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clerks@guamlegislature.org

From: Speaker's Office <speaker@guamlegislature.org>
Sent: Wednesday, August 5, 2020 4:08 PM
To: Clerks Office
Cc: Rennae Meno
Subject: Messages and Communications
Attachments: Appointment for Arthur U. San Agustin.pdf

08-05-20	2:47 PM	07-31-20	Appointment and Supporting Documents for Arthur U. San Agustin, Director, Department of Public Health & Social Services.	Office of the Governor of Guam	35GL-20-2131

Sinseru yan Minagåhet,

Office of the Speaker • Tina Rose Muña Barnes
Committee on Public Accountability, Human Resources & the Guam Buildup

35th Guam Legislature
I Mina'trentai Singko na Liheslaturan Guåhan

Guam Congress Building | 163 Chalan Santo Papa | Hagatna, GU 96910
T: (671) 477-2520/1
speaker@guamlegislature.org

This e-mail message is intended only for the use of the individual or entity named above and may contain confidential and privileged information. If you are not the intended recipient, any disclosure, copying, distribution or use of the information contained in this transmission is strictly PROHIBITED. If you have received this transmission in error, please immediately notify us by replying to speaker@guamlegislature.org and delete the message immediately. Thank you very much.

Gumai pribilehu yan konfedensia este siha na mensåhi. Solo espesiåtmente para hågu ma entensioña pat ma aturisa para unrisibi. Sen prubidu kumu ti un ma aturisa para manribisa, na'setbe, pat mandespåtcha. Yanggen lachi rinisibu-mu nu este na mensåhi , put fabot ago' guatu gi I numa'huyong gi as speaker@guamlegislature.org yan despues destrosa todu siha I kopian mensåhi. Si Yu'os ma'åse'.

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UFISINAN I MAGA'HÅGA
OFFICE OF THE GOVERNOR

LOURDES A. LEON GUERRERO
MAGA'HÅGA • GOVERNOR

JOSHUA F. TENORIO
SIGUNDO MAGA'LÅHI • LIEUTENANT GOVERNOR

35GL-20-2131
Speaker Tina Rose Muña Barnes

AUG 0 5 2020
Time 2:47 ( )AM (X)PM
Received By:

July 31, 2020

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

RE: Appointment, Department of Public Health & Social Services

Dear Madame Speaker:

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

APPOINTEE:	Arthur U. San Agustin
POSITION:	Director, Department of Public Health & Social Services
TERM LENGTH:	**To serve at the pleasure of the Governor**

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

Senseramente,

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

cc: Lt. Governor of Guam

RICARDO J. BORDALLO GOVERNOR'S COMPLEX · HAGÅTÑA, GUAM 96910
P.O. BOX 2950 · HAGÅTÑA, GUAM 96932
671.472.8931 · 671.472.8932/6

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I MAGA'HÅGA
OFFICE OF THE GOVERNOR

LOURDES A. LEON GUERRERO
MAGA'HÅGA • GOVERNOR

JOSHUA F. TENORIO
DIGUNDO MAGA'HÅGA • LIEUTENANT GOVERNOR

July 13, 2020

Arthur U. San Agustin
[redacted]

Re: Appointment as Director, Department of Public Health & Social Services

Dear Mr. San Agustin:

Pursuant to my authority under 5 GCA §3111, it is with pleasure that I appoint you

DIRECTOR, DEPARTMENT OF PUBLIC HEALTH & SOCIAL SERVICES

This appointment shall be at **THE PLEASURE OF THE GOVERNOR**

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

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

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

This appointment is effective **July 13, 2020**. If you have any questions or concerns, please contact the Office of the Governor.

Senseramente,

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

cc: Lt. Governor of Guam

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LOURDES A. LEON GUERRERO
Governor

JOSHUA F. TENORIO
Lieutenant Governor

OFFICE OF THE GOVERNOR OF GUAM
Nomination and Appointment Information Sheet

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

NOMINEE INFORMATION

Last Name	***First Name***	***Middle Initial***
SAN AGUSTIN	ARTHUR	U

Mailing Address	***Apartment/Unit #***
[redacted]	

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

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

Position to which Appointment is Made
DIRECTOR, DEPARTMENT OF PUBLIC HEALTH & SOCIAL SERVICES

