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JUN 24 2019

DEPARTMENT OF ADMINISTRATION ORGANIZATIONAL CIRCULAR NO.: 2019 - 020

To: All Line Department and Agency Heads  
From: Director, Department of Administration  
Subject: **Deadline to Request for Fiscal Year 2019 Recruitment**  
**RE: Recruitment Request for Personnel Action (GG-1)**

*Buenas yan Háfa Adai!* In accordance with Public Law 34-162, appropriations for the operations of the Executive, Legislative and Judicial Branches of the government of Guam, for Fiscal Year 2019, expires on September 30, 2019.

Kindly be advised that the Department of Administration, Recruitment Branch, has the following deadline of submission of Requests for Personnel Actions (GG-1's) for Fiscal Year 2019:

- Vacancy(ies) requiring posting of a job announcement: **Friday, July 19, 2019**
- Vacancy(ies) that do not require a job announcement posting: **Friday, August 26, 2019**

All Requests for Personnel Actions (GG-1's) must be received by the Recruitment Branch on or before the deadline cited above and will be given priority and handled in the order it was received. All Federally Funded positions will be given preference for final processing.

Lastly, all certification packets must be submitted and received by the Recruitment Branch no later than Friday, September 20, 2019.

Should you have any questions, or if you have any comments or suggestions, please contact our Recruitment Branch, at 475-1141 or 475-1128. *Dángkolo na Agradesimiento!*

  
EDWARD M. BIRN