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JOSHUA F. TENORIO, Lt. Governor (*Sigundo Maga'láhl*)



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Director (*Direktot*)
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Deputy Director (*Sigundo Direktot*)

DIRECTOR'S OFFICE (*Ufisinan Direktot*)

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DEPARTMENT OF ADMINISTRATION ORGANIZATIONAL NO.: 2019-024

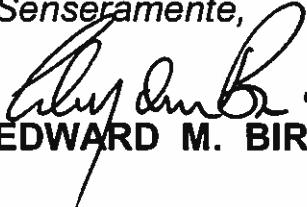
TO: All Line Department and Agency Heads
FROM: Director, Department of Administration
SUBJECT: **PAYMENT OF REMUNERATION**

Buenas yan Hafa Adai! Payment of employee remuneration is subject to Federal and Guam laws and the Department of Administration Rules and Regulations.

Please note that the normal date for payment of remuneration is the **FRIDAY** following the end of the payroll period.

Overtime will be paid the **FRIDAY** following the normal pay day. Furthermore, it is the responsibility of the Administrative Services Officer (ASO) of your department/agency to insure that overtime is accurately and promptly entered into the payroll system so that this schedule can be met.

Your assistance in complying with this Circular is greatly appreciated.

Senseramente,

EDWARD M. BIRN

cc: Edith C. Pangelinan, Deputy Director, DOA