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

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

EDUCATION

SCHOOL (Name, City and State)	***DATES OF ATTENDANCE***	***TYPE OF DEGREE***	***YEAR EARNED***
High School Guam Community College	1980 - 1983	High School Diploma	1983
College University of Guam	1983 - 1987	BS - Social Work	1987
Graduate School University of Oklahoma, Advanced Programs, AAFB, Guam	1989 - 1994	MHR	1994
Other Degree			

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EMPLOYMENT HISTORY

Name of Present/Last Employer and Mailing Address	*Position Title*
Department of Public Health & Social Services Division of Senior Citizens Government of Guam	Administrator
	Dates Held 06/2007 - Present

Previous Employer and Mailing Address	*Position Title*
Department of Public Health & Social Services Government of Guam	Acting Director (Deputy Director)
	Dates Held 01/2011 - 03/2011 (04/2005 - 06/2007)

Previous Employer and Mailing Address	*Position Title*
Guam Community College Mangilao, Guam	Adjunct Instructor
	Dates Held 10/1998 - 12/1998

Previous Employer and Mailing Address	*Position Title*
University of Guam College of Arts & Sciences School of Social Work	Adjunct Instructor
	Dates Held 08/1996 - 05/1997

Previous Employer and Mailing Address	*Position Title*
Department of Public Health & Social Services DSC - Adult Protective Services	Social Worker II (Acting Supervisor)
	Dates Held 04/1992 - 04/1996 (05/94 - 11/94)

PRIOR GOVERNMENT OF GUAM SERVICE

Agency or Department Name		*Position Title*
Department of Corrections		Social Worker II
Address Government of Guam	*Phone No.*	*Dates Held* 09/1989 - 04/1992

Agency or Department Name		*Position Title*
DPHSS - DSC - Adult Protective Services		Social Worker II
Address Government of Guam	*Phone No.*	*Dates Held* 06/1989 - 09/1989

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PRIOR GOVERNMENT SERVICE (EXCLUDING GOVERNMENT OF GUAM)

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

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

TRAINING

INSTITUTE/SEMINARS/ON-THE-JOB TRAINING	***DATE***
Management Accountability & Control	12/1995
Fundamental Mgmt Skills & Techniques	06/1995
Effective Interviewing Techniques	01/1993
Public Service Workshop	07/1988

AWARDS

List all educational, professional, civic awards, and recognition for public service:

PROFESSIONAL INVOLVEMENT

List involvement on a local/national/international level. List organizations, activities participated in, and offices held:
Member, Guam Developmental Disabilities Council, 2000 Member & Past Officer, Guam Association of Social Workers, 1988 - 1992 General Membership, Sanctuary Inc., 1986 - 1992 Social Work Policy Committee, 1986 - 1987 Social Work Student Alliance, 1985 - 1987

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COMMUNITY / CIVIC INVOLVEMENT

List organizations, activities participated in, and offices held:
Member, JJAC, 11/1993 - 01/1995 Dept Chair, DOC Lytico & Bodig Fund Drive, 1991 GASW Chair/Member, GASW Annual Conference, 1988 - 1992

PUBLICATIONS AND PRESENTATIONS

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

MILITARY SERVICE (Please attach Form DD-214)

BRANCH	*DATES OF SERVICE*	*RANK AT DISCHARGE*	*TYPE OF DISCHARGE*

OTHER INFORMATION

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

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

Address of the Court: _____

Date(s) of Conviction: _____

Specific Infraction Committed: _____

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

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

_____

_____

_____

_____

_____

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

Yes ☐ **No** ☑

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

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

_____

_____

_____

_____

_____

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LOURDES A. LEON GUERRERO
Governor

JOSHUA F. TENORIO
Lieutenant Governor

OFFICE OF THE GOVERNOR OF GUAM

Statement of Financial Interests

(Required by 4 G.C.A. §13104.1)

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

FROM: Arthur U. San Agustin

☐ I have no financial interest in any business

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

NAME AND ADDRESS OF BUSINESS INTEREST	TYPE AND AMOUNT OF INTEREST
Mister Gardener Plant Nursery	Sole Proprietor - 100%

