditor I
	Dates Held
	2011 - 2013

Previous Employer and Mailing Address	***Position Title***
Sempra Energy LLC 488 Eighth Ave. San Diego, CA 92101	Internal Auditor
	Dates Held
	2010 - 2011

Previous Employer and Mailing Address	***Position Title***
	Dates Held

Previous Employer and Mailing Address	***Position Title***
	Dates Held

PRIOR GOVERNMENT OF GUAM SERVICE

Agency or Department Name		***Position Title***
Compiler of Laws		Summer Intern
Address	***Phone No.***	***Dates Held***
141 San Ramon St. Hagatna, GU 96910	4777-7623	June 2008

Agency or Department Name		***Position Title***
Address	***Phone No.***	***Dates Held***

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PRIOR GOVERNMENT SERVICE (EXCLUDING GOVERNMENT OF GUAM)

Agency or Department Name	*Position Title*	
Address	*Phone No.*	*Dates Held*

Agency or Department Name	*Position Title*	
Address	*Phone No.*	*Dates Held*

TRAINING

INSTITUTE/SEMINARS/ON-THE-JOB TRAINING	*DATE*
American Institute of CPAs Conference on Banks	9/2015 & 9/2016
Associate of Gov't Accountants Dev. Conference	2016 & 2018
Securities & Exchange Commission Reporting Skills Conference	5/2017
Western Independent Bankers Education Summit	9/2017

AWARDS

List all educational, professional, civic awards, and recognition for public service:
2018 Department Manager of the Year (Bank of Guam)

PROFESSIONAL INVOLVEMENT

List involvement on a local/national/international level. List organizations, activities participated in, and offices held:
Guam Young Professionals (Member) American Institute of Certified Public Accountants (Member) Guam Society of CPAs (Member)

COMMUNITY / CIVIC INVOLVEMENT

List organizations, activities participated in, and offices held:
Our Lady of Peace & Safe Journey Parish Council, 2014 - 2017 (Finance Chair) Our Lady of Peach & Safe Journey Finance Council, 2018 - Present (Member)

PUBLICATIONS AND PRESENTATIONS

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

MILITARY SERVICE (Please attach Form DD-214)

BRANCH	*DATES OF SERVICE*	*RANK AT DISCHARGE*	*TYPE OF DISCHARGE*
N/A	N/A	N/A	N/A

OTHER INFORMATION

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

Yes ☐ **No** ☑ **If so, please specify in detail:** _____

Address of the Court: _____

Date(s) of Conviction: _____

Specific Infraction Committed: _____

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

Yes ☐ No ☑ If so, please specify in detail the reasons and facts related to such declaration:

_____

_____

_____

_____

_____

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

Yes ☐ No ☑

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

Yes ☐ No ☑ If so, please specify in why the appointing authority believes you that you are not suffering from any mental illness or affliction:

_____

_____

_____

_____

_____

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LOURDES A. LEON GUERRERO
Governor

JOSHUA F. TENORIO
Lieutenant Governor

OFFICE OF THE GOVERNOR OF GUAM

Statement of Financial Interests

(Required by 4 G.C.A. §13104.1)

TO: The Honorable Lourdes A. Leon Guerrero
Governor of Guam
Ricardo J. Bordallo Governor's Complex
Adelup, Guam 96910

FROM: Isa Marie C. Koki

☐ I have no financial interest in any business

☑ I do have interest(s) in the following business(es):

NAME AND ADDRESS OF BUSINESS INTEREST	TYPE AND AMOUNT OF INTEREST
Bank of Guam	Common Shares - $4,461.60
111 W Chalan Santo Papa Hagatna Guam 96910	

Isa Koki Digitally signed by Isa Koki DN: cn=Isa Koki, o=Bank of Guam, ou=CFO Department, email=isa.koki@bankofguam.com, c=US Date: 2019.02.05 08:32:16 +10'00'

Signature

02/07/2019

Date

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AFFIDAVIT / DECLARATION UNDER PENALTY OF PERJURY

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

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

Isa Koki Digitally signed by Isa Koki DN: cn=Isa Koki, o=Bank of Guam, ou=CFO Department, email=isa.koki@bankofguam.com, c=US Date: 2019.02.07 14:47:00 +10'00'

Print Name and Signature

02/07/2019

Date

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SUPERIOR COURT OF GUAM

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

Telephone (671) 475-3370/475-3449
Fax (671) 472-2856

DANIELLE T. ROSETE
Clerk of Court

Name: ISA MARIE CRUZ KOKI

SS#: ID# [redacted] Date of Birth [redacted]

CERTIFICATE OF SEARCH

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

Criminal Cases:

A. [X] No Case Found

B. 1. Criminal Case No.
2. Criminal Case No.
3. Criminal Case No.
4. Criminal Case No.
5. Criminal Case No.

Criminal Record: Page 1 of 1

Civil Cases:

A. [ ] No Case Found

B. 1. Civil Case No.
2. Civil Case No.
3. Civil Case No.
4. Civil Case No.
5. Civil Case No.

Civil Record: Page 1 of 1

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

Dated: 02/06/2019

DANIELLE T. ROSETE
Clerk of Court

BY: EVAN L. TORASNA
Deputy Clerk

Prepared By: ICT

The absence of an original Court Seal invalidates this document

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

February 7, 2019

SUBJECT: CRIMINAL HISTORY RECORD

NAME:	**Isa Marie C. KOKI**		
DATE OF BIRTH:	[redacted]	**FINGERPRINT#:**	**NONE**
■	**The individual has no record of criminal conviction(s) in GPD files that are subject to Guam law and rules and regulations of the Department.**		

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

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

By Direction: priscilla

The absence of an original GUAM POLICE seal invalidates this police clearance.
REVISED 01/07/19

STEPHEN C. IGNACIO
Acting Chief of Police

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Isa Koki, CPA

[redacted]

PROFESSIONAL SUMMARY

Highly analytical, data-driven Certified Public Accountant with 9 years of progressive auditing, accounting, and management experience. An innovative and dedicated individual who completes the task at hand with accuracy and speed.

