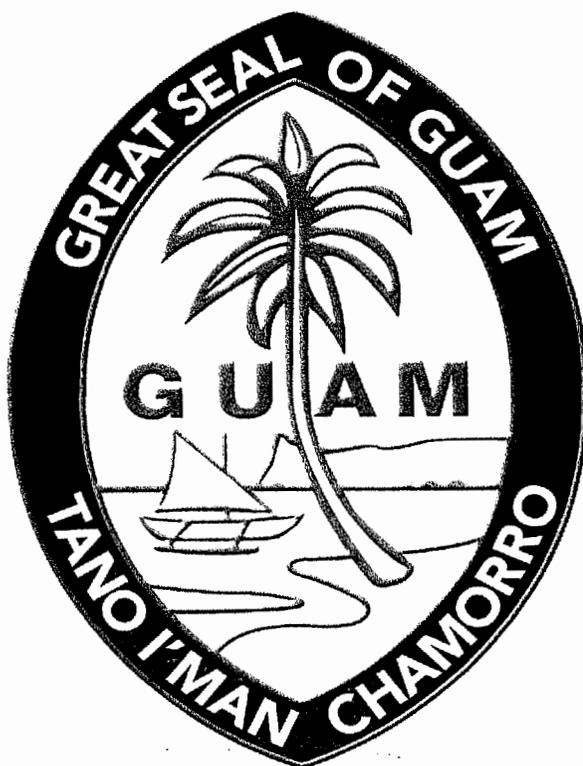


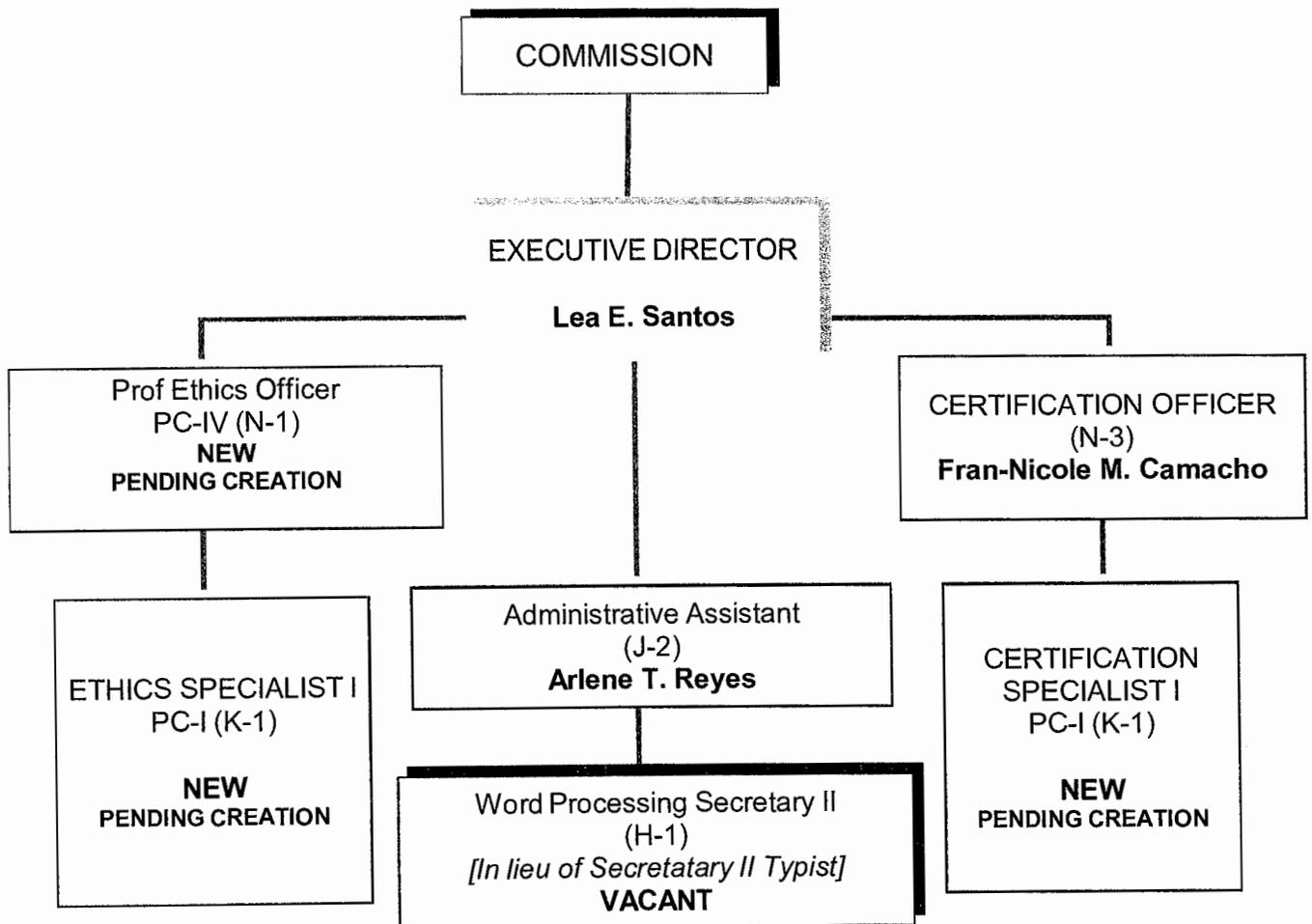
GOVERNMENT OF GUAM
KUMISION SETTEFIKASION PARA I MANMANIDUKA
GUAM COMMISSION FOR EDUCATOR'S CERTIFICATION