Signature

01/31/2020
Date

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AFFIDAVIT / DECLARATION UNDER PENALTY OF PERJURY

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

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

Arthur U San Agustin — 07/31/2020

Print Name and Signature — Date

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SUPERIOR COURT OF GUAM

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

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

DANIELLE T. ROSETE
Clerk of Court

Name: ARTHUR JOHN ULLOA SAN AGUSTIN

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

CERTIFICATE OF SEARCH

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

Criminal Cases:

A. [X] No Case Found

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

Criminal Record: Page 1 of 1

Civil Cases:

A. [ ] No Case Found

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

Civil Record: Page 1 of 1

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

Dated: 07/15/2020

DANIELLE T. ROSETE
Clerk of Court

BY: RODNEY JOE P MANIBUSAN
Deputy Clerk

Prepared By: RJPM

The absence of an original Court Seal invalidates this document

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

July 30, 2020

SUBJECT: CRIMINAL HISTORY RECORD

NAME:	**Arthur U. SAN AGUSTIN**		
DATE OF BIRTH:	[redacted]	**FINGERPRINT#:**	**NONE**
■	**The individual has no record of criminal conviction(s) in the Guam Police Department files that are subject to Guam law.**		

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

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

By Direction: sdquintanilla

STEPHEN C. IGNACIO
Chief of Police

The absence of an original GUAM POLICE seal invalidates this police clearance.
REVISED 04/26/19

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RESUME



EDUCATION

December 1989 - March 1994, University of Oklahoma, Andersen Air Force Base, Guam
Masters Degree, Human Relations (1994) (Advanced Programs)

January 1983 - May 1987, University of Guam, Mangilao, Guam
Bachelor of Science, Social Work (1987)

HONORS AND AWARDS

- Appointment, Acting Director, Department of Public Health and Social Services (January 20, 2011 to March 2011)
- Appointment, Acting: Director, Deputy Director, Director, Department of Public Health and Social Services (December 1, 2006 to June 2007, October – November, 2006, April 11, 2005 to October 2006)
- Manager of the Year 2001 (Performance Year 2000), Large Department, Excel Program
- Department of Corrections Civilian Nominee (1991)
- Social Worker of the Year, Guam Association of Social Workers (1990)
- First Lady's Outstanding Volunteer Service Nominee (1990)
- Outstanding Young Men of America (1989)
- Appointment, Sinajana Municipal Planning Council (1989)
- Certificate of Appreciation, Department of Corrections Service (1989)
- Speaker, 14th and 15th Guam Youth Congress (1988-1990)
- National Dean's List (1987)
- University of Guam Dean's List (1987)
- University of Guam Merit Scholarship Recipient (1983-1987)
- Top Ten Graduating Class of 1983, Guam Community College High School
- National Honor Society President and Member (1981-1983)
- Outstanding Youth, Guam Community College (1980-1981)

PROFESSIONAL WORK EXPERIENCE

Employer: **Department of Public Health and Social Services**
Division of Senior Citizens

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P.O. Box 2816
Hagatna, Guam 96932
Employment Date: **June 2007 to Present**
Position Title: **Senior Citizens Administrator**

As the Administrator of one of the five primary divisions of the Department of Public Health and Social Services, I have immediate oversight responsibility for the administration of federally mandated Title III Supportive Services for aging programs. These programs include Adult Day Care, Elderly Nutrition Program (which has two components – Congregate Feeding and Home-Delivered Meals), Senior Center Operations (of which there are twelve), Transportation Services, Case Management, Legal Assistance Services, In-Home and Homemaker Services. Additional programs include, the National Family Caregiver Support Program, Preventive Health, Ombudsman Services, Elder Abuse, State Health Insurance Assistance Program and Senior Medicare Project, Aging Disability Resource Center and No Wrong Door initiative.

Additionally, there are local programs under the purview of the Administrator. These include the Bureau of Adult Protective Services with an Emergency Receiving Home and the currently unfunded Manamko Yan Manhoben Program. The entire island is the service catchment areas for all these locally funded programs. Approximately three thousand five hundred of the island's elderly are recipients of aging services.

As the Administrator, I am responsible to ensure work activities of the division are in compliance with the rules, regulations, policies, and procedures of the Department and the Government of Guam. Additionally, I am responsible to ensure service providers are in compliance with applicable regulations. I review Request for Proposals and Invitation for Bids for services provided to the elderly prior to publication to ensure government requirements are met. Once providers or vendors are selected, I am responsible for the final review of all contracts to be processed, leading negotiations prior to the finalization of contracts, and reviewing and approving invoices submitted for payment.

