



EDWARD M. BIRN  
Director (Direktot)

**DEPARTMENT OF  
ADMINISTRATION**  
DIPATTAMENTON ATMENESTRASION

DIRECTOR'S OFFICE  
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LOURDES A. LEON GUERRERO  
Governor (Maga'hága)  
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Lt. Governor (Sigundo Maga'lóhi)

August 3, 2022

**DEPARTMENT OF ADMINISTRATION ORGANIZATIONAL CIRCULAR NO.: 2022-025**

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

*Buenas yan Hafa Adai!* We are in receipt of your request of July 29, 2022 regarding the marketing of life insurance products to government of Guam employees. Pursuant to the Governor's Directive No. 2006-051, Transamerica Employee Benefits agents are authorized to market health and life insurance products to government of Guam employees.

TRANSAMERICA EMPLOYEE BENEFITS AGENTS			
Abe, Keith	Aguon, Isabella	Aquiningoc, Joyce	Arriola, Orlene
Biscoe, Randolph	Biscoe, Roland	Biscoe, Stephen	Castro, Julie
Cruz, Aileen	Cruz, Annie	Itliong-Cruz, Kathleen	Jesus, Joney
Knapp, Maria	Lopez, Florence	Ordonez, Maria May	Salas, Barbara
Taitingfong, Leeann	Toves, Lucretia	Tuncap, Doreen	Pioneer Pacific Financial Service of Guam

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.

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(s)