FY 2017 PROPOSED BUDGET



Submitted to BBMR on _____ BBMR Circular 16-03

**GUAM COMMISSION FOR EDUCATOR CERTIFICATION
FY 2017
ORGANIZATIONAL CHART**



**Government of Guam
Fiscal Year 2017**

Agency Budget Certification

Agency: **Guam Commission for Educator Certification**

Agency Head: **Lea E. Santos, Executive Director**

I certify that the attached budget, submitted herewith, has been reviewed for accuracy and that all requirements by the Bureau of Budget & Management Research (BBMR) have been met. I also acknowledge that this budget document will be returned to this department if any of the **BBMR requirements** is not met and/or if there are **inaccuracies** contained therein.

Agency Head: _____
(Signature)



Date: 2-18-16

**Government of Guam
Fiscal Year 2017 Budget
Department / Agency Narrative**

FUNCTION: EDUCATION

DEPT. / AGENCY: Guam Commission for Educator Certification

MISSION STATEMENT:

The Guam Commission for Educator Certification ensures educator quality, recognizing that the highest possible standards for all educators are essential to the attainment of high standards for all students on Guam.

GOALS AND OBJECTIVES:

The Guam Commission for Educator Certification's purpose and function is

1. To support student achievement and performance;
2. To improve the quality of the Guam educator workforce;
3. To provide a rigorous system of educator certification; and,
4. To provide professional development and evaluation to all certified educators.

Short Term

1. Use technology to support operations and innovations to increase efficiency.
2. Staff training to improve productivity.
3. Strengthen relationships and continue to provide relevant information to policy makers and stakeholders on issues relating to the Commission's mandates.
4. Continue to implement the code of ethics that reflects standards of conduct for educator certificate holders.
5. Secure funding for a legal services contract to investigate complaints of official misconduct of educators relative to existing laws and regulations and conduct evidentiary hearings from which decisions relating to the action that will be taken by the commission on the educator's certificate.
6. Conduct training for all educators on the code of ethics.

Long Term

1. To continue implementing the existing rules and regulations governing educator certifications.
2. Implement the code of ethics that reflects standards of conduct for holders of GCEC educator certificates.
3. Research developments in the education field and consider applicable content tests.
4. Investigate automating the certification process.
5. Increase funding to fully staff the office and improve efficiency.
6. Staff training to maximize professional quality and job satisfaction.

**Decision Package
FY 2017**

Guam Commission for
Department/Agency: Educator Certification

Division/Section: 7600

Program Title: Educator Certification Office

Activity Description:

Certification of Educators as set forth under Public Law 31-50 - Professional Educator Certification.

Major Objective(s):
To continue providing a system regulating professional certification of educators via an external entity that is separate and apart from the entities that train and employ such educators. 1. To continue implementing the existing rules and regulations governing educator certifications. 2. Implement the code of ethics that reflects standards of conduct for holders of GCEC educator certificates. 3. Research developments in the education field and consider applicable content tests. 4. Investigate automating the certification process. 5. Increase funding to fully staff the office and improve efficiency. 6. Staff training to improve professionalism.

Short-term Goals:
1. Use technology to support operations and innovations to increase efficiency. 2. Staff training to improve productivity. 3. Strengthen relationships and continue to provide relevant information to policy makers and stakeholders on issues relating to the Commission's mandates. 4. Continue to implement the code of ethics that reflects standards of conduct for educator certificate holders. 5. Secure funding for a legal services contract to investigate complaints of official misconduct of educators relative to existing laws and regulations and conduct evidentiary hearings from which decisions relating to the action that will be taken by the commission on the educator's certificate. 6. Conduct training for all educators on the code of ethics.

