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LOURDES A. LEON GUERRERO  
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Lt. Governor (Sigundo Maga'låhi)

October 19, 2023

**DEPARTMENT OF ADMINISTRATION ORGANIZATIONAL CIRCULAR NO.: 2024-003**

To: All Line Agency and Department Heads  
All Autonomous and Semi-Autonomous Agency Heads

From: Director of Administration

Subject: **Acting Chief Procurement Officer**

***Buenas yan Hafa Adai!***

For October 19-20, 2023, Mr. Steve Muna is detailed to serve as Acting Chief Procurement Officer. In this capacity, Mr. Muna will administer bids, purchase orders, and other documents pertaining to procurement activities.

Ms. Jolene Manglona remains detailed for other activities designated to GSA, including record management, surplus assets, and Tenda. Mr. Muna and Ms. Manglona will report to the Director of Administration and will be responsible for carrying out their duties by procurement law, GARR, and the policies of the Procurement Policy Office.

Mr. Muna is directed to review and authorize applications from agencies requesting access to the AS400 and OnBase Systems procurement modules.

***Si Yu'os Ma'ase.***

  
EDWARD M. BIRN