EXECUTIVE DIRECTOR
Stephen P. Hattori

DEPUTY DIRECTOR
Richard S. Dirkx
ADMINISTRATIVE DIRECTOR
Cathyann C. Gogue

PUBLIC DEFENDER SERVICE CORPORATION
(Kotperasion Setbision Defensot Pupbleku)

GOVERNMENT OF GUAM
779 Route 4
Sinajåña, Guam 96910
Tel: (671) 475-3100 ◆ Fax: (671) 477-5844

STAFF ATTORNEYS
Jocelyn M. Roden
Peter J. Sablan
Ali N. Nusbaum
William B. Jones
Kristine B. Borja
William C. Bischoff
Alisha L. Molyneux
Rocky P. Kingree
Zachary C. Taimanglo
Earl Anthony V. Espiritu
Theresa G. Rojas
Karlo J. Dizon

April 8, 2019

2019 APR -9 PM 4:06

Hand-Delivered

Honorable Tina Rose Muña-Barnes
Speaker
I Mina' Trentai Singko na Liheslaturan Guåhan
The 35th Guam Legislature
163 Chalan Santo Papa, Hagåtna, Guam 96910

Dear Speaker Muña-Barnes,

Håfa Adai! Pursuant to §8113.1 of Chapter 8 Title 5 GCA, enclosed you will find one (1) compact disc containing an electronic file of the meeting packet of the Public Defender Service Corporation Board of Trustees' meeting conducted on Thursday, April 4, 2019.

We appreciate your attention to this matter, and look forward to answering any questions you may have regarding the electronic recording of the aforementioned minutes.

Dångkolo na Agradesimento.

35GL-19-0340
Speaker Tina Rose Muña Barnes

APR 0 9 2019
Time 11:49 ( )AM ( )PM
Received By:

Sincerely,

CATHY GOGUE
Board Secretary

Attachment

ACKNOWLEDGED RECEIPT

Received By: _____

Name (please print): _____

Date: _____

0340

PUBLIC DEFENDER SERVICE CORPORATION
Board of Trustees Regular Meeting
Thursday, April 4, 2019 – 12:30 p.m. Conference Room
Public Defender Service Corporation

A G E N D A

I. Call to Order

II. Roll Call

III. Proof of Due Notice of Meeting:

A. Notice: 5 Working Days	The Guam Post, Tuesday, March 28, 2019
B. Notice: 48 Hours	The Guam Post, Friday, April 2, 2019

IV. Determination of Quorum

V. Approval of Minutes: Regular Meeting: Tuesday, January 22, 2019
Special Meeting: Friday, February 9, 2019

VI. Old Business:

A. Financial Status Update (PDSC, APD and DVP) Allotment Releases
B. PDSC Executive Director's Report
C. APD Managing Attorney's Report
D. DPHSS Legal Assistance Partnership with PDSC

VII. New Business:

A. Proposed Changes to PDSC Enabling Legislation **(EXHIBIT A)**
B. Public Defender Service Corporation FY2020 Budget Request **(EXHIBIT B)**
C. Alternate Public Defender FY2020 Budget Request **(EXHIBIT C)**
D. Alternate Public Defender – Management Officer **(EXHIBIT D)**

VIII. Executive Session:

IX. Public Discussion

X. Adjournment and Next Meeting Date: Tuesday, April 23, 2019 at 12:30 p.m. in the PDSC conference room.

CURRENCY EXCHANGE RATES **On Mar. 27, $1 was worth:** Keep posted and get more data and details online. Log on to see real time market data with our stock market tool at postguam.com/stock_market.

52.6450 PHP₱	110.63 JPY¥	1,134.50 KRW₩	30.8590 TWD NT$	6.7221 CNY¥	1.4096 AUD A$	0.8889 EUR €

DOCOMO's 5G lab opens on Guam

By Lannie Walker
lannie@postguam.com

Stepping inside the 5G test lab and verification center at the DOCOMO PACIFIC headquarters in Tamuning is like being inside a future world.

The telecom and tech space, which was unveiled in a ribbon-cutting Wednesday, allows businesses to develop and test applications using the only 5G cellular mobile communication on the island.

In one corner, a floor-to-ceiling projection brings the idea of communicating with a person or a group of people from afar to a new level. Imagine if your Facetime screen took up a whole wall. That's a bit of what Smooth Space, one of the many tech partners at the lab, offers. Across the lab, strap on a pair of virtual reality goggles and see a hologram sitting in the chair in front of you. Experience scuba diving while staying perfectly dry in your office attire, at the one-of-a-kind lab.

One partner, FlashFrame CEO Griffin Kelly, demonstrates how 5G is taking the capabilities of the company to a new level. FlashFrame is a crowd-sourced marketplace to connect spectators selling photographs and athletes looking for a great memory.

With 5G, Kelly said what used to take days to upload to the site will now take hours.

As the few dozen partners of the 5G test lab mingle, explain their products, and "test drive" other companies' developments, excitement about what's being developed and what is to come filled the air.

And a test drive in the "non-virtual" sense is also on the horizon, said Roderick Boss, president and CEO of DOCOMO PACIFIC. Driverless cars will use the technology in a partnership with Sony, he said.

"We are working with projects with Sony like the driverless car," Boss said.

"A lot of these kinds of technologies that will be part of this lab, as we move forward, we are not demonstrating today, but there will be a ton of coming attractions that you will see that will be launched in this space on Guam," Boss said.

Boss said the lab is the "first step" in bringing 5G technology to the average citizen. A soft commercial launch of mobile 5G is planned for the Rugby World Cup to be held in Japan in September-November and a nationwide deployment across Japan will take place for the 2020 Olympics in Tokyo.

Boss said, while they are not announcing any dates just yet for 5G for consumers, DOCOMO will have a commercial launch on Guam "in the meantime."

Three other NTT DOCOMO 5G labs operate in Tokyo, Osaka and Okinawa.

Kouji Furukawa, executive vice president of NTT DOCOMO, said Guam is the company's first 5G overseas lab.



TELECOM AND TECH LAB: *Officials from Japan-based NTT DOCOMO, parent of DOCOMO PACIFIC, attend a ribbon-cutting ceremony Wednesday for DOCOMO's 5G Open Lab at the company's headquarters in Tamuning. It's the first overseas tech lab for NTT DOCOMO. From left: NTT DOCOMO Vice President Tetsuya Mikajiri; Consul General of Japan Izumi Seki; NTT DOCOMO Executive Vice President Kouji Furukawa; Guam Gov. Lou Leon Guerrero; DOCOMO PACIFIC President and CEO Roderick Boss; DOCOMO PACIFIC Vice President of Enterprise Sales Marilyn Borja; and DOCOMO PACIFIC Project Manager Ione Llagas. Dontano Keraskes/The Guam Daily Post*

AIRPORT GUAM

IMPROVING our Airport **& ENHANCING** Guam's **BUSINESS** Investment Potential

LOURDES A. LEON GUERRERO
Honorable Governor
Maga'hâga
JOSHUA F. TENORIO
Honorable Lt. Governor
Sigundo Maga'lâhi

REQUEST FOR PROPOSAL
Construction Management Services for Runway 6L/24R Rehabilitation

RFP NO: RFP-003-FY19
PROJECT NO: GIAA-FY18-01-2
AIP NO: 3-66-0001-TBD
DEADLINE for RECEIPT of WRITTEN QUESTIONS: Mar. 14, 2019 - 5:00 PM (ChST)
RFP SUBMISSION DEADLINE: Apr. 5, 2019 - 4:00 PM (ChST) GIAA Admin. Office

The Antonio B. Won Pat International Airport Authority, Guam (GIAA) a public corporation and autonomous instrumentality of the Government of Guam, is soliciting proposals from professional firms or individuals to provide construction management services for Runway 6L/24R Rehabilitation. A complete Request for Proposal (RFP) package is available for download from GIAA's website at www.guamairport.com. A copy of the RFP is available for inspection at the GIAA Administration Office, 3rd Floor, Main Terminal Building, Chalan Pasaheru, Tamuning, Guam, anytime from Monday through Friday, excluding holidays, between 8 a.m. and 5 p.m. A non-refundable payment of Ten Dollars ($10.00) in cash, certified check, or cashier's check is required for an electronic file (.pdf format) on a USB flash drive, which can be obtained at the GIAA Administration Office. GIAA recommends that any and all prospective proposers register by submitting to GIAA the Acknowledgement of Receipt Form included as part of this RFP. GIAA shall not be liable for failure to provide notice(s) to any proposer who did not submit an Acknowledgement of Receipt Form. GIAA shall have the right to reject, in whole or in part, proposals or offers which have been submitted in response to this RFP, pursuant to 2 GAR Div. 4, § 3115(e)(2), and/or cancel this RFP if it is determined to be in the best interest of GIAA and/or for whatever reason allowed by the Guam Procurement Law or regulations. For additional information, please contact the single point of contact, Mr. Henry M. Cruz, via email at hcruz@guamairport.net.

THOMAS C. ADA
Executive Manager

AD PAID FOR BY: ATURIDAT PUETTON BATKON AIREN ENTENASIONAT GUAHAN

WE'RE ON IT 24/7

P.O. BOX 8770 Tamuning, GU 96931
Tel: (671) 646-0300 Fax: (671) 646-8823

Chamorro Land Trust Commission
(Kumision Inangokkon Tano' Chamoru)

Thursday, April 4, 2019
Commission Working Session: 1:00 p.m. to 4:00 p.m.
Commission Meeting: 4:00 p.m. to 5:00 p.m.
Land Management Conference Room, 3rd Floor, ITC Building, 590 S. Marine Corps Drive, Tamuning

The agenda may be viewed at: http://dlm.guam.gov/announcements-2/

In compliance with ADA requirements, individuals requiring special accommodations, auxiliary aids or services, may call 649-5263 Ext. 400. This ad is paid by CLTC funds.

NOTICE OF PUBLIC MEETING

The Public Defender Service Corporation Board of Trustees will hold a BOT meeting on **Thursday, April 4, 2019** at **12:30 P.M.** in the Conference Room of the Public Defender Service Corporation, located at MVP Sinajana Commercial Building, Unit B, 779 Route 4, Sinajana, Guam 96910.

Copies of the agenda will be available prior to the meeting at the Public Defender Service Corporation.

Individuals requiring special accommodations are asked to contact Ms. Cathy Gogue at 475-3100.

/s/ KATHERINE A. MARAMAN
Chairwoman

Doc. No. 35GL-19-0340.* This public notice is paid for with government funds.

CURRENCY EXCHANGE RATES
On April 2, $1 was worth:

Keep posted and get more data and details online. Log on to see real time market data with our stock market tool at postguam.com/stock_market.

52.520 PHP₱	111.03 JPY¥	1,132.8 KRW₩	30.805 TWD NT$	6.7060 CNY¥	1.4039 AUD A$	0.8899 EUR €

Philippine court issues another setback for Bengzon

By Kevin Kerrigan
kevin@postguam.com

Margaret Bengzon, the former chief executive officer of Guam Regional Medical City, has been dealt another setback in the ongoing dispute over ownership of controlling shares in the private hospital's parent company in the Philippines.

A March 20 release from The Medical City in Metro Manila states the Pasig City Regional Trial Court dismissed a request for a preliminary injunction sought by Bengzon, calling it a "nuisance and harassment suit."

The release states that during cross-examination, "Ms. Bengzon admitted that she did not have any acceptable proof of share ownership, be it in the form of a stock certificate or evidence of dividends received."

The release also states that former board Chairman "Dr. (Alfredo) Bengzon owns only 0.11 percent of shares in The Medical City."

The Pasig City court decision "recognized the decision of the shareholders ... to elect a new board and appoint a new management team to run TMC," according to The Medical City release.



Margaret Bengzon

The TMC statement cites a series of "legal setbacks" that began when shareholders started to question Dr. Bengzon's management of the company, including spending P21.6 billion ($411 million) on expansion on Guam, far in excess of the original budget of P11 billion ($220 million) planned to be spent on GRMC.

The ownership dispute in the Philippines pits 83-year-old Dr. Bengzon, a former secretary of the Philippine Department of Health during the Corazon Aquino presidency, against his nephew, Jose "Eckie" Gonzales. Margaret Bengzon is Dr. Bengzon's daughter-in-law.

They're fighting over control of PSI Healthcare Development Services, a Philippine corporation that owns The Medical City and its health care network, which includes GRMC.

Last year, Philippine media reported that Gonzales and the Singapore-based Clermont Group ousted Dr. Bengzon as president and CEO of The Medical City after gaining control of 54 percent of the company's shares of stock.

However, Dr. Bengzon and Margaret Bengzon have alleged that the Gonzales group acquired PSI stock through a series of transactions that were concealed from the company's board of directors and shareholders.

Guam lawsuit dismissed

On March 27, Judge Elyze Iriarte of the Superior Court of Guam dismissed a similar lawsuit filed by Margaret Bengzon that sought an injunction against GRMC and reinstatement to her chief executive position in Guam's only private hospital.

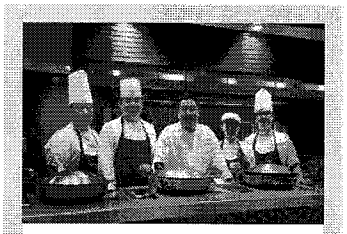
Iriarte ruled that Margaret Bengzon "lacks standing to raise claims concerning harm to GRMC." In addition, the judge found that Margaret Bengzon failed "to state a claim for relief concerning the termination of her employment" at GRMC.

In a statement following the decision, Margaret Bengzon expressed hope that her battle to regain control of the island's only private hospital would succeed. She said she "remains optimistic and hopeful of a positive outcome in the end."

Artists celebrate Mes CHamoru at GPO



DISPLAY: *Artists and representatives from the Guam Council on the Arts and Humanities Agency celebrated Mes CHamoru with a display Saturday at Guam Premier Outlets. In front, from left, are Yeon Sook Park, Brea Bailey, Jackie Balbas, Angie Taitague and master carver Greg Pangelinan. In back, from left, are John Taitague, Paul Cruz and Richard Cruz.*
Photo courtesy of Guam Premier Outlets



TASTE TEAM: *Westin Resort Guam executive chef Sean Jung, center, works with other chefs for the Taste of Hansik promotion at the Guam hotel in October 2018. Post file photo*

Westin to offer Taste of Hanoi

This month, the Westin Resort Guam will present its first Vietnamese buffet promotion: A Taste of Hanoi.

Led by executive chef Sean Jung, guest chefs Truong Thi San and Dinh Cong Nhat from the Sheraton Hanoi will prepare an array of authentic Vietnamese cuisine at Taste restaurant, featuring a Pho station with beef and chicken, and a Banh Mi corner with Vietnamese baguettes, pork belly, pork liver, tomatoes, carrots, five-spice powder and more.

Vietnamese cuisine is influenced by the Asian principle of five elements - metal, wood, fire, water and earth - and thus encompasses a combination of five fundamental tastes and creates a balance of the five taste senses of spicy, sour, bitter, salty and sweet, according to a release from the Westin.

A Taste of Hanoi at Taste runs from April 8 to 13, from 11:30 a.m. to 2:30 p.m. The cost is $35 per adult and $17.50 per child ages 6 to 11, plus a 10 percent service charge. ***(Daily Post Staff)***

OFFICE OF THE ATTORNEY GENERAL
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Attorney General of Guam
Family Division
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Tamuning, Guam 96913
(671) 475-3406 • (671) 475-3343 (Fax)
www.guamag.org

Attorney for the People of Guam

IN THE SUPERIOR COURT OF GUAM
HAGÅTÑA, GUAM

IN THE INTEREST OF
R.J.K. aka J.P.K.,
(DOB: 10/07/2004),
Minor.

J.S.P. CASE NOS. JD0267-17 and JD0277-17

SUMMONS

TO: MS. NARSITA KATA, Biological Mother

You are hereby summoned to appear before the **HONORABLE LINDA L. INGLES,** Judge, Guam Judicial Center • Superior Court of Guam • 120 West O'Brien Drive • Hagåtña, Guam on **WEDNESDAY, APRIL 17, 2019 AT 2:00 P.M.** for a **Progress Hearing and Restitution Hearing.** A copy of a Persons in Need of Services (PINS) petition is attached hereto regarding the above-named minor. The Judge, will, at this time of this hearing, inform you as to the status of the above-named minor and will appoint an attorney for you, if you need.

YOUR PARENTAL AND CUSTODIAL DUTIES AND RIGHT CONCERNING THE CHILD WHO IS THE SUBJECT OF THE ATTACHED PETITION MAY BE TERMINATED BY AWARD OF PERMANENT CUSTODY IF YOU FAIL TO APPEAR ON THE DATE SET FORTH IN THIS SUMMONS.

Dated: March 25, 2019

By: /s/ **CIERA J. WILLIAMS**
Superior Court of Guam
Deputy Clerk

NOTICE OF PUBLIC MEETING

The Public Defender Service Corporation Board of Trustees will hold a BOT meeting on **Thursday, April 4, 2019** at **12:30 P.M.** in the Conference Room of the Public Defender Service Corporation, located at MVP Sinajana Commercial Building, Unit B, 779 Route 4, Sinajana, Guam 96910.

Copies of the agenda will be available prior to the meeting at the Public Defender Service Corporation.

Individuals requiring special accommodations are asked to contact Ms. Cathy Gogue at 475-3100.

/s/ KATHERINE A. MARAMAN
Chairwoman

This public notice is paid for with government funds.

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Doc. No. 35GL-19-0340.*

PUBLIC DEFENDER SERVICE CORPORATION
BOARD OF TRUSTEES
Regular
Meeting of
Tuesday, January 22, 2019 – 12:30 PM
Public Defender Service Corporation Conference Room

MINUTES

I. CALL TO ORDER:

The meeting was called to order by the Chairwoman, Chief Justice Katherine A. Maraman at 12:50PM.

II. ROLL CALL:

Present:	Chief Justice Katherine A. Maraman, Chairwoman Presiding Judge Alberto C. Lamorena, III Attorney Jacque T. Terlaje, GBA President Trustee Annette U. Ada, Member
Absent:	Attorney Donna M. Cruz, Member (Excused)
Others Present:	Attorney Stephen P. Hattori, PDSC Executive Director Attorney Richard Dirkx, Deputy Director AnaMaria Gayle, APD Managing Attorney Cathy Gogue, Administrative Director Michael S. Moreno, Chief Fiscal Officer Bernie Lizama, Personnel Specialist IV Joyce Trecepona, Accounting Technician Kenneth Lim, Computer Systems Analyst Shannel Mendiola, APD Administrative Assistant

III. PROOF OF DUE NOTICE OF MEETINGS:

"Notice of Public Meeting" was published in the Guam Post on Tuesday, January 15, 2019 and Friday, January 19, 2019.

IV. DETERMINATION OF QUORUM:

With the presence of four (4) out of the five (5) board members, a quorum was determined for the meeting to proceed.

V. APPROVAL OF MINUTES:

Motion to approve the minutes of Tuesday, October 8, 2018 was made by Presiding Judge Lamorena and seconded by GBA President Jacque Terlaje. The minutes were adopted and approved, subject to corrections.

OLD BUSINESS:

A. FINANCIAL STATUS UPDATE

PDSC Financial Report: AD Cathy Gogue reported for Mike Moreno, Chief Fiscal Officer

who is out today. For FY2018, PD is at 91 percent of its total budget for this fiscal year. AD Gogue advised the board that she met with DOA Director Ed Burns and Vince Arriola on December 26th to discuss PDSC's allotments as well as FY2019 budget. The DOA director mentioned we will be not receiving $202,000.00 of our FY2018 funds and will be considered as unrecoverable by DOA. AD Gogue advised DOA that because of this shortage, we need to request to use lapse funds with the board. Relative to FY2019, we are at 71 percent of our allotment request. We received the allotments for December, and are now waiting for January. Chief Justice Maraman asked how often we receive allotments, to which AD Gogue responded every other week – generally the Friday of GovGuam payday. Chief Justice Maraman also asked if DOA explained why the delay in receiving allotments and the balance of funds for FY2018. AD Gogue mentioned that in meeting with Mr. Burns and Mr. Arriola, DOA stated that they are unable to transmit money to any GovGuam department or agency if there is no money to disburse. Allotments are released based on cash flow and obligations. In reviewing PDSC's financial report, DOA stated that PD is in a much better financial situation than most GovGuam departments, which includes DOA.

AD Gogue advised the board that we were able to broker this meeting with DOA through the assistance of our oversight Chair, Senator Therese Terlaje. Presiding Judge Lamorena suggested to ED Hattori that he send a letter to the Governor and if this does not work, then we need to use the Chairperson's power and send a letter as well. Chief Justice Maraman said we need to also mention the constitutional mandate for the government to provide effective indigent defense.

APD's Financial Report: We invoiced Judiciary for 2nd Quarter of FY2019, and are now awaiting of this allotment.

DVP Financial Report: Federal Programs had provided our office with $10,000.00 to help with protective orders for those who qualify for such grant funding. Based on our cost projection for the time our employees will work on the program, we submitted an invoice for February. Based on actual time invested in the program, we will be reimbursed accordingly.

B. PDSC EXECUTIVE DIRECTOR'S REPORT (EXHIBIT A)

ED Hattori referred to the attachments that includes PD's statistics for the 1st quarter which are somewhat uniformed except for drug court. Those numbers seem a little imbalanced because we lost Clyde Lemons and have not been able to replace him since. There is a disproportionate amount of felonies amongst the attorneys in drug court but besides that, everything else is more or less balanced amongst the attorneys. On one charts provides lists our pre-judgment cases. It appears that most of the attorneys, when you exclude the bench warrant cases, have about 100 active pre-judgment cases.

C. APD MANAGING ATTORNEY'S REPORT (EXHIBIT B)

MA Gayle review APD's 1st quarter stats for her office. Based on the numbers, APD has a total of 97 cases. Attorney Flynn's cases are now transferred to Attorney Breazeale who recently joined APD from the AG's office. Attorney Breazeale is a little more experienced, which means he will be getting heavier cases than Attorney Flynn. We also have our stats for cases we closed and how many cases are bench warrant cases. Attorney Terlaje asked about intake and asked if they are getting more cases. MA Gayle

responded that because the AGs charged out less cases, APD is at their lowest number for a 1st quarter.

MA Gayle then referred to the organization chart that was included in Exhibit B. She explained to the board that she did not want to make this proposed chart be a part of New Business but instead proposed an organizational change within APD. MA Gayle stated that with the resignation of Mrs. Audre Hattori as the first Legal Secretary Supervisor, she implemented a lot of great things as a Legal Secretary Supervisor but has also shown us how that there are areas that can be better improved by having a Management Officer. MA Gayle's proposal is to change the Legal Secretary Supervisor position to Management Officer (MO). She checked with the Judiciary and they have in draft form, the new job description for the Management Officer position. APD did find some gaps with just having a Legal Secretary Supervisor, and with the new position (MO), this person can still do legal secretarial work in addition to performing some management duties. The goal is to present this to the board and currently the way MA Gayle has it she will show board what she would like to do with the restructuring of the office. The packet she will put together will include the position description based on the Judiciary's job description, and then tailoring it to APD's needs.

According to MA Gayle, she has worked out the numbers and can introduce it all but she wanted to get the board's permission to go ahead and do so. Presiding Judge Lamorena asked if it would increase the salary for the new position. MA Gayle stated that it would go from $37,000.00 to $41,000.00; which keeps APD within their budget. Chief Justice Maraman asked if she will keep the Legal Secretary Supervisor. MA Gayle informed responded that she will incorporate the duties of the Legal Secretary Supervisor and the Management Officer in the job description and wanted the board's direction in as far as going about her request for the Management Officer. Presiding Judge Lamorena stated that he would not mind APD's review of the new position but in looking at what the Legislature has done relative to the budgets, and the way the economy is now, with the pressure of having no money, this may not be an appropriate time. Presiding Judge Lamorena added that the economists have projected zero growth for Guam in the next year. The Judicial Council may be reluctant to have you try and create positions with will increase the budget.

MA Gayle reiterated that she will not be asking for an increase for this position and instead is working with the budget she already has and is asking if she is going to convert the position what would she need to do. Presiding Judge Lamorena asked where she will get the extra money for the new position. MA Gayle replied that she has not been able to hire her sixth attorney and she still has a Legal Secretary II position that is still open. The new position will fit into the existing budget. Presiding Judge Lamorena then asked MA Gayle about the next year, and if she were to fill the Attorney and Legal Secretary II positions – then what will she do with the increase to APD's budget, and assuming the Legislature continues to make budget cuts. If the Legislature sees the new position being created, they may be reluctant to fund the position. MA Gayle further explained that she is not adding anyone new and right now she does not have the two positions filled. Presiding Judge Lamorena informed MA Gayle, he would not want to

put up a red flag in front of the Legislature because after filling the Attorney and Legal Secretary II positions and with the Management Officer position it will increase the budget for the proceeding years. Even if it's a slight increase, Presiding Judge Lamorena would not want to subject APD to some attacks by the Legislature. MA Gayle further stated that she would just like to expand the Legal Secretary Supervisor position to a Management Officer position and if she is able to do so, she will stay within her budget. Chief Justice Maraman and Presiding Judge Lamorena informed MA Gayle to submit her proposal for review but that the concern is with the Judicial Council and the Legislature with regard to creating a new position. Attorney Terlaje and Presiding Judge Lamorena also addressed the concern with the start date and the conversion. HR Specialist Bernie Lizama explained to MA Gayle, the problem they will have is with the new budget law which prohibits any type of reclassification and in looking at changing the Legal Secretary Supervisor position to a Management Officer that would be considered a change in position or a reclassification. The other issue is that APD is trying to make the MO supervise the investigators which is two different fields. It would be okay for the Management Officer to supervise the administrative employees but not the law enforcement side which is very different classifications. Presiding Judge Lamorena stated that MA Gayle can present her proposal to the board and that she work with HR Personnel Specialist Lizama to see how the MO can take on the responsibilities that MA Gayle wants to propose at the next meeting.

D. PDSC LAPSE FUNDS REQUEST FOR 2018 (EXHIBIT C)

Based on the earlier financial report provided by AD Gogue, relative to DOA's unrecoverable funds of $202K for FY2018, we need additional approval for the use of lapse funds in the amount of $66,704.00 to cover personnel and payable expenses.

Presiding Judge Lamorena motioned to approve the use of $66,704.00 in lapse funds to cover expenses in FY2018 due to the shortfall of receivables from DOA. Seconded by Trustee Ada and approved by acclamation. (Reso. No. 02-19)

E. DPHSS LEGAL ASSISTANCE PARTNERSHIP WITH PDSC.

AD Gogue requested that this be tabled until the next meeting to which Chief Justice Maraman agreed to table this agenda item.

VI. EXECUTIVE SESSION

Chief Justice Maraman advised the board that we will go into Executive Session, and will recuse herself from the remaining at the meeting or attending the session. Presiding Judge Lamorena will chair the session.

The meeting recessed for Executive Session at 1:23PM.

The meeting reconvened at 1:50PM.

From the Executive Session, **the following motions were made by Attorney Jacque Terlaje**:

1. An affidavit be prepared by PDSC's tech staff (Kenneth Lim) stating that the back-up audio recording of today's Executive Session on his cell phone be destroyed and that he will ensure that no recording of the Executive Session be forwarded to any other governmental authority, within the law, and in accordance with the Open Government Act. Additionally, prior to the expiration of the 6-month window being exceeded, relative to the Open Government Act, that the administrative staff notify the Board of Trustees of such timeframe deadline so that the board is able to execute any necessary affidavits to prevent public disclosure of the Executive Session. **Motion seconded by Trustee Ada and approved by acclamation**.

2. Motion is made to table any hiring of attorneys to fill the vacancy of Attorney Lemons' position, as well as the leave status of several of the Corporation's attorneys. The motion is to table all attorney hires absent the consent of the Board of Trustees.

   Motion was seconded by Trustee Ada and approved by acclamation.

   Attorney Terlaje suggested that a special board meeting be held, so that Attorney Donna Cruz can be a part of the discussion regarding PDSC's attorney hiring. She suggested that the meeting be held the first week of February.

VII. NEW BUSINESS:

There being no new business or public discussion, the board moved to adjourn the meeting. Seconded by Trustee Ada and approved by acclamation.

VIII. PUBLIC DISCUSSION:

None.

IX. ADJOURNMENT AND NEXT MEETING DATE:

Presiding Judge Lamorena moved to adjourn the meeting. Seconded by Attorney Terlaje and approved by acclamation. The next scheduled meeting is scheduled for February 26, 2019.

Respectfully submitted,

CATHY GOGUE
Secretary

PUBLIC DEFENDER SERVICE CORPORATION
Board of Trustees Special Meeting
Friday, February 4, 2019 – 12:30 p.m. Conference Room
Public Defender Service Corporation

A G E N D A

I. **Call to Order**

II. **Roll Call**

III. **Proof of Due Notice of Meeting:**

A. Notice: 5 Working Days	The Guam Post, Friday, February 1, 2019
B. Notice: 48 Hours	The Guam Post, Wednesday, February 6, 2019

IV. **Determination of Quorum**

V. **Approval of Minutes:** N/A

VI. **Old Business:**

A. Financial Status Update (PDSC, APD and DVP) Allotment Releases –N/A
B. PDSC Executive Director's Report –N/A
C. APD Managing Attorney's Report –N/A
D. DPHSS Legal Assistance Partnership with PDSC – N/A

VII. **New Business:**

VIII. **Executive Session:**

IX. **Public Discussion**

X. **Adjournment and Next Meeting Date:** Tuesday, April 23, 2019 at 12:30 p.m. in the PDSC conference room.

Who represents Venezuela?

UN, international lenders stuck in limbo

UNITED NATIONS/WASHINGTON (Reuters) - Three days after proclaiming himself Venezuela's head of state, Juan Guaido wrote to United Nations Secretary-General Antonio Guterres asking for help in tackling the country's urgent humanitarian crisis.

But Venezuela's seat at the 193-member world body is held by President Nicolas Maduro's government and Guterres is unable to ramp up a humanitarian response in Venezuela without Maduro's approval or U.N. Security Council authorization.

"The United Nations is ready to increase their activities in Venezuela in the areas of humanitarian assistance and development," Guterres told Guaido in a letter dated Jan. 29 and seen by Reuters on Wednesday. "For that, the United Nations need, however, the consent and cooperation of the government."

The exchange illustrates how a U.S.-led campaign for international recognition of Guaido over Maduro has left the U.N. and other international organizations caught in the middle of global division over the issue.

Most Latin American countries, Canada and European nations have recognized Guaido or are on the verge of doing so. But these rapid endorsements have triggered angry responses from Russia, China and a few left-leaning Latin American states, and wariness from some African and Caribbean nations.

Guterres noted that in his relations with U.N. member states he respects "the decisions of the intergovernmental bodies, particularly the General Assembly and the Security Council."

The General Assembly allows each U.N. nation one vote, while the five permanent members of the Security Council, charged with maintaining international peace, include Russia and China.

The international split is also hampering swift decisions at other multilateral groups like the Washington-headquartered International Monetary Fund and the World Bank, whose recognition of the Guaido government could eventually help get sorely needed loans to Venezuela.

