



EDWARD M. BIRN
Director (Direktot)
BERNADINE C. GINES
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'håga)
JOSHUA F. TENORIO
Lt. Governor (Sigundo Maga'låhi)

December 10, 2021

DEPARTMENT OF ADMINISTRATION ORGANIZATIONAL CIRCULAR NO. 2022-007

To: All Department and Agency Heads
From: Director, Department of Administration
Subject: **Updated Marketing Listing – Pioneer Pacific Financial Service**
Ref.: **General Agent for Transamerica Employee Benefits**

Pursuant to the Governor's Directive No. 2006-051, Transamerica Employee Benefits agents listed below are authorized to market life insurance products to government of Guam employees.

Abe, Keith	Itliong-Cruz, Kathleen
Aguon, Isabella	Jesus, Joney
Aquiningoc, Joyce	Knapp, Maria
Arriola, Cierra	Lopez, Florence
Arriola, Frank P. II	Mendiola, Teresita
Arriola, Orlene	Meno, Glenn
Biscoe, Randolph	Ordonez, Maria May
Biscoe, Roland	Salas, Barbara
Castro, Julie	Taitingfong, Leeann
Cruz, Aileen	Toves, Lucretia
Cruz, Annie	Tuncap, Doreen

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, it is highly recommended that marketing presentations may be done on a virtual platform. Agents may advise of the necessary meeting links, date and time. Department heads may delay presentations in an effort to minimize gathering of employees.

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'os Ma'ase.



EDWARD M. BIRN

Attachment