

LOURDES A. LEON GUERRERO
GOVERNOR



JOSHUA F. TENORIO
LT. GOVERNOR

UFISINAN I MAGA'HÅGAN GUÅHAN
OFFICE OF THE GOVERNOR OF GUAM

Via Hand Delivery
and E-mail to: speaker@guamlegislature.org

May 21, 2023

HONORABLE THERESE M. TERLAJE
Speaker
I Mina 'trentai Siette Na Liheslaturan Guåhan
37th Guam Legislature
Guam Congress Building
163 Chalan Santo Papa
Hagåtña, Guam 96910

RE: EXECUTIVE ORDER NO. 2023-02

Hafa Adai Madame Speaker:

Pursuant to Public Law 34-16, transmitted herewith is the following Executive Order:

**EXECUTIVE ORDER NO. 2023-02: RELATIVE TO DECLARING A STATE OF
EMERGENCY IN ANTICIPATION OF THE APPROACH OF TROPICAL STORM
MAWAR**

Thank you.

Sensgemente,

A handwritten signature in blue ink, appearing to read "Leslie A. Travis".

LESLIE A. TRAVIS
Legal Counsel

Enclosure: Executive Order No. 2023-02

cc via email: *Maga'hågan Guåhan*
Sigundo Maga'låhen Guåhan
Hon. Robert J. Torres, Jr., Chief Justice of Guam
Compiler of Law
Central Files
Cabinet Members



ISLAND OF GUAM
OFFICE OF THE GOVERNOR
HAGATNA, GUAM 96932
U.S.A.

EXECUTIVE ORDER NO. 2023-02

**RELATIVE TO DECLARING A STATE OF EMERGENCY IN
ANTICIPATION OF THE APPROACH OF TROPICAL STORM
MAWAR**

WHEREAS, on May 21, 2023, the National Weather Service, Guam Weather Forecast Office (“NWS”), forecast that Tropical Storm Mawar (formerly Tropical Depression 02W), which is located approximately 570 miles south-southeast of Guam, is steadily intensifying and maintaining a track toward Guam and the Mariana Islands; and

WHEREAS, while a Typhoon Watch remains in effect for Guam, projecting the possibility of damaging winds of 39 mph or more within 48 hours, NWS states that there is a high likelihood for Tropical Storm to Typhoon impacts, with possible winds up to 74 mph, and heavy rainfall of at least 5-9 inches throughout the Marianas. Tropical Storm Mawar is expected to further intensify into a typhoon by the time it arrives in our region. Tropical-Storm-Force winds are presently anticipated from early Tuesday, May 23, 2023 through late Wednesday, May 24, 2023, and dangerous surf is possible as early as Monday, May 22, 2023; and

WHEREAS, on Saturday, May 20, 2023 at 1:00 p.m., I placed the island in Condition of Readiness 3, in anticipation of damaging winds and rains within forty-eight (48) hours. At 8:00 p.m. on May, 21, 2023, I placed the island in Condition of Readiness 2; and

WHEREAS, based upon current forecasts and modeling, the strength and track of Tropical Storm Mawar represent an imminent, credible, and significant threat to the health, safety and welfare of Guam; and

WHEREAS, in anticipation of Mawar’s closest approach, the Offices of Homeland Security and Civil Defense (“GHS/OCD”) and other territorial agencies are instructed to take precautionary and proactive steps in order to secure the safety of the island and to reduce the potential destruction of property and loss of life; and

WHEREAS, an emergency situation exists such that in order to safeguard the community, critical infrastructure, and the general welfare of the island against the impending dangerous onset of destructive winds and rains forecast to strike Guam, it is critical that timely precautions be taken and resources be immediately identified, mobilized and deployed as contemplated in the GHS/OCD-FEMA 2018 Guam Catastrophic Typhoon Plan and in the 2016 Guam Comprehensive Emergency Management Plan.



