



Office of the Governor

Government of Guam

Ricardo J. Bordallo Governor's Complex
Marine Corps Drive
Adelup, Guam

Lourdes A. Leon Guerrero
Governor of Guam

Joshua F. Tenorio
Lt. Governor of Guam

Tony Babauta
Chief of Staff

Jon Junior Calvo
Deputy Chief of Staff

STANDARD OPERATING PROCEDURE

DIVISION/SECTION: EXECUTIVE MANAGEMENT		
NUMBER: SOP2019-___	DATE OF ISSUE: April 15, 2019	EFFECTIVE DATE: April 15, 2019
SUBJECT: PERSONNEL PROCEDURES		

Procedures

- 1) Notification of Personnel Action (“GG1”)
 - a. Assign a GG1 request number
 1. Refer to the GGI Logbook which is located in the EMO front office.
 - b. Attach the following to the GGI:
 1. Funds Availability Sheet
 2. Check List
 - c. New employees require the following documents:
 1. A completed Government of Guam Application form.
 2. High School Diploma or College Transcripts
 3. Police and Court Clearances
 - d. Route the completed GG1 to the authorizing and Certifying Officer for review and approval.
 1. Primary - Jon Junior Calvo, Deputy Chief of Staff
 2. Alternates – Eliza G. Dames and Lynette O. Muna
 - e. Route the certified GG1 to the Authorizing Official for review and approval.
 1. Primary – Anthony M. Babauta, Chief of Staff
 2. Alternates – Jon Junior Calvo and Sophia Santos Diaz

- f. Once approval signatures have been obtained, route to Bureau of Budget and Management Resources (BBMR) for budget approval.
 - g. After all signatures have been obtained, make a copy to file and route the original to DOA for processing.
- 2) Job Application and Profile
- a. Receive applications/resumés submitted to the Executive Management office.
 - b. Review applications for completeness.
 1. Ensure that signatures are in place and dated.
 2. High School diploma or college degree transcripts are attached.
 - c. Review the application and resume to profile as to what positions they are eligible for.
 - d. Place name on the list of resumés/applications submitted for future reference.
 - e. Manage job announcements submitted from other agencies.
- 3) Timekeeping
- a. Keep track of EMO's timesheets.
 - b. Ensure Division Code and Job Order numbers are filled out on the time sheet.
 - c. Ensure total hours are coinciding with hours worked and/or hours of leave taken.
 - d. Ensure all pertinent documents are attached to timesheets and signatures are in place.
 - e. Make copies of all timesheets. Original timesheets and all supporting documents are to be submitted to Coy or Ron and copy to employee file.
- 4) Staff Assistant to the Director of Executive Management
- a. Complete support staff for Director.
 - b. Assist and gather employee applications.
 1. Compile – application, diploma, court and police clearances.
 - c. Gather cabinet information for GG1/Board approval.
 1. Compile – application, diploma, court and police clearances.
 - d. Worker's Compensation Commission Injury Reporting
 1. Follow rules and regulations regarding WCC.
 2. Need to develop standard operating procedures for further details.
 - e. Preparing denial/rejection letters for all applicants that have submitted requests for cabinet positions.
 - f. Created and maintain memo and log sheet for outside employment.
 - g. Organize and maintain resume listings.

- h. May perform other duties as assigned by management.

References:

Government of Guam Job Application
Standard Resumé
Timesheets
Leave Request Forms
Logbook for memos/applicants
Workman's Compensation Commission forms

subject to change with notice

Prepared by:
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Submitted & Approved by:
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Concurred by:
Jon Junior Calvo, Deputy Chief of Staff