I prepare the annual budget of the Division and present the budget before the Guam Legislature as scheduled and called upon. I prepare and submit grant reports and applications, and prepare testimony on proposed bills that impact the lives of seniors, their family and caregivers and adults with a disability, as appropriate.

I oversee division operations and activities which include the coordination, facilitation and implementation of health initiatives, expansion of programs, cost savings measures and training for division personnel and various community benefactors to include the planning and coordination of the annual celebration of Senior Citizens Month, pre-COVID-19.

The Bureau of Adult Protective Services Unit generally has three Social Workers to provide assistance. However, at certain times and depending on staff availability and case workload, I assist by providing direct client services. In addition, I provide case consultation and reviews upon the request of the Supervisor or Social Workers of this Bureau.

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There are 11 employees within the division which I have immediate supervisory responsibility for six. I am also responsible to ensure they perform their duties and responsibilities for the delivery of aging services to seniors, their caregivers and families.

Employer: **Department of Public Health and Social Services**
P.O. Box 2816
Hagatna, Guam 96932
Employment Date: **January 20, 2011 to March 2011**
Position Title: **Acting Director**

As the Acting Director of the Department of Public Health and Social Services, I had oversight responsibility for the administration of federally and locally funded programs. I was responsible to ensure work activities were carried out in compliance and conformance with applicable rules, regulations, policies, and procedures of the Department and the Government of Guam.

I oversaw the overall operations and activities of five divisions which included the coordination, facilitation and implementation of health initiatives, expansion of programs, cost savings measures and training for division personnel and various community benefactors. I also attended cabinet meetings, legislative/budget hearings, on-island/off-island meetings and conferences.

Employer: **Department of Public Health and Social Services**
P.O. Box 2816
Hagatna, Guam 96932
Employment Date: **April 2005 to June 2007**
Position Title: **Acting Director, Deputy Director, Acting Director**

As the leadership of the Department of Public Health and Social Services, I had oversight responsibility for the administration of federally and locally funded programs. I was responsible to ensure work activities were performed in compliance with applicable rules, regulations, policies, and procedures of the Department and the Government of Guam.

I oversaw the operations and activities of five divisions which included the coordination, facilitation and implementation of health initiatives, expansion of programs, cost savings measures and training for division personnel and various community benefactors. I also attended cabinet meetings, legislative/budget hearings, on-island/off-island meetings and conferences.

Employer: **Guam Community College**
School of Business, Social Science & Tourism
P.O. Box 23069
GMF, Barrigada, Guam 96921
Employment Date: **October 24, 1998 to December 19, 1998**
Position Title: **Adjunct Instructor**

As an Adjunct Instructor for Guam Community College, I was responsible for teaching PY125, a course designed to introduce, explore or enhance the personal skills necessary for working

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successfully with other people. These skills include collaborating with others, communicating effectively and resolving conflict (conflict resolution). Successful employees possess people skills as well as technical skills. The aim of the course was to develop people skills necessary to increase productivity and advance one's career.

Grading of the course was based on the evaluation of the following measurement tools: five reflection papers on a specific topical area documenting their impressions, afterthoughts of the experience, and identifying strengths, weaknesses and ways to improve their inaction or reaction; the student's in-class participation in group work and their peer evaluation of this process; a required mid-term examination; an optional final examination dependent on the student's grade prior to the administration of the final examination; and extra credit work. available.

Employer:	**Department of Public Health and Social Services** **Division of Senior Citizens** **P.O. Box 2816** **Hagatna, Guam 96932**
Employment Date:	**April 1996 to June 1997**
Position Title:	**Acting Senior Citizens Administrator**

As the Acting Senior Citizens Administrator of one of the five primary divisions of the Department of Public Health & Social Services, I had immediate oversight responsibility for the administration of federally mandated Title III Supportive Services for aging programs. These programs include Adult Day Care, Elderly Nutrition Program (which has two components – Congregate Feeding and Home-Delivered Meals), Senior Center Operations (of which there are sixteen), Transportation Services, Case Management, Legal Assistance Services, In-Home and Homemaker Services. All these services are available for and provided to the island's elderly.

