



**Eddie Baza Calvo**  
Governor  
**Ray Tenorio**  
Lieutenant Governor

**Department of Administration**  
(DIPATTAMENTON ATEMENSTRASION)  
**DIRECTOR'S OFFICE**  
(UFISIAN DIREKTOT)

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**Benita A. Manglona**  
Director  
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Deputy Director

**COPY**

August 12, 2013

**DEPARTMENT OF ADMINISTRATION ORGANIZATIONAL CIRCULAR NO.: 2013-019**

**URGENT**

To: All Department and Line Agencies

From: Director, Department of Administration

Subject: **Notice to perform Property Management (aka Fixed Assets) Inventory and Tagging**

*Hafa Adai!* In preparation for the upcoming Fiscal Year 2013 Closing activities, your attention to the following matters relating to Property Management, also known as Fixed Assets, in your department's possession is greatly appreciated.

Department/Agencies are required to do ALL of the following:

- 1) Review the attached listing of agencies whose properties (fixed assets) are scheduled to be inventoried and tagged;
- 2) Be prepared to identify inventory locations of Properties (Fixed Assets) which were purchased between October 2007 (FY2007) and September 2012 (FY2012). All inventory, including purchases in FY2013, may be included in the inventory and tagging as well;
- 3) Upon reviewing the listing, assign a Primary and Alternate Point-Of-Contact (POC), several if needed for varied locations. *Please keep in mind the following:*
  - a. When assigning your POC(s), ensure the individual(s) is/are familiar with the location of the properties; and,
  - b. **Submit a list with the Name(s) and their respective (and reliable) contact number(s) to the Division of Accounts.** *If pre-submitted, verify or update as needed;*
- 4) POCs should be prepared to answer some questions related to the location of properties on or off site.

**REMINDER: Your response is expected before August 14<sup>th</sup>, 2013 when our Inventory begins.**

If you have questions or need more information, please contact Michael Cabral or Tera Camacho, at 475-1191. Thank you.

*Benita Manglona*  
Benita A. Manglona

Attachments

OFFICE OF THE GOVERNOR  
CENTRAL FILES

RECEIVED BY *RSN*  
TIME *2:15* DATE *8/13/13*

**FIXED ASSETS SCHEDULE LISTING**

AS OF JULY 2013

DEPT	AGENCY / DEPARTMENT	CONTACT
02-00	GOV OFF	Anthony Tenorio
02-80	GUAM HOMELAND SECURITY	John McDonald
03-00	LT GOV	Anthony Tenorio
04-00	BBMR	Florence Salas
06-00	DOA	
08-00	DEPARTMENT OF REV AND TAX	Maryann Palomo
11-00	DEPARTMENT OF LAW	Terry Ascura
12-00	GUAM POLICE DEPARTMENT	Eugene Flores
16-00	AGRICULTURE	Mary A.S. Salas
17-00	DPHSS	Lisa Ruiz
23-00	DMHSA	Marilyn Alfague
25-00	DEPARTMENT OF PARKS AND RECREATION	Enrique Cordero
26-00	DVR	Argy Evarola
27-00	CIVIL DEFENSE	
28-00	MAYORS COUNCIL	John A. Blas
29-00	DEPARTMENT OF LAND MANAGEMENT	Greg Sablan
30-00	CHIEF MEDICAL EXAMINER	
31-00	VETERAN AFFAIRS	
32-00	CUSTOMS AND QUARANTINE	Enrique T. San Agustin
33-00	GUAM MUSEUM	
36-00	CHAMORRO AFFAIRS	Juanita Quintanilla
37-00	MILITARY AFFAIRS	Mary Jane Flores
38-00	CHAMORRO LANGUAGE COMM	
39-00	TERRITORIAL PROSECUTOR	
40-00	CAHA	Sherrie Barcinas
42-00	GUAM FIRE DEPARTMENT	Tanya Bejado