Maduro's government has denied that there is a humanitarian crisis in the country, blaming economic problems on sanctions. Venezuela is struggling with hunger, preventable diseases and hyperinflation forecast at 10 million percent in 2019.

UN vote?

The quickest way for a country or countries to try and deprive Maduro's government of Venezuela's U.N. seat would be to present a draft resolution to the General Assembly for a vote. However, diplomats said that such a move could not currently garner the majority support needed to be successful.

"We do think there will be appropriate resolutions when the time is right and we'll certainly support those. They won't come just from us, they'll come from other nations who care deeply abut the Venezuelan people as well," U.S. Secretary of State Mike Pompeo told reporters at the U.N. on Saturday.

Maduro was sworn in on Jan. 10 for a second term in office after elections last year that were widely dubbed illegitimate, while Guaido took the helm of the elected National Assembly earlier this month and on Jan. 23 proclaimed himself the country's rightful leader.

AIRPORT GUAM

IMPROVING our Airport
& ENHANCING GUAM's
BUSINESS Investment Potential

LOURDES A. LEON GUERRERO
Honorable Governor
Maga'håga
JOSHUA F. TENORIO
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Sigundo Maga'låhi

OPEN JOB ANNOUNCEMENT

The **A.B. Won Pat Int'l. Airport Authority, Guam (GIAA)**, a public corporation and instrumentality of the Government of Guam, seeks qualified individuals to establish a list for the following positions:

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AMENDED CLOSING DATE: FEBRUARY 15, 2019

Announcement No. 06-19

CHIEF ENGINEER

AMENDED CLOSING DATE: FEBRUARY 15, 2019

Please refer to **www.guamairport.com** for complete details on this position. Submit applications to the GIAA Personnel Office, 3rd floor Administrative Offices, Airport Terminal. Should you need additional information, contact the GIAA Personnel Office at (671) 646-0300~0302.

THOMAS C. ADA
Executive Manager

AD PAID FOR BY: *ATURIDAT PUETTON BATKON AIREN ENTENASIONAT GUAHAN*

WE'RE ON IT 24/7

P.O. Box 8770 Tamuning, GU 96931
Tel: (671) 646-0300 Fax: (671) 646-8823

NOTICE OF PUBLIC MEETING

The Public Defender Service Corporation Board of Trustees will conduct a Special BOT meeting on **Friday, February 8, 2019** at **12:30 P.M.** in the Conference Room of the Public Defender Service Corporation, located at MVP Sinajana Commercial Building, Unit B, 779 Route 4, Sinajana, Guam 96910.

Copies of the agenda will be available prior to the meeting at the Public Defender Service Corporation.

Individuals requiring special accommodations are asked to contact Ms. Cathy Gogue at 475-3100.

/s/ KATHERINE A. MARAMAN
Chairwoman

This public notice is paid for with government funds.

GHURA

Guam Housing and Urban Renewal Authority
Aturidat Ginima' Yan Rinueban Siudat Guahan
117 Bien Venida Avenue • Sinajana Guam 96910
Phone: (671) 477-9851 • Fax: (671) 300-7565 • TTY: (671) 472-3701

EQUAL HOUSING OPPORTUNITY

Lourdes A. Leon Guerrero
Governor of Guam

Joshua F. Tenorio
Lt. Governor of Guam

NOTICE OF FUNDING AVAILABILITY

For Program Year 2019
Community Planning and Developments Funds
U.S. Department of Housing and Urban Development

The Guam Housing and Urban Renewal Authority (GHURA) is announcing the availability of an estimated $4,155,500 in Community Planning and Development (CPD) funds available from the U.S. Department of Housing and Urban Development (HUD). Eligible government agencies and non-profit organizations are invited to submit proposals that address the priorities and goals identified in Guam's Consolidated Plan Priorities and Goals for 2015-2019. The priorities and goals set forth Guam's plan for supporting low- and moderate-income populations through the creation and preservation of decent housing, sustainable living environments, and economic opportunities for the next five years.

Applications for the use of CPD funds will be available beginning on Friday, February 1, 2019 at the GHURA Community Planning and Development Office, located at 117 Bien Venida Avenue in Sinajana, and via the GHURA website at www.ghura.org. Funding estimates are as follows:

Community Development Block Grant (CDBG)	$ 3,063,737.00
HOME Investment Partnership Grant (HOME)	$ 856,952.00
Emergency Solutions Grant (ESG)	$ 234,811.00

CDBG funds maybe used to revitalize neighborhoods, support affordable housing development, expand economic opportunities, and to improve community facilities and services. Use of CDBG funds must meet at least one of the program's national objectives of (1) benefiting low and moderate-income persons, (2) eliminating slum or blight conditions, or (3) meeting other urgent community development needs.

HOME funds maybe used to create affordable housing for home owners or home buyers through financial assistance programs, site acquisition or improvement, or the construction or rehabilitation of housing for rentor home ownership. Use of HOME funds must benefit low-income persons.

ESG funds maybe used for there habilitation or conversion of buildings for use as emergency shelters for the homeless, for the payment of certain expenses related to operating emergency shelters, for essential services related to emergency shelters and street outreach for the homeless, and for homelessness prevention and rapid re-housing assistance.

A briefing for organizations interested in applying for any of these grants will be held on Wednesday, February 20, 2019 from 10:00 a.m. to 12:00p.m. at the Sinajana Mayor's Office, 117A Chalan Guma Yuos, Sinajana.

Interested applicants may pick up application forms at the GHURA CPD Office in Sinajana. Forms will also be available for download on the GHURA website at www.ghura.org. All applications must be received by the GHURA CPD office in Sinajana no later than 4:00p.m. on Friday, April 5, 2019.

For further information, please contact Ms.Katherine E. Taitano, GHURA Chief Planner, at 475-1322.

/s/ Ray S. Topasna, Executive Director
This advertisement is paid with HUD CPD Funds.

Doc. No. 35GL-19-0340.*

Report: NKorea trying to protect nuclear, missile capabilities

By Michelle Nichols
Reuters

UNITED NATIONS (Reuters) - North Korea's nuclear and ballistic missile programs remain intact and the country is working to make sure those capabilities cannot be destroyed by any military strikes, according to a confidential report by U.N. sanctions monitors.

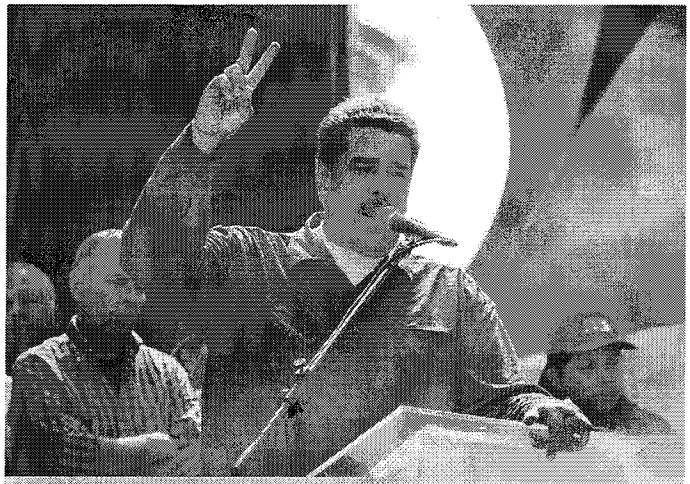
The report to a 15-member U.N. Security Council sanctions committee, seen by Reuters on Monday, comes ahead of a second planned summit between President Donald Trump and North Korean leader Kim Jong Un later this month. They initially met in June 2018 and Kim pledged to work toward denuclearization.

While Trump has hailed "tremendous progress" in his dealings with North Korea, the U.N. report found that Pyongyang "is using civilian facilities, including airports, for ballistic missile assembly and testing with the goal of effectively preventing 'decapitation' strikes on a smaller number of identified nuclear and missile assembly and manufacturing sites."

The report said it "found evidence of a consistent trend on the part of the DPRK to disperse its assembly, storage and testing locations," using the abbreviation for North Korea's official name, the Democratic People's Republic of Korea.

The North Korean mission to the United Nations did not immediately respond to a request for comment on the 317-page U.N. report, which was submitted to Security Council members on Friday.

Ousting Venezuela's Maduro without violence may be unlikely, experts say



MADURO: *Venezuelan President Nicolas Maduro appears in Caracas in February 2018.* *Rayner Pena/DPA/Abaca Press*

By Alex Daugherty
McClatchy Washington Bureau

WASHINGTON - The pressure is building on Nicolas Maduro.

A host of European countries recognized Juan Guaido as Venezuela's president Monday, after Maduro predictably failed to meet their eight-day deadline to schedule free and fair elections. President Donald Trump and congressional leaders say all options are on the table. And recently announced U.S. oil sanctions will begin to take effect in the coming weeks as the international community attempts to send humanitarian aid to Venezuelans without Maduro's assistance.

But Maduro's past attempts to consolidate power, combined with an unprecedented international response to recognize a leader who does not control the country's military, institutions or a portion of territory, does not have a direct correlation with other U.S.-backed efforts in Latin America and elsewhere. Experts who are both skeptical and supportive of the decision to recognize Guaido's government and a warp-speed time frame to hold elections in a matter of weeks say violence beyond the sporadic street clashes over the past few weeks is likely, whether or not foreign troops enter the country.

'He's going to have to be forced out'

"I don't see Maduro leaving peacefully," said Eric Farnsworth, a former State Department official who is now a vice president of the Council of the Americas and a supporter of the decision to recognize Guaido. "He's not going to wake up with an epiphany, he's going to have to be forced out. If it happens, it's going to be by Venezuelans ... members of the security forces or members of his own coalition, if they see him as ineffective."

Farnsworth is a critic of arguments made by Democratic Sen. Chris Murphy and former Obama foreign policy adviser Ben Rhodes in a Washington Post op-ed last week, who said recognizing Guaido puts the U.S. in an inflexible position if Maduro doesn't relent.

"Chest-thumping declarations that melt away over time weaken American power and credibility," Rhodes and Murphy wrote. "In Venezuela, if the armed forces continue to back Maduro, then last week's move may come to look feckless, while offering Maduro the opportunity to rally his domestic and foreign backers against U.S. intervention. Reckless talk of military options only compounds this problem."

Rhodes and Murphy's argument differed from other Democrats who argued that sanctions on Venezuelan oil would further cripple Venezuela's economy and hinder the ability for people to obtain food and medicine.

Shannon O'Neil, a senior fellow for Latin America studies at the Council on Foreign Relations, said the decision to recognize Guaido is a "huge break from precedent" where governments continue to recognize de facto leaders who control institutions.

"If you look back historically the U.S. was not pleased with the Soviet Union for 50-plus years but they still recognized them," O'Neil said. "I think Ben Rhodes and Chris Murphy were right, it's a risky move. Not only are you condemning Maduro, you're taking it one step further by saying we don't recognize his right to rule because he wasn't elected."

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Chairwoman

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Doc No. 35GL-19-0340.

PUBLIC DEFENDER SERVICE CORPORATION
BOARD OF TRUSTEES
Regular
Meeting of
Friday, February 8, 2019 – 12:30 PM
Public Defender Service Corporation Conference Room

M I N U T E S

I. CALL TO ORDER:

The Special Board of Trustees meeting was called to order by Acting Chairperson, Attorney Jacque Terlaje at 12:45PM.

II. ROLL CALL:

Present:

Attorney Jacque T. Terlaje, GBA President
Attorney Donna M. Cruz, Member
Trustee Annette U. Ada, Member

Absent: Chief Justice Katherine A. Maraman, Chairwoman (**Excused:** Recused herself from being a part of the meeting)

Presiding Judge Alberto C. Lamorena, III (**Excused:** Recused himself from being a part of the meeting)

III. PROOF OF DUE NOTICE OF MEETINGS:

"Notice of Public Meeting" was published in the Guam Post on Tuesday, January 6, 2019 and Friday, January 10, 2019.

IV. DETERMINATION OF QUORUM:

With the presence of three (3) out of the five (5) board members, a quorum was determined for the meeting to proceed.

V. APPROVAL OF MINUTES:

N/A

VI. OLD BUSINESS:

A. FINANCIAL STATUS UPDATE
PDSC Financial Report: N/A

APD's Financial Report: N/A

DVP Financial Report: N/A

B. PDSC EXECUTIVE DIRECTOR'S REPORT: N/A

C. APD MANAGING ATTORNEY'S REPORT: N/A

VII. EXECUTIVE SESSION

Acting Chairperson, Attorney Jacque Terlaje, recessed the meeting into Executive Session at 12:55PM.

Acting Chairperson, Attorney JTerlaje called the Special Board meeting back to order at 1:55PM.

From the session, m**otion made by Attorney Terlaje to direct the Executive Director when there is a special circumstance or a special issue involving the hiring of any employee, that a request for assistance be made to the Board of Trustees. Seconded by Trustee Ada. There being no objections, motion passed.**

AD Gogue informed the board, the issue to hire an Attorney 4 is moot as the applicant has rescinded their application for employment with PDSC.

VIII. NEW BUSINESS: N/A

IX. PUBLIC DISCUSSION:

None.

X. ADJOURNMENT AND NEXT MEETING DATE:

There being no further business to discuss, the meeting adjourned at 1:06PM.

Respectfully submitted,

CATHY GOGUE
Secretary

Public Defender Service Corporation

Act to Amend §1105 of Chapter 11, Division 1, Title 12

I MINA'TRENTAI SINGKO NA LIHESLATURAN GUÅHAN
2019 (FIRST) Regular Session

Bill No. -35 (COR)

Introduced by: Therese M. Terlaje
Amanda Shelton

AN ACT TO AMEND § 11105 OF CHAPTER 11, DIVISION 1, TITLE 12, GUAM CODE ANNOTATED, RELATIVE TO ALLOWING THE PUBLIC DEFENDER SERVICE CORPORATION TO RECEIVE AND ADMINISTER GRANTS AND ENTER INTO INTRA-GOVERNMENTAL AND INTER-GOVERNMENTAL AGREEMENTS TO PROVIDE SERVICES TO ASSIST VULNERABLE, UNDERSERVED AND UNDER-REPRESENTED GROUPS.

BE IT ENACTED BY THE PEOPLE OF GUAM:

Section 1. Legislative Findings and Intent.

I Liheslaturan Guåhan finds that there is a need in our community for alternative avenues for civil legal aid and other services to assist Guam's vulnerable, underserved, and under-represented populations, to include the elderly, victims of violence, individuals with disabilities, and individuals and families of low income. There are a number of federal grants and programs that would benefit our island, however, the local resources for executing these programs are limited. By allowing the Public Defender Service Corporation (Corporation) to apply for, receive and administer federal grants, the Corporation will be able to assist in filling the gaps in different legal areas within our community.

I Liheslaturan Guåhan finds that in order to effectuate this, the enabling language of the Public Defender Service Corporation must be amended to make it clear that the Corporation is able to apply for, receive and administer federal grants and subgrants and also enter into intra-governmental and inter-governmental agreements.

I Liheslaturan Guåhan finds that our community needs added assistance and remedies for addressing the gaps in services to the vulnerable, underserved, and under-represented populations who deserve equal access to justice and quality legal services that could be duly provided by the hard-working and diligent staff of the Public Defender Service Corporation, whose express mission already includes the representation of people who are unable to afford an attorney in private practice.

Section 2. § 11105 of Chapter 11, Division 1, Title 12, Guam Code Annotated is hereby *amended* to read:

"**§ 11105. Same: Civil Matters.**

The Corporation shall render legal aid and assistance to those persons in Guam, who, under rules established by the Corporation, are in need of legal assistance and representation and who are unable to afford an attorney in private practice. The Corporation shall not compete with attorneys engaged in the private practice of law in Guam and shall give legal assistance in civil matters only to those who would otherwise not receive such assistance. The Corporation shall not accept fee-generating cases. The Corporation may apply for, receive and administer federal grants, subgrants or enter into intra-governmental and inter-governmental agreements to provide legal services and other related services to assist the vulnerable, underserved, and under-represented groups, to include but not limited to the elderly, victims of violence, individuals with disabilities, and individuals and

families of low income. The Corporation is authorized to comply with the requirements of the federal grant, subgrant, intra-governmental and inter-governmental agreement to include representation to individuals who are not indigent but who qualify for services pursuant to the terms of the federal grant, subgrant, intra-governmental and inter-governmental agreement."

Public Defender Service Corporation

FY2020 Budget

(w/o 8th Judge)

FOOTNOTES:

For Fiscal Year 2020, an increase of **$512,410** is requested over the authorized appropriation level for Fiscal Year 2019 is 12%. The requested increase are described below:

1. *PERSONNEL SERVICES:*

$297,812 **SALARIES:**

- Mandated employee benefits that include increments and projected night differential payments
- Filling four (4) new positions that all for the accommodation of an 8th judge at the Judiciary of Guam. The positions for the 8th judge will be ant Attorney 4-1, Investigator 1 and a Legal Secretary I. The 4th new position is for a Social Worker III

$ 52,956 **RETIREMENT BENEFITS:**

- Mandated adjustments in the government's share of retirement contributions. Adjustments for these benefits are anticipated for the upcoming fiscal year
- Additional contributions for the four (4) new positions being requested

$ -17,907 **INSURANCE (Medical, Dental and Life) BENEFITS:**

- Based on FY2019 levels, with anticipated adjustments in the government's share for these benefits.

$332,861 ***SUB-TOTAL FOR PERSONNEL COSTS IN FY2020***

2. OPERATIONS:

$ 57,210 **CONTRACTUAL SERVICES** (Also depicted on Form 96A)

- Malpractice Insurance ($8,843.00)
- Westlaw Service ($25,566.00)
- Lease of 2 Vehicles ($11,280.00)
- Vehicle Insurance ($2,800.00)
- Maintenance for Telephone System ($15,300.00)
- Contents Insurance ($2,420.00)
- Maintenance on Xerox Copiers ($5,400.00)
- Notary Bonding ($4,200.00)
- Equipment Maintenance - Shredder, etc. ($1,500.00)
- Equipment Maintenance - Archiving System ($3,600.00)
- Equipment Maintenance - Office Equipment ($1,750.00)
- Support for GL Accounting Software ($2,000.00)
- Additional License for Accounting Software ($2,090.00)
- HR Software ($3,000.00)
- Off-site Data Backup Solution Service (Online) ($6,000.00)
- Annual Renewal for Recorder Software (SoniClear) ($400.00)
- Firewall Security Service (SonicWall) ($2,500.00)
- Abacus Maintenance ($26,166.00)
- Internet Domain ($1,500.00)
- Email Website Hosting ($6,000.00)

- Server Hard Disk Software Keeper ($500.00)
- Annual Renewal for Archive Software ($4,000.00)

NOTE: The actual increase from FY2019 to FY2020 is due to the shortfall in the FY2019 authorized amount compared to what is actually needed to cover expenses.

$ 25,956 **SUPPLIES AND MATERIALS:** Increase due to addition of 8th Judge.

$ 44,597 **SMALL EQUIPMENT:** Please refer to Form 96A for further details.

- Replace obsolete workstations ($20,000.00)
- Replace battery back-ups ($1,000.00)
- External Drives for Back Up ($2,000.00)
- Main Domain Storage ($14,597.00)
- Archive Server ($10,000.00)

NOTE: The actual increase from FY2019 to FY2020 is due to the Need to replace obsolete workstation, additional main domain storage and archive server cost.

$ -0- **OFFICE SPACE RENTAL:** No change in expenses based on lease agreement.

$ 51,646 **MISCELLANEOUS:**

- Guam Bar Dues ($4,800.00)
- Professional Dues – NACDL ($200.00)
- Training and or Career Development ($26,000.00)
- Advertising Cost - Board Meeting ($4,800.00)
- Advertising Cost - Job Announcement ($3,700.00)
- Advertising Cost - RFP's/Bids ($2,500.00)
- SHRM Membership ($190.00)
- AGA Membership ($105.00)
- Board Stipends ($3,000.00)
- Payroll Fees ($1,300.00)
- Legal Subscriptions ($2,100.00)
- Process Server Fees ($350.00)
- Other Fees (i.e., police clearance, postage, transcript copies) ($600.00)
- Board Meeting Expenses ($2,000.00)

NOTE: The actual increase from FY2019 to FY2020 is due to additional training cost or Career Development, Advertising for Board Meeting, Job Announcement, RFP's /Bids.

$179,549 ***SUB-TOTAL FOR OPERATIONAL AND CAPITAL OUTLAY COSTS INCREASE IN FISCAL YEAR 2020***

$ 512,410 **TOTAL INCREASE FOR FY2020 ABOVE FY2019's AUTHORIZED LEVEL is 12%**

Schedule D - Equipment

Item	Quantity	Unit Price	Total Price	Funded in FY 2019? Yes	No
Replace obsolete workstations			$ 20,000.00	x	
Replace battery back-ups			$ 1,000.00	x	
External Drives for Back Up			$ 2,000.00	x	
Main Domain Storage			$ 14,597.00	x	
Archive Server			$ 10,000.00	x	
Total Equipment			**$ 47,597.00**		

Schedule E - Miscellaneous

Item	Quantity	Unit Price	Total Price	Funded in FY 2019? Yes	No
Guam Bar Dues			$ 4,800.00	x	
Professional Dues - NACDL			$ 200.00	x	
Training and or Career Development			$ 26,000.00	x	
Advertising Cost - Board Meeting			$ 4,800.00	x	
Advertising Cost - Job Announcement			$ 3,700.00	x	
Advertising Cost - RFP's/Bids			$ 2,500.00	x	
SHRM Membership			$ 190.00	x	
AGA Membership			$ 105.00	x	
Board Stipends			$ 3,000.00	x	
Payroll Fees			$ 1,300.00	x	
Legal Subscriptions			$ 2,100.00	x	
Postage stamp			$ 300.00		x
Process Server Fees			$ 350.00	x	
Other Fees (ie,police clearance, transcript copies)			$ 300.00	x	
Board Meeting Expenses			$ 2,000.00	x	
Total Miscellaneous			**$ 51,645.00**		

Schedule F - Capital Outlay

Item	Quantity	Unit Price	Total Price	Funded in FY 2019? Yes	No
			$ -		
Total Capital Outlay			**$ -**		

Government of Guam
Fiscal Year 2020
Budget Digest

Function: Public Safety

Department/Agency: Public Defender Service Corporation

Program: Summary

AS400 Account Code	Appropriation Classification	A General Fund FY2018 Expenditures & Encumbrances	B General Fund FY2019 Authorized Level	C General Fund FY2020 Request	Increase	%
	PERSONNEL SERVICES					
111	Regular Salaries/Increments/Special Pay	$2,823,814	$2,893,260	3,191,072	297,812	10%
112	Overtime			0		
113	Benefits	$822,578	$860,389	913,345	52,956	6%
114	Insurance Benefits (Medical / Dental / Life)	$146,719	$212,443	194,536	(17,907)	-8%
	TOTAL PERSONNEL SERVICES					
	TOTAL PERSONNEL SERVICES (Exclude Prior Year	$3,793,111	$3,966,092	$4,298,953	332,861	8%
	OPERATIONS					
220	TRAVEL- Off-Island/Local Mileage Reimburs.	0	0	0		
230	CONTRACTUAL SERVICES:	107,155	89,204	146,414	57,210	64%
233	OFFICE SPACE RENTAL:	273,600	273,600	273,600	-	0%
240	SUPPLIES & MATERIALS:	12,375	12,114	38,070	25,956	214%
250	EQUIPMENT:	2,349	3,000	47,597	44,597	1487%
270	WORKERS COMPENSATION	0	0	0		
271	DRUG TESTING	160	160	300	140.00	88%
280	SUB-RECIPIENT/SUBGRANT:	0	0	0		
290	MISCELLANEOUS:	34,594	0	51,646	51,646	
	TOTAL OPERATIONS	430,233	$378,078	$557,627	179,549	47%
	UTILITIES					
361	Power	0	0	0	-	0%
362	Water/ Sewer	0	0	0		
363	Telephone	0	0	0	-	
	TOTAL UTILITIES	0	0	0	-	0%
450	**CAPITAL OUTLAY**	0	0	0		
	TOTAL APPROPRIATIONS (Exclude Prior Year)	$4,223,344	$4,344,170	$4,856,580	512,410	12%
	1/ Specify Fund Source					
	FULL TIME EQUIVALENCIES (FTEs)					
	UNCLASSIFIED	4	3	3		
	CLASSIFIED	48	49	49		
	TOTAL FTEs	52	52	52		

Note: Public Defender Service Corp. requests funding only from General Fund.

Government of Guam
Fiscal Year 2020
Budget Digest

Function: Public Safety

Department/Agency: Public Defender Service Corporation

Program: Director's & Admin. Director's Office

AS400 Account Code	Appropriation Classification	A General Fund FY2018 Expenditures & Encumbrances	B General Fund FY2019 Authorized Level	C General Fund FY2020 Request
	PERSONNEL SERVICES			
111	Regular Salaries/Increments/Special Pay	$387,779	$417,380	$526,344
	Merit Bonus			0
112	Overtime	0	0	0
113	Benefits	111,922	120,035	147,723
	Benefits - Merit Bonus (Medicare)			0
114	Insurance Benefits (Medical / Dental / Life)	14,775	23,591	20,839
	TOTAL PERSONNEL SERVICES	$514,476	$561,006	$694,906
	OPERATIONS			
220	TRAVEL- Off-Island/Local Mileage Reimburs.	$0	$0	$0
230	CONTRACTUAL SERVICES:	13,961	13,484	18,268
233	OFFICE SPACE RENTAL:	273,600	273,600	273,600
240	SUPPLIES & MATERIALS:	0	0	4,500
250	EQUIPMENT:	0	0	2,000
270	WORKERS COMPENSATION	0	0	0
271	DRUG TESTING	0	160	300
280	SUB-RECIPIENT/SUBGRANT:	0	0	0
290	MISCELLANEOUS:	34,594	0	26,300
	TOTAL OPERATIONS	$322,155	$287,244	$324,968
	UTILITIES			
361	Power	$0	$0	$0
362	Water/ Sewer	0	0	0
363	Telephone	0	0	0
	TOTAL UTILITIES	$0	$0	$0
450	CAPITAL OUTLAY	$0	$0	$0
	TOTAL APPROPRIATIONS	$836,631	$848,250	$1,019,874
	1/ Specify Fund Source			
	FULL TIME EQUIVALENCIES (FTE)			
	UNCLASSIFIED	3	2	2
	CLASSIFIED	2	3	3
	TOTAL FTEs	5	5	5

Note 1 - Contractual: Funds are requested to pay for Malpractice Insurance ($1,933), Lease of Multifunction Copy Machine ($8,160), Westlaw Internet Service ($3,404), Services for Surveillance Camera ($1,440), Contents Insurance ($3,235), Renewal of Notary Public ($350).

Note 2 - Miscellaneous: The request for funds is to pay for Advertising Cost for Board Meetings and Job Announcements ($8,500), RFP's/Bid Announcements ($2,500), Guam Bar Dues ($600), Professional Dues - NACDL ($200), and Staff Training ($5,000), Board Stipends ($3,000), Other fees ($300), and Board Meeting Expense ($2,000).

Function: Public Safety

Department/Agency: Public Defender Service Corporation

Program: Attorneys

AS400 Account Code	Appropriation Classification	A General Fund FY2018 Expenditures & Encumbrances	B General Fund FY2019 Authorized Level	C General Fund FY2020 Request
	PERSONNEL SERVICES			
111	Regular Salaries/Increments/Special Pay	$1,157,645	$1,163,933	$1,162,785
	Merit Bonus			0
112	Overtime	0	0	0
113	Benefits	335,258	345,763	332,131
	Benefits - Merit Bonus (Medicare)			
114	Insurance Benefits (Medical / Dental / Life)	52,535	80,668	48,850
	TOTAL PERSONNEL SERVICES	$1,545,438	$1,590,364	$1,543,766
	OPERATIONS			
220	TRAVEL- Off-Island/Local Mileage Reimburs.	$0	$0	$0
230	CONTRACTUAL SERVICES:	27,680	25,031	34,003
233	OFFICE SPACE RENTAL:	0	0	0
240	SUPPLIES & MATERIALS:	0	0	3,000
250	EQUIPMENT:	0	0	6,000
270	WORKERS COMPENSATION	0	0	0
271	DRUG TESTING	0	0	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0
290	MISCELLANEOUS:	0	0	17,100
	TOTAL OPERATIONS	$27,680	$25,031	$60,103
	UTILITIES			
361	Power	$0	$0	$0
362	Water/ Sewer	0	0	0
363	Telephone/ Toll	0	0	0
	TOTAL UTILITIES	$0	$0	$0
450	CAPITAL OUTLAY	$0	$0	$0
	TOTAL APPROPRIATIONS	$1,573,118	$1,615,395	$1,603,869
	1/ Specify Fund Source			
	FULL TIME EQUIVALENCIES (FTEs)			
	UNCLASSIFIED	0	0	0
	CLASSIFIED	14	14	14
	TOTAL FTEs	14	14	14

Note 1 - Contractual - Funds are requested for Malpractice insurance ($11,600), and Westlaw access ($22,133)

Note 2 - Miscellaneous - Funds are requested for Guam Bar dues ($4,00) and training for attorneys ($15,000) and legal subscriptions (2,100).

Function: Public Safety

Department/Agency: Public Defender Service Corporation

Program: Investigative Services

AS400 Account Code	Appropriation Classification	A General Fund FY2018 Expenditures & Encumbrances	B General Fund FY2019 Authorized Level	C General Fund FY2020 Request
	PERSONNEL SERVICES			
111	Regular Salaries/Increments/Special Pay	$345,627	$357,734	$348,275
	Merit Bonus	0		0
112	Overtime	0	0	0
113	Benefits	100,950	104,113	99,037
	Benefits - Merit Bonus (Medicare)			0
114	Insurance Benefits (Medical / Dental / Life)	9,408	14,446	13,406
		0		
	TOTAL PERSONNEL SERVICES	$455,985	$476,293	$460,718
	OPERATIONS			
220	TRAVEL- Off-Island/Local Mileage Reimburs.	$0	$0	$0
230	CONTRACTUAL SERVICES:	5,754	5,543	9,331
233	OFFICE SPACE RENTAL:	0	0	0
240	SUPPLIES & MATERIALS:	0	0	880
250	EQUIPMENT:	0	0	0
270	WORKERS COMPENSATION	0	0	0
271	DRUG TESTING	0	0	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0
290	MISCELLANEOUS:	0	0	6,000
	TOTAL OPERATIONS	$5,754	$5,543	$16,211
	UTILITIES			
361	Power	$0	$0	$0
362	Water/ Sewer	0	0	0
363	Telephone/ Toll	0	0	0
	TOTAL UTILITIES	$0	$0	$0
450	CAPITAL OUTLAY	$0	$0	$0
	TOTAL APPROPRIATIONS	$461,739	$481,836	
	1/ Specify Fund Source			
	FULL TIME EQUIVALENCIES (FTE)			
	UNCLASSIFIED	0	0	0
	CLASSIFIED	5	5	5
	TOTAL FTE	5	5	5

Note 1: Contractual is for Lease of Vehicles ($5,520), Auto Insurance ($1,950), Renewal of Notary Bonding ($1,050).

