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**GOVERNMENT OF GUÅHAN**  
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**Department of Administration Organizational Circular No.: 2015- 004**

To: Line/Non-Autonomous Agency/Department Heads  
From: Director, Department of Administration  
Subject: Work Planning & Performance Evaluation Form

*Buenas Yan Hafa Adai!* As part of the Competitive Wage Act of 2014, the DOA Human Resources Division (HRD) is assessing the Merit Bonus program and how it is being administered. Pursuant to Title 4 Chapter 6 §6203, the Merit Bonus provision states the following:

*Superior performance by a classified employee in Grades A through V shall be rewarded by a lump sum bonus based on an amount equivalent to 3.5% of the employee's based salary. The merit bonus shall be automatic upon a superior rating evaluation conducted for increment purposes. The merit bonus is in addition to the increment provided under §6102 and is limited to the fiscal year in which superior performance is rendered.*

This program has been temporarily suspended until the Department of Administration completes its assessment and creates a policy for further evaluation to appropriately administer bonuses that are granted.

We, therefore, solicit your assistance and cooperation in providing the following information:

- 1) The performance evaluation form or any other complementary forms your department/agency uses;
- 2) If it differs from the prescribed DOA form, explain how and why they are different;
- 3) Any recommendations or enhancements that are necessary to better reflect what kind of information that should be included on the form.

Your feedback will be considered in order to make any necessary revisions or improvements to the current form. Please submit your information within two weeks of your office receiving this circular, or not later than November 24, 2014.

*Si Yu'os Ma'ase* for your assistance on this matter. If you have any questions, please call the Employee-Management Relations Branch of the Human Resources Division at 475-1185/1249.

*Benita Manglona*  
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