



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)

July 6, 2022

**DEPARTMENT OF ADMINISTRATION ORGANIZATION CIRCULAR NO. 2022-020**

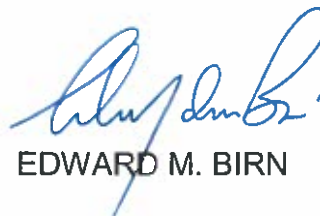
To: All Line Agency and Department Heads  
From: Director of Administration  
Subject: **Early Submission of Timesheets for Pay  
Period Ending: July 16, 2022**

***Buenas yan Håfa Adai!***

Due to Liberation Day holiday July 21, 2022 falling on a payroll week as the with Governor declared July 22nd the day after, an official GovGuam holiday, we require that all Department/Agencies submit their Payroll timesheets for **pay period ending July 16, 2022 no later than 12 noon Friday July 15, 2022.**

To ensure timely processing of your Agency/Dept.'s payroll, we anticipate your full compliance and cooperation on this matter.

***Si Yu'os Ma'ase!***



EDWARD M. BIRN