Note 2: Miscellaneous: Funds are requested for training ($6,000)

Function: Public Safety

Department/Agency: Public Defender Service Corporation

Program: Legal Secretarial Services

AS400 Account Code	Appropriation Classification	A General Fund FY2018 Expenditures & Encumbrances	B General Fund FY2019 Authorized Level	C General Fund FY2020 Request
	PERSONNEL SERVICES			
111	Regular Salaries/Increments/Special Pay	$481,665	$428,579	$516,737
	Merit Bonus			0
112	Overtime	0	0	0
113	Benefits	141,913	131,254	150,111
	Benefits - Merit Bonus (Medicare)			0
114	Insurance Benefits (Medical / Dental / Life)	39,514	40,954	56,103
	TOTAL PERSONNEL SERVICES	$663,092	$600,787	$722,951
	OPERATIONS			
220	TRAVEL- Off-Island/Local Mileage Reimburs.	$0	$0	$0
230	CONTRACTUAL SERVICES:	2,888	0	9,895
233	OFFICE SPACE RENTAL:	0	0	0
240	SUPPLIES & MATERIALS:	0	0	4,000
250	EQUIPMENT:	0	0	6,000
270	WORKERS COMPENSATION	0	0	0
271	DRUG TESTING	0	0	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0
290	MISCELLANEOUS:	0	0	0
	TOTAL OPERATIONS	$2,888	$0	$19,895
	UTILITIES			
361	Power	$0	$0	$0
362	Water/ Sewer	0	0	0
363	Telephone/ Toll	0	0	0
	TOTAL UTILITIES	$0	$0	$0
450	**CAPITAL OUTLAY**	$0	$0	$0
	TOTAL APPROPRIATIONS	$665,980	$600,787	
	1/ Specify Fund Source			
	FULL TIME EQUIVALENCIES (FTEs)			
	UNCLASSIFIED	0	0	0
	CLASSIFIED	14	14	14
	TOTAL FTEs	14	14	14

Note 1 - Contractual: The request for funds is to pay for notarial bonding for legal secretaries ($1,750) and maintenance on the multifunction copier/scanner/fax unit ($1,800)

Function: Public Safety

Department/Agency: Public Defender Service Corporation

Program: Records Mgmt. and Property Services

AS400 Account Code	Appropriation Classification	A General Fund FY2018 Expenditures & Encumbrances	B General Fund FY2019 Authorized Level	C General Fund FY2020 Request
	PERSONNEL SERVICES			
111	Regular Salaries/Increments/Special Pay	$60,512	$58,957	$68,465
	Merit Bonus			0
112	Overtime	0	0	0
113	Benefits	17,834	17,917	19,672
	Benefits - Merit Bonus (Medicare)			8
114	Insurance Benefits (Medical / Dental / Life)	5,725	8,775	4,965
	TOTAL PERSONNEL SERVICES	$84,071	$85,649	$93,102
	OPERATIONS			
220	TRAVEL- Off-Island/Local Mileage Reimburs.	$0	$0	$0
230	CONTRACTUAL SERVICES:	6,961	6,975	10,556
233	OFFICE SPACE RENTAL:	0	0	0
240	SUPPLIES & MATERIALS:	0	0	660
250	EQUIPMENT:	0	0	0
270	WORKERS COMPENSATION	0	0	0
271	DRUG TESTING	0	0	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0
290	MISCELLANEOUS:	0	0	0
	TOTAL OPERATIONS	$6,961	$6,975	$11,216
	UTILITIES			
361	Power	$0	$0	$0
362	Water/ Sewer	0	0	0
363	Telephone/ Toll	0	0	0
	TOTAL UTILITIES	$0	$0	$0
450	CAPITAL OUTLAY	$0	$0	$0
	TOTAL APPROPRIATIONS	$91,032	$92,624	$104,318
	1/ Specify Fund Source			
	FULL TIME EQUIVALENCIES (FTEs)			
	UNCLASSIFIED	0	0	0
	CLASSIFIED	2	2	2
	TOTAL FTEs	2	2	2

Note 1 - Contractual: Funds are requested to pay for the maintenance of the archiving system ($3,600) and maintenance for a commercial shredder ($1,500) annual renewal of Archive Software ($4,000), license for Abacus

Note 1 - Equipment: Funds are requested to install new workstations, telephone unit for additional staff

Function: Public Safety

Department/Agency: Public Defender Service Corporation

Program: Process Services

AS400 Account Code	Appropriation Classification	A General Fund FY2018 Expenditures & Encumbrances	B General Fund FY2019 Authorized Level	C General Fund FY2020 Request
	PERSONNEL SERVICES			
111	Regular Salaries/Increments/Special Pay	$74,869	$72,629	$82,063
	Merit Bonus			0
112	Overtime	0	0	0
113	Benefits	21,533	21,966	23,481
	Benefits - Merit Bonus (Medicare)			0
114	Insurance Benefits (Medical / Dental / Life)	4,415	6,762	7,085
	TOTAL PERSONNEL SERVICES	$100,817	$101,357	$112,629
	OPERATIONS			
220	TRAVEL- Off-Island/Local Mileage Reimburs.	$0	$0	$0
230	CONTRACTUAL SERVICES:	5,220	5,231	7,596
233	OFFICE SPACE RENTAL:	0	0	0
240	SUPPLIES & MATERIALS:	0	0	880
250	EQUIPMENT:	0	0	0
270	WORKERS COMPENSATION	0	0	0
271	DRUG TESTING	0	0	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0
290	MISCELLANEOUS:	0	0	350
	TOTAL OPERATIONS	$5,220	$5,231	$8,826
	UTILITIES			
361	Power	$0	$0	$0
362	Water/ Sewer	0	0	0
363	Telephone/ Toll	0	0	0
	TOTAL UTILITIES	$0	$0	$0
450	CAPITAL OUTLAY	$0	$0	$0
	TOTAL APPROPRIATIONS	$106,037	$106,588	$121,455
	1/ Specify Fund Source			
	FULL TIME EQUIVALENCIES (FTE'S)			
	UNCLASSIFIED	0	0	0
	CLASSIFIED	2	2	2
	TOTAL FTE's	2	2	2

Note 1: Contractual is for Lease of Vehicles ($5,100), Auto Insurance ($1,950)

Note 2: Miscellaneous: Renewal of Process Server Fees

Function: Public Safety

Department/Agency: Public Defender Service Corporation

Program: Legal Clerical Services

AS400 Account Code	Appropriation Classification	A General Fund FY2018 Expenditures & Encumbrances	B General Fund FY2019 Authorized Level	C General Fund FY2020 Request
	PERSONNEL SERVICES			
111	Regular Salaries/Increments/Special Pay	$139,631	$138,223	$158,592
	Merit Bonus			0
112	Overtime	0	0	0
113	Benefits	41,698	42,770	46,402
	Benefits - Merit Bonus (Medicare)			
114	Insurance Benefits (Medical / Dental / Life)	13,175	20,022	22,335
	TOTAL PERSONNEL SERVICES	$194,504	$201,015	$227,329
	OPERATIONS			
220	TRAVEL- Off-Island/Local Mileage Reimburs.	$0	$0	$0
230	CONTRACTUAL SERVICES:	555	0	3,941
233	OFFICE SPACE RENTAL:	0	0	0
240	SUPPLIES & MATERIALS:	0	0	4,000
250	EQUIPMENT:	0	0	4,000
270	WORKERS COMPENSATION	0	0	0
271	DRUG TESTING	0	0	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0
290	MISCELLANEOUS:	0	0	0
	TOTAL OPERATIONS	$555	$0	$11,941
	UTILITIES			
361	Power	$0	$0	$0
362	Water/ Sewer	0	0	0
363	Telephone/ Toll	0	0	0
	TOTAL UTILITIES	$0	$0	$0
450	CAPITAL OUTLAY	$0	$0	$0
	TOTAL APPROPRIATIONS	$195,059	$201,015	$239,270
	1/ Specify Fund Source			
	FULL TIME EQUIVALENCIES (FTES)			
	UNCLASSIFIED	0	0	0
	CLASSIFIED	5	5	5
	TOTAL FTE's	5	5	5

Note 1 - Contractual: The request for funds is to pay for maintenance service on the Acroprint Time Stamp machine used for receiving incoming documents into PDSC.

Note 2 - Equipment: The request for funds is to purchase a new Time Stamp machine used for receiving incoming documents into PDSC.

Function: Public Safety

Department/Agency: Public Defender Service Corporation

Program: Fiscal Services

AS400 Account Code	Appropriation Classification	A General Fund FY2018 Expenditures & Encumbrances	B General Fund FY2019 Authorized Level	C General Fund FY2020 Request
	PERSONNEL SERVICES			
111	Regular Salaries/Increments/Special Pay	$84,511	$76,308	$100,987
	Merit Bonus			0
112	Overtime	0	0	0
113	Benefits	24,637	22,945	29,276
	Benefits - Merit Bonus (Medicare)			0
114	Insurance Benefits (Medical / Dental / Life)	5,171	7,941	7,980
	TOTAL PERSONNEL SERVICES	$114,319	$107,194	$138,243
	OPERATIONS			
220	TRAVEL- Off-Island/Local Mileage Reimburs.	$0	$0	$0
230	CONTRACTUAL SERVICES:	5,102	5,113	5,646
233	OFFICE SPACE RENTAL:	0	0	0
240	SUPPLIES & MATERIALS:	12,375	12,114	12,100
250	EQUIPMENT:	0	0	2,000
270	WORKERS COMPENSATION	0	0	0
271	DRUG TESTING	0	0	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0
290	MISCELLANEOUS:	0	0	1,706
	TOTAL OPERATIONS	$17,477	$17,227	$21,452
	UTILITIES			
361	Power	$0	$0	$0
362	Water/ Sewer	0	0	0
363	Telephone/ Toll	0	0	0
	TOTAL UTILITIES	$0	$0	$0
450	CAPITAL OUTLAYS	$0	$0	$0
	TOTAL APPROPRIATIONS	$131,796	$124,421	$159,695
	1/ Specify Fund Source			
	FULL TIME EQUIVALENCIES (FTE)			
	UNCLASSIFIED	0	0	0
	CLASSIFIED	2	2	2
	TOTAL FTE	2	2	2

Note 1 - Contractual: Funds are requested to pay for maintenance service on multifunction Xerox ($1,800), Accounting Software ($2,000), Payroll Software ($2,090), Other equipment maintenance ($1,000)

Note 2 - Miscellaneous Funds are requested to pay for AGA Membership ($100) and payroll fees ($1,300)

Function: Public Safety

Department/Agency: Public Defender Service Corporation

Program: Personnel Services

AS400 Account Code	Appropriation Classification	A General Fund FY2018 Expenditures & Encumbrances	B General Fund FY2019 Authorized Level	C General Fund FY2020 Request
	PERSONNEL SERVICES			
111	Regular Salaries/Increments/Special Pay	$59,716	$54,246	$63,741
	Merit Bonus			0
112	Overtime	0	0	0
113	Benefits	17,159	16,108	18,349
	Benefits - Merit Bonus (Medicare)		16,108	0
114	Insurance Benefits (Medical / Dental / Life)	187	187	187
	TOTAL PERSONNEL SERVICES	$77,062	$70,541	$82,277
	OPERATIONS			
220	TRAVEL- Off-Island/Local Mileage Reimburs.	$0	$0	$0
230	CONTRACTUAL SERVICES:	4,739	4,749	3,278
233	OFFICE SPACE RENTAL:	0	0	0
240	SUPPLIES & MATERIALS:	0	0	2,000
250	EQUIPMENT:	0	0	0
270	WORKERS COMPENSATION	0	0	0
271	DRUG TESTING	160	0	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0
290	MISCELLANEOUS:	0	0	190
	TOTAL OPERATIONS	$4,899	$4,749	$5,468
	UTILITIES			
361	Power	$0	$0	$0
362	Water/ Sewer	0	0	0
363	Telephone/ Toll	0	0	0
	TOTAL UTILITIES	$0	$0	$0
450	CAPITAL OUTLAY	$0	$0	$0
	TOTAL APPROPRIATIONS	$81,961	$75,290	$87,745
	1/ Specify Fund Source			
	FULL-TIME EQUIVALENCIES (FTEs)			
	UNCLASSIFIED	0	0	0
	CLASSIFIED	1	1	1
	TOTAL FTEs	1	1	1

Note 1 - Contractual: Funds are requested to pay for annual renewal of BambooHR Software ($3,000) and purchase of Acrobat X Suite ($1,300) Maintenance on copier ($1,800).

Note 2 - Miscellaneous: The request is for the renewal of annual membership to SHRM

Function: Public Safety

Department/Agency: Public Defender Service Corporation

Program: Management Info. Systems Services

AS400 Account Code	Appropriation Classification	A General Fund FY2018 Expenditures & Encumbrances	B General Fund FY2019 Authorized Level	C General Fund FY2020 Request
	PERSONNEL SERVICES			
111	Regular Salaries/Increments/Special Pay	$31,859	$101,913	$121,120
	Merit Bonus			0
112	Overtime	0	0	0
113	Benefits	9,674	30,333	34,915
	Benefits - Merit Bonus (Medicare)			0
114	Insurance Benefits (Medical / Dental / Life)	1,814	5,248	8,533
		0		
	TOTAL PERSONNEL SERVICES	$43,347	$137,494	$164,568
	OPERATIONS			
220	TRAVEL- Off-Island/Local Mileage Reimburs.	$0	$0	$0
230	CONTRACTUAL SERVICES:	32,560	23,078	43,622
233	OFFICE SPACE RENTAL:	0	0	0
240	SUPPLIES & MATERIALS:	0	0	6,050
250	EQUIPMENT:	2,349	3,000	27,597
270	WORKERS COMPENSATION	0	0	0
271	DRUG TESTING	0	0	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0
290	MISCELLANEOUS:	0	0	0
	TOTAL OPERATIONS	$34,909	$26,078	$77,269
	UTILITIES			
361	Power	$0	$0	$0
362	Water/ Sewer	0	0	0
363	Telephone/ Toll	0	0	0
	TOTAL UTILITIES	$0	$0	$0
450	**CAPITAL OUTLAY**	$0	$0	$0
	TOTAL APPROPRIATIONS	$78,256	$163,572	$241,837
	1/ Specify Fund Source			
	FULL TIME EQUIVALENCIES (FTEs)			
	UNCLASSIFIED	1	1	1
	CLASSIFIED	1	1	1
	TOTAL FTEs	2	2	2

Note 1 - Contractual: The request for funds is to pay for Off-site Data Backup Solution ($6,000), Firewall Security Service ($2,500), Abacus Software Tech Support ($19,000), Internet Domain Name and Hosting of Website ($1,500), Server Hard Disk Software Diskkeeper ($1,200), Fixed Assets Software ($500), , and annual renewal of recorder software-SonClear ($400)

Note 2 - Equipment: Funds are requested to replace obsolete workstations ($8,800) and battery back-ups ($1000), external drives for back up ($2,000)

Function: Public Safety

Department/Agency: Public Defender Service Corporation

Program: Paralegal Services

AS400 Account Code	Appropriation Classification	A General Fund FY2018 Expenditures & Encumbrances	B General Fund FY2019 Authorized Level	C General Fund FY2020 Request
	PERSONNEL SERVICES			
111	Regular Salaries/Increments/Special Pay	$27,926	$23,358	$41,963
	Merit Bonus			
112	Overtime	0	0	0
113	Benefits	8,745	7,185	12,248
	Benefits - Merit Bonus (Medicare)			
114	Insurance Benefits (Medical / Dental / Life)	4,296	3,849	4,253
	TOTAL PERSONNEL SERVICES	$40,967	$34,392	$58,464
	OPERATIONS			
220	TRAVEL- Off-Island/Local Mileage Reimburs.	$0	$0	$0
230	CONTRACTUAL SERVICES:	1,735	0	278
233	OFFICE SPACE RENTAL:	0	0	0
240	SUPPLIES & MATERIALS:	0	0	0
250	EQUIPMENT:	0	0	0
270	WORKERS COMPENSATION	0	0	0
271	DRUG TESTING	0	0	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0
290	MISCELLANEOUS:	0	0	0
	TOTAL OPERATIONS	$1,735	$0	$278
	UTILITIES			
361	Power	$0	$0	$0
362	Water/ Sewer	0	0	0
363	Telephone/ Toll	0	0	0
	TOTAL UTILITIES	$0	$0	$0
450	CAPITAL OUTLAY	$0	$0	$0
	TOTAL APPROPRIATIONS	$42,702	$1 $34,392	$58,742
	1/ Specify Fund Source			
	FULL TIME EQUIVALENCIES (FTEs)			
	UNCLASSIFIED	0	0	0
	CLASSIFIED	1	1	1
	TOTAL FTEs	1	1	1

Note 1 - Contractual: The request for funds is to pay for Westlaw access and a new license for Abacus

Note 2 - Equipment: Funds are requested for workstations, telephone unit, and chair

FUNCTIONAL AREA: PUBLIC SAFETY

DEPARTMENT/AGENCY: PUBLIC DEFENDER SERVICE CORPORATION

PROGRAM: SUMMARY

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)
								Increment			Benefits								
No.	Position Number	Position Title	Name of Incumbent	Grade/ Step	Salary	Overtime	Special*	Date	Amt.	(E+F+G+I) Subtotal	Retirement (J *26.56%)	Retire (DDI) ($19.01*26PP)	Social Security (6.2% * J)	Medicare (1.45% * J)	Life 1/	Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL
1	---	DIRECTOR'S OFFICE	---	---	$523,213	$0.00	$0	---	$3,131	$526,344	$139,797	$1,485	$0	$6,441	$1,309	$17,843	$1,686	$168,561	$694,906
2	---	ATTORNEYS	---	---	1,132,215	0	6,000	---	24,570	1,162,785	$308,836	6,435	-	16,860	2,618	42,861	3,371	380,981	1,543,766
3	---	INVESTIGATIVE SERVICES	---	---	344,114	0	2,000	---	2,161	348,275	$92,502	1,485	-	5,050	935	12,243	228	112,443	460,718
4	---	LEGAL SECRETARIAL SERVICES	---	---	509,009	0	0	---	7,728	516,737	$137,245	6,435	-	6,431	2,618	50,266	3,218	206,213	722,951
5	---	RECORDS, PROPERTY CONTROL	---	---	68,204	0	0	---	261	68,465	$18,184	495	-	993	374	4,016	575	24,637	93,102
6	---	PROCESS	---	---	82,063	0	0	---	-	82,063	$21,796	495	-	1,190	374	6,339	372	30,566	112,629
7	---	LEGAL CLERICAL SERVICES	---	---	157,977	0	0	---	615	158,592	$42,122	1,980	-	2,300	935	20,016	1,384	68,737	227,329
8	---	FISCAL	---	---	99,464	0	0	---	1,523	100,987	$26,822	990	-	1,464	374	7,338	268	37,256	138,243
9	---	PERSONNEL	---	---	62,371	0	0	---	1,370	63,741	$16,930	495	-	924	187	0	0	18,536	82,277
10	---	MANAGEMENT INFO SYS SERVIC	---	---	120,051	0	0	---	1,069	121,120	$32,169	990	-	1,756	374	7,584	575	43,449	164,568
11	---	PARALEGAL SERVICES	---	---	41,479	0	0	---	484	41,963	$11,145	495	-	608	187	3,838	228	16,502	58,464
			Grand Total:		$3,140,160	$0	$8,000		$42,911	$3,191,072	$847,549	$21,780	$0	$44,018	$10,285	$172,344	$11,905	$1,107,881	$4,298,953

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

1/ FY 2020 GovGuam contribution rate of 26.56% for the Government of Guam Retirement is subject to change.

150,111

2/ FY 2019 GovGuam contribution rate of $19.01 (bi-weekly) for DDI is subject to change.

3/ FY 2019 GovGuam contribution rate of $187 (per annum) for Life Insurance is subject to change.

Government of Guam
Fiscal Year 2020 Agency
Staffing Pattern (PROPOSED)

FUNCTIONAL AREA: PUBLIC SAFETY

DEPARTMENT/AGENCY: PUBLIC DEFENDER SERVICE CORPORATION

PROGRAM: DIRECTOR'S OFFICE

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)
								Increment			Benefits								
No.	Position Number	Position Title	Name of Incumbent	Grade / Step	Salary	Overtime	Special*	Date	Amt.	(E+F+G+I) Subtotal	Retirement (J *26.56%)	Retire (DDI) ($19.01*26PP)	Social Security (6.2% * J)	Medicare (1.45% * J	Life 1/	Medical Premium	Dental Premium	Total Benefits (K thru Q)	(J + R) TOTAL
1	PD-001	EXECUTIVE DIRECTOR	STEPHEN P. HATTORI	UNC	$121,875	$0	$0	3/14/2019	$0	$121,875	$32,370	$0	$0	$1,767	$187	$2,511	$372	$37,207	$159,082
2	PD-004	DEPUTY DIRECTOR	RICHARD S. DIRKX	UNC	126,409	0	0	4/4/2019	0	126,409	33,574	0	0	1,833	187	1,986	268	37,848	164,257
3	PD-003	ADMINISTRATIVE DIRECTOR	CATHYANN C. GOGUE	S-4	79,238	0	0	10/19/2019	2,888	82,126	21,813	0	0	0	187	0	0	22,000	104,125
4	PD-010	ADMINISTRATIVE ASS'T	ELEANOR QUENGA-RIOS	J-14	48,338	0	0	7/11/2021	0	48,338	12,839	0	0	701	187	1,986	268	15,980	64,318
5	PD-023	PROGRAM COORDINATOR IV	CATHLEEN L.G. MOYLAN	O-4	55,786	0	0	8/10/2020	244	56,030	14,882	495	0	812	187	2,511	203	19,090	75,120
	PD-037	ADMINISTRATIVE ASS'T	VACANT	K-10	46,553	0	0			46,553	12,364	495	0	675	187	2,511	203	16,435	62,988
		SOCIAL WORKER III	NEW	N-1	45,014	0	0			45,014	11,956	495	0	653	187	6,338	372	20,001	65,015
			Grand Total:		$523,213	$0	$0		$3,131	$526,344	$139,797	$1,485	$0	$6,441	$1,309	$17,843	$1,686	$168,561	$694,906

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

1/ FY 2019 GovGuam contribution rate of 26.56% for the Government of Guam Retirement is subject to change.

2/ FY 2019 GovGuam contribution rate of $19.01 (bi-weekly) for DDI is subject to change.

3/ FY 2019 GovGuam contribution rate of $187 (per annum) for Life Insurance is subject to change.

	Input by Department				Special Pay Categories						
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
					1/	2/	3/	4/	5/	6/	
No.	Position Number	Position Title	Name of Incumbent	Holiday Pay	Night Differential Pay 110%	Hazard 10%	Hazard 8%	Nurse Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%	(D+E+F+G+H+I+J) Subtotal
1	PD-001	EXECUTIVE DIRECTOR	STEPHEN P. HATTORI	$0	$0	$0	$0	$0	$0	$0	$0
2	PD-004	DEPUTY DIRECTOR	RICHARD S. DIRKX	0	0	0	0	0	0	0	0
3	PD-003	ADMINISTRATIVE DIRECTOR	CATHYANN C. GOGUE	0	0	0	0	0	0	0	0
4	PD-010	ADMINISTRATIVE ASS'T	ELEANOR QUENGA-RIOS	0	0	0	0	0	0	0	0
5	PD-023	PROGRAM COORDINATOR IV	CATHLEEN L.G. MOYLAN	0	0	0	0	0	0	0	0
6	PD-037	ADMINISTRATIVE ASS'T	VACANT	0	0	0	0	0	0	0	0
		SOCIAL WORKER III	NEW								
			Grand Total:	$0	$0	$0	$0	$0	$0	$0	$0

1/ 110% of reg. rate, applicable from 6pm- 6am

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 GFD ambulatory service personnel. 15% of reg. rate of pay

FUNCTIONAL AREA: PUBLIC SAFETY

DEPARTMENT/AGEN PUBLIC DEFENDER SERVICE CORPORATION

PROGRAM: ATTORNEYS

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)
								Increment			Benefits								
No.	Position Number	Position Title	Name of Incumbent	Grade / Step	Salary	Overtime	Special*	Date	Amt.	(E+F+G+I) Subtotal	Retirement (J *26.56%)	Retire (DDI) ($19.01*26PP)	Social Security (6.2% * J)	Medicare (1.45% * J)	Life 1/	Medical Premium	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL
1	PD-002	ATTORNEY 4	JOCELYN M. RODEN	AL-4-10	$117,880	$0	$1,500	10/04/20	$1,596	$120,976	$32,131	$495	$0	$1,754	$187	$1,245	$372	$36,184	$157,160
2	PD-005	ATTORNEY 3	ALISHA L. MOLYNEUX	AL-3-5	78,268	0	0	05/16/20	1,563	79,831	21,203	495	0	1,158	187	6,339	372	29,754	109,585
3	PD-006	ATTORNEY 3	THERESA VICTORIA G. ROJAS	AL-3-4	74,000	0	0	02/05/20	2,462	76,462	20,308	495	0	1,109	187	0	0	22,099	98,561
4	PD-007	ATTORNEY 2	EARL ANTHONY V. ESPIRITU	AL-2-2	59,426	0	0	07/18/20	163	59,589	15,827	495	0	864	187	1,245	203	18,821	78,410
5	PD-027	ATTORNEY 1	IN RECRUITMENT	AL-1-1	50,825	0	0		0	50,825	13,499	495	0	737	187	6,339	372	21,629	72,454
6		ATTORNEY 1	KARLO DIZON (LTA)	AL-1-1	50,825	0	0		0	50,825	13,499	495	0	737	187	2,511	203	17,632	68,457
7	PD-031	ATTORNEY 4	PETER J. SABLAN	AL-4-8	105,373	0	0	01/08/21	1,636	107,009	28,422	0	0	1,552	187	1,670	228	32,058	139,068
8	PD-034	ATTORNEY 3	WILLIAM B. JONES	AL-3-5	78,268	0	1500	2/22/20	2,431	82,199	21,832	495	0	1,192	187	2,511	203	26,420	108,619
9	PD-044	ATTORNEY 3	IN RECRUITMENT	AL-4-7	99,627	0	0		0	99,627	26,461	495	0	1,445	187	6,339	372	35,299	134,926
10	PD-047	ATTORNEY 4	WILLIAM C. BISCHOFF	AL-4-8	105,373	0	1500	11/02/19	5,377	112,250	29,814	495	0	1,628	187	4,567	268	36,958	149,208
11	PD-048	ATTORNEY 4	ROCKY P. KINGREE	AL-4-2	78,489	0	1500	09/28/20	2,266	82,255	21,847	495	0	1,193	187	1,245	203	25,170	107,424
12	PD-051	ATTORNEY 3	ALI N. NUSBAUM	AL-3-5	78,268	0	0	11/03/19	3,994	82,262	21,849	495	0	1,193	187	2,511	203	26,438	108,700
13	PD-053	ATTORNEY 2	KRISTINE B. BORJA	AL-2-3	61,550	0	0	07/03/20	1,692	63,242	16,797	495	0	917	187	2,511	203	21,110	84,352
14	PD-054	ATTORNEY 3	IN RECRUITMENT	AL-3-1	66,600	0	0	05/29/20		66,600	17,689	495	0	966	187	6,339	372	26,048	92,648
15	PD-055	ATTORNEY 3	ZACHARY C. TAIMANGLO	AL-3-5	78,268	0	0	06/15/20	1,389	79,657	21,157	495	0	1,155	187	0	0	22,994	102,651
1																			
			Grand Total:		$1,132,215	$0	$6,000		$24,570	$1,162,785	$308,836	$6,435	$0	$16,860	$2,618	$42,861	$3,371	$380,981	$1,543,766

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

1/ FY 2019 GovGuam contribution rate of 26.56% for the Government of Guam Retirement is subject to change.

2/ FY 2019 GovGuam contribution rate of $19.01 (bi-weekly) for DDI is subject to change.

3/ FY 2019 GovGuam contribution rate of $187 (per annum) for Life Insurance is subject to change.

				Input by Department							
				Special Pay Categories							
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
					1/	2/	3/	4/	5/	6/	
No.	Position Number	Position Title	Name of Incumbent	Holiday Pay	Night Differential Pay 110%	Hazard Pay 10%	Hazard Pay 8%	Nurse Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%	(D+E+F+G+H+I+J) Subtotal
1	PD-002	ATTORNEY 4	JOCELYN M. RODEN	$0	$1,500	$0	$0	$0	$0	$0	$1,500
2	PD-005	ATTORNEY 3	ALISHA L. MOLYNEUX	0	0	0	0	0	0	0	0
3	PD-006	ATTORNEY 3	THERESA VICTORIA G. ROJAS	0	0	0	0	0	0	0	0
4	PD-007	ATTORNEY 1	EARL ANTHONY V. ESPIRITU	0	0	0	0	0	0	0	0
5	PD-027	ATTORNEY 1	IN RECRUITMENT	0	0	0	0	0	0	0	0
6		ATTORNEY 1	KARLO DIZON (LTA)	0	0	0	0	0	0	0	0
7	PD-031	ATTORNEY 4	PETER J. SABLAN	0	0	0	0	0	0	0	0
8	PD-034	ATTORNEY 3	WILLIAM B. JONES	0	1,500	0	0	0	0	0	1,500
9	PD-044	ATTORNEY 3	IN RECRUITMENT	0	0	0	0	0	0	0	0
10	PD-047	ATTORNEY 4	WILLIAM C. BISCHOFF	0	1,500	0	0	0	0	0	1,500
11	PD-048	ATTORNEY 3	ROCKY P. KINGREE	0	1,500	0	0	0	0	0	1,500
12	PD-051	ATTORNEY 3	ALI N. NUSBAUM	0		0	0	0	0	0	0
13	PD-053	ATTORNEY 1	KRISTINE B. BORJA	0		0	0	0	0	0	0
14	PD-054	ATTORNEY 3	IN RECRUITMENT	0		0	0	0	0	0	0
15	PD-055	ATTORNEY 3	ZACHARY C. TAIMANGLO	0	0	0	0	0	0	0	0
			Grand Total:	$0	$6,000	$0	$0	$0	$0	$0	$6,000

1/ 110% of reg. rate, applicable from 6pm- 6am

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 GFD ambulatory service personnel. 15% of reg. rate of pay

FUNCTIONAL AREA: PUBLIC SAFETY

DEPARTMENT/AGENCY: PUBLIC DEFENDER SERVICE CORPORATION

PROGRAM: INVESTIGATIVE SERVICES

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)
								Increment			Benefits								
No.	Position Number	Position Title	Name of Incumbent	Grade / Step	Salary	Overtime	Special*	Date	Amt.	(E+F+G+I) Subtotal	Retirement (J *26.56%)	Retire (DDI) ($19.01*26PP)	Social Security (6.2% * J)	Medicare 1.45% * J	Life 1/	Medical Premium	Dental Premium	Total Benefits (K thru Q)	(J + R) TOTAL
1	PD-009	CHIEF INVESTIGATOR	ROBBIE T. CALL	QL-4-8	$79,090	$0	$0	05/06/20	1,195	$80,285	$21,324	$495	$0	$1,164	$187	$3,838	$0	$27,008	$107,293
2	PD-011	INVESTIGATOR III	RICARDO S. TAIMANAO	NL-4-10	65,234	0	500	11/26/19	966	66,700	17,716	495	0	967	187	4,567	0	23,932	90,632
3	PD-014	INVESTIGATOR II	RANDOLPH F. RIVERA	LL-4-14	63,907	0	500	12/30/19	0	64,407	17,107	0	0	934	187	0	0	18,227	82,635
4	PD-025	INVESTIGATOR II	JOSELITO S. MARQUEZ	ML-4-14	69,110	0	500	09/23/21	0	69,610	18,488	0	0	1,009	187	0	0	19,685	89,294
5	PD-050	INVESTIGATOR II	SEA A. CRUZ	ML-4-13	66,773	0	500	03/01/21	0	67,273	17,868	495	0	975	187	3,838	228	23,591	90,864
			Grand Total:		$344,114	$0	$2,000		$2,161	$348,275	$92,502	$1,485	$0	$5,050	$935	$12,243	$228	$112,443	$460,718

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

1/ FY 2019 GovGuam contribution rate of 26.56% for the Government of Guam Retirement is subject to change.

