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**DEPARTMENT OF  
 ADMINISTRATION**  
 DIPATTAMENTON ATMENESTRASION

DIRECTOR'S OFFICE  
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 Telephone (Telifon): (671) 475-1101/1250



**LOURDES A. LEON GUERRERO**  
 Governor (Maga'håga)  
**JOSHUA F. TENORIO**  
 Lt. Governor (Sigundo Maga'låhi)

April 20, 2022

**DEPARTMENT OF ADMINISTRATION ORGANIZATIONAL CIRCULAR NO. 2022-017**

**TO:** All Department and Agency Heads  
**FROM:** Director of Administration  
**SUBJECT:** Marketing Listing – Cassidy's Associated Insurers Inc.  
 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.

Carolyn P. Pangelinan
Charice B. Esteban
Jessica L.D. Lujan


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'us Ma'ase.*

  
 EDWARD M. BIRN

Attachment