## clerks@guamlegislature.org

**From:** Speaker's Office <speaker@guamlegislature.org>
**Sent:** Tuesday, October 6, 2020 4:37 PM
**To:** Clerks Office
**Cc:** Rennae Meno
**Subject:** M&C Fwd: FY2020 Reporting Requirements
**Attachments:** FY2020 4th Quarter Staffing Pattern Report.pdf; FY2020 4th Qtr Travel Expense Report.pdf; FY2020 Small Purchases - September 2020.pdf

| | | | | | |
|---|---|---|---|---|---|
| 10/06/20 | 3:47 PM | 10/01/20 | FY 2020 4th Quarter Staffing Pattern Report; FY 2020 4th Quarter Travel Expense Report; September 2020 Small Purchases Report.* | Office of Public Accountability | 35GL-20-2270 |

---------- Forwarded message ---------
From: **Marisol Andrade** <mandrade@guamopa.com>
Date: Tue, Oct 6, 2020 at 15:47
Subject: RE: FY2020 Reporting Requirements
To: <speaker@guamlegislature.org>
CC: Benjamin Cruz <bjcruz@guamopa.com>, Jerrick Hernandez <jhernandez@guamopa.com>

Hafa Adai Speaker Barnes,

Please see attached OPA's FY2020 Reporting Requirements as follows:
1) FY 2020 4th Quarter Staffing Pattern Report
2) FY 2020 4th Quarter Travel Expense Report
3) September 2020 Small Purchases Report

Kindly acknowledge receipt of this email.

Should you have any questions, please let me know.

Have a great day and stay safe.

Warm regards,
**Marisol M. Andrade, CGFM**
Administrative Services Officer
Office of Public Accountability - Guam
Phone: (671) 475-0390 ext. 201
Fax: (671) 472-7951
--

*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

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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'.

# OFFICE OF PUBLIC ACCOUNTABILITY

Suite 401 DNA Building, 238 Archbishop Flores St., Hagåtña, Guam 96910
Phone: (671) 475-0390 / FAX: (671) 472-7951


October 1, 2020

Honorable Tina Muña Barnes
Speaker, 35th Guam Legislature
Guam Congress Building
163 Chalan Santo Papa
Hagatna, Guam 96910

**Ref: P.L. 35-36, 4th Quarter Staffing Pattern Report**

Hafa Adai Speaker Barnes,

In compliance with the FY 2020 Budget Act - Public Law 35-36 Chapter IX Part 1 Section 1, the Office of Public Accountability submits its 4th Quarter Staffing Pattern report as of September 30, 2020. The funding source for OPA's personnel is the General Fund. This report will also be posted on OPA's website at www.opaguam.org.

Should you or your staff have any questions or require additional information, please contact Administrative Services Officer Marisol Andrade at 475-0390 extension 201 or via email at mandrade@guamopa.com.

*Senseramente,*

BENJAMIN J.F. CRUZ
Public Auditor

Attachment

cc: File

**Government of Guam**
**Fiscal Year 2020**
**Agency Staffing Pattern**
**As of September 30, 2020**

[BBMR SP-1]