2/ FY 2019 GovGuam contribution rate of $19.01 (bi-weekly) for DDI is subject to change.

3/ FY 2019 GovGuam contribution rate of $187 (per annum) for Life Insurance is subject to change.

	Input by Department										
				Special Pay Categories							
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
					1/	2/	3/	4/	5/	6/	
No.	Position Number	Position Title	Name of Incumbent	Holiday Pay	Night Differential Pay 110%	Hazard 10%	Hazard 8%	Nurse Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%	(D+E+F+G+H+I+J) Subtotal
1	PD-009	CHIEF INVESTIGATOR	ROBBIE T. CALL	$0	$0	$0	$0	$0	$0	$0	$0
2	PD-011	INVESTIGATOR III	RICARDO S. TAIMANAO	0	500	0	0	0	0	0	500
3	PD-014	INVESTIGATOR II	RANDOLPH F. RIVERA	0	500	0	0	0	0	0	500
4	PD-025	INVESTIGATOR II	JOSELITO S. MARQUEZ	0	500	0	0	0	0	0	500
5	PD-050	INVESTIGATOR II	SEA A. CRUZ	0	500	0	0	0	0	0	500
			Grand Total:	$0	$2,000	$0	$0	$0	$0	$0	$2,000

1/ 110% of reg. rate, applicable from 6pm- 6am

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 GFD ambulatory service personnel. 15% of reg. rate of pay

FUNCTIONAL AREA: PUBLIC SAFETY

DEPARTMENT/AGENCY: PUBLIC DEFENDER SERVICE CORPORATION

PROGRAM: LEGAL SECRETARIAL SERVICES

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)
								Increment			Benefits								
No.	Position Number	Position Title	Name of Incumbent	Grade/ Step	Salary	Overtime	Special*	Date	Amt	(E+F+G+I) Subtotal	Retirement (J *26.56%)	Retire (DDI) ($19.01*26PP)	Social Security (6.2% * J)	Medicare (1.45% * J)	Life 1/	Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL
1	PD-015	LEGAL SECRETARY SUPVR.	VANESSA L. DIAZ	L-8	$47,846	$0	$0	06/21/20	$467	$48,313	$12,832	$0	$0	$701	$187	$4,567	$268	$18,554	$66,868
2	PD-018	LEGAL SECRETARY I	LINA P. TAITINGFONG	H-4	29,650	0	0	07/11/20	216	29,866	7,932	495	0	433	187	3,838	228	13,114	42,980
3	PD-019	LEGAL SECRETARY II	FELICIA M.T. CRUZ	I-8	36,878	0	0	04/17/21	540	37,418	9,938	495	0	543	187	1,245	203	12,611	50,029
4	PD-021	LEGAL SECRETARY III	STACEY ANN F. CRUZ	J-10	42,661	0	0	12/07/21	0	42,661	11,331	495	0	619	187	0	0	12,631	55,292
5	PD-028	LEGAL SECRETARY III	NORMA D. AGUON	J-11	44,015	0	0	07/26/21	0	44,015	11,690	495	0	0	187	1,245	203	13,820	57,835
6	PD-032	LEGAL SECRETARY I	IN RECRUITMENT	H-1	26,520	0	0		2,692	29,212	7,759	495	0	0	187	6,339	372	15,152	44,363
7	PD-038	LEGAL SECRETARY II	VERA LYNN G. CRUZ	I-3	30,803	0	0	11/13/19	1,032	31,835	8,455	495	0	462	187	6,339	372	16,310	48,145
8	PD-035	LEGAL SECRETARY III	ALANA M. DIAZ	J-5	36,061	0	0	08/08/20	210	36,271	9,634	495	0	526	187	0	0	10,842	47,113
9	PD-036	LEGAL SECRETARY II	RAMONA A. GUERRERO	I-5	33,182	0	0	5/31/20	532	33,714	8,954	495	0	489	187	6,339	372	16,836	50,550
10	PD-046	LEGAL SECRETARY III	CHARMAINE T. SAN NICOLAS	J-11	44,015	0	0	12/28/19	1,020	45,035	11,961	495	0	653	187	3,838	228	17,362	62,398
11	PD-052	LEGAL SECRETARY I	MURIANNE J.S. PATIS	H-2	27,525	0	0	10/03/19	441	27,966	7,428	495	0	406	187	6,339	372	15,226	43,193
12	PD-058	LEGAL SECRETARY III	JUDY S. AYUYU	J-5	36,061	0	0	05/01/20	578	36,639	9,731	495	0	531	187	0	0	10,945	47,583
13	PD-059	LEGAL SECRETARY II	RACHEL N. MESUBED	I-7	35,744	0	0	12/13/20	0	35,744	9,494	495	0	518	187	6,339	372	17,405	53,149
14	PD-060	LEGAL SECRETARY II	NADINE T. GOGUE	I-9	38,048	0	0	10/11/20	0	38,048	10,106	495	0	552	187	3,838	228	15,405	53,453
15		CLERK I	KINIE CHEIPOT (LTA)	C-1	17,769	0	0		0	17,769	4,719	495	0	258	187	0	0	5,659	23,428
1																			
			Grand Total:		$509,009	$0	$0		$7,728	$516,737	$137,245	$6,435	$0	$6,431	$2,618	$50,266	$3,218	$206,213	$722,951

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

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	Input by Department				Special Pay Categories						
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
					1/	2/	3/	4/	5/	6/	
No.	Position Number	Position Title	Name of Incumbent	Holiday Pay	Night Differential Pay 110%	Hazard 10%	Hazard 8%	Nurse Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%	(D+E+F+G+H+I+J) Subtotal
1	PD-015	LEGAL SECRETARY SUPVR.	VANESSA L. DIAZ	$0	$0	$0	$0	$0	$0	$0	$0
2	PD-018	LEGAL SECRETARY I	LINA P. TAITINGFONG	0	0	0	0	0	0	0	0
3	PD-019	LEGAL SECRETARY II	FELICIA M.T. CRUZ	0	0	0	0	0	0	0	0
4	PD-021	LEGAL SECRETARY III	STACEY ANN F. CRUZ	0	0	0	0	0	0	0	0
5	PD-028	LEGAL SECRETARY III	NORMA D. AGUON	0	0	0	0	0	0	0	0
6	PD-038	LEGAL SECRETARY I	VERA LYNN G. CRUZ	0	0	0	0	0	0	0	0
7	PD-035	LEGAL SECRETARY III	ALANA M. DIAZ	0	0	0	0	0	0	0	0
8	PD-036	LEGAL SECRETARY I	RAMONA A. GUERRERO	0	0	0	0	0	0	0	0
9	PD-046	LEGAL SECRETARY III	CHARMAINE T. SAN NICOLAS	0	0	0	0	0	0	0	0
10	PD-052	LEGAL SECRETARY I	MURIANNE J.S. PATIS	0	0	0	0	0	0	0	0
11	PD-058	LEGAL SECRETARY III	JUDY S. AYUYU	0	0	0	0	0	0	0	0
12	PD-059	LEGAL SECRETARY II	RACHEL N. MESUBED	0	0	0	0	0	0	0	0
13	PD-060	LEGAL SECRETARY II	NADINE T. GOGUE	0	0	0	0	0	0	0	0
14		CLERK I	KINIE CHEIPOT (LTA)	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0	0
			Grand Total:	$0	$0	$0	$0	$0	$0	$0	$0

1/ 110% of reg. rate, applicable from 6pm- 6am

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

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FUNCTIONAL AREA: PUBLIC SAFETY

DEPARTMENT/AGENCY: PUBLIC DEFENDER SERVICE CORPORATION

PROGRAM: RECORDS, PROPERTY CONTROL

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)
								Increment			Benefits								
No.	Position Number	Position Title	Name of Incumbent	Grade / Step	Salary	Overtime	Special*	Date	Amt.	(E+F+G+I) Subtotal	Retirement (J *26.56%)	Retire (DDI) ($19.01*26PP)	Social Security (6.2% * J)	Medicare 1.45% * J	Life 1/	Medical Premium	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL
1	PD-016	RECORDS/PROPERTY TECH	JOEY A. GOGUE	J-14	$48,338	$0	$0	11/07/20	$0	$48,338	$12,839	$0	$0	$701	$187	$2,771	$372	$16,869	$65,207
2	PD-062	CLERK I	FRANCIS J. PEREZ	C-4	19,866	0	0	5/30/2020	261	$20,127	5,346	495	0	292	187	1,245	203	7,767	27,894
3																			
			Grand Total:		$68,204	$0	$0		$261	$68,465	$18,184	$495	$0	$993	$374	$4,016	$575	$24,637	$93,102

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

1/ FY 2019 GovGuam contribution rate of 26.56% for the Government of Guam Retirement is subject to change.

2/ FY 2019 GovGuam contribution rate of $19.01 (bi-weekly) for DDI is subject to change.

3/ FY 2019 GovGuam contribution rate of $187 (per annum) for Life Insurance is subject to change.

	Input by Department										
				Special Pay Categories							
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
					1/	2/	3/	4/	5/	6/	
No.	Position Number	Position Title	Name of Incumbent	Holiday Pay	Night Differential Pay 110%	Hazard 10%	Hazard 8%	Nurse Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%	(D+E+F+G+H+I+J) Subtotal
1	PD-016	RECORDS/PROPERTY TECH	JOEY A. GOGUE	$0	$0	$0	$0	$0	$0	$0	$0
2	PD-062	CLERK I	FRANCIS J. PEREZ	0	0	0	0	0	0	0	0
			Grand Total:	$0	$0	$0	$0	$0	$0	$0	$0

1/ 110% of reg. rate, applicable from 6pm- 6am

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 GFD ambulatory service personnel. 15% of reg. rate of pay

FUNCTIONAL AREA: **PUBLIC SAFETY**

DEPARTMENT/AGENCY: **PUBLIC DEFENDER SERVICE CORPORATION**

PROGRAM: **PROCESS**

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)
								Increment			Benefits								
No.	Position Number	Position Title	Name of Incumbent	Grade / Step	Salary	Overtime	Special*	Date	Amt.	(E+F+G+I) Subtotal	Retirement (J *26.56%)	Retire (DDI) ($19.01*26PP)	Social Security (6.2% * J)	Medicare (1.45% * J)	Life 1/	Medical Premium	Dental Premium	Total Benefits (K thru Q)	(J+R) TOTAL
1	PD-024	PROCESS OFFICER SUPVR	REYNALDO G. SERAFICO	J-11	$44,015	$0	$0	11/01/20	$0	$44,015	$11,690	$0	$0	$638	$187	$6,339	$372	$19,227	$63,242
2	PD-022	PROCESS OFFICER I	JOAQUIN M. DELOS SANTOS	I-9	38,048	0	0	10/27/20	0	38,048	10,106	495	0	552	187	0	0	11,339	49,387
3																			
			Grand Total:		$82,063	$0	$0		$0	$82,063	$21,796	$495	$0	$1,190	$374	$6,339	$372	$30,566	$112,629

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

1/ FY 2019 GovGuam contribution rate of 26.56% for the Government of Guam Retirement is subject to change.

2/ FY 2019 GovGuam contribution rate of $19.01 (bi-weekly) for DDI is subject to change.

3/ FY 2019 GovGuam contribution rate of $187 (per annum) for Life Insurance is subject to change.

	Input by Department										
				Special Pay Categories							
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
					1/	2/	3/	4/	5/	6/	
No.	Position Number	Position Title	Name of Incumbent	Holiday Pay	Night Differential Pay 110%	Hazard 10%	Hazard 8%	Nurse Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%	(D+E+F+G+H+I+J) Subtotal
1	PD-024	PROCESS OFFICER SUPVR	REYNALDO G. SERAFICO	$0	$0	$0	$0	$0	$0	$0	$0
2	PD-022	PROCESS OFFICER I	JOAQUIN M. DELOS SANTOS	0	0	0	0	0	0	0	0
			Grand Total:	$0	$0	$0	$0	$0	$0	$0	$0

1/ 110% of reg. rate, applicable from 6pm- 6am

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 GFD ambulatory service personnel. 15% of reg. rate of pay

FUNCTIONAL AREA: PUBLIC SAFETY

DEPARTMENT/AGENC PUBLIC DEFENDER SERVICE CORPORATION

PROGRAM: LEGAL CLERICAL SERVICES

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)
								Increment			Benefits								
No.	Position Number	Position Title	Name of Incumbent	Grade / Step	Salary	Overtime	Special*	Date	Amt.	(E+F+G+I) Subtotal	Retirement (J *26.56%)	Retire (DDI) ($19.01*26PP)	Social Security (6.2% * J)	Medicare (1.45% * J)	Life 1/	Medical Premium	Dental Premium	Total Benefits (K thru Q)	(J + R) TOTAL
1	PD-017	LEGAL CLERK SUPERVISOR	MICHAEL E. GOGUE	L-9	$49,364	$0	$0	5/24/20	$542	$49,906	$13,255	$0	$0	$724	$187	$0	$0	$14,166	$64,072
2	PD-008	OFFICE AIDE	IN RECRUITMENT	F-1	23,171	0	0		0	$23,171	6,154	495	0	336	187	6,339	372	13,883	37,054
3	PD-020	LEGAL CLERK I	ROBERT F. LINDSEY	F-3	24,960	0	0	9/4/20	73	$25,033	6,649	495	0	363	187	4,567	268	12,529	37,561
4	PD-039	LEGAL CLERK III	ALYSSA RC BROOKS-QUENGA	I-3	30,803	0	0	10/2/19	0	$30,803	8,181	495	0	447	187	2,771	372	12,453	43,256
5	PD-040	LEGAL CLERK II	IN RECRUITMENT	I-2	29,679	0	0		0	$29,679	7,883	495	0	430	187	6,339	372	15,706	45,385
		CLERK I (LTA)	PATSIHPA BONAPART	C-1	17,769					$17,769	4,719	495	0	258	187	1,986	268	7,913	25,682
			Grand Total:	—	$157,977	$0	$0	—	$615	$158,592	$42,122	$1,980	$0	$2,300	$935	$20,016	$1,384	$68,737	$227,329

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

1/ FY 2019 GovGuam contribution rate of 26.56% for the Government of Guam Retirement is subject to change.

2/ FY 2019 GovGuam contribution rate of $19.01 (bi-weekly) for DDI is subject to change.

3/ FY 2019 GovGuam contribution rate of $187 (per annum) for Life Insurance is subject to change.

				Input by Department							
				Special Pay Categories							
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
					1/	2/	3/	4/	5/	6/	
No.	Position Number	Position Title	Name of Incumbent	Holiday Pay	Night Differential Pay 110%	Hazard 10%	Hazard 8%	Nurse Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%	(D+E+F+G+H+I+J) Subtotal
1	PD-017	LEGAL CLERK SUPERVISOR	MICHAEL E. GOGUE	$0	$0	$0	$0	$0	$0	$0	$0
2	PD-008	OFFICE AIDE	IN RECRUITMENT	0	0	0	0	0	0	0	0
3	PD-020	LEGAL CLERK I	ROBERT F. LINDSEY	0	0	0	0	0	0	0	0
4	PD-039	LEGAL CLERK III	ALYSSA RC BROOKS-QUENGA	0	0	0	0	0	0	0	0
5	PD-040	LEGAL CLERK II	IN RECRUITMENT	0	0	0	0	0	0	0	0
		CLERK I (LTA)	PATSIHPA BONAPART	0	0	0	0	0	0	0	0
			Grand Total:	$0	$0	$0	$0	$0	$0	$0	$0

1/ 110% of reg. rate, applicable from 6pm- 6am

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 GFD ambulatory service personnel. 15% of reg. rate of pay

FUNCTIONAL AREA: PUBLIC SAFETY

DEPARTMENT/AGENCY: PUBLIC DEFENDER SERVICE CORPORATION

PROGRAM: FISCAL

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)
								Increment			Benefits								
No.	Position Number	Position Title	Name of Incumbent	Grade / Step	Salary	Overtime	Special*	Date	Amt.	(E+F+G+I) Subtotal	Retirement (J *26.56%)	Retire (DDI) ($19.01*26PP)	Social Security (6.2% * J)	Medicare 1.45% * J	Life 1/	Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL
1	PD-012	CHIEF FISCAL OFFICER	MICHAEL S. MORENO	P-4	$62,037	$0	$0	5/25/2020	$814	$62,851	$16,693	$495	$0	$911	$187	$4,567	$268	$23,122	$85,972
2	PD-061	ACCOUNTING TECH III	JOYCE M. TRECEPONA	J-6	37,427			3/26/2020	709	38,136	10,129	495	0	553	187	2,771	0	14,135	52,271
			Grand Total:		$99,464	$0	$0		$1,523	$100,987	$26,822	$990	$0	$1,464	$374	$7,338	$268	$37,256	$138,243

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

1/ FY 2019 GovGuam contribution rate of 26.56% for the Government of Guam Retirement is subject to change.

2/ FY 2019 GovGuam contribution rate of $19.01 (bi-weekly) for DDI is subject to change.

3/ FY 2019 GovGuam contribution rate of $187 (per annum) for Life Insurance is subject to change.

	Input by Department										
				Special Pay Categories							
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
					1/	2/	3/	4/	5/	6/	
No.	Position Number	Position Title	Name of Incumbent	Holiday Pay	Night Differential Pay 110%	Hazard 10%	Hazard 8%	Nurse Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%	(D+E+F+G+H +I+J) Subtotal
1	PD-012	CHIEF FISCAL OFFICER	MICHAEL S. MORENO	$0	$0	$0	$0	$0	$0	$0	$0
2	PD-061	ACCOUNTING TECH III	JOYCE M. TRECEPONA	0	0	0	0	0	0	0	0
			Grand Total:	$0	$0	$0	$0	$0	$0	$0	$0

1/ 110% of reg. rate, applicable from 6pm- 6am

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 GFD ambulatory service personnel. 15% of reg. rate of pay

FUNCTIONAL AREA: **PUBLIC SAFETY**

DEPARTMENT/AGENCY: **PUBLIC DEFENDER SERVICE CORPORATION**

PROGRAM: **PERSONNEL**

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)
								Increment			Benefits								
No.	Position Number	Position Title	Name of Incumbent	Grade / Step	Salary	Overtime	Special*	Date	Amt.	(E+F+G+I) Subtotal	Retirement (J *26.56%)	Retire (DDI) ($19.01*26PP)	Social Security (6.2% * J)	Medicare (1.45% * J)	Life 1/	Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL
1	PD-041	PERSONNEL SPRECIALIST IV	BERNADETTE L.P. LIZAMA	O-7	$62,371	$0	$0	1/15/20	1,370	$63,741	$16,930	$495	$0	$924	$187	$0	$0	$18,536	$82,277
2																			
			Grand Total:		$62,371	$0	$0		$1,370	$63,741	$16,930	$495	$0	$924	$187	$0	$0	$18,536	$82,277

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

1/ FY 2019 GovGuam contribution rate of 26.56% for the Government of Guam Retirement is subject to change.

2/ FY 2019 GovGuam contribution rate of $19.01 (bi-weekly) for DDI is subject to change.

3/ FY 2019 GovGuam contribution rate of $187 (per annum) for Life Insurance is subject to change.

	Input by Department										
					Special Pay Categories						
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
					1/	2/	3/	4/	5/	6/	
No.	Position Number	Position Title	Name of Incumbent	Holiday Pay	Night Differential 1 Pay 110%	Hazard 10%	Hazard 8%	Nurse Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%	(D+E+F+G+H +I+J) Subtotal
1	PD-041	PERSONNEL SPRECIALIST IV	BERNADETTE L.P. LIZAMA	$0	$0	$0	$0	$0	$0	$0	$0
2											
3											
			Grand Total:	$0	$0	$0	$0	$0	$0	$0	$0

1/ 110% of reg. rate, applicable from 6pm- 6am

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 GFD ambulatory service personnel. 15% of reg. rate of pay

FUNCTIONAL AREA: PUBLIC SAFETY

DEPARTMENT/AGENCY: PUBLIC DEFENDER SERVICE CORPORATION

PROGRAM: MANAGEMENT INFORMATION SYSTEMS SERVICES

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)
								Increment			Benefits								
No.	Position Number	Position Title	Name of Incumbent	Grade / Step	Salary	Overtime	Special*	Date	Amt.	(E+F+G+I) Subtotal	Retirement (J *26.56%)	Retire (DDI) ($19.01*26PP)	Social Security (6.2% * J)	Medicare (1.45% * J)	Life 1/	Medical Premium	Dental Premium	Total Benefits (K thru Q)	(J + R) TOTAL
1	PD-026	MANAGEMENT INFORMATION SYSTEMS ADMINISTRATOR	JULITO B. TINGSON, JR.	P-8	$71,561	$0	$0	5/23/2020	$786	$72,347	$19,215	$495	$0	1,049	$187	$6,339	$372	$27,657	$100,004
2	PD-049	SPECIAL PROJECTS COORDINATOR	KENNETH A. LIM	N-3	48,490	0	0	8/2/2020	283	48,773	12,954	495	0	707	187	1,245	203	15,791	64,564
			Grand Total:		$120,051	$0	$0		$1,069	$121,120	$32,169	$990	$0	$1,756	$374	$7,584	$575	$43,449	$164,568

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

1/ FY 2019 GovGuam contribution rate of 26.56% for the Government of Guam Retirement is subject to change.

2/ FY 2019 GovGuam contribution rate of $19.01 (bi-weekly) for DDI is subject to change.

3/ FY 2019 GovGuam contribution rate of $187 (per annum) for Life Insurance is subject to change.

	Input by Department										
				Special Pay Categories							
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
					1/	2/	3/	4/	5/	6/	
No.	Position Number	Position Title	Name of Incumbent	Holiday Pay	Night Differential Pay 110%	Hazard 10%	Hazard 8%	Nurse Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%	(D+E+F+G+H+I+J) Subtotal
1	PD-026	MANAGEMENT INFORMATION SYSTEMS ADMINISTRATOR	JULITO B. TINGSON, JR.	$0	$0	$0	$0	$0	$0	$0	$0
2	PD-049	NETWORK SPECIALIST	KENNETH A. LIM	0	0	0	0	0	0	0	0
			Grand Total:	$0	$0	$0	$0	$0	$0	$0	$0

1/ 110% of reg. rate, applicable from 6pm- 6am

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 GFD ambulatory service personnel. 15% of reg. rate of pay

FUNCTIONAL AREA: PUBLIC SAFETY

DEPARTMENT/AGENCY: PUBLIC DEFENDER SERVICE CORPORATION

PROGRAM: PARALEGAL SERVICES

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)
								Increment			Benefits								
No.	Position Number	Position Title	Name of Incumbent	Grade / Step	Salary	Overtime	Special*	Date	Amt	(E+F+G+I) Subtotal	Retirement (J *26.56%)	Retire (DDI) ($19.01*26PP)	Social Security (6.2% * J)	Medicare (1.45% * J)	Life 1/	Medical Premium	Dental Premium	Total Benefits (K thru Q)	(J + R) TOTAL
1	PD-013	PARALEGAL II	CHRISTINE B. REYES	L-4	$41,479	$0	$0	6/13/2020	484	$41,963	$11,145	$495	$0	$608	$187	$3,838	$228	$16,502	$58,464
			Grand Total:		$41,479	$0	$0		$484	$41,963	$11,145	$495	$0	$608	$187	$3,838	$228	$16,502	$58,464

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

1/ FY 2019 GovGuam contribution rate of 26.56% for the Government of Guam Retirement is subject to change.

2/ FY 2019 GovGuam contribution rate of $19.01 (bi-weekly) for DDI is subject to change.

3/ FY 2019 GovGuam contribution rate of $187 (per annum) for Life Insurance is subject to change.

	Input by Department				Special Pay Categories						
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
					1/	2/	3/	4/	5/	6/	
No.	Position Number	Position Title	Name of Incumbent	Holiday Pay	Night Differential Pay 110%	Hazard 10%	Hazard 8%	Nurse Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%	(D+E+F+G+H +I+J) Subtotal
1	PD-013	PARALEGAL II	CHRISTINE B. REYES	0	0	0	0	0	0	0	0
			Grand Total:	$0	$0	$0	$0	$0	$0	$0	$0

1/ 110% of reg. rate, applicable from 6pm- 6am

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 GFD ambulatory service personnel. 15% of reg. rate of pay

Public Defender Service Corporation FY2020 Budget (W/8th Judge)

FOOTNOTES:

For Fiscal Year 2020, an increase of **$727,403** is requested over the authorized appropriation level for Fiscal Year 2019 is 17%. The requested increase are described below:

1. *PERSONNEL SERVICES:*

$448,437 **SALARIES:**

- Mandated employee benefits that include increments and projected night differential payments
- Filling four (4) new positions that all for the accommodation of an 8th judge at the Judiciary of Guam. The positions for the 8th judge will be ant Attorney 4-1, Investigator 1 and a Legal Secretary I. The 4th new position is for a Social Worker III

$ 96,631 **RETIREMENT BENEFITS:**

- Mandated adjustments in the government's share of retirement contributions. Adjustments for these benefits are anticipated for the upcoming fiscal year
- Additional contributions for the four (4) new positions being requested

$ 2,786 **INSURANCE (Medical, Dental and Life) BENEFITS:**

- Based on FY2019 levels, with anticipated adjustments in the government's share for these benefits.

$547,854 ***SUB-TOTAL FOR PERSONNEL COSTS IN FY2020***

2. OPERATIONS:

$ 57,210 **CONTRACTUAL SERVICES** (Also depicted on Form 96A)

- Malpractice Insurance ($8,843.00)
- Westlaw Service ($25,566.00)
- Lease of 2 Vehicles ($11,280.00)
- Vehicle Insurance ($2,800.00)
- Maintenance for Telephone System ($9,324.00)
- Contents Insurance ($2,420.00)
- Maintenance on Xerox Copiers ($5,400.00)
- Notary Bonding ($4,200.00)
- Equipment Maintenance - Shredder, etc. ($1,500.00)
- Equipment Maintenance - Archiving System ($3,600.00)
- Equipment Maintenance - Office Equipment ($1,750.00)
- Support for GL Accounting Software ($2,000.00)
- Additional License for Accounting Software ($2,090.00)
- HR Software ($3,000.00)
- Off-site Data Backup Solution Service (Online) ($6,000.00)
- Annual Renewal for Recorder Software (SoniClear) ($400.00)
- Firewall Security Service (SonicWall) ($2,500.00)
- Abacus Maintenance ($26,166.00)
- Internet Domain ($1,500.00)
- Email Website Hosting ($6,000.00)

- Server Hard Disk Software Keeper ($500.00)
- Annual Renewal for Archive Software ($4,000.00)

NOTE: The actual increase from FY2019 to FY2020 is due to the shortfall in the FY2019 authorized amount compared to what is actually needed to cover expenses.

$ 25,956 **SUPPLIES AND MATERIALS:** Increase due to addition of 8th Judge.

$ 44,597 **SMALL EQUIPMENT:** Please refer to Form 96A for further details.

- Replace obsolete workstations ($20,000.00)
- Replace battery back-ups ($1,000.00)
- External Drives for Back Up ($2,000.00)
- Main Domain Storage ($14,597.00)
- Archive Server ($10,000.00)

NOTE: The actual increase from FY2019 to FY2020 is due to the Need to replace obsolete workstation, additional main domain storage and archive server cost.

$ -0- **OFFICE SPACE RENTAL:** No change in expenses based on lease agreement.

$ 51,646 **MISCELLANEOUS:**

- Guam Bar Dues ($4,800.00)
- Professional Dues – NACDL ($200.00)
- Training and or Career Development ($26,000.00)
- Advertising Cost - Board Meeting ($4,800.00)
- Advertising Cost - Job Announcement ($3,700.00)
- Advertising Cost - RFP's/Bids ($2,500.00)
- SHRM Membership ($190.00)
- AGA Membership ($105.00)
- Board Stipends ($3,000.00)
- Payroll Fees ($1,300.00)
- Legal Subscriptions ($2,100.00)
- Process Server Fees ($350.00)
- Other Fees (i.e., police clearance, transcript copies) ($300.00)
- Board Meeting Expenses ($2,000.00)

NOTE: The actual increase from FY2019 to FY2020 is due to additional training cost or Career Development, Advertising for Board Meeting, Job Announcement, RFP's /Bids.

$179,549 ***SUB-TOTAL FOR OPERATIONAL AND CAPITAL OUTLAY COSTS INCREASE IN FISCAL YEAR 2020***

$ 727,403 **TOTAL INCREASE FOR FY2020 ABOVE FY2019's AUTHORIZED LEVEL is 17%**

FOOTNOTES:

For Fiscal Year 2020, an increase of **$727,403** is requested over the authorized appropriation level for Fiscal Year 2019 is 17%. The requested increase are described below:

1. *PERSONNEL SERVICES:*

$448,437 **SALARIES:**

- Mandated employee benefits that include increments and projected night differential payments
- Filling four (4) new positions that all for the accommodation of an 8th judge at the Judiciary of Guam. The positions for the 8th judge will be ant Attorney 4-1, Investigator 1 and a Legal Secretary I. The 4th new position is for a Social Worker III

$ 96,631 **RETIREMENT BENEFITS:**

- Mandated adjustments in the government's share of retirement contributions. Adjustments for these benefits are anticipated for the upcoming fiscal year
- Additional contributions for the four (4) new positions being requested

$ 2,786 **INSURANCE (Medical, Dental and Life) BENEFITS:**

- Based on FY2019 levels, with anticipated adjustments in the government's share for these benefits.

