



EDWARD M. BIRN
Director (Direktot)
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LOURDES A. LEON GUERRERO
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July 28, 2023

DEPARTMENT OF ADMINISTRATION ORGANIZATIONAL CIRCULAR NO.: 2023-027

To: All Line Agency and Department Heads
All Autonomous and Semi-Autonomous Agency Heads

From: Director of Administration

Subject: **Department of Administration -
Division Heads and Responsibilities**

Buenas yan Hafa Adai! As of July 2023, Department of Administration consists of the following divisions with listed responsibilities.

<u>Division</u>	<u>Responsibilities</u>	<u>Division Head</u>
Director's Office	Overall Management and Policy	Edward M. Birn, Director Elizabeth T. Fisher, Deputy Director
Human Resources	HR Services for Line Agencies and Training	Shane Ngata, Personnel Services Manager Robert Taitano, Assistant Personnel Services Manager
Division of Accounts	Financial Report and Control for Line Agencies, and certain Component Units	Gaudencio Rosario, Deputy Financial Manager Mary Grace Edrosa, Controller
	Treasurer of Guam	Rosita Fejeran, Treasurer of Guam
	Payroll	Gilbert Galang, Chief Payroll Officer
General Services Agency	Procurement, Records Management and Surplus Assets	Claudia Ray, Chief Procurement Officer
Insurance & Benefits	Health and Life Insurance, Employee Benefit Administration	Leonora Candaso, Personnel Specialist
Internal Audit	Internal Audit for Line Agencies	Andriana Quitugua, Senior Auditor
Supply Chain and Contract Support	Contract Administration and Post Procurement Support	Joyce Castro, Management Analyst

Emergency Rental
Assistance/Homeowners
Assistance Fund

Financial Assistance for Renters and
Homeowners

Audrey Topasna, Program
Manager


Other Responsibilities:

War Claims
Bereavement Fund
Procurement Policy Office

Finalizing Status

Please note that previous division designations (e.g. Financial Management Division) are not valid and should not be referenced.

Si Yu'os Ma'ase!



EDWARD M. BIRN