Additionally, there were local programs under the purview of the Administrator. These included Adult Protective Services (which included the Emergency Receiving Home), the Respite Care Program and the Manamko Yan Manhoben Program. The entire island is the service catchment areas for all these locally funded programs. Approximately three thousand five hundred of the island's elderly are recipients of our services.

As the Acting Administrator, I was responsible to ensure work activities of the division were performed in compliance with applicable rules, regulations, policies, and procedures of the Department and the Government of Guam. Additionally, I was responsible to ensure that service providers were in compliance with applicable regulations. I reviewed Request for Proposals for services provided to the elderly prior to publication to ensure government requirements were complied with. Once vendors or providers were selected, I was responsible for the final review of all contracts to be processed, leading contract negotiations prior to the finalization of contracts, the monitoring and evaluation of contracts, and reviewing and approving invoices submitted for payment.

Further, I prepared the annual budget of the Division and presented the budget before the Guam Legislature as scheduled; and coordinated, supported and ensured the annual celebration of

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Senior Citizens Month, a month-long celebration honoring the countless contributions of seniors from past, present and future.

The Adult Protective Services Unit generally has three (3) Social Workers to provide assistance. However, at certain times and depending on staff availability and case workload, I assisted by providing direct client services. In addition, I provided case consultation and reviews upon the request of the Supervisor or Social Workers of this Unit.

There were seventeen (17) employees with the division and I had immediate supervisory responsibility for seven. I was responsible to ensure that the staff performed their duties and responsibilities in accordance with their individualized work plans.

Employer: **University of Guam**
College of Arts and Science, School of Social Work
UOG Station, Mangilao, Guam 96923
Employment Date: **August 1996 to May 1997**
Position Title: **Adjunct Instructor**

As an Adjunct Instructor for the University of Guam, I was responsible for teaching SW 201, a course designed to introduce exploring students to the field of Social Work and social welfare as an institution. The course provided a basic understanding of what social work is, what social workers believe, what they do, how they carry out their duties and responsibilities, the variety of settings which they respond to and new possibilities for practice. At the end of the course, it is the hope that students would be able to enumerate what social work is about, have gained increased knowledge of issues related to social welfare, social development and social work education in the United States and Micronesian societies. Additionally, they were exposed to the array of social services available on island.

Grading of the course was based on the evaluation of the following measurement tools: assessment of homework completed based on the student's understanding of the assignment; the student's in-class participation that focused on their ability to conceptualize and verbalize their understanding of the subject being discussed; a major project that focused on the student's presentation of a socially relevant issue; three exams that measured the student's processing and understanding of the materials presented; and extra credit work.

Employer: **Department of Public Health and Social Services**
Division of Senior Citizens
Adult Protective Services Unit
P.O. Box 2816
Hagatna, Guam 96932
Employment Date: **April 1992 to April 1996**
Position Title: **Acting Supervisor (May 1994 through November 1994)**

The Adult Protective Services Unit is staffed with three staff Social Workers who provide protective services to Guam's elderly population, age 60 and older and adults with a disability,

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age 18-59. As the staff with the most seniority within the Unit, I was delegated the responsibility to supervise the work activities of the staff. There was a Social Worker Supervisor position but the position was not filled due to budgetary constraints.

In this supervisory capacity, I was responsible for dealing with personnel matters, compiling and maintaining statistics, preparing quarterly and annual reports, developing work processes to improve the efficiency of our operations, monitoring and evaluating the emergency shelter, negotiating problems with upper management related to contracts funded through our office and carrying a caseload that included field investigations. I was also tasked with computerization of case information and coordination/reactivation of the Multi-Disciplinary Team.

Employer: **Department of Corrections**
P.O. Box 3236
Hagatna, Guam 96932
Employment Date: **September 1989 to April 1992**
Position Title: **Social Worker II**

In this capacity, I was responsible for developing a service plan reflective of the needs of each inmate under my caseload with the primary goal of rehabilitation. The service plan was required to address the social, spiritual, psychological/emotional and physical needs of the individual. I was involved in the development of three (3) programs for inmates at the correctional facility. These programs were the Marriage Enrichment Program, the Pre-Work Release Program and the coordination of continuous AIDS Education/Awareness and Testing program.