$547,854 ***SUB-TOTAL FOR PERSONNEL COSTS IN FY2020***

2. OPERATIONS:

$ 57,210 **CONTRACTUAL SERVICES** (Also depicted on Form 96A)

- Malpractice Insurance ($8,843.00)
- Westlaw Service ($25,566.00)
- Lease of 2 Vehicles ($11,280.00)
- Vehicle Insurance ($2,800.00)
- Maintenance for Telephone System ($9,324.00)
- Contents Insurance ($2,420.00)
- Maintenance on Xerox Copiers ($5,400.00)
- Notary Bonding ($4,200.00)
- Equipment Maintenance - Shredder, etc. ($1,500.00)
- Equipment Maintenance - Archiving System ($3,600.00)
- Equipment Maintenance - Office Equipment ($1,750.00)
- Support for GL Accounting Software ($2,000.00)
- Additional License for Accounting Software ($2,090.00)
- HR Software ($3,000.00)
- Off-site Data Backup Solution Service (Online) ($6,000.00)
- Annual Renewal for Recorder Software (SoniClear) ($400.00)
- Firewall Security Service (SonicWall) ($2,500.00)
- Abacus Maintenance ($26,166.00)
- Internet Domain ($1,500.00)
- Email Website Hosting ($6,000.00)

- Server Hard Disk Software Keeper ($500.00)
- Annual Renewal for Archive Software ($4,000.00)

NOTE: The actual increase from FY2019 to FY2020 is due to the shortfall in the FY2019 authorized amount compared to what is actually needed to cover expenses.

$ 25,956 **SUPPLIES AND MATERIALS:** Increase due to addition of 8th Judge.

$ 44,597 **SMALL EQUIPMENT:** Please refer to Form 96A for further details.

- Replace obsolete workstations ($20,000.00)
- Replace battery back-ups ($1,000.00)
- External Drives for Back Up ($2,000.00)
- Main Domain Storage ($14,597.00)
- Archive Server ($10,000.00)

NOTE: The actual increase from FY2019 to FY2020 is due to the Need to replace obsolete workstation, additional main domain storage and archive server cost.

$ -0- **OFFICE SPACE RENTAL:** No change in expenses based on lease agreement.

$ 51,646 **MISCELLANEOUS:**

- Guam Bar Dues ($4,800.00)
- Professional Dues – NACDL ($200.00)
- Training and or Career Development ($26,000.00)
- Advertising Cost - Board Meeting ($4,800.00)
- Advertising Cost - Job Announcement ($3,700.00)
- Advertising Cost - RFP's/Bids ($2,500.00)
- SHRM Membership ($190.00)
- AGA Membership ($105.00)
- Board Stipends ($3,000.00)
- Payroll Fees ($1,300.00)
- Legal Subscriptions ($2,100.00)
- Process Server Fees ($350.00)
- Other Fees (i.e., police clearance, transcript copies) ($300.00)
- Board Meeting Expenses ($2,000.00)

NOTE: The actual increase from FY2019 to FY2020 is due to additional training cost or Career Development, Advertising for Board Meeting, Job Announcement, RFP's /Bids.

$179,549 ***SUB-TOTAL FOR OPERATIONAL AND CAPITAL OUTLAY COSTS INCREASE IN FISCAL YEAR 2020***

$ 727,403 **TOTAL INCREASE FOR FY2020 ABOVE FY2019's AUTHORIZED LEVEL is 17%**

Government of Guam
Fiscal Year 2020
Budget Digest

BD-1

Function: Public Safety
Department/Agency: Public Defender Service Corporation
Program: Summary

AS400 Account Code	Appropriation Classification	A General Fund FY2018 Expenditures & Encumbrances	B General Fund FY2019 Authorized Level	C General Fund FY2020 Request	Increase	%
	PERSONNEL SERVICES					
111	Regular Salaries/Increments/Special Pay	$2,823,814	$2,893,260	3,341,697	448,437	15%
112	Overtime			0		
113	Benefits	$822,578	$860,389	957,020	96,631	11%
114	Insurance Benefits (Medical / Dental / Life)	$146,719	$212,443	215,229	2,786	1%
	TOTAL PERSONNEL SERVICES					
	TOTAL PERSONNEL SERVICES (Exclude Prior Year)	$3,793,111	$3,966,092	$4,513,946	547,854	14%
	OPERATIONS					
220	TRAVEL- Off-Island/Local Mileage Reimburs.	0	0	0		
230	CONTRACTUAL SERVICES:	107,155	89,204	146,414	57,210	64%
233	OFFICE SPACE RENTAL:	273,600	273,600	273,600	-	0%
240	SUPPLIES & MATERIALS:	12,375	12,114	38,070	25,956	214%
250	EQUIPMENT:	2,349	3,000	47,597	44,597	1487%
270	WORKERS COMPENSATION	0	0	0		
271	DRUG TESTING	160	160	300	140.00	88%
280	SUB-RECIPIENT/SUBGRANT:	0	0	0		
290	MISCELLANEOUS:	34,594	0	51,646	51,646	
	TOTAL OPERATIONS	430,233	$378,078	$557,627	179,549	47%
	UTILITIES					
361	Power	0	0	0	-	0%
362	Water/ Sewer	0	0	0		
363	Telephone	0	0	0	-	
	TOTAL UTILITIES	0	0	0	-	0%
450	**CAPITAL OUTLAY**	0	0	0		
	TOTAL APPROPRIATIONS (Exclude Prior Year)	$4,223,344	$4,344,170	$5,071,573	727,403	17%
	1/ Specify Fund Source					
	FULL TIME EQUIVALENCIES (FTEs)					
	UNCLASSIFIED	4	3	3		
	CLASSIFIED	48	49	49		
	TOTAL FTEs	52	52	52		

Note: Public Defender Service Corp. requests funding only from General Fund.

Government of Guam
Fiscal Year 2020
Budget Digest

Function: Public Safety
Department/Agency: Public Defender Service Corporation
Program: Director's & Admin. Director's Office

AS400 Account Code	Appropriation Classification	A General Fund FY2018 Expenditures & Encumbrances	B General Fund FY2019 Authorized Level	C General Fund FY2020 Request
	PERSONNEL SERVICES			
111	Regular Salaries/Increments/Special Pay	$387,779	$417,380	$526,344
	Merit Bonus			0
112	Overtime	0	0	0
113	Benefits	111,922	120,035	147,723
	Benefits - Merit Bonus (Medicare)			0
114	Insurance Benefits (Medical / Dental / Life)	14,775	23,591	20,839
	TOTAL PERSONNEL SERVICES	$514,476	$561,006	$694,906
	OPERATIONS			
220	TRAVEL- Off-Island/Local Mileage Reimburs.	$0	$0	$0
230	CONTRACTUAL SERVICES:	13,961	13,484	18,268
233	OFFICE SPACE RENTAL:	273,600	273,600	273,600
240	SUPPLIES & MATERIALS:	0	0	4,500
250	EQUIPMENT:	0	0	2,000
270	WORKERS COMPENSATION	0	0	0
271	DRUG TESTING	0	160	300
280	SUB-RECIPIENT/SUBGRANT:	0	0	0
290	MISCELLANEOUS:	34,594	0	26,300
	TOTAL OPERATIONS	$322,155	$287,244	$324,968
	UTILITIES			
361	Power	$0	$0	$0
362	Water/ Sewer	0	0	0
363	Telephone	0	0	0
	TOTAL UTILITIES	$0	$0	$0
450	CAPITAL OUTLAY	$0	$0	$0
	TOTAL APPROPRIATIONS	$836,631	$848,250	$1,019,874
	1/ Specify Fund Source			
	FULL TIME EQUIVALENCIES (FTE)			
	UNCLASSIFIED	3	2	2
	CLASSIFIED	2	3	3
	TOTAL FTE	5	5	5

Note 1 - Contractual: Funds are requested to pay for Malpractice Insurance ($1,933), Lease of Multifunction Copy Machine ($8,160), Westlaw Internet Service ($3,404), Services for Surveillance Camera ($1,440), Contents Insurance ($3,235), Renewal of Notary Public ($350).

Note 2 - Miscellaneous: The request for funds is to pay for Advertising Cost for Board Meetings and Job Announcements ($8,500), RFP's/Bid Announcements ($2,500), Guam Bar Dues ($600), Professional Dues - NACDL ($200), and Staff Training ($5,000), Board Stipends ($3,000), Other fees ($300), and Board Meeting Expense ($2,000).

Function: Public Safety

Department/Agency: Public Defender Service

Corporation Program: Attorneys

AS400 Account Code	Appropriation Classification	A General Fund FY2018 Expenditures & Encumbrances	B General Fund FY2019 Authorized Level	C General Fund FY2020 Request
	PERSONNEL SERVICES			
111	Regular Salaries/Increments/Special Pay	$1,157,645	$1,163,933	$1,238,565
	Merit Bonus			0
112	Overtime	0	0	0
113	Benefits	335,258	345,763	353,852
	Benefits - Merit Bonus (Medicare)			
114	Insurance Benefits (Medical / Dental / Life)	52,535	80,668	55,748
	TOTAL PERSONNEL SERVICES	$1,545,438	$1,590,364	$1,648,165
	OPERATIONS			
220	TRAVEL- Off-Island/Local Mileage Reimburs.	$0	$0	$0
230	CONTRACTUAL SERVICES:	27,680	25,031	34,003
233	OFFICE SPACE RENTAL:	0	0	0
240	SUPPLIES & MATERIALS:	0	0	3,000
250	EQUIPMENT:	0	0	6,000
270	WORKERS COMPENSATION	0	0	0
271	DRUG TESTING	0	0	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0
290	MISCELLANEOUS:	0	0	17,100
	TOTAL OPERATIONS	$27,680	$25,031	$60,103
	UTILITIES			
361	Power	$0	$0	$0
362	Water/ Sewer	0	0	0
363	Telephone/ Toll	0	0	0
	TOTAL UTILITIES	$0	$0	$0
450	**CAPITAL OUTLAY**	$0	$0	$0
	TOTAL APPROPRIATIONS	$1,573,118	$1,615,395	$1,708,268
	1/ Specify Fund Source			
	FULL TIME EQUIVALENCIES (FTEs)			
	UNCLASSIFIED	0	0	0
	CLASSIFIED	14	14	14
	TOTAL FTEs	14	14	14

Note 1 - Contractual - Funds are requested for Malpractice insurance ($11,600), and Westlaw access ($22,133)

Note 2 - Miscellaneous - Funds are requested for Guam Bar dues ($4,00) and training for attorneys ($15,000) and legal subscriptions (2,100).

Function: Public Safety

Department/Agency: Public Defender Service

Corporation Program: Investigative Services

AS400 Account Code	Appropriation Classification	A General Fund FY2018 Expenditures & Encumbrances	B General Fund FY2019 Authorized Level	C General Fund FY2020 Request
	PERSONNEL SERVICES			
111	Regular Salaries/Increments/Special Pay	$345,627	$357,734	$396,600
	Merit Bonus	0		0
112	Overtime	0	0	0
113	Benefits	100,950	104,113	113,068
	Benefits - Merit Bonus (Medicare)			0
114	Insurance Benefits (Medical / Dental / Life)	9,408	14,446	20,303
		0		
	TOTAL PERSONNEL SERVICES	$455,985	$476,293	$529,971
	OPERATIONS			
220	TRAVEL- Off-Island/Local Mileage Reimburs.	$0	$0	$0
230	CONTRACTUAL SERVICES:	5,754	5,543	9,331
233	OFFICE SPACE RENTAL:	0	0	0
240	SUPPLIES & MATERIALS:	0	0	880
250	EQUIPMENT:	0	0	0
270	WORKERS COMPENSATION	0	0	0
271	DRUG TESTING	0	0	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0
290	MISCELLANEOUS:	0	0	6,000
	TOTAL OPERATIONS	$5,754	$5,543	$16,211
	UTILITIES			
361	Power	$0	$0	$0
362	Water/ Sewer	0	0	0
363	Telephone/ Toll	0	0	0
	TOTAL UTILITIES	$0	$0	$0
450	CAPITAL OUTLAY	$0	$0	$0
	TOTAL APPROPRIATIONS	$461,739	$481,836	$546,182
	1/ Specify Fund Source			
	FULL TIME EQUIVALENCIES (FTES)			
	UNCLASSIFIED	0	0	0
	CLASSIFIED	5	5	5
	TOTAL FTEs	5	5	5

Note 1: Contractual is for Lease of Vehicles ($5,520), Auto Insurance ($1,950), Renewal of Notary Bonding ($1,050).

Note 2: Miscellaneous: Funds are requested for training ($6,000)

Function: Public Safety

Department/Agency: Public Defender Service

Corporation Program: Legal Secretarial Services

AS400 Account Code	Appropriation Classification	A General Fund FY2018 Expenditures & Encumbrances	B General Fund FY2019 Authorized Level	C General Fund FY2020 Request
	PERSONNEL SERVICES			
111	Regular Salaries/Increments/Special Pay	$481,665	$428,579	$543,257
	Merit Bonus			0
112	Overtime	0	0	0
113	Benefits	141,913	131,254	158,034
	Benefits - Merit Bonus (Medicare)			0
114	Insurance Benefits (Medical / Dental / Life)	39,514	40,954	63,001
	TOTAL PERSONNEL SERVICES	$663,092	$600,787	$764,292
	OPERATIONS			
220	TRAVEL- Off-Island/Local Mileage Reimburs.	$0	$0	$0
230	CONTRACTUAL SERVICES:	2,888	0	9,895
233	OFFICE SPACE RENTAL:	0	0	0
240	SUPPLIES & MATERIALS:	0	0	4,000
250	EQUIPMENT:	0	0	6,000
270	WORKERS COMPENSATION	0	0	0
271	DRUG TESTING	0	0	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0
290	MISCELLANEOUS:	0	0	0
	TOTAL OPERATIONS	$2,888	$0	$19,895
	UTILITIES			
361	Power	$0	$0	$0
362	Water/ Sewer	0	0	0
363	Telephone/ Toll	0	0	0
	TOTAL UTILITIES	$0	$0	$0
450	**CAPITAL OUTLAY**	$0	$0	$0
	TOTAL APPROPRIATIONS	$665,980	$600,787	$784,187
	1/ Specify Fund Source			
	FULL TIME EQUIVALENCIES (FTEs)			
	UNCLASSIFIED	0	0	0
	CLASSIFIED	14	14	14
	TOTAL FTES	14	14	14

Note 1 - Contractual: The request for funds is to pay for notarial bonding for legal secretaries ($1,750) and maintenance on the multifunction copier/scanner/fax unit ($1,800)

Function: Public Safety

Department/Agency: Public Defender Service Corporation

Program: Records Mgmt. and Property Services

AS400 Account Code	Appropriation Classification	A General Fund FY2018 Expenditures & Encumbrances	B General Fund FY2019 Authorized Level	C General Fund FY2020 Request
	PERSONNEL SERVICES			
111	Regular Salaries/Increments/Special Pay	$60,512	$58,957	$68,465
	Merit Bonus			0
112	Overtime	0	0	0
113	Benefits	17,834	17,917	19,672
	Benefits - Merit Bonus (Medicare)			8
114	Insurance Benefits (Medical / Dental / Life)	5,725	8,775	4,965
	TOTAL PERSONNEL SERVICES	$84,071	$85,649	$93,102
	OPERATIONS			
220	TRAVEL- Off-Island/Local Mileage Reimburs.	$0	$0	$0
230	CONTRACTUAL SERVICES:	6,961	6,975	10,556
233	OFFICE SPACE RENTAL:	0	0	0
240	SUPPLIES & MATERIALS:	0	0	660
250	EQUIPMENT:	0	0	0
270	WORKERS COMPENSATION	0	0	0
271	DRUG TESTING	0	0	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0
290	MISCELLANEOUS:	0	0	0
	TOTAL OPERATIONS	$6,961	$6,975	$11,216
	UTILITIES			
361	Power	$0	$0	$0
362	Water/ Sewer	0	0	0
363	Telephone/ Toll	0	0	0
	TOTAL UTILITIES	$0	$0	$0
450	CAPITAL OUTLAY	$0	$0	$0
	TOTAL APPROPRIATIONS	$91,032	$92,624	$104,318
	1/ Specify Fund Source			
	FULL TIME EQUIVALENCIES (FTE's)			
	UNCLASSIFIED	0	0	0
	CLASSIFIED	2	2	2
	TOTAL FTE'S	2	2	2

Note 1 - Contractual: Funds are requested to pay for the maintenance of the archiving system ($3,600) and maintenance for a commercial shredder ($1,500) annual renewal of Archive Software ($4,000), license for Abacus

Note 1 - Equipment: Funds are requested to install new workstations, telephone unit for additional staff

Function: Public Safety

Department/Agency: Public Defender Service Corporation

Program: Process Services

AS400 Account Code	Appropriation Classification	A General Fund FY2018 Expenditures & Encumbrances	B General Fund FY2019 Authorized Level	C General Fund FY2020 Request
	PERSONNEL SERVICES			
111	Regular Salaries/Increments/Special Pay	$74,869	$72,629	$82,063
	Merit Bonus			0
112	Overtime	0	0	0
113	Benefits	21,533	21,966	23,481
	Benefits - Merit Bonus (Medicare)			0
114	Insurance Benefits (Medical / Dental / Life)	4,415	6,762	7,085
	TOTAL PERSONNEL SERVICES	$100,817	$101,357	$112,629
	OPERATIONS			
220	TRAVEL- Off-Island/Local Mileage Reimburs.	$0	$0	$0
230	CONTRACTUAL SERVICES:	5,220	5,231	7,596
233	OFFICE SPACE RENTAL:	0	0	0
240	SUPPLIES & MATERIALS:	0	0	880
250	EQUIPMENT:	0	0	0
270	WORKERS COMPENSATION	0	0	0
271	DRUG TESTING	0	0	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0
290	MISCELLANEOUS:	0	0	350
	TOTAL OPERATIONS	$5,220	$5,231	$8,826
	UTILITIES			
361	Power	$0	$0	$0
362	Water/ Sewer	0	0	0
363	Telephone/ Toll	0	0	0
	TOTAL UTILITIES	$0	$0	$0
450	**CAPITAL OUTLAY**	$0	$0	$0
	TOTAL APPROPRIATIONS	$106,037	$106,588	$121,455
	1/ Specify Fund Source			
	FULL TIME EQUIVALENCIES (FTEs)			
	UNCLASSIFIED	0	0	0
	CLASSIFIED	2	2	2
	TOTAL FTEs	2	2	2

Note 1: Contractual is for Lease of Vehicles ($5,100), Auto Insurance ($1,950)

Note 2: Miscellaneous: Renewal of Process Server Fees

Function: Public Safety

Department/Agency: Public Defender Service Corporation

Program: Legal Clerical Services

AS400 Account Code	Appropriation Classification	A General Fund FY2018 Expenditures & Encumbrances	B General Fund FY2019 Authorized Level	C General Fund FY2020 Request
	PERSONNEL SERVICES			
111	Regular Salaries/Increments/Special Pay	$139,631	$138,223	$158,592
	Merit Bonus			0
112	Overtime	0	0	0
113	Benefits	41,698	42,770	46,402
	Benefits - Merit Bonus (Medicare)			
114	Insurance Benefits (Medical / Dental / Life)	13,175	20,022	22,335
	TOTAL PERSONNEL SERVICES	$194,504	$201,015	$227,329
	OPERATIONS			
220	TRAVEL- Off-Island/Local Mileage Reimburs.	$0	$0	$0
230	CONTRACTUAL SERVICES:	555	0	3,941
233	OFFICE SPACE RENTAL:	0	0	0
240	SUPPLIES & MATERIALS:	0	0	4,000
250	EQUIPMENT:	0	0	4,000
270	WORKERS COMPENSATION	0	0	0
271	DRUG TESTING	0	0	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0
290	MISCELLANEOUS:	0	0	0
	TOTAL OPERATIONS	$555	$0	$11,941
	UTILITIES			
361	Power	$0	$0	$0
362	Water/ Sewer	0	0	0
363	Telephone/ Toll	0	0	0
	TOTAL UTILITIES	$0	$0	$0
450	CAPITAL OUTLAY	$0	$0	$0
	TOTAL APPROPRIATIONS	$195,059	$201,015	$239,270
	1/ Specify Fund Source			
	FULL TIME EQUIVALENCIES (FTEs)			
	UNCLASSIFIED	0	0	0
	CLASSIFIED	5	5	5
	TOTAL FTE:	5	5	5

Note 1 - Contractual: The request for funds is to pay for maintenance service on the Acroprint Time Stamp machine used for receiving incoming documents into PDSC.

Note 2 - Equipment: The request for funds is to purchase a new Time Stamp machine used for receiving incoming documents into PDSC.

Function: Public Safety

Department/Agency: Public Defender Service Corporation

Program: Fiscal Services

AS400 Account Code	Appropriation Classification	A General Fund FY2018 Expenditures & Encumbrances	B General Fund FY2019 Authorized Level	C General Fund FY2020 Request
	PERSONNEL SERVICES			
111	Regular Salaries/Increments/Special Pay	$84,511	$76,308	$100,987
	Merit Bonus			0
112	Overtime	0	0	0
113	Benefits	24,637	22,945	29,276
	Benefits - Merit Bonus (Medicare)			0
114	Insurance Benefits (Medical / Dental / Life)	5,171	7,941	7,980
	TOTAL PERSONNEL SERVICES	$114,319	$107,194	$138,243
	OPERATIONS			
220	TRAVEL- Off-Island/Local Mileage Reimburs.	$0	$0	$0
230	CONTRACTUAL SERVICES:	5,102	5,113	5,646
233	OFFICE SPACE RENTAL:	0	0	0
240	SUPPLIES & MATERIALS:	12,375	12,114	12,100
250	EQUIPMENT:	0	0	2,000
270	WORKERS COMPENSATION	0	0	0
271	DRUG TESTING	0	0	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0
290	MISCELLANEOUS:	0	0	1,706
	TOTAL OPERATIONS	$17,477	$17,227	$21,452
	UTILITIES			
361	Power	$0	$0	$0
362	Water/ Sewer	0	0	0
363	Telephone/ Toll	0	0	0
	TOTAL UTILITIES	$0	$0	$0
450	CAPITAL OUTLAY	$0	$0	$0
	TOTAL APPROPRIATIONS	$131,796	$124,421	$159,695
	1/ Specify Fund Source			
	FULL TIME EQUIVALENCIES (FTEs)			
	UNCLASSIFIED	0	0	0
	CLASSIFIED	2	2	2
	TOTAL FTEs	2	2	2

Note 1 - Contractual: Funds are requested to pay for maintenance service on multifunction Xerox ($1,800), Accounting Software ($2,000), Payroll Software ($2,090), Other equipment maintenance ($1,000)

Note 2 - Miscellaneous Funds are requested to pay for AGA Membership ($100) and payroll fees ($1,300)

Function: Public Safety

Department/Agency: Public Defender Service Corporation

Program: Personnel Services

AS400 Account Code	Appropriation Classification	A General Fund FY2018 Expenditures & Encumbrances	B General Fund FY2019 Authorized Level	C General Fund FY2020 Request
	PERSONNEL SERVICES			
111	Regular Salaries/Increments/Special Pay	$59,716	$54,246	$63,741
	Merit Bonus			0
112	Overtime	0	0	0
113	Benefits	17,159	16,108	18,349
	Benefits - Merit Bonus (Medicare)		16,108	0
114	Insurance Benefits (Medical / Dental / Life)	187	187	187
	TOTAL PERSONNEL SERVICES	$77,062	$70,541	$82,277
	OPERATIONS			
220	TRAVEL- Off-Island/Local Mileage Reimburs.	$0	$0	$0
230	CONTRACTUAL SERVICES:	4,739	4,749	3,278
233	OFFICE SPACE RENTAL:	0	0	0
240	SUPPLIES & MATERIALS:	0	0	2,000
250	EQUIPMENT:	0	0	0
270	WORKERS COMPENSATION	0	0	0
271	DRUG TESTING	160	0	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0
290	MISCELLANEOUS:	0	0	190
	TOTAL OPERATIONS	$4,899	$4,749	$5,468
	UTILITIES			
361	Power	$0	$0	$0
362	Water/ Sewer	0	0	0
363	Telephone/ Toll	0	0	0
	TOTAL UTILITIES	$0	$0	$0
450	CAPITAL OUTLAY	$0	$0	$0
	TOTAL APPROPRIATIONS	$81,961	$75,290	$87,745
	1/ Specify Fund Source			
	FULL-TIME EQUIVALENCIES (FTES)			
	UNCLASSIFIED	0	0	0
	CLASSIFIED	1	1	1
	TOTAL FTES	1	1	1

Note 1 - Contractual: Funds are requested to pay for annual renewal of BambooHR Software ($3,000) and purchase of Acrobat X Suite ($1,300) Maintenance on copier ($1,800).

Note 2 - Miscellaneous: The request is for the renewal of annual membership to SHRM

Function: Public Safety

Department/Agency: Public Defender Service Corporation

Program: Management Info. Systems Services

AS400 Account Code	Appropriation Classification	A General Fund FY2018 Expenditures & Encumbrances	B General Fund FY2019 Authorized Level	C General Fund FY2020 Request
	PERSONNEL SERVICES			
111	Regular Salaries/Increments/Special Pay	$31,859	$101,913	$121,120
	Merit Bonus			0
112	Overtime	0	0	0
113	Benefits	9,674	30,333	34,915
	Benefits - Merit Bonus (Medicare)			0
114	Insurance Benefits (Medical / Dental / Life)	1,814	5,248	8,533
		0		
	TOTAL PERSONNEL SERVICES	$43,347	$137,494	$164,568
	OPERATIONS			
220	TRAVEL- Off-Island/Local Mileage Reimburs.	$0	$0	$0
230	CONTRACTUAL SERVICES:	32,560	23,078	43,622
233	OFFICE SPACE RENTAL:	0	0	0
240	SUPPLIES & MATERIALS:	0	0	6,050
250	EQUIPMENT:	2,349	3,000	27,597
270	WORKERS COMPENSATION	0	0	0
271	DRUG TESTING	0	0	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0
290	MISCELLANEOUS:	0	0	0
	TOTAL OPERATIONS	$34,909	$26,078	$77,269
	UTILITIES			
361	Power	$0	$0	$0
362	Water/ Sewer	0	0	0
363	Telephone/ Toll	0	0	0
	TOTAL UTILITIES	$0	$0	$0
450	CAPITAL OUTLAY	$0	$0	$0
	TOTAL APPROPRIATIONS	$78,256	$163,572	$241,837
	1/ Specify Fund Source			
	FULL TIME EQUIVALENCIES (FTE):			
	UNCLASSIFIED	1	1	1
	CLASSIFIED	1	1	1
	TOTAL FTES	2	2	2

Note 1 - Contractual: The request for funds is to pay for Off-site Data Backup Solution ($6,000), Firewall Security Service ($2,500), Abacus Software Tech Support ($19,000), Internet Domain Name and Hosting of Website ($1,500), Server Hard Disk Software Diskkeeper ($1,200), Fixed Assets Software ($500), , and annual renewal of recorder software-SonClear ($400)

Note 2 - Equipment: Funds are requested to replace obsolete workstations ($8,800) and battery back-ups ($1000), external drives for back up ($2,000)

Function: Public Safety

Department/Agency: Public Defender Service Corporation

Program: Paralegal Services

AS400 Account Code	Appropriation Classification	A General Fund FY2018 Expenditures & Encumbrances	B General Fund FY2019 Authorized Level	C General Fund FY2020 Request
	PERSONNEL SERVICES			
111	Regular Salaries/Increments/Special Pay	$27,926	$23,358	$41,963
	Merit Bonus			
112	Overtime	0	0	0
113	Benefits	8,745	7,185	12,248
	Benefits - Merit Bonus (Medicare)			
114	Insurance Benefits (Medical / Dental / Life)	4,296	3,849	4,253
	TOTAL PERSONNEL SERVICES	$40,967	$34,392	$58,464
	OPERATIONS			
220	TRAVEL- Off-Island/Local Mileage Reimburs.	$0	$0	$0
230	CONTRACTUAL SERVICES:	1,735	0	278
233	OFFICE SPACE RENTAL:	0	0	0
240	SUPPLIES & MATERIALS:	0	0	0
250	EQUIPMENT:	0	0	0
270	WORKERS COMPENSATION	0	0	0
271	DRUG TESTING	0	0	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0
290	MISCELLANEOUS:	0	0	0
	TOTAL OPERATIONS	$1,735	$0	$278
	UTILITIES			
361	Power	$0	$0	$0
362	Water/ Sewer	0	0	0
363	Telephone/ Toll	0	0	0
	TOTAL UTILITIES	$0	$0	$0
450	CAPITAL OUTLAY	$0	$0	$0
	TOTAL APPROPRIATIONS	$42,702	$34,392	$58,742
	1/ Specify Fund Source			
	FULL TIME EQUIVALENCIES (FTEs)			
	UNCLASSIFIED	0	0	0
	CLASSIFIED	1	1	1
	TOTAL FTEs	1	1	1

Note 1 - Contractual: The request for funds is to pay for Westlaw access and a new license for Abacus

Note 2 - Equipment: Funds are requested for workstations, telephone unit, and chair

FUNCTIONAL AREA: PUBLIC SAFETY

DEPARTMENT/AGENCY: PUBLIC DEFENDER SERVICE CORPORATION

PROGRAM: SUMMARY

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)
								Increment			Benefits								
No.	Position Number	Position Title	Name of Incumbent	Grade/ Step	Salary	Overtime	Special*	Date	Amt.	(E+F+G+I) Subtotal	Retirement (J *26.56%)	Retire (DDI) ($19.01*26PP)	Social Security (6.2% * J)	Medicare (1.45% * J)	Life 1/	Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL
1	---	DIRECTOR'S OFFICE	---	---	$523,213	$0.00	$0	---	$3,131	$526,344	$139,797	$1,485	$0	$6,441	$1,309	$17,843	$1,686	$168,561	$694,906
2	---	ATTORNEYS	---	---	1,207,995	0	6,000	---	24,570	1,238,565	$328,963	6,930	-	17,959	2,805	49,200	3,743	409,600	1,648,165
3	---	INVESTIGATIVE SERVICES	---	---	392,439	0	2,000	---	2,161	396,600	$105,337	1,980	-	5,751	1,122	18,581	600	133,371	529,971
4	---	LEGAL SECRETARIAL SERVICES	---	---	535,529	0	0	---	7,728	543,257	$144,289	6,930	-	6,815	2,805	56,605	3,590	221,035	764,292
5	---	RECORDS, PROPERTY CONTROL	---	---	68,204	0	0	---	261	68,465	$18,184	495	-	993	374	4,016	575	24,637	93,102
6	---	PROCESS	---	---	82,063	0	0	---	-	82,063	$21,796	495	-	1,190	374	6,339	372	30,566	112,629
7	---	LEGAL CLERICAL SERVICES	---	---	157,977	0	0	---	615	158,592	$42,122	1,980	-	2,300	935	20,016	1,384	68,737	227,329
8	---	FISCAL	---	---	99,464	0	0	---	1,523	100,987	$26,822	990	-	1,464	374	7,338	268	37,256	138,243
9	---	PERSONNEL	---	---	62,371	0	0	---	1,370	63,741	$16,930	495	-	924	187	0	0	18,536	82,277
10	---	MANAGEMENT INFO SYS SERVIC	---	---	120,051	0	0	---	1,069	121,120	$32,169	990	-	1,756	374	7,584	575	43,449	164,568
11	---	PARALEGAL SERVICES	---	---	41,479	0	0	---	484	41,963	$11,145	495	-	608	187	3,838	228	16,502	58,464
			Grand Total:		$3,290,785	$0	$8,000		$42,911	$3,341,697	$887,555	$23,265	$0	$46,202	$10,846	$191,360	$13,021	$1,172,249	$4,513,946

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

1/ FY 2020 GovGuam contribution rate of 26.56% for the Government of Guam Retirement is subject to change.