SKILLS

- Very proficient with Microsoft Office Excel
- Financial reporting
- Fiscal budgeting
- Risk management processes & analysis
- Data management
- Project management & process implementation

CERTIFICATIONS & AFFILIATIONS

- Certified Public Accountant, Guam Board of Accountancy
- Certified Public Accountant, California Board of Accountancy
- American Institute of Certified Public Accountants (AICPA)
- Guam Young Professionals (Sub-committee of Guam Chambers of Commerce)

WORK EXPERIENCE

Bank of Guam, Central Finance Office (CFO) Department **Hagatna, GU**
Vice President, Assistant Controller **January 2017 to Current**

- Develops internal control system, recommend areas for improvement both financial and operational, and establishes new accounting policies and procedures.
- Prepares financial schedules for BankGuam Holding Company's Securities and Exchange Commission's (SEC) annual 10-K and quarterly 10-Q reports.
- Implements new accounting standards and pronouncements and narrates disclosure requirements for SEC reports.
- Participates in the financial strategic planning through preparation of Bank's budget and forecasts. Works closely with Bank's executives to create the annual budget and tracks actual expenses against projected expenses.
- Works closely with internal and external auditors during financial audits.

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WORK EXPERIENCE *CONTINUED*

Bank of Guam, CFO Department **Hagatna, GU**
Assistant Vice President, General Ledger Accounting Manager **August 2014 to January 2017**

- Supervised the General Ledger accounting staff of four (5).
- Led the implementation and onboarding of a web-based financial reporting solution that provides daily financial insight to branch and senior management.
- Responsible for the month-end close process. Manages and reviews expense accruals and income estimates.
- Managed all accounting and tax matters, including accounts payable (AP), fixed assets, general ledger, business tax, property tax, and income tax.
- Prepared monthly and budget flux and variance analysis prior to the month-end close process.
- Prepared internal financial statements submitted to the Board of Directors, Executive Committee and Senior Management on a monthly basis.
- Worked closely with Chief Financial Officer and Controller in developing and analyzing CFO Department owned policies and recommend improvements to programs. Policies include Account Payable, Expense, and Fixed Assets procedural manuals.
- Assists the Controller is accounting research for proper compliance with all bank regulatory agencies.

Bank of Guam, CFO Department **Hagatna, GU**
Accounting Officer **March 2013 to August 2014**

- Onboarded and implemented a new Accounts Payable system that allowed for paperless transactions and automated approval processing.
- Reviewed all AP transactions to ensure each transaction was approved by the authorized approvers and that transactions were inputted correctly with proper information and general ledger coding.
- Created standard operating procedures (SOPs) for the AP and Fixed Asset functions.
- Maintained fixed asset module and processed all fixed asset transactions and calculate and record monthly depreciation expense.
- Coordinated efforts for year-end inventory and reconciled fixed asset accounts to assets on hand.
- Responsible for the analysis of Construction in process, Projects in process, Prepaid Expense, Accounts Receivable, Tax Payables, and Deferred Tax Asset accounts.
- Prepared and compiled financial reports (balance sheet and income statement with Headquarter expense allocations) and calculated key performance indicators and profitability ratios for management's use.
- Prepared daily resource and liabilities report that analyzes the daily loan and deposit balances for all 24 bank branches.

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Isa Koki, CPA

[redacted]

WORK EXPERIENCE *CONTINUED*

Deloitte & Touche LLP, Audit & Advisory Services — **Tamuning, GU**
Auditor I — **September 2011 to March 2013**

- Executed fieldwork for financial audits for government agencies in Guam (i.e. Guam Memorial Hospital, Guam Economic Development Authority, Port Authority of Guam) and the Republic of Marshall Islands.
- Performed audit fieldwork for Guam Memorial Hospital Authority's A-133 compliance audit in accordance with yellow book auditing standards.
- Performed substantive testing for financial audits for private companies in the energy and healthcare industries that require US GAAP and IFRS reporting.
- Effectively performed collaborative audit fieldwork for multiple clients, simultaneously.
- Ensured audit deadlines were met and work was performed within the budgeted timeframe.
- Provided recommendations for corrective actions for internal control deficiencies.
- Knowledgeable on the requirements of Guam's Procurement Laws (Title V) - reviewed client contracts and related supporting documents to conclude on compliance.

Sempra Energy Corporation, Internal Audit Department — **San Diego, CA**
Internal Auditor I — **June 2010 to August 2011**

- Conducted performance audits to assure compliance with enterprise-wide strategic risks.
- Prepared audit test memos and audit reports based on fieldwork executed.
- Participated as part of the Risk Assessment team that captured company's risk with the objective to develop the audit plan for the subsequent year. Transcribed 45 audit interviews for the top executives of the company and all subsidiary business units documenting their knowledge of company's risk.
- Played a key role in the seamless implementation of the department's new risk assessment application, responsible for the data migration and testing of new functionality.

EDUCATION

University of Guam, Mangilao, Guam
Professional Master of Business Administration (MBA), 2017

University of San Diego, San Diego, California
Bachelor of Accountancy, 2010