Workload Output			
Workload Indicator:	FY 2015 Level of Accomplishment	FY 2016 Anticipated Level	FY 2017 Projected Level
Certificates Issued	626	690	730
Extensions Granted	14	16	18
Extensions Denied	6	8	10
Telephone Calls	4,751	4,900	5,000
Walk - Ins	1,633	1,720	1,830
Emails	3,691	4,100	4,300
Workshops	6	12	15

Schedule A - Off-Island Travel

Department/Agency: EDUCATION

Division: GUAM COMMISSION FOR EDUCATION CERTIFICATION

Program: Administration

Purpose / Justification for Travel				
Attend the Annual National Association of State Directors on Teacher Education and Certification (NASDTEC) Conference, Inttentative date and location upon NASDTEC schedule offered.				
Travel Date: _____		No. of Travelers: _____ 1/		
Position Title of Traveler(s)	Air Fare	Per diem 2/	Registration	Total Cost
Upon the Commission Appointees	\$ 3,500.00	\$ 1,000.00	\$ 500.00	\$ 5,000.00
Upon the Commission Appointees	\$ 3,500.00	\$ 1,000.00	\$ 500.00	\$ 5,000.00
Upon the Commission Appointees	\$ 3,500.00	\$ 1,000.00	\$ 500.00	\$ 5,000.00
Upon the Commission Appointees	\$ 3,500.00	\$ 1,000.00	\$ 500.00	\$ 5,000.00

Purpose / Justification for Travel				
Travel Date: _____		No. of Travelers: _____ 1/		
Position Title of Traveler(s)	Air Fare	Per diem 2/	Registration	Total Cost
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -

Purpose / Justification for Travel				
Travel Date: _____		No. of Travelers: _____ 1/		
Position Title of Traveler(s)	Air Fare	Per diem 2/	Registration	Total Cost
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -

1/ Provide justification for multiple travelers attending the same conference / training / etc.

2/ Rates must be consistent with Title 5 GCA, Div.2, Ch.23, §23104 and federal Joint Travel Regulations

Schedule B - Contractual

Item	Quantity	Unit Price	FY 2017 Request	FY 2016 Authorized	Variance Increase/(Decrease)
	0	\$0.00	\$ -	\$ -	\$ -
Xerox 36mos lease agreement (purchased FY15) copy/scan/fax/color printer (Certificates only)	1	\$2,500.00	\$ 2,500.00	\$ -	\$ 2,500.00
New lease agreement for copy/scan/fax/color printer for existing lease expiring October 2017 (Daily Operations)	1	\$4,500.00	\$ 4,500.00	\$ 4,500.00	
Trainings On-Island/Off Island Consultant Fees	1	\$20,000.00	\$ 20,000.00	\$ 10,000.00	\$ 10,000.00
NASDTEC Annual Membership Fees	1	\$4,000.00	\$ 4,000.00	\$ 4,000.00	
Media-Advertisement	2	\$500.00	\$ 1,000.00	\$ 1,000.00	\$ -
Webmaster Services	1	\$3,000.00	\$ 3,000.00	\$ 3,000.00	\$ -
Data Storage Contract	1	\$2,400.00	\$ 2,400.00	\$ -	\$ 2,400.00
Legal Services	1	\$200,000.00	\$ 200,000.00	\$ 40,522.00	\$ 159,478.00
Total Contractual			\$ 237,400.00		
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
Total Supplies & Materials			\$ 237,400.00		

Schedule D - Equipment

Item	Quantity	Unit Price	FY 2017 Request	FY 2016 Authorized	Variance Increase/(Decrease)
Administrative Supplies & Materials	1	\$2,000.00	\$ 2,000.00	\$ 1,000.00	\$ 1,000.00
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
Total Supplies & Materials			\$ 2,000.00		

Schedule E - Miscellaneous

Item	Quantity	Unit Price	FY 2017 Request	FY 2016 Authorized	Variance Increase/(Decrease)
Back Up Batteries	4	\$400.00	\$ 1,600.00	\$ -	\$ 1,600.00
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
Total Equipment			\$ 1,600.00		

Schedule F - Capital Outlay

Item	Quantity	Unit Price	FY 2017 Request	FY 2016 Authorized	Variance Increase/(Decrease)
Commission Members Stipends for 7 Members (Quarterly)	0	\$0.00	\$ -	\$ -	\$ -
	4	\$350.00	\$ 1,400.00	\$ -	\$ 1,400.00
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
Total Miscellaneous			\$ 1,400.00		

Government of Guam
Fiscal Year 2017
Budget Digest

[BBMR BD-1]