158,035

2/ FY 2019 GovGuam contribution rate of $19.01 (bi-weekly) for DDI is subject to change.

3/ FY 2019 GovGuam contribution rate of $187 (per annum) for Life Insurance is subject to change.

FUNCTIONAL AREA: PUBLIC SAFETY

DEPARTMENT/AGENCY: PUBLIC DEFENDER SERVICE CORPORATION

PROGRAM: DIRECTOR'S OFFICE

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)
								Increment			Benefits								
No.	Position Number	Position Title	Name of Incumbent	Grade / Step	Salary	Overtime	Special*	Date	Amt.	(E+F+G+I) Subtotal	Retirement (J *26.56%)	Retire (DDI) ($19.01*26PP)	Social Security (6.2% * J)	Medicare (1.45% * J	Life 1/	Medical Premium	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL
1	PD-001	EXECUTIVE DIRECTOR	STEPHEN P. HATTORI	UNC	$121,875	$0	$0	3/14/2019	$0	$121,875	$32,370	$0	$0	$1,767	$187	$2,511	$372	$37,207	$159,082
2	PD-004	DEPUTY DIRECTOR	RICHARD S. DIRKX	UNC	126,409	0	0	4/4/2019	0	126,409	33,574	0	0	1,833	187	1,986	268	37,848	164,257
3	PD-003	ADMINISTRATIVE DIRECTOR	CATHYANN C. GOGUE	S-4	79,238	0	0	10/19/2019	2,888	82,126	21,813	0	0	0	187	0	0	22,000	104,125
4	PD-010	ADMINISTRATIVE ASS'T	ELEANOR QUENGA-RIOS	J-14	48,338	0	0	7/11/2021	0	48,338	12,839	0	0	701	187	1,986	268	15,980	64,318
5	PD-023	PROGRAM COORDINATOR IV	CATHLEEN L.G. MOYLAN	O-4	55,786	0	0	8/10/2020	244	56,030	14,882	495	0	812	187	2,511	203	19,090	75,120
	PD-037	ADMINISTRATIVE ASS'T	VACANT	K-10	46,553	0	0			46,553	12,364	495	0	675	187	2,511	203	16,435	62,988
		SOCIAL WORKER III	NEW	N-1	45,014	0	0			45,014	11,956	495	0	653	187	6,338	372	20,001	65,015
			Grand Total:		$523,213	$0	$0		$3,131	$526,344	$139,797	$1,485	$0	$6,441	$1,309	$17,843	$1,686	$168,561	$694,906

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

1/ FY 2019 GovGuam contribution rate of 26.56% for the Government of Guam Retirement is subject to change.

2/ FY 2019 GovGuam contribution rate of $19.01 (bi-weekly) for DDI is subject to change.

3/ FY 2019 GovGuam contribution rate of $187 (per annum) for Life Insurance is subject to change.

	Input by Department										
				Special Pay Categories							
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
					1/	2/	3/	4/	5/	6/	
No.	Position Number	Position Title	Name of Incumbent	Holiday Pay	Night Differential Pay 110%	Hazard 10%	Hazard 8%	Nurse Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%	(D+E+F+G+H +I+J) Subtotal
1	PD-001	EXECUTIVE DIRECTOR	STEPHEN P. HATTORI	$0	$0	$0	$0	$0	$0	$0	$0
2	PD-004	DEPUTY DIRECTOR	RICHARD S. DIRKX	0	0	0	0	0	0	0	0
3	PD-003	ADMINISTRATIVE DIRECTOR	CATHYANN C. GOGUE	0	0	0	0	0	0	0	0
4	PD-010	ADMINISTRATIVE ASS'T	ELEANOR QUENGA-RIOS	0	0	0	0	0	0	0	0
5	PD-023	PROGRAM COORDINATOR IV	CATHLEEN L.G. MOYLAN	0	0	0	0	0	0	0	0
6	PD-037	ADMINISTRATIVE ASS'T	VACANT	0	0	0	0	0	0	0	0
		SOCIAL WORKER III	NEW								
			Grand Total:	$0	$0	$0	$0	$0	$0	$0	$0

1/ 110% of reg. rate, applicable from 6pm- 6am

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 GFD ambulatory service personnel. 15% of reg. rate of pay

FUNCTIONAL AREA: PUBLIC SAFETY

DEPARTMENT/AGEN PUBLIC DEFENDER SERVICE CORPORATION

PROGRAM: ATTORNEYS

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)
								Increment			Benefits								
No.	Position Number	Position Title	Name of Incumbent	Grade/ Step	Salary	Overtime	Special*	Date	Amt.	(E+F+G+I) Subtotal	Retirement (J *26.56%)	Retire (DDI) ($19.01*26PP)	Social Security (6.2% * J)	Medicare (1.45% * J)	Life 1/	Medical Premium	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL
1	PD-002	ATTORNEY 4	JOCELYN M. RODEN	AL-4-10	$117,880	$0	$1,500	10/04/20	$1,596	$120,976	$32,131	$495	$0	$1,754	$187	$1,245	$372	$36,184	$157,160
2	PD-005	ATTORNEY 3	ALISHA L. MOLYNEUX	AL-3-5	78,268	0	0	05/16/20	1,563	79,831	21,203	495	0	1,158	187	6,339	372	29,754	109,585
3	PD-006	ATTORNEY 3	THERESA VICTORIA G. ROJAS	AL-3-4	74,000	0	0	02/05/20	2,462	76,462	20,308	495	0	1,109	187	0	0	22,099	98,561
4	PD-007	ATTORNEY 2	EARL ANTHONY V. ESPIRITU	AL-2-2	59,426	0	0	07/18/20	163	59,589	15,827	495	0	864	187	1,245	203	18,821	78,410
5	PD-027	ATTORNEY 1	IN RECRUITMENT	AL-1-1	50,825	0	0		0	50,825	13,499	495	0	737	187	6,339	372	21,629	72,454
6		ATTORNEY 1	KARLO DIZON (LTA)	AL-1-1	50,825	0	0		0	50,825	13,499	495	0	737	187	2,511	203	17,632	68,457
7	PD-031	ATTORNEY 4	PETER J. SABLAN	AL-4-8	105,373	0	0	01/08/21	1,636	107,009	28,422	0	0	1,552	187	1,670	228	32,058	139,068
8	PD-034	ATTORNEY 3	WILLIAM B. JONES	AL-3-5	78,268	0	1500	2/22/20	2,431	82,199	21,832	495	0	1,192	187	2,511	203	26,420	108,619
9	PD-044	ATTORNEY 3	IN RECRUITMENT	AL-4-7	99,627	0	0		0	99,627	26,461	495	0	1,445	187	6,339	372	35,299	134,926
10	PD-047	ATTORNEY 4	WILLIAM C. BISCHOFF	AL-4-8	105,373	0	1500	11/02/19	5,377	112,250	29,814	495	0	1,628	187	4,567	268	36,958	149,208
11	PD-048	ATTORNEY 4	ROCKY P. KINGREE	AL-4-2	78,489	0	1500	09/28/20	2,266	82,255	21,847	495	0	1,193	187	1,245	203	25,170	107,424
12	PD-051	ATTORNEY 3	ALI N. NUSBAUM	AL-3-5	78,268	0	0	11/03/19	3,994	82,262	21,849	495	0	1,193	187	2,511	203	26,438	108,700
13	PD-053	ATTORNEY 2	KRISTINE B. BORJA	AL-2-3	61,550	0	0	07/03/20	1,692	63,242	16,797	495	0	917	187	2,511	203	21,110	84,352
14	PD-054	ATTORNEY 3	IN RECRUITMENT	AL-3-1	66,600	0	0	05/29/20		66,600	17,689	495	0	966	187	6,339	372	26,048	92,648
15	PD-055	ATTORNEY 3	ZACHARY C. TAIMANGLO	AL-3-5	78,268	0	0	06/15/20	1,389	79,657	21,157	495	0	1,155	187	0	0	22,994	102,651
		ATTORNEY 4	NEW	AL-4-1	75,780					75,780	20,127	495	0	1,099	187	6,339	372	28,619	104,399
1																			
			Grand Total:		$1,207,995	$0	$6,000		$24,570	$1,238,565	$328,963	$6,930	$0	$17,959	$2,805	$49,200	$3,743	$409,600	$1,648,165

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

1/ FY 2019 GovGuam contribution rate of 26.56% for the Government of Guam Retirement is subject to change.

2/ FY 2019 GovGuam contribution rate of $19.01 (bi-weekly) for DDI is subject to change.

3/ FY 2019 GovGuam contribution rate of $187 (per annum) for Life Insurance is subject to change.

	Input by Department										
				Special Pay Categories							
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
					1/	2/	3/	4/	5/	6/	
No.	Position Number	Position Title	Name of Incumbent	Holiday Pay	Night Differential Pay 110%	Hazard 10%	Hazard 8%	Nurse Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%	(D+E+F+G+H+I+J) Subtotal
1	PD-002	ATTORNEY 4	JOCELYN M. RODEN	$0	$1,500	$0	$0	$0	$0	$0	$1,500
2	PD-005	ATTORNEY 3	ALISHA L. MOLYNEUX	0	0	0	0	0	0	0	0
3	PD-006	ATTORNEY 3	THERESA VICTORIA G. ROJAS	0	0	0	0	0	0	0	0
4	PD-007	ATTORNEY 1	EARL ANTHONY V. ESPIRITU	0	0	0	0	0	0	0	0
5	PD-027	ATTORNEY 1	IN RECRUITMENT	0	0	0	0	0	0	0	0
6		ATTORNEY 1	KARLO DIZON (LTA)	0	0	0	0	0	0	0	0
7	PD-031	ATTORNEY 4	PETER J. SABLAN	0	0	0	0	0	0	0	0
8	PD-034	ATTORNEY 3	WILLIAM B. JONES	0	1,500	0	0	0	0	0	1,500
9	PD-044	ATTORNEY 3	IN RECRUITMENT	0	0	0	0	0	0	0	0
10	PD-047	ATTORNEY 4	WILLIAM C. BISCHOFF	0	1,500	0	0	0	0	0	1,500
11	PD-048	ATTORNEY 3	ROCKY P. KINGREE	0	1,500	0	0	0	0	0	1,500
12	PD-051	ATTORNEY 3	ALI N. NUSBAUM	0		0	0	0	0	0	0
13	PD-053	ATTORNEY 1	KRISTINE B. BORJA	0		0	0	0	0	0	0
14	PD-054	ATTORNEY 3	IN RECRUITMENT	0		0	0	0	0	0	0
15	PD-055	ATTORNEY 3	ZACHARY C. TAIMANGLO	0	0	0	0	0	0	0	0
			Grand Total:	$0	$6,000	$0	$0	$0	$0	$0	$6,000

1/ 110% of reg. rate, applicable from 6pm- 6am

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 GFD ambulatory service personnel. 15% of reg. rate of pay

FUNCTIONAL AREA: PUBLIC SAFETY

DEPARTMENT/AGENCY: PUBLIC DEFENDER SERVICE CORPORATION

PROGRAM: INVESTIGATIVE SERVICES

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)
								Increment			Benefits								
No.	Position Number	Position Title	Name of Incumbent	Grade / Step	Salary	Overtime	Special*	Date	Amt.	(E+F+G+I) Subtotal	Retirement (J *26.56%)	Retire (DDI) ($19.01*26PP)	Social Security (6.2% * J)	Medicare 1.45% * J	Life 1/	Medical Premium	Dental Premium	Total Benefits (K thru Q)	(J + R) TOTAL
1	PD-009	CHIEF INVESTIGATOR	ROBBIE T. CALL	QL-4-8	$79,090	$0	$0	05/06/20	1,195	$80,285	$21,324	$495	$0	$1,164	$187	$3,838	$0	$27,008	$107,293
2	PD-011	INVESTIGATOR III	RICARDO S. TAIMANAO	NL-4-10	65,234	0	500	11/26/19	966	66,700	17,716	495	0	967	187	4,567	0	23,932	90,632
3	PD-014	INVESTIGATOR II	RANDOLPH F. RIVERA	LL-4-14	63,907	0	500	12/30/19	0	64,407	17,107	0	0	934	187	0	0	18,227	82,635
4	PD-025	INVESTIGATOR II	JOSELITO S. MARQUEZ	ML-4-14	69,110	0	500	09/23/21	0	69,610	18,488	0	0	1,009	187	0	0	19,685	89,294
5	PD-050	INVESTIGATOR II	SEA A. CRUZ	ML-4-13	66,773	0	500	03/01/21	0	67,273	17,868	495	0	975	187	3,838	228	23,591	90,864
		INVESTIGATOR I	NEW (8TH JUDGE)	KL-4(7)	$48,325					48,325	12,835	495	0	701	187	$6,338	$372	20,928	69,253
			Grand Total:		$392,439	$0	$2,000		$2,161	$396,600	$105,337	$1,980	$0	$5,751	$1,122	$18,581	$600	$133,371	$529,971

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

1/ FY 2019 GovGuam contribution rate of 26.56% for the Government of Guam Retirement is subject to change.

2/ FY 2019 GovGuam contribution rate of $19.01 (bi-weekly) for DDI is subject to change.

3/ FY 2019 GovGuam contribution rate of $187 (per annum) for Life Insurance is subject to change.

	Input by Department										
				Special Pay Categories							
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
					1/	2/	3/	4/	5/	6/	
No.	Position Number	Position Title	Name of Incumbent	Holiday Pay	Night Differential Pay 110%	Hazard 10%	Hazard 8%	Nurse Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%	(D+E+F+G+H+I+J) Subtotal
1	PD-009	CHIEF INVESTIGATOR	ROBBIE T. CALL	$0	$0	$0	$0	$0	$0	$0	$0
2	PD-011	INVESTIGATOR III	RICARDO S. TAIMANAO	0	500	0	0	0	0	0	500
3	PD-014	INVESTIGATOR II	RANDOLPH F. RIVERA	0	500	0	0	0	0	0	500
4	PD-025	INVESTIGATOR II	JOSELITO S. MARQUEZ	0	500	0	0	0	0	0	500
5	PD-050	INVESTIGATOR II	SEA A. CRUZ	0	500	0	0	0	0	0	500
			Grand Total:	$0	$2,000	$0	$0	$0	$0	$0	$2,000

1/ 110% of reg. rate, applicable from 6pm- 6am

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 GFD ambulatory service personnel. 15% of reg. rate of pay

FUNCTIONAL AREA: PUBLIC SAFETY

DEPARTMENT/AGENCY: PUBLIC DEFENDER SERVICE CORPORATION

PROGRAM: LEGAL SECRETARIAL SERVICES

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)
								Increment			Benefits								
No.	Position Number	Position Title	Name of Incumbent	Grade / Step	Salary	Overtime	Special*	Date	Amt	(E+F+G+I) Subtotal	Retirement (J *26.56%)	Retire (DDI) ($19.01*26PP)	Social Security (6.2% * J)	Medicare (1.45% * J)	Life 1/	Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL
1	PD-015	LEGAL SECRETARY SUPVR.	VANESSA L. DIAZ	L-8	$47,846	$0	$0	06/21/20	$467	$48,313	$12,832	$0	$0	$701	$187	$4,567	$268	$18,554	$66,868
2	PD-018	LEGAL SECRETARY I	LINA P. TAITINGFONG	H-4	29,650	0	0	07/11/20	216	29,866	7,932	495	0	433	187	3,838	228	13,114	42,980
3	PD-019	LEGAL SECRETARY II	FELICIA M.T. CRUZ	I-8	36,878	0	0	04/17/21	540	37,418	9,938	495	0	543	187	1,245	203	12,611	50,029
4	PD-021	LEGAL SECRETARY III	STACEY ANN F. CRUZ	J-10	42,661	0	0	12/07/21	0	42,661	11,331	495	0	619	187	0	0	12,631	55,292
5	PD-028	LEGAL SECRETARY III	NORMA D. AGUON	J-11	44,015	0	0	07/26/21	0	44,015	11,690	495	0	0	187	1,245	203	13,820	57,835
6	PD-032	LEGAL SECRETARY I	IN RECRUITMENT	H-1	26,520	0	0		2,692	29,212	7,759	495	0	0	187	6,339	372	15,152	44,363
7	PD-038	LEGAL SECRETARY II	VERA LYNN G. CRUZ	I-3	30,803	0	0	11/13/19	1,032	31,835	8,455	495	0	462	187	6,339	372	16,310	48,145
8	PD-035	LEGAL SECRETARY III	ALANA M. DIAZ	J-5	36,061	0	0	08/08/20	210	36,271	9,634	495	0	526	187	0	0	10,842	47,113
9	PD-036	LEGAL SECRETARY II	RAMONA A. GUERRERO	I-5	33,182	0	0	5/31/20	532	33,714	8,954	495	0	489	187	6,339	372	16,836	50,550
10	PD-046	LEGAL SECRETARY III	CHARMAINE T. SAN NICOLAS	J-11	44,015	0	0	12/28/19	1,020	45,035	11,961	495	0	653	187	3,838	228	17,362	62,398
11	PD-052	LEGAL SECRETARY I	MURIANNE J.S. PATIS	H-2	27,525	0	0	10/03/19	441	27,966	7,428	495	0	406	187	6,339	372	15,226	43,193
12	PD-058	LEGAL SECRETARY III	JUDY S. AYUYU	J-5	36,061	0	0	05/01/20	578	36,639	9,731	495	0	531	187	0	0	10,945	47,583
13	PD-059	LEGAL SECRETARY II	RACHEL N. MESUBED	I-7	35,744	0	0	12/13/20	0	35,744	9,494	495	0	518	187	6,339	372	17,405	53,149
14	PD-060	LEGAL SECRETARY II	NADINE T. GOGUE	I-9	38,048	0	0	10/11/20	0	38,048	10,106	495	0	552	187	3,838	228	15,405	53,453
15		CLERK I	KINIE CHEIPOT (LTA)	C-1	17,769	0	0		0	17,769	4,719	495	0	258	187	0	0	5,659	23,428
		LEGAL SECRETARY I	NEW (8TH JUDGE)	H-1	26,520					26,520	7,044	495		385	187	6,339	372	14,821	41,341
1																			
			Grand Total:		$535,529	$0	$0		$7,728	$543,257	$144,289	$6,930	$0	$6,815	$2,805	$56,605	$3,590	$221,035	$764,292

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

1/ FY 2019 GovGuam contribution rate of 26.56% for the Government of Guam Retirement is subject to change.

2/ FY 2019 GovGuam contribution rate of $19.01 (bi-weekly) for DDI is subject to change.

3/ FY 2019 GovGuam contribution rate of $187 (per annum) for Life Insurance is subject to change.

	Input by Department										
	(A)	(B)	(C)	Special Pay Categories (D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
					1/	2/	3/	4/	5/	6/	
No.	Position Number	Position Title	Name of Incumbent	Holiday Pay	Night Differential Pay 110%	Hazard 10%	Hazard 8%	Nurse Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%	(D+E+F+G+H+I+J) Subtotal
1	PD-015	LEGAL SECRETARY SUPVR.	VANESSA L. DIAZ	$0	$0	$0	$0	$0	$0	$0	$0
2	PD-018	LEGAL SECRETARY I	LINA P. TAITINGFONG	0	0	0	0	0	0	0	0
3	PD-019	LEGAL SECRETARY II	FELICIA M.T. CRUZ	0	0	0	0	0	0	0	0
4	PD-021	LEGAL SECRETARY III	STACEY ANN F. CRUZ	0	0	0	0	0	0	0	0
5	PD-028	LEGAL SECRETARY III	NORMA D. AGUON	0	0	0	0	0	0	0	0
6	PD-038	LEGAL SECRETARY I	VERA LYNN G. CRUZ	0	0	0	0	0	0	0	0
7	PD-035	LEGAL SECRETARY III	ALANA M. DIAZ	0	0	0	0	0	0	0	0
8	PD-036	LEGAL SECRETARY I	RAMONA A. GUERRERO	0	0	0	0	0	0	0	0
9	PD-046	LEGAL SECRETARY III	CHARMAINE T. SAN NICOLAS	0	0	0	0	0	0	0	0
10	PD-052	LEGAL SECRETARY I	MURIANNE J.S. PATIS	0	0	0	0	0	0	0	0
11	PD-058	LEGAL SECRETARY III	JUDY S. AYUYU	0	0	0	0	0	0	0	0
12	PD-059	LEGAL SECRETARY II	RACHEL N. MESUBED	0	0	0	0	0	0	0	0
13	PD-060	LEGAL SECRETARY II	NADINE T. GOGUE	0	0	0	0	0	0	0	0
14		CLERK I	KINIE CHEIPOT (LTA)	0	0	0	0	0	0	0	0
			Grand Total:	$0	$0	$0	$0	$0	$0	$0	$0

1/ 110% of reg. rate, applicable from 6pm- 6am

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 GFD ambulatory service personnel. 15% of reg. rate of pay

FUNCTIONAL AREA: PUBLIC SAFETY

DEPARTMENT/AGENCY: PUBLIC DEFENDER SERVICE CORPORATION

PROGRAM: RECORDS, PROPERTY CONTROL

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)
								Increment			Benefits								
No.	Position Number	Position Title	Name of Incumbent	Grade / Step	Salary	Overtime	Special*	Date	Amt.	(E+F+G+I) Subtotal	Retirement (J *26.56%)	Retire (DDI) ($19.01*26PP)	Social Security (6.2% * J)	Medicare 1.45% * J	Life 1/	Medical Premium	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL
1	PD-016	RECORDS/PROPERTY TECH	JOEY A. GOGUE	J-14	$48,338	$0	$0	11/07/20	$0	$48,338	$12,839	$0	$0	$701	$187	$2,771	$372	$16,869	$65,207
2	PD-062	CLERK I	FRANCIS J. PEREZ	C-4	19,866	0	0	5/30/2020	261	$20,127	5,346	495	0	292	187	1,245	203	7,767	27,894
3																			
			Grand Total:		$68,204	$0	$0		$261	$68,465	$18,184	$495	$0	$993	$374	$4,016	$575	$24,637	$93,102

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

1/ FY 2019 GovGuam contribution rate of 26.56% for the Government of Guam Retirement is subject to change.

2/ FY 2019 GovGuam contribution rate of $19.01 (bi-weekly) for DDI is subject to change.

3/ FY 2019 GovGuam contribution rate of $187 (per annum) for Life Insurance is subject to change.

	Input by Department										
				Special Pay Categories							
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
					1/	2/	3/	4/	5/	6/	
No.	Position Number	Position Title	Name of Incumbent	Holiday Pay	Night Differential Pay 110%	Hazard 10%	Hazard 8%	Nurse Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%	(D+E+F+G+H+I+J) Subtotal
1	PD-016	RECORDS/PROPERTY TECH	JOEY A. GOGUE	$0	$0	$0	$0	$0	$0	$0	$0
2	PD-062	CLERK I	FRANCIS J. PEREZ	0	0	0	0	0	0	0	0
			Grand Total:	$0	$0	$0	$0	$0	$0	$0	$0

1/ 110% of reg. rate, applicable from 6pm- 6am

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 GFD ambulatory service personnel. 15% of reg. rate of pay

FUNCTIONAL AREA: **PUBLIC SAFETY**

DEPARTMENT/AGENCY: **PUBLIC DEFENDER SERVICE CORPORATION**

PROGRAM: **PROCESS**

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)
								Increment			Benefits								
No.	Position Number	Position Title	Name of Incumbent	Grade / Step	Salary	Overtime	Special*	Date	Amt.	(E+F+G+I) Subtotal	Retirement (J *26.56%)	Retire (DDI) ($19.01*26PP)	Social Security (6.2% * J)	Medicare (1.45% * J)	Life 1/	Medical Premium	Dental Premium	Total Benefits (K thru Q)	(J + R) TOTAL
1	PD-024	PROCESS OFFICER SUPVR	REYNALDO G. SERAFICO	J-11	$44,015	$0	$0	11/01/20	$0	$44,015	$11,690	$0	$0	$638	$187	$6,339	$372	$19,227	$63,242
2	PD-022	PROCESS OFFICER I	JOAQUIN M. DELOS SANTOS	I-9	38,048	0	0	10/27/20	0	38,048	10,106	495	0	552	187	0	0	11,339	49,387
3																			
			Grand Total:		$82,063	$0	$0		$0	$82,063	$21,796	$495	$0	$1,190	$374	$6,339	$372	$30,566	$112,629

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

1/ FY 2019 GovGuam contribution rate of 26.56% for the Government of Guam Retirement is subject to change.

2/ FY 2019 GovGuam contribution rate of $19.01 (bi-weekly) for DDI is subject to change.

3/ FY 2019 GovGuam contribution rate of $187 (per annum) for Life Insurance is subject to change.

	Input by Department										
				Special Pay Categories							
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
					1/	2/	3/	4/	5/	6/	
No.	Position Number	Position Title	Name of Incumbent	Holiday Pay	Night Differential Pay 110%	Hazard 10%	Hazard 8%	Nurse Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%	(D+E+F+G+H+I+J) Subtotal
1	PD-024	PROCESS OFFICER SUPVR	REYNALDO G. SERAFICO	$0	$0	$0	$0	$0	$0	$0	$0
2	PD-022	PROCESS OFFICER I	JOAQUIN M. DELOS SANTOS	0	0	0	0	0	0	0	0
			Grand Total:	$0	$0	$0	$0	$0	$0	$0	$0

1/ 110% of reg. rate, applicable from 6pm- 6am

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 GFD ambulatory service personnel. 15% of reg. rate of pay

FUNCTIONAL AREA: PUBLIC SAFETY

DEPARTMENT/AGENC PUBLIC DEFENDER SERVICE CORPORATION

PROGRAM: LEGAL CLERICAL SERVICES

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)
								Increment			Benefits								
No.	Position Number	Position Title	Name of Incumbent	Grade/ Step	Salary	Overtime	Special*	Date	Amt.	(E+F+G+I) Subtotal	Retirement (J *26.56%)	Retire (DDI) ($19.01*26PP)	Social Security (6.2% * J)	Medicare (1.45% * J	Life 1/	Medical Premium)	Dental Premium	Total Benefits (K thru Q)	(J + R) TOTAL
1	PD-017	LEGAL CLERK SUPERVISOR	MICHAEL E. GOGUE	L-9	$49,364	$0	$0	5/24/20	$542	$49,906	$13,255	$0	$0	$724	$187	$0	$0	$14,166	$64,072
2	PD-008	OFFICE AIDE	IN RECRUITMENT	F-1	23,171	0	0		0	$23,171	6,154	495	0	336	187	6,339	372	13,883	37,054
3	PD-020	LEGAL CLERK I	ROBERT F. LINDSEY	F-3	24,960	0	0	9/4/20	73	$25,033	6,649	495	0	363	187	4,567	268	12,529	37,561
4	PD-039	LEGAL CLERK III	ALYSSA RC BROOKS-QUENGA	I-3	30,803	0	0	10/2/19	0	$30,803	8,181	495	0	447	187	2,771	372	12,453	43,256
5	PD-040	LEGAL CLERK II	IN RECRUITMENT	I-2	29,679	0	0		0	$29,679	7,883	495	0	430	187	6,339	372	15,706	45,385
		CLERK I (LTA)	PATSIHPA BONAPART	C-1	17,769					$17,769	4,719	495	0	258	187	1,986	268	7,913	25,682
			Grand Total:	—	$157,977	$0	$0	—	$615	$158,592	$42,122	$1,980	$0	$2,300	$935	$20,016	$1,384	$68,737	$227,329

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

1/ FY 2019 GovGuam contribution rate of 26.56% for the Government of Guam Retirement is subject to change.

2/ FY 2019 GovGuam contribution rate of $19.01 (bi-weekly) for DDI is subject to change.

3/ FY 2019 GovGuam contribution rate of $187 (per annum) for Life Insurance is subject to change.

	Input by Department										
				Special Pay Categories							
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
					1/	2/	3/	4/	5/	6/	
No.	Position Number	Position Title	Name of Incumbent	Holiday Pay	Night Differential Pay 110%	Hazard 10%	Hazard 8%	Nurse Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%	(D+E+F+G+H+I+J) Subtotal
1	PD-017	LEGAL CLERK SUPERVISOR	MICHAEL E. GOGUE	$0	$0	$0	$0	$0	$0	$0	$0
2	PD-008	OFFICE AIDE	IN RECRUITMENT	0	0	0	0	0	0	0	0
3	PD-020	LEGAL CLERK I	ROBERT F. LINDSEY	0	0	0	0	0	0	0	0
4	PD-039	LEGAL CLERK III	ALYSSA RC BROOKS-QUENGA	0	0	0	0	0	0	0	0
5	PD-040	LEGAL CLERK II	IN RECRUITMENT	0	0	0	0	0	0	0	0
		CLERK I (LTA)	PATSIHPA BONAPART	0	0	0	0	0	0	0	0
			Grand Total:	$0	$0	$0	$0	$0	$0	$0	$0

1/ 110% of reg. rate, applicable from 6pm- 6am

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 GFD ambulatory service personnel. 15% of reg. rate of pay

FUNCTIONAL AREA: PUBLIC SAFETY

DEPARTMENT/AGENCY: PUBLIC DEFENDER SERVICE CORPORATION

PROGRAM: FISCAL

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)
								Increment			Benefits								
No.	Position Number	Position Title	Name of Incumbent	Grade/ Step	Salary	Overtime	Special*	Date	Amt.	(E+F+G+I) Subtotal	Retirement (J *26.56%)	Retire (DDI) ($19.01*26PP)	Social Security (6.2% * J)	Medicare (1.45% * J	Life 1/	Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL
1	PD-012	CHIEF FISCAL OFFICER	MICHAEL S. MORENO	P-4	$62,037	$0	$0	5/25/2020	$814	$62,851	$16,693	$495	$0	$911	$187	$4,567	$268	$23,122	$85,972
2	PD-061	ACCOUNTING TECH III	JOYCE M. TRECEPONA	J-6	37,427			3/26/2020	709	38,136	10,129	495	0	553	187	2,771	0	14,135	52,271
			Grand Total:		$99,464	$0	$0		$1,523	$100,987	$26,822	$990	$0	$1,464	$374	$7,338	$268	$37,256	$138,243

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

1/ FY 2019 GovGuam contribution rate of 26.56% for the Government of Guam Retirement is subject to change.

2/ FY 2019 GovGuam contribution rate of $19.01 (bi-weekly) for DDI is subject to change.

3/ FY 2019 GovGuam contribution rate of $187 (per annum) for Life Insurance is subject to change.

