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October 30, 2023

DEPARTMENT OF ADMINISTRATION ORGANIZATIONAL CIRCULAR NO.: 2024-001

TO: All Department and Agency Heads
FROM: Director, Department of Administration
SUBJECT: Updated Marketing Listing – Moylan's Insurance Underwriters., Inc.
REF: NetCare's Life Insurance

Buenas yan Hafa Adai! We are in receipt of a request dated August 1, 2023 from Moylan's Insurance to update the listing of agents to market life insurance products to government of Guam employees. Below are the insurance agents that are authorized to market NetCare's Life insurance products.

Meldy K. Abarca
Herman F. Ada
John D. Baza

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.

Attached is a copy of the Governor's Directive No. 2006-051 for the marketing of life and health insurance products. 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 Employee Benefits Branch at 475-1103/1296. *Si Yu'us Ma'ase.*

for EDWARD M. BIRN

Attachment(s)