Function:
Department/Agency:
Program:
SUMMARY

EDUCATION
GUAM COMMISSION FOR EDUCATOR CERTIFICATION
CERTIFICATION

AS400 Account Code	Appropriation Classification	GENERAL FUND			SPECIAL FUND 1/			FEDERAL MATCH			GRAND TOTAL (ALL FUNDS)		
		FY 2015 Expenditures & Encumbrances	FY 2016 Authorized Level	FY 2017 Governor's Request	FY 2015 Expenditures & Encumbrances	FY 2016 Authorized Level	FY 2017 Governor's Request	FY 2015 Expenditures & Encumbrances	FY 2016 Authorized Level	FY 2017 Governor's Request	FY 2015 Expenditures & Encumbrances (A + D + G)	FY 2016 Authorized Level (B + E + H)	FY 2017 Governor's Request (C + F + I)
	PERSONNEL SERVICES												
111	Regular Salaries/Increments/Special Pay:	138,324.00	145,476	145,770	0	0	0	0	0	0	138,324	145,476	145,770
112	Overtime:	0	0	0	0	0	0	0	0	0	0	0	0
113	Benefits:	43,295	57,624	56,997	0	0	0	0	0	0	43,295	57,624	56,997
	TOTAL PERSONNEL SERVICES	\$181,619	\$203,100	\$202,767	\$0	\$0	\$0	\$0	\$0	\$0	\$181,619	\$203,100	\$202,767
	OPERATIONS												
220	TRAVEL- Off-Island/Local Mileage Reimburs:	8,400		20,000	0	0	0	0	0	0	8,400	0	20,000
230	CONTRACTUAL SERVICES:	52,460	65,522	237,400	0	0	0	0	0	0	52,460	65,522	237,400
233	OFFICE SPACE RENTAL:	6,000	6,000	6,000	0	0	0	0	0	0	6,000	6,000	6,000
240	SUPPLIES & MATERIALS:	1,062	1,000	2,000	0	0	0	0	0	0	1,062	1,000	2,000
250	EQUIPMENT:	2,500		1,600	0	0	0	0	0	0	2,500	0	1,600
270	WORKERS COMPENSATION:	0	0	0	0	0	0	0	0	0	0	0	0
271	DRUG TESTING:	0	0	0	0	0	0	0	0	0	0	0	0
280	SUB-RECIPIENT/SUBGRANT:		0	0	0	0	0	0	0	0	0	0	0
290	MISCELLANEOUS:	1,200	1,400	1,400	0	0	0	0	0	0	1,200	1,400	1,400
	TOTAL OPERATIONS	\$71,622	\$73,922	\$268,400	\$0	\$0	\$0	\$0	\$0	\$0	\$71,622	\$73,922	\$268,400
	UTILITIES												
361	Power:	0	0	0	0	0	0	0	0	0	0	0	0
362	Water/ Sewer:	0	0	0	0	0	0	0	0	0	0	0	0
363	Telephone/ Toll:	4,800	4,800	4,800	0	0	0	0	0	0	4,800	4,800	4,800
	TOTAL UTILITIES	\$4,800	\$4,800	\$4,800	\$0	\$0	\$0	\$0	\$0	\$0	\$4,800	\$4,800	\$4,800
450	CAPITAL OUTLAY	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	TOTAL APPROPRIATIONS	\$258,041	\$281,822	\$475,967	\$0	\$0	\$0	\$0	\$0	\$0	\$258,041	\$281,822	\$475,967
	1/ Specify Fund Source(s)												
	FULL TIME EQUIVALENCIES (FTEs)												
	UNCLASSIFIED:	1	1	1	0	0	0	0	0	0	1	1	1
	CLASSIFIED:	2	2	2	0	0	0	0	0	0	2	2	2
	TOTAL FTEs	3.00	3.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00	3.00	3.00	3.00

Government of Guam

Fiscal Year 2017

Budget Digest

Function:
Department/Agency:
Program:

EDUCATION
GUAM COMMISSION FOR EDUCATOR CERTIFICATION
CERTIFICATION

AS400 Account Code	Appropriation Classification	GENERAL FUND			SPECIAL FUND 1/			FEDERAL MATCH			GRAND TOTAL (ALL FUNDS)		
		FY 2015 Expenditures & Encumbrances	FY 2016 Authorized Level	FY 2017 Governor's Request	FY 2015 Expenditures & Encumbrances	FY 2016 Authorized Level	FY 2017 Governor's Request	FY 2015 Expenditures & Encumbrances	FY 2016 Authorized Level	FY 2017 Governor's Request	FY 2015 Expenditures & Encumbrances (A + D + G)	FY 2016 Authorized Level (B + E + H)	FY 2017 Governor's Request (C + F + I)
	PERSONNEL SERVICES												
111	Regular Salaries/Increments/Special Pay:	138,324	145,476	145,770	0	0	0	0	0	0	138,324	145,476	145,770
112	Overtime:	0	0	0	0	0	0	0	0	0	0	0	0
113	Benefits:	43,295	57,624	56,997	0	0	0	0	0	0	43,295	57,624	56,997
	TOTAL PERSONNEL SERVICES	\$181,619	\$203,100	\$202,767	\$0	\$0	\$0	\$0	\$0	\$0	\$181,619	\$203,100	\$202,767
	OPERATIONS												
220	TRAVEL- Off-Island/Local Mileage Reimburs:	8,400	0	20,000	0	0	0	0	0	0	8,400	0	20,000
230	CONTRACTUAL SERVICES:	52,460	65,522	237,400	0	0	0	0	0	0	52,460	65,522	237,400
233	OFFICE SPACE RENTAL:	6,000	6,000	6,000	0	0	0	0	0	0	6,000	6,000	6,000
240	SUPPLIES & MATERIALS:	1,062	1,000	2,000	0	0	0	0	0	0	1,062	1,000	2,000
250	EQUIPMENT:	2,500	0	1,600	0	0	0	0	0	0	2,500	0	1,600
270	WORKERS COMPENSATION:	0	0	0	0	0	0	0	0	0	0	0	0
271	DRUG TESTING:	0	0	0	0	0	0	0	0	0	0	0	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0	0	0	0	0	0	0	0	0	0
290	MISCELLANEOUS:	1,200	1,400	1,400	0	0	0	0	0	0	1,200	1,400	1,400
	TOTAL OPERATIONS	\$71,622	\$73,922	\$268,400	\$0	\$0	\$0	\$0	\$0	\$0	\$71,622	\$73,922	\$268,400
	UTILITIES												
361	Power:	0	0	0	0	0	0	0	0	0	0	0	0
362	Water/ Sewer:	0	0	0	0	0	0	0	0	0	0	0	0
363	Telephone/ Toll:	4,800	4,800	4,800	0	0	0	0	0	0	4,800	4,800	4,800
	TOTAL UTILITIES	\$4,800	\$4,800	\$4,800	\$0	\$0	\$0	\$0	\$0	\$0	\$4,800	\$4,800	\$4,800
450	CAPITAL OUTLAY	\$0	\$0	\$1,400	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,400
	TOTAL APPROPRIATIONS	\$258,041	\$281,822	\$475,967	\$0	\$0	\$0	\$0	\$0	\$0	\$258,041	\$281,822	\$475,967
	1/ Specify Fund Source(s)												
	FULL TIME EQUIVALENCIES (FTEs)												
	UNCLASSIFIED:	1	1	1	0	0	0	0	0	0	1	1	1
	CLASSIFIED:	2	2	2	0	0	0	0	0	0	2	2	2
	TOTAL FTEs	3.00	3.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00	3.00	3.00	3.00

**Government of Guam
Fiscal Year 2017
Agency Staffing Pattern
(PROPOSED)**

FUNCTIONAL AREA: EDUCATION
DEPARTMENT/AGENCY: GUAM COMMISSION FOR EDUCATOR CERTIFICATION
PROGRAM: CERTIFICATION
FUND: LOCAL

Input by Department										Input by Department									
No.	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)		(J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)	(R)	(S)
	Position Number	Position Title 1/	Name of Incumbent	Grade/Step	Salary	Overtime	Special*	Increment		(E+F+G+I) Subtotal	Retirement (J * 27.67%) 2/	Retire (DDI) (\$19.01*26PP) 3/	Social Security (6.2% * J)	Medicare (1.45% * J)	Life 4/	Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL
1		DIVISION #1			\$144,618	\$0	\$0		\$1,152	\$145,770	\$40,335	\$1,485	\$0	\$2,115	\$534	\$11,676	\$852	\$56,997	\$202,767
2		DIVISION #2			0	0	0		0	0	0	0	0	0	0	0	0	0	0
3		DIVISION #3			0	0	0		0	0	0	0	0	0	0	0	0	0	0
4		DIVISION #4			0	0	0		0	0	0	0	0	0	0	0	0	0	0
5		DIVISION #5			0	0	0		0	0	0	0	0	0	0	0	0	0	0
6					0	0	0		0	0	0	0	0	0	0	0	0	0	0
7					0	0	0		0	0	0	0	0	0	0	0	0	0	0
8					0	0	0		0	0	0	0	0	0	0	0	0	0	0
9					0	0	0		0	0	0	0	0	0	0	0	0	0	0
10					0	0	0		0	0	0	0	0	0	0	0	0	0	0
11					0	0	0		0	0	0	0	0	0	0	0	0	0	0
12					0	0	0		0	0	0	0	0	0	0	0	0	0	0
13					0	0	0		0	0	0	0	0	0	0	0	0	0	0
14					0	0	0		0	0	0	0	0	0	0	0	0	0	0
15					0	0	0		0	0	0	0	0	0	0	0	0	0	0
16					0	0	0		0	0	0	0	0	0	0	0	0	0	0
17					0	0	0		0	0	0	0	0	0	0	0	0	0	0
18					0	0	0		0	0	0	0	0	0	0	0	0	0	0
19					0	0	0		0	0	0	0	0	0	0	0	0	0	0
20					0	0	0		0	0	0	0	0	0	0	0	0	0	0
21					0	0	0		0	0	0	0	0	0	0	0	0	0	0
22					0	0	0		0	0	0	0	0	0	0	0	0	0	0
23					0	0	0		0	0	0	0	0	0	0	0	0	0	0
24					0	0	0		0	0	0	0	0	0	0	0	0	0	0
25					0	0	0		0	0	0	0	0	0	0	0	0	0	0
			Grand Total:		\$144,618	\$0	\$0		\$1,152	\$145,770	\$40,335	\$1,485	\$0	\$2,115	\$534	\$11,676	\$852	\$56,997	\$202,767