**FUNCTIONAL AREA:** OFFICE OF PUBLIC ACCOUNTABILITY

**DEPARTMENT/AGENCY:** OFFICE OF PUBLIC ACCOUNTABILITY

**PROGRAM:** OFFICE OF PUBLIC ACCOUNTABILITY

**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 1/ | Name of Incumbent | Grade/ Step | Salary | Overtime | Special* | Date | Amt. | (E+F+G+I) Subtotal | Retirement (J * 26.28%) | Retire (DDI) ($19.01*26PP) | Social Security (6.2% * J) | Medicare (1.45% * J) | Life 2/ | | Medical (Premium) | Dental (Premium) | Total Benefits (K thru Q) | (J + R) TOTAL |
| 1 | 1 | Public Auditor | Benjamin J.F. Cruz | PA-01 | $ 100,000 | $ - | $ - | - | $ - | $ 100,000 | $ 26,280 | $ 495 | $ - | $ 1,450 | $ 187 | | $ 1,438 | $ 248 | $ 30,098 | $ 130,098 |
| 2 | 2 | Administrative Services Officer | Marisol M. Andrade | N-03 | $ 48,490 | $ - | $ 4,849 | 12/25/2020 | $ - | $ 53,339 | $ 14,017 | $ 495 | $ - | $ 773 | $ 187 | | $ 1,438 | $ 248 | $ 17,158 | $ 70,497 |
| 3 | 3 | Accountability Auditor III | *Vacant* | O-01 | $ - | $ - | $ - | - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | | $ - | $ - | $ - | $ - |
| 4 | 4 | Accountability Auditor III | Jerrick J.J.G. Hernandez | O-06 | $ 60,094 | $ - | $ - | 6/1/2021 | $ - | $ 60,094 | $ 15,793 | $ 495 | $ - | $ 871 | $ 187 | | $ 1,438 | $ 248 | $ 19,032 | $ 79,126 |
| 5 | 5 | Accountability Auditor II | *Vacant* | M-01 | $ - | $ - | $ - | - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | | $ - | $ - | $ - | $ - |
| 6 | 6 | Accountability Auditor III | Clariza Mae G. Roque | O-06 | $ 60,094 | $ - | $ 6,009 | 6/1/2021 | $ - | $ 66,103 | $ 17,372 | $ - | $ - | $ 958 | $ 187 | | $ 2,002 | $ 281 | $ 20,800 | $ 86,903 |
| 7 | 7 | Accountability Auditor III | Maria Thyrza D. Bagana | O-06 | $ 60,094 | $ - | $ 6,009 | 6/1/2021 | $ - | $ 66,103 | $ 17,372 | $ 495 | $ - | $ 958 | $ 187 | | $ 3,314 | $ 468 | $ 22,794 | $ 88,897 |
| 8 | 8 | Accountability Auditor I | Thomas Eladio M. Battung | L-01 | $ 37,100 | $ - | $ - | 6/8/2021 | $ - | $ 37,100 | $ 9,750 | $ 495 | $ - | $ 538 | $ 187 | | $ 1,438 | $ 248 | $ 12,656 | $ 49,756 |
| 9 | 9 | Accountability Auditor II | Christian S. Rivera | M-05 | $ 47,301 | $ - | $ - | 6/1/2021 | $ - | $ 47,301 | $ 12,431 | $ 495 | $ - | $ 686 | $ 187 | | $ 1,438 | $ 248 | $ 15,485 | $ 62,786 |
| 10 | 10 | Accountability Auditor II | Andriana U. Quitugua | M-05 | $ 47,301 | $ - | $ 4,730 | 6/1/2021 | $ - | $ 52,031 | $ 13,674 | $ - | $ - | $ 754 | $ 187 | | $ 1,438 | $ 248 | $ 16,301 | $ 68,332 |
| 11 | 11 | Accountability Auditor III | Vincent Jon G. Duenas | O-15 | $ 80,077 | $ - | $ - | 6/1/2022 | $ - | $ 80,077 | $ 21,044 | $ 495 | $ - | $ 1,161 | $ 187 | | $ 3,314 | $ 468 | $ 26,669 | $ 106,746 |
| 12 | 12 | Accountability Auditor I | Johanna Maria P. Pangelinan | L-01 | $ 37,100 | $ - | $ - | 6/22/2021 | $ - | $ 37,100 | $ 9,750 | $ 495 | $ - | $ 538 | $ 187 | | $ 2,816 | $ 248 | $ 14,034 | $ 51,134 |
| 13 | 13 | Accountability Auditor III | *Vacant* | O-01 | $ - | $ - | $ - | - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | | $ - | $ - | $ - | $ - |
| 14 | 14 | Accountability Auditor III | *Vacant* | O-01 | $ - | $ - | $ - | - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | | $ - | $ - | $ - | $ - |
| 15 | 15 | Accountability Auditor III | *Vacant* | O-01 | $ - | $ - | $ - | - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | | $ - | $ - | $ - | $ - |
| 16 | 16 | Accountability Auditor II | Ira Marie P. Palero | M-03 | $ 43,910 | $ - | $ 6,587 | 6/1/2021 | $ - | $ 50,497 | $ 13,270 | $ 495 | $ - | $ 732 | $ 187 | | $ 1,438 | $ 248 | $ 16,370 | $ 66,867 |
| 17 | 17 | Accountability Auditor I | *Vacant* | L-01 | $ - | $ - | $ - | - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | | $ - | $ - | $ - | $ - |
| 18 | 18 | Accountability Auditor II | *Vacant* | M-01 | $ - | $ - | $ - | - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | | $ - | $ - | $ - | $ - |
| 19 | 19 | Accountability Auditor II | Michele S. Brillante | M-05 | $ 47,301 | $ - | $ - | 12/25/2020 | $ - | $ 47,301 | $ 12,431 | $ 495 | $ - | $ 686 | $ 187 | | $ 1,438 | $ 248 | $ 15,485 | $ 62,786 |
| 20 | 20 | Accountability Auditor II | Frederick D. Jones | M-03 | $ 43,910 | $ - | $ - | 6/1/2021 | $ - | $ 43,910 | $ 11,540 | $ - | $ - | $ 637 | $ 187 | | $ 1,438 | $ 248 | $ 14,050 | $ 57,960 |
| 21 | | | | | | | | | | | | | | | | | | | | |
| 22 | | | | | | | | | | | | | | | | | | | | |
| 23 | | | | | | | | | | | | | | | | | | | | |
| 24 | | | | | | | | | | | | | | | | | | | | |
| 25 | | | | | | | | | | | | | | | | | | | | |
| 26 | | | | | | | | | | | | | | | | | | | | |
| 27 | | | | | | | | | | | | | | | | | | | | |
| | | | Grand Total: | ---- | $ 712,772 | $ - | $ 28,184 | ---- | $ - | $ 740,956 | $ 194,724 | $ 4,950 | $ - | $ 10,742 | $ 2,431 | | $ 24,388 | $ 3,697 | $ 240,932 | $ 981,888 |