In addition to these programs, my other activities included intake and assessment, carrying a caseload and performing related casework duties, working with the inmate on educational release (assisting with enrollment for off-compound classes at the Guam Community College and/or University of Guam), coordinating treatment for drug abuse, developing a plan for work release, referring inmates for services, preparing social history of assigned inmates for presentation before the Adjustment and Classification Committee, preparing inmates for parole hearings, representing inmates during Disciplinary Committee hearings on facility violations they are charged with.

Employer: **Department of Public Health and Social Services**
Division of Senior Citizens
Adult Protective Services Unit
P.O. Box 2816
Hagatna, Guam 96932
Employment Date: **June 1989 to September 1989**
Position Title: **Social Worker II**

As a staff member of the Unit during its early formation, my primary responsibilities included developing a system of processes for receiving referrals, conducting investigations and monitoring for action on referrals received. I was also responsible for securing price quotations for the acquisition of resources needed for the Unit to become fully operational.

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Employer: **Department of Corrections**
P.O. Box 3236
Hagatna, Guam 96932
Employment Date: **March 1988 to June 1989**
Position Title: **Social Worker II**

I maintained a caseload that focused primarily on counseling and case management services. A major responsibility was presenting clients before various department committees for classification and Parole Hearing/Review. This classification included preparation for and eligibility to work or educational release and community projects.

The counseling activities were to assess individual needs with respect to the crime committed, and readiness to participate in community-based programs and re-integration into society.

Employer: **Guma Mami, Inc.**
P.O. Box 2148
Hagatna, Guam 96932
Employment Date: **January 1988 to March 1988**
Position Title: **Social Worker Supervisor**

I provided case management to adults with mental retardation. The primary focus was to assist them with the transition to live independently in the community and to maintain those already living on their own. I assisted them in developing independent living skills, completing applications for public assistance programs and obtaining individual and family counseling as needed. Additionally, I supervised one employee directly who provided community support services.

Employer: **Guam Legislature**
14th and 15th Guam Youth Congress
Hagatna, Guam 96932
Employment Date: **September 1988 to August 1990**
Position Title: **Youth Speaker**

I served as the Youth Speaker for the Guam Youth Congress which is a training ground for youth leaders. This youth group is provided by law and is under the jurisdiction of the senator who oversees the Committee on Youth. As the Youth Speaker, I presided over sessions and provided guidance and support to approximately thirty-eight (38) representatives from various island high schools, villages and from the University of Guam. During my two year term in Congress, I authored legislation that became law. The intent of the measure was to provide Youth Congress Representatives the opportunity to do internship in lieu of social studies credits from their respective schools. A notable endeavor was my leadership role in the drafting and testimony team before the House Sub-Committee on Insular and Foreign Affairs, Chairman Ron DeLugo in Hawaii. I lead the youth group to this historical opportunity to state the ideals and aspirations of the youth population on Guam in relation to the Guam Commonwealth Draft Act.

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Employer: **Sanctuary Inc.**
P.O. Box 21030
GMF, Barrigada, Guam 96921
Employment Date: **January 1986 to September 1986**
Position Title: **Weekend Relief Houseparent**

I provided weekend relief for full-time houseparents. I was responsible for providing supervision to the youth residents of the home and to maintaining the home as well. These duties included complying with the prescribed and approved plan for the youth over the weekend and documenting all activities that occurred during my shift. Clients were youths from the Department of Youth Affairs, those who were court ordered, those who came to the shelter on a voluntary basis, or those placed by the Child Protective Services Unit of the Department of Public Health and Social Services.

Employer: **Guam Community College**
P.O. Box 23069
GMF, Barrigada, Guam 96921
Employment Date: **June 1985 to August 1985**
Position Title: **Summer Peer Counselor**

I provided counseling services to outer-island students who were enrolled for the summer. My responsibilities included assisting students with financial management, class enrollment, housing, and daily logistical concerns.

Employer: **Bank of Hawaii**
P.O. Box BH
Hagatna, Guam 96932
Employment Date: **August 1983 to April 1988**
Position Title: **Data Entry Clerk, Acting Supervisor**

The section I was assigned to was responsible for the batching of incoming work, logging in all incoming documents, balancing debit/credit captures, POD040, white recap, other applications such as Christmas savings, installment loan payments, time certificates of deposits, re-entry of checking and savings accounts. In my supervisory capacity, I was responsible for coordinating work schedules for five (5) subordinates that included assigning employees to specific tasks based on assessment of their capabilities, managing staff time for each week, keying in of payroll and also filmed/wrapped items to be sent out.