	Input by Department										
				Special Pay Categories							
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
					1/	2/	3/	4/	5/	6/	
No.	Position Number	Position Title	Name of Incumbent	Holiday Pay	Night Differential Pay 110%	Hazard 10%	Hazard 8%	Nurse Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%	(D+E+F+G+H +I+J) Subtotal
1	PD-012	CHIEF FISCAL OFFICER	MICHAEL S. MORENO	$0	$0	$0	$0	$0	$0	$0	$0
2	PD-061	ACCOUNTING TECH III	JOYCE M. TRECEPONA	0	0	0	0	0	0	0	0
			Grand Total:	$0	$0	$0	$0	$0	$0	$0	$0

1/ 110% of reg. rate, applicable from 6pm- 6am

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 GFD ambulatory service personnel. 15% of reg. rate of pay

FUNCTIONAL AREA: **PUBLIC SAFETY**

DEPARTMENT/AGENCY: **PUBLIC DEFENDER SERVICE CORPORATION**

PROGRAM: **PERSONNEL**

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)
								Increment			Benefits								
No.	Position Number	Position Title	Name of Incumbent	Grade / Step	Salary	Overtime	Special*	Date	Amt.	(E+F+G+I) Subtotal	Retirement (J *26.56%)	Retire (DDI) ($19.01*26PP)	Social Security (6.2% * J)	Medicare (1.45% * J)	Life 1/	Medical Premium	Dental Premium	Total Benefits (K thru Q)	(J + R) TOTAL
1	PD-041	PERSONNEL SPRECIALIST IV	BERNADETTE L.P. LIZAMA	O-7	$62,371	$0	$0	1/15/20	1,370	$63,741	$16,930	$495	$0	$924	$187	$0	$0	$18,536	$82,277
2																			
			Grand Total:		$62,371	$0	$0		$1,370	$63,741	$16,930	$495	$0	$924	$187	$0	$0	$18,536	$82,277

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

1/ FY 2019 GovGuam contribution rate of 26.56% for the Government of Guam Retirement is subject to change.

2/ FY 2019 GovGuam contribution rate of $19.01 (bi-weekly) for DDI is subject to change.

3/ FY 2019 GovGuam contribution rate of $187 (per annum) for Life Insurance is subject to change.

	Input by Department										
					Special Pay Categories						
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
					1/	2/	3/	4/	5/	6/	
No.	Position Number	Position Title	Name of Incumbent	Holiday Pay	Night Differential 1 Pay 110%	Hazard 10%	Hazard 8%	Nurse Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%	(D+E+F+G+H +I+J) Subtotal
1	PD-041	PERSONNEL SPRECIALIST IV	BERNADETTE L.P. LIZAMA	$0	$0	$0	$0	$0	$0	$0	$0
2											
3											
			Grand Total:	$0	$0	$0	$0	$0	$0	$0	$0

1/ 110% of reg. rate, applicable from 6pm- 6am

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 GFD ambulatory service personnel. 15% of reg. rate of pay

FUNCTIONAL AREA: PUBLIC SAFETY

DEPARTMENT/AGENCY: PUBLIC DEFENDER SERVICE CORPORATION

PROGRAM: MANAGEMENT INFORMATION SYSTEMS SERVICES

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)
								Increment			Benefits								
No.	Position Number	Position Title	Name of Incumbent	Grade / Step	Salary	Overtime	Special*	Date	Amt.	(E+F+G+I) Subtotal	Retirement (J *26.56%)	Retire (DDI) ($19.01*26PP)	Social Security (6.2% * J)	Medicare (1.45% * J)	Life 1/	Medical Premium	Dental Premium	Total Benefits (K thru Q)	(J + R) TOTAL
1	PD-026	MANAGEMENT INFORMATION SYSTEMS ADMINISTRATOR	JULITO B. TINGSON, JR.	P-8	$71,561	$0	$0	5/23/2020	$786	$72,347	$19,215	$495	$0	1,049	$187	$6,339	$372	$27,657	$100,004
2	PD-049	SPECIAL PROJECTS COORDINATOR	KENNETH A. LIM	N-3	48,490	0	0	8/2/2020	283	48,773	12,954	495	0	707	187	1,245	203	15,791	64,564
			Grand Total:		$120,051	$0	$0		$1,069	$121,120	$32,169	$990	$0	$1,756	$374	$7,584	$575	$43,449	$164,568

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

1/ FY 2019 GovGuam contribution rate of 26.56% for the Government of Guam Retirement is subject to change.

2/ FY 2019 GovGuam contribution rate of $19.01 (bi-weekly) for DDI is subject to change.

3/ FY 2019 GovGuam contribution rate of $187 (per annum) for Life Insurance is subject to change.

	Input by Department										
	(A)	(B)	(C)	Special Pay Categories (D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
					1/	2/	3/	4/	5/	6/	
No.	Position Number	Position Title	Name of Incumbent	Holiday Pay	Night Differential Pay 110%	Hazard 10%	Hazard 8%	Nurse Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%	(D+E+F+G+H+I+J) Subtotal
1	PD-026	MANAGEMENT INFORMATION SYSTEMS ADMINISTRATOR	JULITO B. TINGSON, JR.	$0	$0	$0	$0	$0	$0	$0	$0
2	PD-049	NETWORK SPECIALIST	KENNETH A. LIM	0	0	0	0	0	0	0	0
			Grand Total:	$0	$0	$0	$0	$0	$0	$0	$0

1/ 110% of reg. rate, applicable from 6pm- 6am

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 GFD ambulatory service personnel. 15% of reg. rate of pay

FUNCTIONAL AREA: PUBLIC SAFETY

DEPARTMENT/AGENCY: PUBLIC DEFENDER SERVICE CORPORATION

PROGRAM: PARALEGAL SERVICES

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)
								Increment			Benefits								
No.	Position Number	Position Title	Name of Incumbent	Grade / Step	Salary	Overtime	Special*	Date	Amt.	(E+F+G+I) Subtotal	Retirement (J *26.56%)	Retire (DDI) ($19.01*26PP)	Social Security (6.2% * J)	Medicare (1.45% * J)	Life 1/	Medical Premium	Dental Premium	Total Benefits (K thru Q)	(J + R) TOTAL
1	PD-013	PARALEGAL II	CHRISTINE B. REYES	L-4	$41,479	$0	$0	6/13/2020	484	$41,963	$11,145	$495	$0	$608	$187	$3,838	$228	$16,502	$58,464
			Grand Total:		$41,479	$0	$0		$484	$41,963	$11,145	$495	$0	$608	$187	$3,838	$228	$16,502	$58,464

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

1/ FY 2019 GovGuam contribution rate of 26.56% for the Government of Guam Retirement is subject to change.

2/ FY 2019 GovGuam contribution rate of $19.01 (bi-weekly) for DDI is subject to change.

3/ FY 2019 GovGuam contribution rate of $187 (per annum) for Life Insurance is subject to change.

	Input by Department										
				Special Pay Categories							
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
					1/	2/	3/	4/	5/	6/	
No.	Position Number	Position Title	Name of Incumbent	Holiday Pay	Night Differential Pay 110%	Hazard 10%	Hazard 8%	Nurse Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%	(D+E+F+G+H+I+J) Subtotal
1	PD-013	PARALEGAL II	CHRISTINE B. REYES	0	0	0	0	0	0	0	0
			Grand Total:	$0	$0	$0	$0	$0	$0	$0	$0

1/ 110% of reg. rate, applicable from 6pm- 6am

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 GFD ambulatory service personnel. 15% of reg. rate of pay

Alternate Public Defender FY2020 Budget Request

ALTERNATE PUBLIC DEFENDER

Public Defender Service Corporation

GOVERNMENT OF GUAM
777 Route 4
MVP Commercial Building, Suite 109A
Sinajana, Guam 96910
Tel: (671) 475- 3234/35/36
Fax: (671) 475- 3238

Managing Attorney:
Ana Maria C. Gayle

Staff Attorneys:
John P. Morrison
James N. Spivey, Jr.
Lisa D. Lorig
Brycen J. Breazeale

March 19, 2019

Hafa Adai Cathy,

Please add the following to our board meeting packet.

- Request for new FTE position – Management Officer
- FY 2020 Proposed Budget Request

Sincerely,

Ana Maria C. Gayle
Managing Attorney
Alternate Public Defender

FOOTNOTES:

For Fiscal Year 2020, an increase of $35,222 3% is requested over the appropriation level for Fiscal Year 2019. The following are details for the additional requests:

1. **PERSONNEL SERVICES:**

$ 26,647 **REGULAR SALARIES/INCREMENTS/SPECIAL PAY:** Increase is to pay for mandated attorneys' pay adjustments, employees' salary increments, merit bonus and night differential.

$ 7,933 **BENEFITS:** Increase is needed to fund for mandated government's share of retirement contributions of 27.83% (basis: FY 2019 retirement rate). The health, dental and life insurance rates were calculated at current levels. Should the retirement, and/or insurance rates increase in FY 2020, we will be requesting a supplemental budget to cover these costs.

$34,580 **SUB-TOTAL FOR PERSONNEL COSTS (3%)**

2. **OPERATIONS:**

a. **$ 0** **TRAVEL (Off-Island/Local Mileage Reimbursement):**

b. **$642** **CONTRACTUAL SERVICES:**

- Malpractice Insurance ($4,100)
- Westlaw Services ($8,405)
- Annual Phone Maintenance ($4,847)
- Lease of Copier Machines ($3,300)
- Internet Domain Name Renewal ($1,500)
- Abacus License Software Subscription ($6,942) (increased rates)
- Network Security Services ($1,000)
- Notary Bonding ($800)
- G-Suite ($1,680)
- Vehicle Lease ($5,100)
- Vehicle Insurance ($1,100)
- Contents Insurance ($975)
- Maintenance of Copier Machines ($1,800)

c.	**$ 0**	**OFFICE SPACE RENTAL**
d.	**$ 0**	**SUPPLIES AND MATERIAL**
e.	**$ 0**	**SMALL EQUIPMENT:** Please refer to Form 96A for details.
f.	**$ 0**	**MISCELLANEOUS:** Please refer to Form 96A for details
g.	**$ 0**	**DRUG TESTING:** Costs kept at FY 2018 level.
h.	**$ 0**	**UTILITIES**
	$ 642.00	**SUB-TOTAL FOR OPERATIONAL COSTS (increase 1%)**

$ 35,222 **TOTAL INCREASE FOR FY 2020 OVER FY 2019 AUTHORIZED LEVEL**

JUDICIARY
Agency: PUBLIC DEFENDER SERVICE CORPORATION
Program: ALTERNATE PUBLIC DEFENDER - COMBINED BUDGET DIGEST

		A	B	C	D	B-D E	E/B F
Budget Account Code	Appropriation Classification	FY 2018 Expenditures & Encumbrances	FY 2019 Appropriated Level	FY 2019 Actual Level	FY 2020 Proposed Budget	Increase/ (Decrease) in $$	Increase/ (Decrease) in %
	PERSONNEL SERVICES						
111	Regular Salaries/Increments/Special Pay	$759,518	$928,910	$767,447	$955,557	$26,647	3%
112	Overtime/Special Pay						
113	Benefits	266,404	324,047	272,364	331,980	7,933	2%
	TOTAL PERSONNEL SERVICES	$1,025,922	$1,252,957	$1,039,811	$1,287,537	$34,580	3%
	OPERATIONS						
220	TRAVEL - Off-Island/Local Mileage Reimburs.	-	$1,350	$1,350	$1,350	$0	0%
230	CONTRACTUAL SERVICES:	18,483	40,907	40,907	41,549	642	2%
233	OFFICE SPACE RENTAL:	66,096	66,096	66,096	66,096	0	0%
240	SUPPLIES & MATERIALS:	-	6,380	6,380	6,380	0	0%
250	EQUIPMENT: <$5000.00	-	2,000	2,000	2,000	0	0%
271	DRUG TESTING	-	1,000	1,000	1,000	-	0%
290	MISCELLANEOUS:	-	9,650	9,650	9,650	0	0%
	TOTAL OPERATIONS	$ 84,579	$127,383	$127,383	$128,025	$642	1%
	UTILITIES						
	Power	$0	$0	$0	$0	$0	0%
	Water/ Sewer	0	0	0	0	0	0%
363	Telephone Services		1,200	1,200	1,200	0	0%
	TOTAL UTILITIES	$0	$1,200	$1,200	$1,200	$0	0%
	INDIRECT COST	$0	$0	$0	$0	$0	0%
450	CAPITAL OUTLAY >$5000.01	$0	$0	$0	$0	$0	0%
	TOTAL APPROPRIATIONS	$1,110,501	$1,381,540	$1,168,394	$1,416,762	$35,222	3%

1/ Specify Fund Source

FULL TIME EQUIVALENCIES (FTEs)						
UNCLASSIFIED	0	0	0	0	0	
CLASSIFIED	12	12	12	15	0	
TOTAL FTEs	12	12	12	15	0	

Note 1: FY 2019 Appropriated Level refers to FY2019 Budget Law.
Note 2: Actual Level refers to the amount that the Judiciary actually transferred to APD after the Judiciary's allotments were cut ten percent (10%) by the Department of Administration.

JUDICIARY
Agency: PUBLIC DEFENDER SERVICE CORPORATION
Program: ALTERNATE PUBLIC DEFENDER - COMBINED BUDGET DIGEST

Budget Account Code	Appropriation Classification	A FY 2018 Expenditures & Encumbrances	B FY 2019 Appropriated Level	C FY 2019 Actual Level	D FY 2020 Proposed Budget
	PERSONNEL SERVICES				
111	Regular Salaries/Increments/Special Pay	$759,518	$928,910	$767,447	$955,557
112	Overtime/Special Pay	0		0	0
113	Benefits	266,404	324,047	272,364	$331,980
	TOTAL PERSONNEL SERVICES	$1,025,922	$1,252,957	$1,039,811	$1,287,537
	OPERATIONS				
220	TRAVEL - Off-Island/Local Mileage Reimburs.	$0	1,350	$1,350	$1,350
230	CONTRACTUAL SERVICES:	18,483	40,907	40,907	41,549
233	OFFICE SPACE RENTAL:	66,096	66,096	66,096	66,096
240	SUPPLIES & MATERIALS:	0	6,380	6,380	6,380
250	EQUIPMENT: <$5000.00	0	2,000	2,000	2,000
271	DRUG TESTING	0	1,000	1,000	1,000
290	MISCELLANEOUS:	-	9,650	9,650	9,650
	TOTAL OPERATIONS	$84,579	$ 127,383	$127,383	$128,025
	UTILITIES				
	Power	$0	$0	$0	0
	Water/ Sewer	0	0	0	0
363	Telephone (Shortel/Long Distance Calling)	0	1,200	1,200	1,200
	TOTAL UTILITIES	$0	$1,200	$1,200	$1,200
	INDIRECT COST	$0	$0	$0	$0
450	**CAPITAL OUTLAY >$5000.01**	$0	$0	$0	$0
	TOTAL APPROPRIATIONS	$1,110,501	$1,381,540	$1,168,394	$1,416,762
	FULL TIME EQUIVALENCIES (FTEs)				
	UNCLASSIFIED	0	0	0	0
	CLASSIFIED	12	12	12	15
	TOTAL FTEs	12	12	12	15

1/ Specify Fund Source

Note 1: FY 2019 Appropriated Level refers to FY2019 Budget Law.
Note 2: Actual Level refers to the amount that the Judiciary actually transferred to APD after the Judiciary's allotments were cut ten percent (10%) by the Department of Administration.

Government of Guam
Fiscal Year 2020
Program Budget Digest

JUDICIARY
Agency: PUBLIC DEFENDER SERVICE CORPORATION
Program: ALTERNATE PUBLIC DEFENDER - ATTORNEYS

Budget Account Code	Appropriation Classification	A FY 2018 Expenditures & Encumbrances	B FY 2019 Actual Level	C FY 2020 Proposed Budget
	PERSONNEL SERVICES			
111	Regular Salaries/Increments/Special Pay	$527,612	$434,318	$536,863
111	Regular Salaries/Increments/Special Pay-Merit Bonus	0	0	$15,208
112	Overtime/Special Pay	0	0	0
113	Benefits	182,753	146,759	182,075
	TOTAL PERSONNEL SERVICES	$710,365	$581,077	$734,147
	OPERATIONS			
220	TRAVEL - Off-Island/Local Mileage Reimburs.	$0	$0	$0
230	CONTRACTUAL SERVICES:	0	0	36,439
233	OFFICE SPACE RENTAL:	0	0	66,096
240	SUPPLIES & MATERIALS:	0	0	1,595
250	EQUIPMENT: <$5000.00	0	0	2,000
271	DRUG TESTING	0	0	1,000
290	MISCELLANEOUS:	0	0	9,500
	TOTAL OPERATIONS	$0	$0	$116,630
	UTILITIES			
	Power	$0	$0	$0
	Water/ Sewer	0	0	0
363	Telephone Services	0	0	686
	TOTAL UTILITIES	$0	$0	$686
	INDIRECT COST	$0	$0	$0
450	**CAPITAL OUTLAY >$5000.01**	$0	$0	$0
	TOTAL APPROPRIATIONS	$710,365	$581,077	$851,463

1/ Specify Fund Source

FULL TIME EQUIVALENCIES (FTEs)			
UNCLASSIFIED	0	0	0
CLASSIFIED	6	5	6
TOTAL FTEs	6	5	6

Note 1 - Contractual: The request for funds under this category is to pay for Malpractice Insurance ($4,100), lease of copy machine ($3,300), West Law Services ($8,405), maintenance agreement for PDS phone maintenance and Docomo internet services ($4,847), and renewal for Internet Domain ($1,500), Abacus tech support ($3,204), to pay for off-site back up ($428). The additional request is to pay for email G-Suite ($1,680), and. Vehicle Lease ($5,100), Insurance ($1,100) Maintenance Copy Machine ($1,800), Contents Insurance ($975).
Note 2 - Equipment: The request for funds is to pay for replacement computers for 1 attorney ($2,000)..
Note 3 - Miscellaneous: The request for funds is to pay for Guam Bar Dues ($2,100) , the registration fees for attorneys/staffs' on-island training/conference ($5,500), annual NACDL dues ($200), legal subscriptions/training materials ($500), and publication for job/RFP/Bid announcements($1,200).

Government of Guam [BD-1]
Fiscal Year 2020
Program Budget Digest

JUDICIARY
Agency: PUBLIC DEFENDER SERVICE CORPORATION
Program: ALTERNATE PUBLIC DEFENDER - INVESTIGATIVE SERVICES

Budget Account Code	Appropriation Classification	A FY 2018 Expenditures & Encumbrances	B FY 2019 Actual Level	C FY 2020 Proposed Budget
	PERSONNEL SERVICES			
111	Regular Salaries/Increments/Special Pay	$135,996	$126,227	$137,160
111	Regular Salaries/Increments/Special Pay-Merit Bonus	0	0	$4,418
112	Overtime/Special Pay	0	0	
113	Benefits	43,756	40,937	44,895
	TOTAL PERSONNEL SERVICES	$179,752	$167,164	$186,473
	OPERATIONS			
220	TRAVEL - Off-Island/Local Mileage Reimburs.	$0	$0	$1,350
230	CONTRACTUAL SERVICES:	0	0	1,610
233	OFFICE SPACE RENTAL:	0	0	0
240	SUPPLIES & MATERIALS:	0	0	1,595
250	EQUIPMENT: <$5000.00	0	0	0
271	DRUG TESTING	0	0	0
290	MISCELLANEOUS:	0	0	100
	TOTAL OPERATIONS	$0	$0	$4,655
	UTILITIES			
	Power	$0	$0	$0
	Water/ Sewer	0	0	0
363	Telephone Services	0	0	129
	TOTAL UTILITIES	$0	$0	$129
	INDIRECT COST	$0	$0	$0
450	**CAPITAL OUTLAY >$5000.01**	$0	$0	$0
	TOTAL APPROPRIATIONS	$179,752	$167,164	$191,257

1/ Specify Fund Source

FULL TIME EQUIVALENCIES (FTEs)			
UNCLASSIFIED	0	0	0
CLASSIFIED	2	2	2
TOTAL FTEs	2	2	2

Note 1- Contractual: The request for funds is to pay for Abacus Tech Support ($1,068), Server essentials ($142), and Notary bonding ($400).
Note 3 - Miscellaneous: The request for funds is to pay for and 2 process servers ($100).

Government of Guam
Fiscal Year 2020
Program Budget Digest

[BD-1]

JUDICIARY
Agency: PUBLIC DEFENDER SERVICE CORPORATION
Program: ALTERNATE PUBLIC DEFENDER - LEGAL SECRETARIAL SERVICES

Budget Account Code	Appropriation Classification	A FY 2018 Expenditures & Encumbrances	B FY 2019 Actual Level	C FY 2020 Proposed Budget
	PERSONNEL SERVICES			
111	Regular Salaries/Increments/Special Pay	$83,542	$106,887	$110,564
111	Regular Salaries/Increments/Special Pay-Merit Bonus	0	0	$2,846
112	Overtime/Special Pay	0	0	0
113	Benefits	32,255	49,595	48,091
	TOTAL PERSONNEL SERVICES	$115,797	$156,482	$161,501
	OPERATIONS			
220	TRAVEL - Off-Island/Local Mileage Reimburs.	$0	$0	$0
230	CONTRACTUAL SERVICES:	0	0	2,216
233	OFFICE SPACE RENTAL:	0	0	0
240	SUPPLIES & MATERIALS:	0	0	1,595
250	EQUIPMENT: <$5000.00	0	0	0
271	DRUG TESTING	0	0	0
290	MISCELLANEOUS:	0	0	0
	TOTAL OPERATIONS	$0	$0	$3,811
	UTILITIES			
	Power	$0	$0	$0
	Water/ Sewer	0	0	0
363	Telephone Services	0	0	193
	TOTAL UTILITIES	$0	$0	$193
	INDIRECT COST	$0	$0	$0
450	**CAPITAL OUTLAY >$5000.01**	$0	$0	$0
	TOTAL APPROPRIATIONS	$115,797	$156,482	$165,505

1/ Specify Fund Source

FULL TIME EQUIVALENCIES (FTEs)			
UNCLASSIFIED	0	0	0
CLASSIFIED	3	2	3
TOTAL FTEs	3	2	3

Note 1- Contractual: The request for funds is to pay for Abacus Tech Support ($1,602), Server essentials ($214), and Notary bonding ($400).

Government of Guam [BD-1]
Fiscal Year 2020
Program Budget Digest

JUDICIARY
Agency: PUBLIC DEFENDER SERVICE CORPORATION
Program: ALTERNATE PUBLIC DEFENDER - LEGAL CLERICAL SERVICES

Budget Account Code	Appropriation Classification	A FY 2018 Expenditures & Encumbrances	B FY 2019 Actual Level	C FY 2020 Proposed Budget
	PERSONNEL SERVICES			
111	Regular Salaries/Increments/Special Pay	$62,240	$63,954	$66,747
111	Regular Salaries/Increments/Special Pay-Merit Bonus	$0	$0	$2,142
112	Overtime	0	0	0
113	Benefits	20,775	21,270	27,187
	TOTAL PERSONNEL SERVICES	$83,015	$85,224	$96,076
	OPERATIONS			
220	TRAVEL - Off-Island/Local Mileage Reimburs.	$0	$0	$0
230	CONTRACTUAL SERVICES:	0	0	1,210
233	OFFICE SPACE RENTAL:	0	0	0
240	SUPPLIES & MATERIALS:	0	0	1,595
250	EQUIPMENT: <$5000.00	0	0	0
271	DRUG TESTING	0	0	0
290	MISCELLANEOUS:	0	0	50
	TOTAL OPERATIONS	$0	$0	$2,855
	UTILITIES			
	Power	$0	$0	$0
	Water/ Sewer	0	0	0
363	Telephone Services	0	0	129
	TOTAL UTILITIES	$0	$0	$129
	INDIRECT COST	$0	$0	$0
450	**CAPITAL OUTLAY >$5000.01**	$0	$0	$0
	TOTAL APPROPRIATIONS	$83,015	$85,224	$99,060

1/ Specify Fund Source

FULL TIME EQUIVALENCIES (FTEs)			
UNCLASSIFIED	0	0	0
CLASSIFIED	2	2	2
TOTAL FTEs	2	2	2

Note 1- Contractual:The request for funds is to pay for Abacus Tech Support ($1,068), Server essentials ($142)
Note 2 - Equipment<$5000: For replacement of computer.
Note 3- Miscellaneous: The request is to pay for process server fees $50.00

Government of Guam [BD-1]
Fiscal Year 2020
Program Budget Digest

JUDICIARY
Agency: PUBLIC DEFENDER SERVICE CORPORATION
Program: ALTERNATE PUBLIC DEFENDER - ADMINISTRATIVE

Budget Account Code	Appropriation Classification	A FY 2018 Expenditures & Encumbrances	B FY 2019 Actual Level	C FY 2020 Proposed Budget
	PERSONNEL SERVICES			
111	Regular Salaries/Increments/Special Pay	$36,061	$36,061	$78,347
111	Regular Salaries/Increments/Special Pay-Merit Bonus	$0	$0	$1,262
112	Overtime	0	0	0
113	Benefits	13,848	13,804	29,732
	TOTAL PERSONNEL SERVICES	$49,909	$49,865	$109,341
	OPERATIONS			
220	TRAVEL - Off-Island/Local Mileage Reimburs.	$0	$0	$0
230	CONTRACTUAL SERVICES:	0	0	74
233	OFFICE SPACE RENTAL:	0	0	0
240	SUPPLIES & MATERIALS:	0	0	0
250	EQUIPMENT: <$5000.00	0	0	0
271	DRUG TESTING	0	0	0
290	MISCELLANEOUS:	0	0	0
	TOTAL OPERATIONS	$0	$0	$74
	UTILITIES			
	Power	$0	$0	$0
	Water/ Sewer	0	0	0
363	Telephone Services	0	0	64
	TOTAL UTILITIES	$0	$0	$64
	INDIRECT COST	$0	$0	$0
450	**CAPITAL OUTLAY >$5000.01**	$0	$0	$0
	TOTAL APPROPRIATIONS	$49,909	$49,865	$109,479

1/ Specify Fund Source

FULL TIME EQUIVALENCIES (FTEs)			
UNCLASSIFIED	0	0	0
CLASSIFIED	1	1	2
TOTAL FTEs	1	1	2

Note 1 - Contractual: The request for funds is to pay for Server Essentials($74).

Schedule B- Contractual

Item	Quantity	Unit Price	Total Price	Funded in FY 2019? Yes	No
Malpractice Insurance	1 year		$ 4,100.00	x	
Westlaw Services (+1 attorney)	1 year		$ 8,405.00	x	
Annual Phone Maintenance	1 year		$ 4,847.00	x	
Lease of Copier Machine (Continuing Lease)	12 mons	249.00	$ 3,300.00	x	
Internet - Domain Name and Email Hosting Web Site	1 year		$ 1,500.00	x	
Abacus License / Tech Support	1 year		$ 6,942.00	x	
Notary Bond	1 year		$ 800.00	x	
Carbonite Server Essentials	1 year		$ 1,000.00	x	
G-Suite	1 year		$ 1,680.00	x	
Vehicle Lease	1 year		$ 5,100.00		x
Vehicle Insurance	1 year		$ 1,100.00		x
Contents Insurance	1 year		$ 975.00		x
Maintenance of Copier Machines	1 year		$ 1,800.00		x
Total Contractual			**$ 41,549.00**		

Schedule C - Supplies & Materials

Item	Quantity	Unit Price	Total Price	Funded in FY 2019? Yes	No
Office Supplies (batteries, binders, calling cards,			$ 6,380.00	x	
computer disks, daily appointment calendars,					
computer cdr/disks, daily appointment calendars,					
envelopes, expandable folders, fasteners, file foders,					
file labels, notary books, notary seals, clips,					
pens/pencils, post it, postage stamps, scotch tape,					
staplers, staples, two/three hole punch,					
two/three hole perforator, correction tape, xerox					
paper, yellow pads). Computer supplies (parts, ink /					
toner, cartridges) Sundries (hand sanitizer, clorox					
wipes, water)					
Total Supplies & Materials			**$ 6,380.00**		

Schedule D - Equipment<$5,000.00

Item	Quantity	Unit Price	Total Price	Funded in FY 2019? Yes	No
Replace Obsolete Workstation	1	2,000.00	$ 2,000.00	x	
Total Equipment			**$ 2,000.00**		

Schedule E - Miscellaneous

Item	Quantity	Unit Price	Total Price	Funded in FY 2019? Yes	No
Guam Bar Dues	6		$ 2,100.00	x	
Professional Dues for NACDL	1	200.00	$ 200.00	x	
Legal Subscriptions/Training Materials			$ 500.00	x	
Process Server Fees	3	50.00	$ 150.00	x	
Local Training for Attorneys and Staff			$ 5,500.00	x	
Publication of Job Announcements/Bids			$ 1,200.00	x	
Total Miscellaneous			**$ 9,650.00**		

Schedule F - Capital Outlay>$5,000.01

Item	Quantity	Unit Price	Total Price	Funded in FY 2019? Yes	No
Total Capital Outlay			**0.00**		

Government of Guam
Fiscal Year 2019
Agency Staffing Pattern
Summary
(CURRENT)

[BBMR SP-1]

FUNCTIONAL AREA:

DEPARTMENT/AGENCY: **ALTERNATE PUBLIC DEFENDER**

PROGRAM: **SUMMARY**

	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)
								Increment			Benefits								
No.	Position Number	Position Title	Name of Incumbent	Grade/ Step	Salary	Overtime	Special*	Date	Amt.	(E+F+G+I) Subtotal	Retirement (J *27.83%)	Retire (DDI) ($19.02*26PP)	SS (6.2%*J)	Medicare (1.45%*J)	Life 1/	Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL
1	—	ATTORNEYS	—	—	$ 434,318	$ -		-	$ -	$ 434,318	$ 120,871	$ 2,970	$ -	$ 6,298	$ 1,122	$ 14,380	$ 1,118	$ 146,759	$ 581,077
2	—	INVESTIGATIVE SERVICES	—	—	126,227		-	-	-	126,227	34,599	990	$ -	1,830	374	2,916	228	40,937	167,164
3	—	LEGAL SECRETARIAL	—	—	106,887	-	-	-	-	106,887	29,298	1,980	$ -	1,550	748	15,081	938	49,595	156,482
4	—	LEGAL CLERICAL	—	—	63,954	-	-	-	-	63,954	17,530	990	$ -	927	374	1,245	203	21,270	85,224
5	—	ADMINISTRATIVE ASSISTAN	—	—	36,061	-	-	-	-	36,061	9,884	495	$ -	523	187	2,511	203	13,804	49,865
			Grand Total:	—	$ 767,447	$ -	$ -	—	$ -	$ 767,447	$ 212,181	$ 7,425	$ -	$ 11,128	$ 2,805	$ 36,133	$ 2,691	$ 272,364	$ 1,039,811

* 10% of reg. rate, applicable from 6pm- 6am, ~~employee must work 4 hours consecutive after 6pm for entitlement of the pay~~

1/ FY 2019 GovGuam contribution rate of 27.83% for the Government of Guam Retirement is subject to change.