* Night Differential / Hazardous / Worker's Compensation / etc.
 1/ Indicate "(LTA)" or "(Temp.)" next to Position Title (where applicable).
 2/ FY 2017 (Proposed) GovGuam contribution rate of 27.67% for the Government of Guam Retirement is subject to change.
 3/ FY 2017 (Proposed) GovGuam contribution rate of \$19.01 (bi-weekly) for DDI is subject to change.
 4/ FY 2017 (Proposed) GovGuam contribution rate of \$178 (per annum) for Life Insurance is subject to change.

Government of Guam
Fiscal Year 2017
Agency Staffing Pattern
(PROPOSED)

FUNCTIONAL AREA: EDUCATION
DEPARTMENT/AGENCY: GUAM COMMISSION FOR EDUCATOR CERTIFICATION
PROGRAM: CERTIFICATION
FUND: LOCAL

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)
No.	Position Number	Position Title 1/	Name of Incumbent	Grade/ Step	Salary	Overtime	Special*	Increment		(E+F+G+I) Subtotal	Retirement (J * 27.67%) 1/	Retire (DDI) (\$19.01*26PP) 2/	Social Security (6.2% * J)	Benefits			Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL
								Date	Amt.					Medicare (1.45% * J)	Life 3/					
			GENERAL FUND																	
1	3	Executive Director	Lea E. Santos	----	\$62,037	\$0	\$0	----	\$0	\$62,037	\$17,166	\$495	\$0	\$900	\$178	\$2,583	\$224	\$21,546	\$83,583	
2	2	Education Certification Officer	Fran-Nicole M. Camacho	N-4	50,328	0	0	5/24/2017	678	\$51,006	\$14,113	\$495	\$0	\$740	\$178	\$6,510	\$404	\$22,440	\$73,446	
3	4	Administrative Assistant	Arlene T. Reyes	J-2	32,253	0	0	5/11/2017	474	\$32,727	\$9,056	\$495	\$0	\$475	\$178	\$2,583	\$224	\$13,011	\$45,738	
4	----	Word Processing Secretary	VACANT	H-1	0	0	0	----	0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
5	----	Certification Specialist	New Position Pending Creation	K-1	0	0	0	----	0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
6	----	PC IV (in lieu of Pro Ethics Off)	New Position Pending Creation	N-1				----												
7	----							----												
8	----							----												
9	----							----												
10	----							----												
11	----							----												
12	----							----												
13	----							----												
14	----							----												
15	----							----												
16	----							----												
17	----							----												
18	----							----												
19	----							----												
20	----							----												
			GRAND TOTAL		\$144,618	\$0	\$0		\$1,152	\$145,770	\$40,335	\$1,485	\$0	\$2,115	\$534	\$11,676	\$852	\$56,997	\$202,767	

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

1/ FY 2017 (Proposed) GovGuam contribution rate of 27.67% for the Government of Guam Retirement is subject to change.

2/ FY 2017 (Proposed) GovGuam contribution rate of \$19.01 (bi-weekly) for DDI is subject to change.

3/ FY 2015 (Proposed) GovGuam contribution rate of \$178 (per annum) for Life Insurance is subject to change.

Government of Guam
Fiscal Year 2017
Agency Staffing Pattern
(PROPOSED)

