



EDWARD M. BIRN
Director (Direktot)
EDITH C. PANGELINAN
Deputy Director (Sigundo Direktot)

DEPARTMENT OF ADMINISTRATION
DIPATTAMENTON ATMENESTRASION
DIRECTOR'S OFFICE
(Ufisinan Direktot)
Telephone (Telifon): (671) 475-1101/1250



LOURDES A. LEON GUERRERO
Governor (Maga'hága)
JOSHUA F. TENORIO
Lt. Governor (Sigundo Maga'láhi)



January 27, 2021

DEPARTMENT OF ADMINISTRATION ORGANIZATIONAL CIRCULAR NO.: 2021-012

TO: All Department and Agency Heads
FROM: Director, Department of Administration
SUBJECT: Updated Marketing Listing – AllState - American Heritage Life Insurance Company
REF: Guam Imperial International, Inc.

Buenas yan Hafa Adai! We are in receipt of your request of January 22, 2021 regarding the marketing of life insurance products to government of Guam employees. Pursuant to the Governor's Directive No. 2006-051, AllState - American Heritage Life Insurance Company agents are authorized to market health and life insurance products to government of Guam employees.

Acosta, Magdalena	Deloso, Jonathan
Agualo, Clara	Drueco, Rhodora
Aguon, Barbara	Estella, Leonor
Blanquisco, Clarice	Flores, Jacqueline
Blas, David	Lizama, Bennett
Borja, Kimberly	Mesa, Florentina
Borja, Luis	Ofalla, Delbert
Cruz, Marie	Preuc, Tilly
Cenzon, Amparo	Rasco, Rochelle
Cenzon, Ed	Santos, Earvin
Dela Cruz, Jessica	Schacher, Paulysia
Dela Cruz, Violeta	Serafica, Norma


Agents are required to provide a copy of this circular when requesting permission to market products on government premises or during working hours. The marketing of insurance products shall be scheduled before or after duty hours of employees or during respective lunch hours. Authorized general agents must obtain prior approval and coordinate all activities with the department/agency heads. Approval is discretionary by department heads and may be denied if operations are hampered.

In light of the Covid-19 pandemic, marketing presentations may be done on a virtual platform. Agents may advise of the necessary meeting links, date and time.

Attendance for the marketing of insurance products is on a voluntary basis. All employees are encouraged, but not required, to attend the presentations and the Government of Guam cannot assume any responsibility for products marketed.

This Directive supersedes 97-019 and 98-003 and all other memoranda contrary to the policies stated herein.

Should you have any questions, please call our Human Resources Division, Employee Benefits Branch at 475-1103/1296. *Si Yu'us Ma'ase.*



EDWARD M. BIRM

Attachment(s)