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

September 20, 2025

DEPARTMENT OF ADMINISTRATION ORGANIZATIONAL CIRCULAR NO.: 2025-033

To: All Line Agency and Department Heads

From: Deputy Director of Administration

**Subject: Celebrating National Disability Employment Awareness Month (NDEAM):
Invitation to Upcoming Presentations: ADA Fundamentals and Accessible
Workplaces**

Buenas Yan Hafa adai! We are pleased to invite management and staff to attend a series of upcoming presentations designed to promote inclusivity and accessibility in the workplace. These sessions will provide essential, practical guidance on ADA rights, reasonable accommodation, and assistive technology to support employees of all abilities. All presentations will be held at the DOA Training Room, ITC Building, 2nd Floor, Suite 215, Tamuning.

- 1) Fundamentals of Disability Law in the Workplace for Management
(Management/Supervisory only):
Tuesday, October 7, 2025, from 9:00am-11:00am
- 2) ADA Basics and Reasonable Accommodation in the Workplace:
Tuesday, October 21, 2025, from 9:00am-11:00am
- 3) Accessible Workplace: Assistive Tech & Practical Tips:
Thursday, October 16, 2025, from 10:00am-12:00pm &
Thursday, October 23, 2025, from 10:00am-12:00pm
- 4) ADA Reasonable Accommodation in the Workplace:
Friday, October 17, 2025, from 10:00am-12:00pm &
Friday, October 24, 2025, from 10:00am-12:00pm

Seats are limited! Register early to secure your spot. To register, please email the completed registration form(s) attached to Trainings@doa.guam.gov

Deadline: Friday, October 3, 2025, or until capacity is reached.

Thank you, we look forward to your participation!

Si Yu'os Ma'ase,


Rena K. Borja
Deputy Director



DATE/TIME: TUESDAY, OCTOBER 7, 2025, 9:00 AM - 11:00 AM

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LOCATION: DOA TRAINING ROOM, ITC BUILDING, 2ND FLOOR, SUITE 215, TAMUNING

DATE/TIME: THURSDAY, OCTOBER 16, 2025, 10:00 AM - 12:00 PM

[illegible]



LOCATION: DOA TRAINING ROOM, ITC BUILDING, 2ND FLOOR, SUITE 215, TAMUNING

DATE/TIME: FRIDAY, OCTOBER 17, 2025, 10:00 AM - 12:00 PM

[illegible]

[illegible]

[illegible]



LOCATION: DOA TRAINING ROOM, ITC BUILDING, 2ND FLOOR, SUITE 215, TAMUNING

DATE/TIME: THURSDAY, OCTOBER 23, 2025, 10:00 AM - 12:00 PM

[illegible]



LOCATION: DOA TRAINING ROOM, ITC BUILDING, 2ND FLOOR, SUITE 215, TAMUNING

DATE/TIME: FRIDAY, OCTOBER 24, 2025, 10:00 AM - 12:00 PM

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