Input by Department											
Special Pay Categories											
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	
No.	Position Number	Position Title	Name of Incumbent	Holiday Pay	Night Differential Pay 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	3	Executive Director	Lea E. Santos	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2	2	Education Certification Officer	Fran-Nicole Camacho	0	0	0	0	0	0	0	0
3	4	Administrative Assistant	Arlene T. Reyes	0	0	0	0	0	0	0	0
4	0	Word Processing Secretary	VACANT	0	0	0	0	0	0	0	0
5	0	Certification Specialist	New Position Pending Creation	0	0	0	0	0	0	0	0
6	0	PC IV (in lieu of Pro Ethics Officer)	New Position Pending Creation	0	0	0	0	0	0	0	0
7	0	0	0	0	0	0	0	0	0	0	0
8	0	0	0	0	0	0	0	0	0	0	0
9	0	0	0	0	0	0	0	0	0	0	0
10	0	0	0	0	0	0	0	0	0	0	0
11	0	0	0	0	0	0	0	0	0	0	0
12	0	0	0	0	0	0	0	0	0	0	0
13	0	0	0	0	0	0	0	0	0	0	0
14	0	0	0	0	0	0	0	0	0	0	0
15	0	0	0	0	0	0	0	0	0	0	0
16	0	0	0	0	0	0	0	0	0	0	0
17	0	0	0	0	0	0	0	0	0	0	0
18	0	0	0	0	0	0	0	0	0	0	0
19	0	0	0	0	0	0	0	0	0	0	0
20	0	0	0	0	0	0	0	0	0	0	0
21	0	0	0	0	0	0	0	0	0	0	0
22	0	0	0	0	0	0	0	0	0	0	0
23	0	0	0	0	0	0	0	0	0	0	0
24	0	0	0	0	0	0	0	0	0	0	0
25	0	0	0	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 personnel
- 3/ Applies to solid waste employees
- 4/ 1 1/2 of reg. rate of pay from 12am Friday to 12 midnight Sunday
- 5/ 1 1/2 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 2016
 Agency Staffing Pattern
 (CURRENT)

FUNCTIONAL AREA: EDUCATION

DEPARTMENT/AGENCY: GUAM COMMISSION FOR EDUCATOR CERTIFICATION

PROGRAM: SUMMARY

FUND: LOCAL

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)
No.	Position Number	Position Title	Name of Incumbent	Grade/ Step	Salary	Overtime	Special*	Increment		(E+F+G+I) Subtotal	Benefits					Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL
								Date	Amt.		Retirement (J * 28.16%)	Retire (DDI) (\$19.01*26PP)	Social Security (6.2% * J)	Medicare (1.45% * J)	Life 1/				
1		DIVISION #1		---	\$141,603	\$0	\$0	---	\$1,236	\$142,839	\$40,225	\$1,485	\$0	\$2,071	\$534	\$11,676	\$852	\$56,843	\$199,682
2		DIVISION #2																	
3		DIVISION #3																	
4		DIVISION #4																	
5		DIVISION #5																	
6																			
7																			
8																			
9																			
10																			
11																			
12																			
13																			
14																			
15																			
16																			
17																			
18																			
19																			
20																			
			Grand Total:		\$141,603	\$0	\$0		\$1,236	\$142,839	\$40,225	\$1,485	\$0	\$2,071	\$534	\$11,676	\$852	\$56,843	\$199,682

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

1/ FY 2016 GovGuam contribution for Life Insurance is \$178 per annum

**Government of Guam
Fiscal Year 2016
Agency Staffing Pattern
(CURRENT)**

FUNCTIONAL AREA: EDUCATION
 DEPARTMENT/AGENCY: GUAM COMMISSION FOR EDUCATOR CERTIFICATION
 PROGRAM: CERTIFICATION
 FUND: LOCAL

Input by Department										Input by Department										
(A) No.	(B) Position Number	(C) Position Title 1/	(D) Name of Incumbent	(E) Grade / Step	(F) Salary	(G) Overtime	(H) Special*	(I) Increment		(J) (E+F+G+I) Subtotal	(K) Retirement (J * 28.16%)	(L) Refire (DDI) (\$19.01*26PP)	(M) Social Security (6.2% * J)	(N) Benefits			(P) Medical (Premium)	(Q) Dental (Premium)	(R) Total Benefits (K thru Q)	(S) (J + R) TOTAL
								Date	Am.					Medicare (1.45% * J)	Life 2/					
1	3	Executive Director	Lea E. Santos	---	\$62,037	\$0	\$0		\$0	\$62,037	\$17,470	\$495	\$0	\$900	\$178	\$2,583	\$224	\$21,850	\$83,887	
2	2	Education Certification Officer	Fran-Nicole M. Camacho	N-3	48,490	0	0	5/24/2016	766	49,256	13,871	495	0	714	178	6,510	404	22,172	71,428	
3	4	Administrative Assistant	Ariene T. Reyes	J-1	31,076	0	0	5/11/2016	470	31,546	8,884	495	0	457	178	2,583	224	12,821	44,367	
4		Word Processing Secretary	VACANT	H-1	0	0	0		0	0	0	0	0	0	0	0	0	0	0	
5		Certification Specialist	New Position Pending Creation	K-1	0	0	0		0	0	0	0	0	0	0	0	0	0	0	
6		PC IV (in lieu of Pro Ethics Officer)	New Position Pending Creation	N-1	0	0	0		0	0	0	0	0	0	0	0	0	0	0	
7					0	0	0		0	0	0	0	0	0	0	0	0	0	0	
8					0	0	0		0	0	0	0	0	0	0	0	0	0	0	
9					0	0	0		0	0	0	0	0	0	0	0	0	0	0	
10					0	0	0		0	0	0	0	0	0	0	0	0	0	0	
11					0	0	0		0	0	0	0	0	0	0	0	0	0	0	
12					0	0	0		0	0	0	0	0	0	0	0	0	0	0	
13					0	0	0		0	0	0	0	0	0	0	0	0	0	0	
14					0	0	0		0	0	0	0	0	0	0	0	0	0	0	
15					0	0	0		0	0	0	0	0	0	0	0	0	0	0	
16					0	0	0		0	0	0	0	0	0	0	0	0	0	0	
17					0	0	0		0	0	0	0	0	0	0	0	0	0	0	
18					0	0	0		0	0	0	0	0	0	0	0	0	0	0	
19					0	0	0		0	0	0	0	0	0	0	0	0	0	0	
20					0	0	0		0	0	0	0	0	0	0	0	0	0	0	
21					0	0	0		0	0	0	0	0	0	0	0	0	0	0	
22					0	0	0		0	0	0	0	0	0	0	0	0	0	0	
23					0	0	0		0	0	0	0	0	0	0	0	0	0	0	
24					0	0	0		0	0	0	0	0	0	0	0	0	0	0	
25					0	0	0		0	0	0	0	0	0	0	0	0	0	0	
Grand Total:					\$141,603	\$0	\$0		\$1,236	\$142,839	\$40,225	\$1,485	\$0	\$2,071	\$534	\$11,676	\$852	\$56,843	\$199,682	