ISLAND OF GUAM
OFFICE OF THE GOVERNOR
HAGATNA, GUAM 96932

NOW, THEREFORE, I, LOURDES A. LEON GUERRERO, *I Maga'hågan Guåhan*, Governor of Guam, and by virtue of the authority vested in me by the Organic Act of Guam, as amended, and the laws of Guam, do order as follows:

1. **Declaration of State of Emergency.** A state of emergency is hereby declared for the island of Guam in anticipation of the approach of Tropical Storm Mawar.
2. **Emergency Procurement and Emergency Expenses.** Pursuant to Section 5215 of Title 5, Guam Code Annotated, authorizing emergency procurement upon executive order, and § 22402 of Title 5, Guam Code Annotated, I hereby authorize overtime and emergency procurement for heavy equipment rental, debris removal, nursing and medical support services for the North and Southern Community Health Centers, Guam Department of Education typhoon shelter operations, lodging for displaced residents, and the purchase of supplies, materials, goods, services or other expenditures, up to a combined total maximum of Two Hundred Fifty Thousand Dollars (\$250,000.00).
3. **GHS/OCD to be Lead Agency; Purpose of Emergency Procurement.** GHS/OCD shall be the lead agency for the emergency procurement of any goods and services relative to this Executive Order, the effective period of which shall be for thirty (30) days as provided in § 5215 of Title 5, Guam Code Annotated.
4. **Authorization for Overtime.** I further authorize the payment of overtime, for exempt and non-exempt Government of Guam employees, to work in excess of forty (40) hours a week in order to mitigate and respond to the effects of Tropical Storm Mawar throughout Guam. The Governor's Authorized Representative, in consultation with Guam Homeland Security, the Office of Civil Defense, and the Bureau of Budget and Management Research, is authorized to determine the eligibility of overtime expenditures resulting from work performed by the government agencies, and approval shall be obtained prior to incurring any overtime or expenses. Failure to obtain prior approval may be grounds for denying reimbursement.

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ISLAND OF GUAM
OFFICE OF THE GOVERNOR
HAGATNA, GUAM 96932
U.S.A.

5. **Documentation of Expenses.** All departments and agencies are instructed to keep appropriate documentation on all emergency expenses incurred pursuant to this Executive Order for inspection by the Executive and Legislative Branches and by the Public Auditor of Guam, and in anticipation of federal disaster assistance approval by the President of the United States to be administered by the Federal Emergency Management Agency.

SIGNED AND PROMULGATED at Hagåtña, Guam, this **21st** day of **May, 2023**.

LOURDES A. LEON GUERRERO
Maga'hågan Guåhan
Governor of Guam

Attested by:

JOSHUA F. TENORIO
Sigundo Maga'låhen Guåhan
Lt. Governor of Guam



I CERTIFY THAT THE FOREGOING STATEMENT OF INFORMAL QUOTATION IS TRUE AND CORRECT AND PRICES CHARGED ARE JUST, FAIR AND REASONABLE, AND THE BEST OBTAINABLE FOR THE DESCRIBED BELOW.

DOCUMENT NO.: Q230299010 APPROPRIATION NO.: 5101H230299FM105230

Paulino, Keandra S. - GSA 5/30/2023
BUYER DATE

REMARKS:
3113 EMERGENCY PROCUREMENT
DELIVERY TO BE COORDINATED BETWEEN AGENCY & VENDOR

Vendor No: T0036571	Vendor No: W0098376	Vendor No: H3491701
Vendor Name:	Vendor Name:	Vendor Name:
B&G PACIFIC LLC DBA: TER	SHIRLEY'S COFFEE SHOP	TS INVESTMENTS LLC
AT DOS AMANTES	WING ON CORPORATION	245 SAN ROKE DRIVE
PO BOX 5533	P.O. BOX 9173	BARRIGADA, GU 96913
HAGATNA, GU 96932	TAMUNING, GU 96931	
Point of Contact:	Point of Contact:	Point of Contact:
,SP ,OYDIJSDJO	DAVID LAI	ANGEL
Date: 5/30/2023	Date: 5/30/2023	Date: 5/30/2023
Phone: 671 647-4423	Phone: 671 472-2695	Phone: 671 734-2405
Fax #: 671 649-2652	Fax #: 671 477-3151	Fax #: 671 789-1741
Delivery:	Delivery:	Delivery:

DESCRIPTION	QTY	UNIT	QTY	UNIT PRICE	EXTENSION	QTY	UNIT PRICE	EXTENSION	QTY	UNIT PRICE	EXTENSION
ISSUED TO COVER THE COST FOR EMERGENCY BULK BENTO MEALS	500	EA	500	8.500	4250.00	500	14.950	7475.00	500	14.950	7475.00
					Selected						
1) 6 OUNCE STEAMED RICE											
2) 6 OUNCE FRIED CHICKEN											
3) 3 OUNCE VEGGIE OF THE DAY											
4) 1 OUNCE FINADENE											
FIVE HUNDRED PIECES OF EACH ITEM LISTED FROM 1 THROUGH 4 ABOVE											
AUTHORIZED PERSONNEL:											
TRICIA BENAVENTE											
NORMA MANGLONA											
PURSUANT TO EXECUTIVE ORDER NO. 2023-02											
	Mat. Costs				4250.00						
	Amt. Disc.										
	Loc.Pref.10										
	Loc.Pref.15										
	Net Total				4250.00						

ASSIGNED BUYER: GSAPULK

REQUISITION EMERGENCY

REQUISITION #: Q230299010

APPROPRIATION: 5101H230299FM105230

TO: PROCUREMENT FACILITIES MGMT.DIVISION ADMINISTRATOR

ENCUMBERED DATE

5/30/2023

SUBMITTED BY:

Quenga, Marie T. -Office of Homeland S

AUTHORIZED DEPARTMENT REPRESENTATIVE

SIGNATURE

DATE

DEPARTMENT/DIVISION: FEMA EXPENDITURES (GHS)

REQUEST DATE: 5/30/2023

ITEM NO.	DESCRIPTION OF ITEM	UOM	QTY	UNIT PRICE	AMOUNT
1	GUAM HOMELAND SECURITY ISSUED TO COVER THE COSTS FOR EMERGENCY BULK BENTO MEALS 1) 6 OUNCE STEAMED RICE 2) 6 OUNCE FRIED CHICKEN 3) 3 OUNCE VEGGIE OF THE DAY 4) 1 OUNCE FINADENE FIVE HUNDRED PIECES OF EACH ITEM LISTED FROM 1 THROUGH 4 ABOVE PURSUANT TO EXECUTIVE ORDER 2023-02 AUTHORIZED PERSONNEL:	EA	500	8.50	4250.00

TOTAL =====>

4250.00

JUSTIFICATION:

B & G PACIFIC LLC

POC: MICHO PINAULA @ 6714780204

** PRINT NAME & SIGN

() APPROVAL

() DISAPPROVAL

RECEIVED BY

DATE

(CERTIFYING OFFICER)

APPROVING AUTHORITY (DIRECTOR)

CONTINUED ON NEXT PAGE

REQUISITION EMERGENCY

APPROPRIATION: 5101H230299FM105230|

ENCUMBERED DATE
5/30/2023

DATE _____

REQUEST DATE: 5/30/2023

TOTAL =====> 4250.00

POC: MICHOLO PINAULA @ 6714780204

() DISAPPROVAL

APPROVING AUTHORITY (DIRECTOR)

ASSIGNED BUYER: GSACRUZA

REQUISITION EMERGENCY

REQUISITION #: Q230299010
APPROPRIATION: 5101H230299FM105230

TO: PROCUREMENT FACILITIES MGMT.DIVISION ADMINISTRATOR ENCUMBERED DATE
5/30/2023

SUBMITTED BY:

Quenga, Marie T. -Office of Homeland S
AUTHORIZED DEPARTMENT REPRESENTATIVE SIGNATURE DATE

DEPARTMENT/DIVISION: FEMA EXPENDITURES (GHS) REQUEST DATE: 5/30/2023

ITEM NO.	DESCRIPTION OF ITEM	UOM	QTY	UNIT PRICE	AMOUNT
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TOTAL =====>					4250.00

JUSTIFICATION:

B & G PACIFIC LLC

POC: MICHO PINAULA @ 6714780204

** PRINT NAME & SIGN

() APPROVAL () DISAPPROVAL

RECEIVED BY DATE
(CERTIFYING OFFICER)

APPROVING AUTHORITY (DIRECTOR)

CONTINUED ON NEXT PAGE

REQUISITION EMERGENCY

APPROPRIATION: 5101H230299FM105230|

ENCUMBERED DATE
5/30/2023

DATE _____

REQUEST DATE: 5/30/2023

TOTAL =====> 4250.00

POC: MICHOLO PINAULA @ 6714780204

() DISAPPROVAL

APPROVING AUTHORITY (DIRECTOR)



PURCHASE ORDER
GENERAL SERVICES AGENCY
DEPARTMENT OF ADMINISTRATION
GOVERNMENT OF GUAM

148 Route 1
Marine Drive
Piti, Guam 96925

TRAN CODE

THIS PURCHASE ORDER NUMBER

No. P236E00057

MUST APPEAR ON ALL INVOICES
PACKING SLIPS, PACKAGES, B/L,
CORRESPONDENCE ETC.

F.O.B.

*AIR FREIGHT TEL. CONTACT

SHIP VIA:

DATE

5/30/2023

JOB ORDER NO.

029923105230

OBJCL

230

PREPAID-SHOW SHIPPING CHARGES AS SEPARATE ITEM ON INVOICE.

**V
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TO:

B&G PACIFIC LLC DBA: TERRAZA
AT DOS AMANTES
PO BOX 5533
HAGATNA, GU 96932
Telephone: 671 647-4423 Fax: 671 649-2652
Email:

VENDOR

T0036571

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CONSIGNEE, DESTINATION & MARKING

GOVERNORS OFFICE
P.O. BOX 2950
HAGATNA, GU 96932-0000

OPA DR4495 GHS-OCD NCS PW00039

AUTHORITY

3113

** INVITATION NO.

** CONTRACT NO.

TIME FOR DELIVERY

SEE BELOW

EXPIRING

DISCOUNT TERMS:

ITEM	ARTICLES OF SERVICES	QTY.	UNIT	UNIT PRICE	AMOUNT	DOCUMENT NUMBER	FAC
1	ISSUED TO COVER THE COST FOR EMERGENCY BULK BENTO MEALS 1) 6 OUNCE STEAMED RICE 2) 6 OUNCE FRIED CHICKEN 3) 3 OUNCE VEGGIE OF THE DAY 4) 1 OUNCE FINADENE FIVE HUNDRED PIECES OF EACH ITEM LISTED FROM 1 THROUGH 4 ABOVE AUTHORIZED PERSONNEL: TRICIA BENAVENTE NORMA MANGLONA PURSUANT TO EXECUTIVE ORDER NO. 2023-02 NOTE: THE GOVERNMENT OF GUAM WILL NOT BE RESPONSIBLE FOR 'UNAUTHORIZED' PURCHASES OR SERVICES. Note: Amounts due this Purchase Order may be off set for monies due the of Guam inclusive of but not limited to taxes, fees, and returned checks other damages, penalties, and Attorney's fees, after failure to pay To be coordinated between the agency and vendor ALL LATE DELIVERIES AND ACCEPTANCES ARE SUBJECT TO THE LIQUIDATED DAMAGES 6101(9) (a) OF THE GAR.	500	EA	8.500	4250.00	0230299010	

SPECIAL INSTRUCTION S TO VENDOR:

- B. SEND CERTIFIED ORIGINAL AND THREE (3) COPIES OF INVOICE TO DIVISION OF ACCOUNTS, DEPARTMENT OF ADMINISTRATION;
GOVERNMENT OF GUAM, P.O. BOX 884, AGANA, GUAM 96910.
C. PAYMENT IN THIRTY (30) DAYS UPON RECEIPT OF MERCHANDISE IN GUAM IN GOOD CONDITION.
D. THIS ORDER SUBJECT TO CONDITIONS ON REVERSE SIDE.
E. * THIS ORDER IS SUBJECT TO THE SPECIAL PROVISIONS, AND BID GENERAL TERMS AND CONDITIONS SPECIFIED ON THIS BID.
F. * ON ALL AIR SHIPMENTS HAVE AIR FREIGHT COMPANY CALL THIS NUMBER UPON ARRIVAL OF GOODS
IN GUAM.

4250.00

A. DO NOT FILL THIS ORDER
IF YOUR TOTAL COST
EXCEEDS THIS TOTAL.

INSERT CHANGES AND RETURN
THIS ORDER FOR AMENDMENT.

↑ TOTAL ↑

CONTRACTOR: PLEASE SUPPLY PROMPTLY THE ABOVE ARTICLES OR
SERVICES. ALL CORRESPONDENCE PERTAINING TO THIS ORDER INCLUDING
INVOICES, SHIPPING DOCUMENTS AND PACKAGES MUST BEAR THE
PURCHASE ORDER NUMBER SHOWN ABOVE.
SEE REVERSE SIDE FOR PURCHASE ORDER TERMS AND CONDITIONS.

ADVANCE PAYMENT
AUTHORIZATION

PAYMENT
ENCLOSED

☐

SIGNATURE:

Claudia S. Ray

NAME

Chief Procurement Officer

TITLE



PURCHASE ORDER
GENERAL SERVICES AGENCY
DEPARTMENT OF ADMINISTRATION
GOVERNMENT OF GUAM

148 Route 1
Marine Drive
Piti, Guam 96925

TRAN CODE

THIS PURCHASE ORDER NUMBER

No. P236E00057

MUST APPEAR ON ALL INVOICES
PACKING SLIPS, PACKAGES, B/L,
CORRESPONDENCE ETC.

F.O.B.	*AIR FREIGHT TEL. CONTACT	SHIP VIA:	DATE 5/30/2023	JOB ORDER NO. 029923105230	OBJCL 230
PREPAID-SHOW SHIPPING CHARGES AS SEPARATE ITEM ON INVOICE.					

V E N D O R	TO:	VENDOR	CONSIGNEE, DESTINATION & MARKING		
	B&G PACIFIC LLC DBA: TERRAZA AT DOS AMANTES PO BOX 5533 HAGATNA, GU 96932 Telephone: 671 647-4423 Fax: 671 649-2652 Email:	T0036571	S H I P T O	GOVERNORS OFFICE P.O. BOX 2950 HAGATNA, GU 96932-0000 OPA DR4495 GHS-OCD NCS PW00039	
AUTHORITY 3113	** INVITATION NO.	** CONTRACT NO.	TIME FOR DELIVERY SEE BELOW	EXPIRING	DISCOUNT TERMS:

ITEM	ARTICLES OF SERVICES	QTY.	UNIT	UNIT PRICE	AMOUNT	DOCUMENT NUMBER	FAC
	THIS ORDER IS SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:						
1.	Acknowledgment copy of this order must be signed and returned advising approximate or definite shipping date.						
2.	No variation in any of the terms, conditions, deliveries, prices, quantity, quality, or specification on this order, irrespective of the wording of the seller's acceptance, will be effective without buyer's written consent.						
3.	Packing list must accompany each shipment, showing our order number, description and part/serial number for each item.						
4.	Shipments must be identified as "PARTIAL" or "COMPLETE".						
5.	Material is subject to buyer's inspection and approval within a reasonable time after delivery; if specifications are not met, material shall be returned at seller's expense.						
6.	In connection with any prompt payment discount offered, time will be computed from date of delivery and acceptance at destination, or from the date the correct invoice or voucher is received in the office specified by the Government of Guam, if the latter is later than date of delivery and acceptance. Payment is deemed to be made, for the purpose of earning discount, on the date of the mailing of the check.						
7.	Overshipments, unless specifically authorized, will not be accepted.						
8.	In connection with bid awards and contracts, this purchase order shall be governed by the Special Provisions and Bid General Terms and Conditions as specified.						