2/ FY 2019 GovGuam contribution rate of $19.01 (bi-weekly) for DDI is subject to change.

3/ FY 2019 GovGuam contribution rate of $187 (per annum) for Life Insurance is subject to change.

Government of Guam
Fiscal Year 2019
Agency Staffing Pattern
(CURRENT)

[BBMR SP-1]

FUNCTIONAL AREA:

DEPARTMENT/AGENCY: ALTERNATE PUBLIC DEFENDER

PROGRAM: ATTORNEYS

	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)
								Increment			Benefits								
No.	Position Number	Position Title	Name of Incumbent	Grade / Step	Salary	Overtime	Special*	Date	Amt.	(E+F+G+I) Subtotal	Retirement (J *27.83%)	Retire (DDI) ($19.02*26PP)	SS (6.2%*J)	Medicare (1.45%*J)	Life 1/	Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL
1	APD-100	ATTORNEY L-5 (MNG ATTY)	ANA MARIA C. GAYLE	AL5-7	$ 112,997	$ -	$ -	3/27/2019		$ 112,997	$ 31,447	$ 495	$ -	$ 1,638	$ 187	$ 3,838	$ 228	$ 37,834	$ 150,831
2	APD-102	ATTORNEY L-4	JOHN P. MORRISON	AL4-7	99,627.00	$ -	-	9/16/2019		99,627	27,726	495	-	1,445	187	4,567	268	34,688	134,315
3	APD-103	ATTORNEY L-4	JAMES N. SPIVEY, JR.	AL4-7	99,627.00	$ -	-	2/13/2020		99,627	27,726	495	-	1,445	187	1,245	203	31,301	130,928
4	APD-108	ATTORNEY L-3	LISA D. LORIG	AL3-3	71,446.00	$ -		3/6/2019		71,446	19,883	495	-	1,036	187	2,511	203	24,315	95,761
5	APD-111	ATTORNEY L-1	BRYCEN J. BREAZEALE	AL1-4	34,979.00	$ -	-	—		34,979	9,735	495	-	507	187	814	133	11,871	46,850
			Grand Total:	—	$ 434,318	$ -	$ -	—	$ -	$ 434,318	$ 120,871	$ 2,970	$ -	$ 6,298	$1,122	$ 14,380	$ 1,118	$ 146,759	$ 581,077

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

1/ FY 2019 GovGuam contribution rate of 27.83% for the Government of Guam Retirement is subject to change.

2/ FY 2019 GovGuam contribution rate of $19.01 (bi-weekly) for DDI is subject to change.

3/ FY 2019 GovGuam contribution rate of $187 (per annum) for Life Insurance is subject to change.

	Input by Department										
					Special Pay Categories						
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
					1/	2/	3/	4/	5/	6/	
No.	Position Number	Position Title	Name of Incumbent	Holiday Pay	Night Differential Pay Reg + 10%	Hazard 10%	Hazard 8%	Nurse Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%	(D+E+F+G+ H+I+J) Subtotal
1	APD-100	ATTORNEY L-5 (MNG ATTY)	ANA MARIA C. GAYLE	$0	$0	$0	$0	$0	$0	$0	$0
2	APD-102	ATTORNEY L-4	JOHN P. MORRISON	0	0	0	0	0	0	0	0
3	APD-103	ATTORNEY L-4	JAMES N. SPIVEY, JR.	0	0	0	0	0	0	0	0
4	APD-108	ATTORNEY L-3	LISA D. LORIG	0		0	0	0	0	0	
5	APD-111	ATTORNEY L-1	BRYCEN J. BREAZEALE	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 GFD ambulatory service personnel. 15% of reg. rate of pay

Government of Guam
Fiscal Year 2019
Agency Staffing Pattern
(CURRENT)

[BBMR SP-1]

FUNCTIONAL AREA:

DEPARTMENT/AGENCY: ALTERNATE PUBLIC DEFENDER

PROGRAM: INVESTIGATIVE SERVICES

	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)
								Increment			Benefits									
No.	Position Number	Position Title	Name of Incumbent	Grade / Step	Salary	Overtime	Special*	Date	Amt.	(E+F+G+I) Subtotal	Retirement (J *27.41%)	Retire (DDI) ($19.02*26PP)	SS (6.2%*J)	Medicare (1.45%*J)	Life 1/		Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL
1	APD-104	INVESTIGATOR II	NORMA L. SALAS	ML04-16	$ 74,032		$ -	3/27/2020		$ 74,032	$ 20,292	$ 495	$0	$ 1,073	$ 187		$ 1,670	$ 228	$ 23,946	$ 97,978
2	APD-109	INVESTIGATOR II	JULIE ANN G. SABLAN	ML04-06	52,195		-	2/14/2019		52,195	14,307	495	-	757	187		1,245	-	16,991	69,186
			Grand Total:	—	$ 126,227	$ -	$ -	—	$ -	$ 126,227	$ 34,599	$ 990	$ -	$ 1,830	$ 374		$ 2,916	$ 228	$ 40,937	$ 167,164

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

1/ FY 2019 GovGuam contribution rate of 27.41% for the Government of Guam Retirement is subject to change.

2/ FY 2019 GovGuam contribution rate of $19.01 (bi-weekly) for DDI is subject to change.

3/ FY 2019 GovGuam contribution rate of $187 (per annum) for Life Insurance is subject to change.

	Input by Department										
	(A)	(B)	(C)	(D)	Special Pay Categories (E)	(F)	(G)	(H)	(I)	(J)	(K)
					1/	2/	3/	4/	5/	6/	
No.	Position Number	Position Title	Name of Incumbent	Holiday Pay	Night Differential Pay Reg + 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	APD-104	INVESTIGATOR II	NORMA L. SALAS	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
2	APD-109	INVESTIGATOR I	JULIE ANN G. SABLAN	-	-	-	-	-	-	-	-
			Grand Total:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

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 GFD ambulatory service personnel. 15% of reg. rate of pay

FUNCTIONAL AREA:

DEPARTMENT/AGENCY: ALTERNATE PUBLIC DEFENDER

PROGRAM: LEGAL SECRETARIAL

FUND:

Government of Guam
Fiscal Year 2019
Agency Staffing Pattern
(CURRENT)

[BBMR SP-1]

	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)
								Increment			Benefits									
No.	Position Number	Position Title	Name of Incumbent	Grade / Step	Salary	Overtime	Special*	Date	Amt.	(E+F+G+I) Subtotal	Retirement (J *27.83%)	Retire (DDI) ($19.02*26PP)	SS (6.2%*J)	Medicare (1.45%*J)	Life 1/		Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL
1	APD-113	LEGAL SECRETARY - Supervisor (LTA)	MARIE PEREDA	L-1	$ 21,408	$ -	$ -			$ 21,408	$ 5,868	$ 495	$ -	$ 310	$ 187		$ 2,214	$ 132	$ 9,206	$ 30,614
2	APD-105	LEGAL SECRETARY III	JANET L. ROSARIO	J-9	41,349	-	-	9/20/2019		41,349	11,334	495	-	600	187		2,511	203	15,330	56,679
3	APD-106	LEGAL SECRETARY II	VACANT	I-3	30,803	-	-		-	30,803	8,443	495	-	447	187		6,517	375	16,464	47,267
			Grand Total:	—	$106,887	$0	$0	—	$0	$ 106,887	$ 29,298	$ 1,980	$ -	$ 1,550	$ 748		$ 15,081	$ 938	$ 49,595	$ 156,482

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

1/ FY 2019 GovGuam contribution rate of 27.41% for the Government of Guam Retirement is subject to change.

2/ FY 2019 GovGuam contribution rate of $19.01 (bi-weekly) for DDI is subject to change.

3/ FY 2019 GovGuam contribution rate of $187 (per annum) for Life Insurance is subject to change.

	Input by Department										
				Special Pay Categories							
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
					1/	2/	3/	4/	5/	6/	
No.	Position Number	Position Title	Name of Incumbent	Holiday Pay	Differential Pay Reg + 10%	Hazard 10%	Hazard 8%	Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%	(D+E+F+G+H+I+J) Subtotal
1	APD-113	LEGAL SECRETARY - Supervisor (LTA)	MARIE PEREDA	0	0	0	0	0	0	0	0
2	APD-105	LEGAL SECRETARY III	JANET L. ROSARIO	$0	$0	$0	$0	$0	$0	$0	$0
3	APD-106	LEGAL SECRETARY II	VACANT	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

Government of Guam
Fiscal Year 2019
Agency Staffing Pattern
(CURRENT)

[BBMR SP-1]

FUNCTIONAL AREA:

DEPARTMENT/AGENCY: ALTERNATE PUBLIC DEFENDER

PROGRAM: LEGAL CLERICAL

	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)
								Increment			Benefits								
No.	Position Number	Position Title	Name of Incumbent	Grade / Step	Salary	Overtime	Special*	Date	Amt.	(E+F+G+I) Subtotal	Retirement (J *27.41%)	Retire (DDI) ($19.02*26PP)	SS (6.2%*J)	Medicare (1.45%*J)	Life 1/	Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J+R) TOTAL
1	APD-107	LEGAL CLERK III	MICHAEL S. BORRETA	I-9	$ 38,048	$ -	$ -	10/9/2019		$ 38,048	$ 10,429	$ 495	$ -	$ 552	$ 187	$ 1,245	$ 203	$ 13,111	$ 51,159
2	APD-110	LEGAL CLERK I	LEONA J. SISON	F-4	25,906	-	-	2/23/2019		25,906	7,101	495	-	376	187	-	-	8,158	34,064
			Grand Total:	—	$63,954	$0	$0	—	$0	$63,954	$17,530	$990	$0	$927	$374	$1,245	$203	$21,270	$85,224

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

1/ FY 2019 GovGuam contribution rate of 27.41% for the Government of Guam Retirement is subject to change.

2/ FY 2019 GovGuam contribution rate of $19.01 (bi-weekly) for DDI is subject to change.

3/ FY 2019 GovGuam contribution rate of $187 (per annum) for Life Insurance is subject to change.

	Input by Department										
					Special Pay Categories						
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
					1/	2/	3/	4/	5/	6/	
No.	Position Number	Position Title	Name of Incumbent	Holiday Pay	Night Differential Pay Reg + 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	APD-107	LEGAL CLERK III	MICHAEL S. BORRETA	$0	$0	$0	$0	$0	$0	$0	$0
2	APD-110	LEGAL CLERK I	LEONA J. SISON	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 GFD ambulatory service personnel. 15% of reg. rate of pay

FUNCTIONAL AREA:

DEPARTMENT/AGENCY: ALTERNATE PUBLIC DEFENDER

PROGRAM: ADMINISTRATIVE

Government of Guam
Fiscal Year 2019
Agency Staffing Pattern
(CURRENT)

[BBMR SP-1]

	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)
								Increment			Benefits								
No.	Position Number	Position Title	Name of Incumbent	Grade / Step	Salary	Overtime	Special*	Date	Amt.	(E+F+G+I) Subtotal	Retirement (J *27.83%)	Retire (DDI) ($19.01*26PP)	SS (6.2%*J)	Medicare (1.45%*J)	Life 1/	Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL
1	APD-112	ADMINISTRATIVE ASSISTANT	SHANNEL R. MENDIOLA	J-5	$ 36,061	$0	$0	8/7/2018		$ 36,061	$ 9,884	$ 495	$ -	$ 523	$ 187	$ 2,511	$ 203	$ 13,804	$ 49,865
			Grand Total:	—	$ 36,061	$ -	$ -	—	$ -	$ 36,061	$ 9,884	$ 495	$ -	$ 523	$ 187	$ 2,511	$ 203	$ 13,804	$ 49,865

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

1/ FY 2019 GovGuam contribution rate of 27.41% for the Government of Guam Retirement is subject to change.

2/ FY 2019 GovGuam contribution rate of $19.01 (bi-weekly) for DDI is subject to change.

3/ FY 2019 GovGuam contribution rate of $187 (per annum) for Life Insurance is subject to change.

	Input by Department										
				Special Pay Categories							
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
					1/	2/	3/	4/	5/	6/	
No.	Position Number	Position Title	Name of Incumbent	Overtime Pay	Night Differential Pay Reg + 10%	Hazard 10%	Hazard 8%	Nurse Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%	(D+E+F+G+H+I+J) Subtotal
1	APD-112	ADMINISTRATIVE ASSISTANT	SHANNEL R. MENDIOLA	$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 GFD ambulatory service personnel. 15% of reg. rate of pay

Government of Guam
Fiscal Year 2020
Agency Staffing Pattern
Summary
(PROPOSED)

[BBMR SP-1]

FUNCTIONAL AREA:

DEPARTMENT/AGENCY: **ALTERNATE PUBLIC DEFENDER**

PROGRAM: **SUMMARY**

	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)
								Increment			Benefits								
No.	Position Number	Position Title	Name of Incumbent	Grade/ Step	Salary	Overtime	Special*	Date	Amt.	(E+F+G+I) Subtotal	Retirement (J *27.83%)	Retire (DDI) ($19.02*26PP)	SS (6.2%*J)	Medicare (1.45%*J)	Life 1/	Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J+R) TOTAL
1	—	ATTORNEYS	—	—	$528,969	$0	$2,200	-	$5,694	$536,863	$148,797	$2,970	$0	$7,785	$1,122	$19,922	$1,480	$182,075	$718,938
2	—	INVESTIGATIVE SERVICES	—	—	128,234	7,398	0	-	1,527	137,160	38,172	990	0	1,989	374	2,915	456	44,895	182,055
3	—	LEGAL SECRETARIAL	—	—	110,564	0	0	-	-	110,564	30,770	1,485	0	1,603	561	12,866	806	48,091	158,655
4	—	LEGAL CLERICAL	—	—	66,143	0	0	-	604	66,747	18,576	990	0	968	374	5,811	468	27,187	93,934
5	—	ADMINISTRATIVE	—		78,189	0	0	—	158	78,347	21,804	990	0	1,136	374	5,022	406	29,732	108,079
			Grand Total:	—	$912,099	$7,398	$2,200	—	$7,826	$929,681	$258,118	$7,425	$0	$13,480	$2,805	$46,536	$3,616	$331,980	$1,261,661

* 10% of reg. rate, applicable from 6pm- 6am, ~~employee must work 4 hours consecutive after 6pm for entitlement of the pay~~

1/ FY 2019 GovGuam contribution rate of 27.41% for the Government of Guam Retirement is subject to change.

2/ FY 2019 GovGuam contribution rate of $19.01 (bi-weekly) for DDI is subject to change.

3/ FY 2019 GovGuam contribution rate of $187 (per annum) for Life Insurance is subject to change.

FUNCTIONAL AREA:

DEPARTMENT/AGENCY: ALTERNATE PUBLIC DEFENDER

PROGRAM: ATTORNEYS

Government of Guam
Fiscal Year 2020
Agency Staffing Pattern
(PROPOSED)

[BBMR SP-1]

	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)
								Increment			Benefits								
No.	Position Number	Position Title	Name of Incumbent	Grade / Step	Salary	Overtime	Special*	Date	Amt.	(E+F+G+I) Subtotal	Retirement (J *27.83%)	Retire (DDI) ($19.01*26PP)	SS (6.2%*J)	Medicare (1.45%*J)	Life 1/	Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J+R) TOTAL
1	APD-100	ATTORNEY L-5 (MNG ATTY)	ANA MARIA C. GAYLE	AL5-9	$ 116,256	$ -	$ -	9/27/2020		$ 116,256	$ 32,354	$ 495	$ -	$ 1,686	$ 187	$ 3,838	$ 228	$ 38,788	$155,044
2	APD-101	ATTORNEY L-4	IN RECRUITMENT	AL4-3	$ 81,294	$ -	$ -			$ 81,294	$ 22,624	$ 495	$ -	$ 1,179	$ 187	$ 6,517	$ 375	$ 31,377	$112,671
3	APD-102	ATTORNEY L-4	JOHN P. MORRISON	AL4-9	$ 105,373	$ -	$ 1,200	3/16/2021	$ -	$ 106,573	$ 29,325	$ 495	$ -	$ 1,545	$ 187	$ 4,566	$ 268	$ 36,387	$142,960
4	APD-103	ATTORNEY L-4	IN RECRUITMENT	AL4-7	$ 99,627	$ -	$ -			$ 99,627	$ 27,726	$ 495	$ -	$ 1,445	$ 187	$ 1,245	$ 203	$ 31,301	$130,928
5	APD-108	ATTORNEY L-3	LISA D. LORIG	AL3-5	$ 72,919	$ -	$ 1,000	3/16/2020	$ 3,085.96	$ 77,005	$ 21,152	$ 495	$ -	$ 1,117	$ 187	$ 2,511	$ 203	$ 25,665	$102,670
6	APD-111	ATTORNEY L-1	BRYCEN J. BREAZEALE	AL2-1	$ 53,500	$ -	$ -	1/21/2020	$ 2,608.17	$ 56,108	$ 15,615	$ 495	$ -	$ 814	$ 187	$ 1,245	$ 203	$ 18,558	$ 74,667
			Grand Total:	—	$ 528,969	$ -	$ 2,200	—	$ 5,694	$ 536,863	$ 148,797	$ 2,970	$ -	$ 7,785	$ 1,122	$ 19,922	$ 1,480	$ 182,075	$718,938

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

1/ FY 2019 GovGuam contribution rate of 27.41% for the Government of Guam Retirement is subject to change.

2/ FY 2019 GovGuam contribution rate of $19.01 (bi-weekly) for DDI is subject to change.

3/ FY 2019 GovGuam contribution rate of $187 (per annum) for Life Insurance is subject to change.

	Input by Department										
					Special Pay Categories						
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
					1/	2/	3/	4/	5/	6/	
No.	Position Number	Position Title	Name of Incumbent	Holiday Pay	Night Differential Pay Reg + 10%	Hazard 10%	Hazard 8%	Nurse Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%	(D+E+F+G +H+I+J) Subtotal
1	APD-100	ATTORNEY L-5 (MNG ATTY)	ANA MARIA C. GAYLE	$0	$0	$0	$0	$0	$0	$0	$0
2	APD-101	ATTORNEY L-4	IN RECRUITMENT	0	0	0	0	0	0	0	0
3	APD-102	ATTORNEY L-4	JOHN P. MORRISON	0	1,200	0	0	0	0	0	1,200
4	APD-103	ATTORNEY L-4	IN RECRUITMENT	0	0	0	0	0	0	0	0
5	APD-108	ATTORNEY L-3	LISA D. LORIG	0	1,000	0	0	0	0	0	1,000
6	APD-111	ATTORNEY L-1	BRYCEN J. BREAZEALE	0		0	0	0	0	0	
			Grand Total:	$0	$2,200	$0	$0	$0	$0	$0	$2,200

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 GFD ambulatory service personnel. 15% of reg. rate of pay

Government of Guam
Fiscal Year 2020
Agency Staffing Pattern
(PROPOSED)

[BBMR SP-1]

FUNCTIONAL AREA:

DEPARTMENT/AGENCY: ALTERNATE PUBLIC DEFENDER

PROGRAM: INVESTIGATIVE SERVICES

	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)
								Increment			Benefits								
No.	Position Number	Position Title	Name of Incumbent	Grade / Step	Salary	Overtime	Special*	Date	Amt.	(E+F+G+I) Subtotal	Retirement (J *27.83%)	Retire (DDI) ($19.01*26PP)	SS (6.2%*J)	Medicare (1.45%*J)	Life 1/	Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J+R) TOTAL
1	APD-104	INVESTIGATOR II	NORMA L. SALAS	ML04-17	$ 74,032	$ 4,271	$ -	3/27/2020	$ 1,296	$ 79,599	$ 22,152	495	$ -	$ 1,154	$ 187	$ 1,670	$ 228	$ 25,887	$ 105,485
2	APD-109	INVESTIGATOR II	JULIE ANN G. SABLAN	ML04-08	54,202	3,127	-	8/4/2020	231.65	57,561	16,019	495	-	835	187	1,245	228	19,009	76,570
			Grand Total:	—	$ 128,234	$ 7,398	$ -	—	$ 1,527	$ 137,160	$ 38,172	$ 990	$ -	$ 1,989	$ 374	$ 2,915	$ 456	$ 44,895	$ 182,055

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

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2/ FY 2019 GovGuam contribution rate of $19.01 (bi-weekly) for DDI is subject to change.

3/ FY 2019 GovGuam contribution rate of $187 (per annum) for Life Insurance is subject to change.

	Input by Department										
				Special Pay Categories							
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
					1/	2/	3/	4/	5/	6/	
No.	Position Number	Position Title	Name of Incumbent	Overtime Pay	Night Differential Pay Reg+10%	Hazard 10%	Hazard 8%	Nurse Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%	(D+E+F+G+H+I+J) Subtotal
1	APD-104	INVESTIGATOR II	NORMA L. SALAS	$ 4,271	$ -	$ -	$ -	$ -	$ -	$ -	$ 4,271
2	APD-109	INVESTIGATOR I	JULIE ANN G. SABLAN	$ 3,127	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,127
			Grand Total:	$ 7,398	$ -	$ -	$ -	$ -	$ -	$ -	$ 7,398

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 GFD ambulatory service personnel. 15% of reg. rate of pay

FUNCTIONAL AREA:

DEPARTMENT/AGENCY: ALTERNATE PUBLIC DEFENDER

PROGRAM: LEGAL SECRETARIAL

FUND:

Government of Guam
Fiscal Year 2019
Agency Staffing Pattern
(PROPOSED)

[BBMR SP-1]

	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)
								Increment			Benefits									
No.	Position Number	Position Title	Name of Incumbent	Grade / Step	Salary	Overtime	Special*	Date	Amt.	(E+F+G+I) Subtotal	Retirement (J *27.83%)	Retire (DDI) ($19.01*26PP)	SS (6.2%*J)	Medicare (1.45%*J)	Life 1/		Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J+R) TOTAL
1	APD-113	LEGAL SECRETARY - Supervisor	VACANT	L-1	$ 37,100	$0	$0			$ 37,100	$ 10,325	$ 495	$ -	$ 538	$ 187		$ 3,838	$ 228	$ 15,611	$ 52,711
2	APD-105	LEGAL SECRETARY III	JANET L. ROSARIO	J-10	42,661.0	0	0	9/20/2021		42,661	11,873	495	-	619	187		2,511	203	15,887	58,548
3	APD-106	LEGAL SECRETARY II	VACANT	I-3	30,803.0					30,803	8,572	495	-	447	187		6,517	375	16,593	47,396
			Grand Total:		$110,564	$0	$0		$ -	$ 110,564	$ 30,770	$ 1,485	$ -	$ 1,603	$ 561		$ 12,866	$ 806	$ 48,091	$ 158,655

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

1/ FY 2019 GovGuam contribution rate of 27.41% for the Government of Guam Retirement is subject to change.

2/ FY 2019 GovGuam contribution rate of $19.01 (bi-weekly) for DDI is subject to change.

3/ FY 2019 GovGuam contribution rate of $187 (per annum) for Life Insurance is subject to change.

	Input by Department										
				Special Pay Categories							
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
					1/	2/	3/	4/	5/	6/	
No.	Position Number	Position Title	Name of Incumbent	Overtime Pay	Night Differential Pay Reg + 10%	Hazard 10%	Hazard 8%	Nurse Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%	(D+E+F+G+H+I+J) Subtotal
1	APD-113	LEGAL SECRETARY - Supervisor	VACANT	$0	$0	$0	$0	$0	$0	$0	$0
2	APD-105	LEGAL SECRETARY III	JANET L. ROSARIO	0	0	0	0	0	0	0	0
3	APD-106	LEGAL SECRETARY II	VACANT	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~~

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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 GFD ambulatory service personnel. 15% of reg. rate of pay

Government of Guam
Fiscal Year 2020
Agency Staffing Pattern
(PROPOSED)

[BBMR SP-1]

FUNCTIONAL AREA:

DEPARTMENT/AGENCY: ALTERNATE PUBLIC DEFENDER

PROGRAM: LEGAL CLERICAL

	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)
								Increment			Benefits									
No.	Position Number	Position Title	Name of Incumbent	Grade / Step	Salary	Overtime	Special*	Date	Amt.	(E+F+G+I) Subtotal	Retirement (J *27.83%)	Retire (DDI) ($19.01*26PP)	SS (6.2%*J)	Medicare (1.45%*J)	Life 1/		Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL
1	APD-107	LEGAL CLERK III	MICHAEL S. BORRETA	I-10	$ 39,255	$ -	$ -	10/5/2019	$ -	$ 39,255	$ 10,925	$ 495	$ -	$ 569	$ 187		$ 1,245	$ 203	$ 13,624	$ 52,879
2	APD-110	LEGAL CLERK I	LEONA J. SISON	F-6	26,888	-	-	2/23/2019	$ 604.31	27,492	7,651	495	-	399	187		4,566	265	13,563	41,055
			Grand Total:	—	$ 66,143	$ -	$ -	—	$ 604	$ 66,747	$ 18,576	$ 990	$ -	$ 968	$ 374		$ 5,811	$ 468	$ 27,187	$ 93,934

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

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2/ FY 2019 GovGuam contribution rate of $19.01 (bi-weekly) for DDI is subject to change.

3/ FY 2019 GovGuam contribution rate of $187 (per annum) for Life Insurance is subject to change.

	Input by Department										
	(A)	(B)	(C)	(D)	Special Pay Categories (E)	(F)	(G)	(H)	(I)	(J)	(K)
					1/	2/	3/	4/	5/	6/	
No.	Position Number	Position Title	Name of Incumbent	Overtime Pay	Night Differential Pay Reg + 10%	Hazard 10%	Hazard 8%	Nurse Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%	(D+E+F+G+H +I+J) Subtotal
1	APD-107	LEGAL CLERK III	MICHAEL S. BORRETA	$0	$0	$0	$0	$0	$0	$0	$0
2	APD-110	LEGAL CLERK I	LEONA J. SISON	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

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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

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FUNCTIONAL AREA:

DEPARTMENT/AGENCY: ALTERNATE PUBLIC DEFENDER

PROGRAM: ADMINISTRATIVE

Government of Guam
Fiscal Year 2020
Agency Staffing Pattern
(PROPOSED)

[BBMR SP-1]

	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)
								Increment			Benefits								
No.	Position Number	Position Title	Name of Incumbent	Grade / Step	Salary	Overtime	Special*	Date	Amt.	(E+F+G+I) Subtotal	Retirement (J *27.83%)	Retire (DDI) ($19.81*26PP)	SS (6.2%*J)	Medicare (1.45%*J)	Life 1/	Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J+R) TOTAL
1	APD-114	MANAGEMENT OFFICER	NEW	M-1	40,762	$0	$0		$0	$ 40,762	$ 11,344	$ 495	$ -	$ 591	$ 187	$ 2,511	$ 203	$ 15,331	$ 56,093
2	APD-113	ADMINISTRATIVE ASSISTANT	SHANNEL R. MENDIOLA	J-6	$37,427	$0	$0	8/7/2019	$158	$ 37,585	$ 10,460	$ 495	$ -	$ 545	$ 187	$ 2,511	$ 203	$ 14,401	$ 51,985
			Grand Total:	—	$78,189	$0	$0	----	$158	$78,347	$21,804	$990	$0	$1,136	$374	$5,022	$406	$29,732	$108,079

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

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3/ FY 2019 GovGuam contribution rate of $187 (per annum) for Life Insurance is subject to change.

	Input by Department										
				Special Pay Categories							
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
					1/	2/	3/	4/	5/	6/	
No.	Position Number	Position Title	Name of Incumbent	Overtime Pay	Night Differential Pay Reg + 10%	Hazard 10%	Hazard 8%	Nurse Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%	(D+E+F+G+H+I+J) Subtotal
1	APD-114	MANAGEMENT OFFICER	NEW	$0	$0	$0	$0	$0	$0	$0	$0
2	APD-113	ADMINISTRATIVE ASSISTANT	SHANNEL R. MENDIOLA	$0	$0	$0	$0	$0	$0	$0	$0
			Grand Total:	$0	$0	$0	$0	$0	$0	$0	$0

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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 GFD ambulatory service personnel. 15% of reg. rate of pay

Alternate Public Defender Management Officer

	ALTERNATE PUBLIC DEFENDER	HUMAN RESOURCES OFFICE JOB STANDARD
CLASSIFICATION TITLE: **MANAGEMENT OFFICER**		ESTABLISHED DATE: REVISED DATE:
PAY GRADE: **M-1** **$40,762**	TOTAL HAY EVALUATION POINTS:	POSITION STATUS: [X] Classified [ ] Unclassified [X] FT [ ]PT
FLSA CATEGORY: [X] Exempt [ ] Non-Exempt		EEO CATEGORY: Professionals
REPORTS TO: Managing Attorney		**APPROVED BY:**

NATURE OF WORK:
Complete understanding of a defense firm organization and operation of the criminal court codes and regulations. Ability to interpret and apply pertinent laws, codes and regulations including administrative and departmental policies and procedures. Supervise, organize and review the work of legal secretarial and legal clerk personnel. Select, train and evaluate staff.

ESSENTIAL FUNCTIONS: (This is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent for this position. Duties, responsibilities, and activities may change at any time with or without cause.)

Develops and implements legal secretarial office management procedures, practices, and systems.

Supervises and coordinates the work of legal secretaries, and clerks.

Conducts performance evaluation of subordinates and provides employee development sessions as needed.

Develops and updates standard operating procedures/policies to improve APD's effectiveness and efficiency.

Evaluates, researches, and oversees APD processes, operations and programs as assigned.

Researches issues to provide up-to-date information on current APD management, operational issues, legal representation, and trends impacting the community.

Collects data and analyzes statistics and information; develops APD processes/action plans, budgets, project expenditures, and implementation schedules; and ensures that funds are encumbered to support project tasks.

DRAFT

Assists with human resources, payroll or audit tasks; assists with basic bookkeeping functions; receipts, balances, reconciles and distributes all incoming monies; and tracks expenditures; if needed.

Prepares reports, memorandums and correspondence.

Initiates, researches, drafts, reviews, updates and implements various administrative regulations, guidelines, procedures, manuals and forms.

Makes oral and written presentations.

Manages leases for APD sites; evaluates needs, prepares and issues requests for proposals, evaluates bids and recommends final lease terms.

Makes recommendations for annual budget requests for funding leased space and resolves problems between landlord and the court.

Relieves management staff of routine administrative duties, which include independent preparation of correspondence; maintains calendars; schedules meetings and conferences; and coordinates travel arrangements.

Adheres to and complies with all promulgated policies, standards and codes of ethical conduct.

MINIMUM KNOWLEDGE, ABILITIES & SKILLS:

Knowledge of:
Legal procedures and practices involved in processing and filing a variety of legal documents and in processing the adoption and amendment of local codes. Operations, services and activities of a comprehensive legal secretarial program. Legal terminology and the forms and documents used in legal secretarial and legal clerical work.

MINIMUM EDUCATION, EXPERIENCE & TRAINING:

A. Graduation from a recognized college or university with a Bachelor's degree in Business Administration, Public Administration, Criminal Justice or a closely related field, plus three (2) years of supervisory experience in administrative oversight, business analysis, or other equivalent work; or

B. Graduation from high school or GED equivalent; plus any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

DRAFT