* Night Differential / Hazardous / Worker's Compensation / etc.
 1/ Indicate "(LTA)" or "(Temp.)" next to Position Title (where applicable)
 2/ FY 2016 GovGuam contribution for Life Insurance is \$178 per annum

Government of Guam
Fiscal Year 2016
Agency Staffing Pattern
(CURRENT)

Input by Department											
Special Pay Categories											
No.	(A) Position Number	(B) Position Title	(C) Name of Incumbent	(D) Holiday Pay	(E) Special Pay Categories						(K) (D+E+F+G+H+I+J) Subtotal
					1/ Night Differential Pay 10%	2/ Hazard 10%	3/ Hazard 8%	4/ Nurse Sunday Pay 1.5	5/ Nurse Pay 1.5	6/ EMT Pay 15%	
1	3	Executive Director	Lea E. Santos	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2	2	Education Certification Officer	Fran-Nicole M. Camacho	0	0	0	0	0	0	0	0
3	4	Administrative Assistant	Arlene T. Reyes	0	0	0	0	0	0	0	0
4	0	Word Processing Secretary	VACANT	0	0	0	0	0	0	0	0
5	0	Certification Specialist	New Position Pending Creation	0	0	0	0	0	0	0	0
6	0	PC IV (in lieu of Pro Ethics Officer)	New Position Pending Creation	0	0	0	0	0	0	0	0
7	0	0	0	0	0	0	0	0	0	0	0
8	0	0	0	0	0	0	0	0	0	0	0
9	0	0	0	0	0	0	0	0	0	0	0
10	0	0	0	0	0	0	0	0	0	0	0
11	0	0	0	0	0	0	0	0	0	0	0
12	0	0	0	0	0	0	0	0	0	0	0
13	0	0	0	0	0	0	0	0	0	0	0
14	0	0	0	0	0	0	0	0	0	0	0
15	0	0	0	0	0	0	0	0	0	0	0
16	0	0	0	0	0	0	0	0	0	0	0
17	0	0	0	0	0	0	0	0	0	0	0
18	0	0	0	0	0	0	0	0	0	0	0
19	0	0	0	0	0	0	0	0	0	0	0
20	0	0	0	0	0	0	0	0	0	0	0
21	0	0	0	0	0	0	0	0	0	0	0
22	0	0	0	0	0	0	0	0	0	0	0
23	0	0	0	0	0	0	0	0	0	0	0
24	0	0	0	0	0	0	0	0	0	0	0
25	0	0	0	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 personnel
- 3/ Applies to solid waste employees
- 4/ 1 1/2 of reg. rate of pay from 12am Friday to 12 midnight Sunday
- 5/ 1 1/2 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

Prior Year Obligations for FY 2017

A Transaction/ Obligation Date	B Transaction Type	C Vendor	D General Fund (\$)	E Special Fund (\$)	F Federal Fund (\$)	G Reasons for Nonsubmittal or Nonpayment
N/A	N/A	N/A	N/A	N/A	N/A	N/A
Total			\$0.00	\$0.00	\$0.00	

Note:

Column A: Completion date of transaction or event prior to October 1, 2016.

Column B: Transaction Type such as personnel action, contracts, etc.

Column C: Vendor or Party owed

Column D, E, & F: Identify funding source and dollar amount inclusive of associated penalties or fees; if more than one transaction, need to total all transactions.

Column G: Note item of concern.