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

1/ Indicate "(LTA)" or "(Temp.)" next to Position Title (where applicable).

2/ FY2020 GovGuam contribution for Life Insurance is $187 per annum

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Speaker, 35th Guam Legislature
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163 Chalan Santo Papa
Hagatna, Guam 96910

**Ref: P.L. 35-36, 4th Quarter Travel Expense Report**

Hafa Adai Speaker Barnes,

Pursuant to Public Law 35-36 Chapter IX Part 1 Section 1, the Office of Public Accountability did not incur any travel expense using local funds for the 4th Quarter ending September 30, 2020.

Should you have any questions or concerns, please contact Administrative Services Officer Marisol Andrade at 475-0390 extension 201 or via email at mandrade@guamopa.com.

*Senseramente,*

BENJAMIN J.F. CRUZ
Public Auditor

cc: File

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**Ref: Public Law 34-35 Relative to Small Purchases**

Hafa Adai Speaker Barnes,

In compliance with Public Law 34-35, the Office of Public Accountability submits the following report:

For the Month of: **SEPTEMBER 2020**

| SUPPLIES AND SERVICES EXCEEDING $15,000 | | | |
|---|---|---|---|
| **Date** | **Vendor** | **Type** | **Amount** |
| | *None* | | |

| CONSTRUCTION EXCEEDING $50,000 | | | |
|---|---|---|---|
| **Date** | **Vendor** | **Type** | **Amount** |
| | *None* | | |

Should you have any questions or concerns, please contact Administrative Services Officer Marisol Andrade at 475-0390 extension 201 or via email at mandrade@guamopa.com.

*Senseramente,*

BENJAMIN J.F. CRUZ
Public Auditor

cc: File