PROFESSIONAL TRAINING:

- Management Accountability & Control, December 4-5 1995
- Fundamental Management Skills & Techniques, June 12-16, 1995
- C.E.U. 1.0 (GCC) Building Effective Teams, April 10-11, 1995
- C.E.U. 1.0 (GCC) Introduction to WordPerfect 5.1, December 1-2, 1994
- Effective Interviewing Techniques, January 28, 1993

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- Area 3, Administration for Native Americans Workshops on Developing Applications for ANA Grants, September 23-24, 1994
- AIDS in the Workplace – Employee Right to Know, February 8, 1990
- C.E.U.4.0 (UOG) Prevention Training and Technical Assistance for Adult Protective Services, September 23-24, 1994
- C.E.U.4.0 (UOG) Adult Abuse Recognition, Treatment and Prevention, July 10-12, 1989 and August 29-30, 1989
- C.E.U.4.0 (UOG) Western Pacific Substance Abuse Prevention Institute, February 10, 1989
- Alcohol Abuse Intervention, August 16, 17 and 23, 1988
- Public Service Workshop, July 6-7, 1988
- Department of the Navy: Family Violence Prevention Class Training of Trainers (Phase II), May 4-27, 1988
- Department of the Navy: Family Violence Prevention Class Training of Trainers (Phase I), April 19-21, 1988
- Pacific Geriatric Education Center, University of Southern California, 8 hours May 1987

Internships:

Agency:	**Department of Public Health and Social Services** **Division of Senior Citizens** **Adult Protective Services Unit** **P.O. Box 2816** **Hagatna, Guam 96932**
Date:	**August 1986 to May 1987**
Position Title:	**Student Intern**

As a prerequisite of my Bachelor of Science in Social Work Degree, I completed four hundred eighty (480) hours of internship. My activities focused on evaluating, monitoring and fine-tuning state and locally funded programs.

Agency:	**Sanctuary Inc.** **P.O. Box 21030** **GMF, Barrigada, Guam 96921**
Date:	**August 1985 to December 1985**
Position Title:	**Student Intern**

As a prerequisite of my Bachelor of Science in Social Work Degree, I completed two hundred forty (240) hours of internship. This requirement was to be completed within two semesters but because I continued to work throughout the Christmas Break, I was able to complete this within one semester. During this time with Sanctuary, I worked closely with others in the development of the "Temporary Alternative Placement Program (TAPP)". This program would be implemented during crisis situations and whose impetus was in response to the shortage of foster homes. The program would place clients in a temporary shelter with individuals who were not licensed, as is usually required. This was done to help address the immediate needs of the client during the emergency situation until other services could be activated.

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PROFESSIONAL AFFILIATIONS:

- Member, Guam Developmental Disabilities Council (2000)
- Member, Guam Association of Social Workers (1990-1992)
- General Membership, Sanctuary Inc (1986-1992)
- Treasurer, Guam Association of Social Workers (1988-1990)
- Social Work Policy Committee (1986–1987)
- Social Work Student Alliance (1985–1987)

COMMUNITY CONTRIBUTIONS:

- Provided Field Placement supervision (Internship) for six (6) students from the University of Guam Social Work Program, 1992-1995
- Appointed Member, Juvenile Justice Advisory Council, November 1993-January 1995
- Typhoon Omar Emergency Operations, October 1992
- Presenter, 1992 Annual Parent Conference, Parents Agencies Networking, Growing with Special Kids, Sibling Panel
- Presenter, SP'91 and FA'91 UOG, Introduction to Social Work, SW201, "Casework Services at the Department of Corrections"
- 1991 Department Chairperson, DOC Lytico and Bodig Fund Drive
- 1988-1992 GASW Chair and Member, GASW Annual Conference
- 1990 Commencement Address Speaker, GCC High School Graduation
- 1990 Second Annual Intergenerational Conference Plenary Session
- 1989 Criminal Justice Association Induction Ceremony Speaker
- 1988 Donor, Sanctuary, Inc., Fundraiser
- 1988 Career Day Speaker, F.B. Leon Guerrero School

REFERENCES:

Available upon request