

**Eddie Baza Calvo**  
Governor



**GENERAL SERVICES AGENCY**

(Ahensian Setbision Hinirat)  
Department of Administration

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Acting Deputy Director

October 15, 2014

**GENERAL SERVICES AGENCY CIRCULAR NO.: 2015- 004**

**TO:** All Department and Agency Heads  
**FROM:** Chief Procurement Officer  
**SUBJECT:** **Update of Authorized Personnel and Signatures**

*Hafa Adai!* Please be advised that the General Services Agency is updating our files on authorized personnel as well as the assigned alternates for all departments/agencies. These individuals will be the only persons to be honored at the Tendan Gubetnu, the State Agency for Surplus Property, and the Control Branch pertaining to the issuance of supplies and materials in addition to the release of procurement and other related documents. It is important that these files remain current to ensure the timely processing of your Department/Agency documents.

Attached is the necessary form to be completed. Should you have any questions, please contact GSA @ 475-1707.

Your immediate attention and usual cooperation is greatly appreciated.

*Dangkolo na Si Yu'os Ma'ase'*

  
**CLAUDIA S. ACFALLE**

attachment