SPECIAL INSTRUCTION S TO VENDOR:

- B. SEND CERTIFIED ORIGINAL AND THREE (3) COPIES OF INVOICE TO DIVISION OF ACCOUNTS, DEPARTMENT OF ADMINISTRATION; GOVERNMENT OF GUAM, P.O. BOX 884, AGANA, GUAM 96910.
- C. PAYMENT IN THIRTY (30) DAYS UPON RECEIPT OF MERCHANDISE IN GUAM IN GOOD CONDITION.
- D. THIS ORDER SUBJECT TO CONDITIONS ON REVERSE SIDE.
- E. * THIS ORDER IS SUBJECT TO THE SPECIAL PROVISIONS, AND BID GENERAL TERMS AND CONDITIONS SPECIFIED ON THIS BID.
- F. * ON ALL AIR SHIPMENTS HAVE AIR FREIGHT COMPANY CALL THIS NUMBER UPON ARRIVAL OF GOODS IN GUAM.

4250.00

↑ TOTAL ↑

A. DO NOT FILL THIS ORDER
IF YOUR TOTAL COST
EXCEEDS THIS TOTAL.

INSERT CHANGES AND RETURN
THIS ORDER FOR AMENDMENT.

CONTRACTOR: PLEASE SUPPLY PROMPTLY THE ABOVE ARTICLES OR SERVICES. ALL CORRESPONDENCE PERTAINING TO THIS ORDER INCLUDING INVOICES, SHIPPING DOCUMENTS AND PACKAGES MUST BEAR THE PURCHASE ORDER NUMBER SHOWN ABOVE.
SEE REVERSE SIDE FOR PURCHASE ORDER TERMS AND CONDITIONS.

ADVANCE PAYMENT
AUTHORIZATION

PAYMENT
ENCLOSED ☐

SIGNATURE:

Claudia S. Ray

NAME

Chief Procurement Officer

TITLE



PURCHASE ORDER
GENERAL SERVICES AGENCY
DEPARTMENT OF ADMINISTRATION
GOVERNMENT OF GUAM

148 Route 1
Marine Drive
Piti, Guam 96925

TRAN CODE

THIS PURCHASE ORDER NUMBER

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MUST APPEAR ON ALL INVOICES
PACKING SLIPS, PACKAGES, B/L,
CORRESPONDENCE ETC.

F.O.B.

*AIR FREIGHT TEL. CONTACT

SHIP VIA:

DATE

5/30/2023

JOB ORDER NO.

029923105230

OBJCL

230

PREPAID-SHOW SHIPPING CHARGES AS SEPARATE ITEM ON INVOICE.

**V
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TO:

B&G PACIFIC LLC DBA: TERRAZA
AT DOS AMANTES
PO BOX 5533
HAGATNA, GU 96932
Telephone: 671 647-4423 Fax: 671 649-2652
Email:

VENDOR

T0036571

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CONSIGNEE, DESTINATION & MARKING

GOVERNORS OFFICE
P.O. BOX 2950
HAGATNA, GU 96932-0000

OPA DR4495 GHS-OCD NCS PW00039

AUTHORITY
3113

** INVITATION NO.

** CONTRACT NO.

TIME FOR DELIVERY
SEE BELOW

EXPIRING

DISCOUNT TERMS:

ITEM	ARTICLES OF SERVICES	QTY.	UNIT	UNIT PRICE	AMOUNT	DOCUMENT NUMBER	FAC
	* * * * *	* *	* *	* * * *	* * * *		
	V E N D O R A C K N O W L E D G M E N T						
	* * * * *						
	RETURN TO SUPPLY MANAGEMENT DIVISION						
	* * * * *						
	DATE OF RECEIPT OF THIS ORDER						
	* * * * *						
	SIGNATURE						
	* * * * *						
	NAME/TITLE						
	* * * * *						
	* * * * *						
	R E C E I V I N G R E P O R T C O P Y						
	* * * * *						
	I CERTIFY THE ABOVE ARTICLES AND/OR SERVICES HAVE/HAS BEEN						
	RECEIVED AND/OR RENDERED AND THE SAME HAS BEEN INSPECTED						
	AND ACCEPTED EXCEPT AS OTHERWISE NOTED HEREIN.						
	* * * * *						
	DATE RECEIVED:		SIGNATURE:				
	* * * * *						
	* * * * *						

SPECIAL INSTRUCTIONS TO VENDOR:

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4250.00

A. DO NOT FILL THIS ORDER
IF YOUR TOTAL COST
EXCEEDS THIS TOTAL.

INSERT CHANGES AND RETURN
THIS ORDER FOR AMENDMENT.

↑ TOTAL ↑

SIGNATURE:

CONTRACTOR: PLEASE SUPPLY PROMPTLY THE ABOVE ARTICLES OR
SERVICES. ALL CORRESPONDENCE PERTAINING TO THIS ORDER INCLUDING
INVOICES, SHIPPING DOCUMENTS AND PACKAGES MUST BEAR THE
PURCHASE ORDER NUMBER SHOWN ABOVE.
SEE REVERSE SIDE FOR PURCHASE ORDER TERMS AND CONDITIONS.

ADVANCE PAYMENT
AUTHORIZATION

PAYMENT
ENCLOSED ☐

Claudia S. Ray

NAME

Chief Procurement Officer

TITLE



GENERAL SERVICES AGENCY

(Ahensian Setbision Hinirat)

GOVERNMENT OF GUAM

148 Route 1 Marine Drive, Piti, Guam 96915

Tel: (671) 475-1707 / 1720; Fax: (671) 472-4217

DATE: May 31, 2023

ADJUSTMENT NO.: P236E00057

MEMORANDUM

To: Certifying Officer, Anita Cruz, Acting Chief Procurement Officer
Via: Director of Administration
From: Chief Procurement Officer
Subject: **Adjustment of Encumbrance**

Your immediate action is hereby requested to expedite transaction on your standing order.

☒ INCREASE

Purchase Order No.: P236E00057

Account No. 5101H230299FM105/230

FROM	TO	ADJUSTED
\$ 4,250.00	\$ 17,000.00	\$ 12,750.00
\$	\$	\$

☐ DECREASE

Purchase Order No.:

Account No.:

Remarks: Request to increase purchase order amount to feed personnel assigned to assist with typhoon Mawar disaster relief. Plo should read 2000 plates instead of 1000 plates.

AGENCY USE

AGENCY:

Guam Homeland Security

Funds certified by:

Marie Quenga

Certifying Officer

May 31, 2023

DATE

☒ Approved

☐ Disapproved

Charles Esteves

Agency / Department Head

May 31, 2023

DATE

INSTRUCTIONS

1. Certify and detach "AGENCY'S COPY" for your files.
2. "GENERAL SERVICES AGENCY" and "ACCOUNTING" Copies should be submitted to General Services Agency after certification.
3. This form shall be used only for adjustment of encumbrance on transactions made within the current fiscal year, otherwise, regular requisition form, Form No. FCN-2-4-4 shall be used.
4. Prior to submission to General Services Agency, please route to Department of Administration, Quality Control, for clearance.

CLAUDIA S. ACFALLE