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**DEPARTMENT OF  
ADMINISTRATION**  
DIPATTAMENTON ATMENESTRASION

**HUMAN RESOURCES DIVISION**

*(Dibision Inadilanto yan Guinaha Para Taotao)*

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LOURDES A. LEON GUERRERO  
Governor (Maga'håga)

JOSHUA F. TENORIO  
Lt. Governor (Sigundo Maga'låhi)

February 20, 2026

**HRD NO.: 26-052**

**TO:** Director, Department of Administration

**FROM:** Personnel Services Administrator, Human Resources Division

**SUBJECT: Review of Above-Step Recruitment Request**  
**RE: Gabrielle Lynn Lupola, Historian**

***Buenas yan Hafa Adai!*** This is in reference to the Department of Parks and Recreation's Above-Step Recruitment request for Ms. Gabrielle Lynn Lupola to the Historian position under the Historic Resources Division (Local).

The Department is requesting to employ Ms. Lupola as a full-time employee at Pay Grade M, Step 08, at \$64,136.00 per annum. The request is based on the following authority:

- *Title 4, Guam Code Annotated, Section 6205 relative to the ability of the Appointing Authority to petition the Department of Administration (DOA) for the recruitment at a higher step not to exceed step 10 because of recruitment difficulty or exceptional qualifications.*
- *Chapter 6, Rule 6.001 (a)(b), of the current Department of Administration' Personnel Rules and Regulations.*
- *CSC Resolution No. 95-02 relative to the above-step recruitment for initial employment.*

The minimum experience and training requirement for the Historian position is:

- Two (2) years of experience in research, writing, teaching, interpretation or other demonstrable professional activity with an academic institution, historical organization or agency, museum, or other professional institution and graduation from a recognized college or university with a graduate degree in history or closely related field; OR
- Three (3) years of experience in research, writing, teaching, interpretation or other demonstrable professional activity with an academic institution, historical organization or agency, museum, or other professional institution and graduation from a recognized college or university with a bachelor's degree in history or closely related field.

Upon review of Ms. Lupola’s application, she was evaluated utilizing the “A” clause, which requires two years or 24 months of work experience and a Master’s degree or 48 months of education credit, for a combined total of 72 months of required education and experience in history and teaching or related to qualify for the position.

### **Work Experience**

- Adjunct Professor, Santa Monica College: 01/01/2025 – 06/13/2025, Credits – 2.5 months.
- Adjunct Professor, MiraCosta College : 09/01/2024 – 06/13/2025, Credits – 9 months.
- Teaching Assistant, UCLA: 08/01/2022 – 06/30/2024, Credits – 11.5 months.
- Mentorship Coordinator, UCLA: 08/01/2022 – 06/30/2023, Credits – 2.75 months.

### **Education**

- Master of Arts in Asian American Studies on June 14, 2024.

Ms. Lupola was credited 25.75 months of work experience and 48 months of education credit, for a total of 73.75 months, and a final earned rating of 70.15 above the minimum qualifications required.

In addition, Ms. Lupola prepared, performed, and transcribed her own oral history interviews with Manamko, scholars, and other community members as well as self-led archival explorations of the UOG's Micronesia Area Research Center, Nieves M. Flores Memorial Library, and the Guam Museum. Ms. Lupola plans to conduct public-facing historical research that serves the people of Guam as a collective

- continuing the legacy of CHamoru-centered storytelling that acknowledges and honors Guam's humanity rather than contributing to its erasure, and intends to utilize her historical knowledge and specialty in Guam and Pacific Islander studies to streamline historical records and to further the Guahan oral histories collection. The skills and knowledge she possesses are expected to bring great value to the organization.


Based on the above, and taking into consideration internal and external salary information reviewed, HRD recommends that Ms. Lupola be hired as an Historian at pay grade M, Step 08, or \$64,136.00 per annum based on exceptional qualifications.

Final approval and implementation of the above-step salary is contingent upon satisfying the legal requirements of 4GCA, sections 6205 and 6303.1(a), Transparency and Disclosure, which involves posting the “petition” for the Above Step Recruitment on the appropriate website(s) as well as notifying all major print and radio news media. Public Law 38-82, requires the department to post the “petition” on the Guam Public Notices Portal and transmit to the Speaker of I’ Liheslaturan Guahan at least 10 days before the applicant is hired.

Should you require additional information, please contact the Human Resources Division, Recruitment Branch at 475-1128/1141. Dangkolo na Agradesimiento!



**TONY C. AGUON**

<input checked="" type="checkbox"/> APPROVED
<input type="checkbox"/> DISAPPROVED

<b>EDWARD M. BIRON</b>
Director of Administration
Date: <u>3/12/26</u>