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October 9, 2025

DEPARTMENT OF ADMINISTRATION ORGANIZATIONAL CIRCULAR NO.: 2025-036

TO: Department and Agency Heads

FROM: Director of Administration

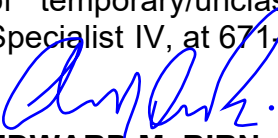
SUBJECT: Implementation of Job Interest Automated Form
RE: Public Law 38-37 - Restriction on Temporary Employment

Hafa Adai! According to Public Law 38-37, effective August 18, 2025, all Department and Agency Heads are mandated bi-annually to report to the Legislature the number of temporary/unclassified employees working for them and to fully justify their employment. Likewise, Department/Agency Heads are reminded that the government of Guam should hire employees under the classified system in accordance with the Organic Act of Guam, and that temporary/unclassified appointments are primarily utilized for emergency employment purposes only.

To facilitate the process of hiring employees under the classified system, the Department of Administration (DOA) has implemented a Job Interest Form that allows government of Guam employees and the general public to identify classified positions that they are interested in. DOA has already identified your temporary/unclassified employees and will notify them directly via email to utilize the Job Interest Form to assist them in their efforts to secure classified employment. Access to the form is on DOA/HR's Website under employment at the following link: <https://hr.doa.guam.gov/employment/>.

In addition, your temporary/unclassified employees are informed to work with your administrative staff or their immediate supervisor to verify and clarify employment expiration dates and to work with your department/agency regarding the opportunity for continued employment in a temporary or unclassified capacity. Please note that due to Public Law 38-37, continued employment in a temporary or unclassified status is not guaranteed for current temporary employees. All Department and Agency Heads are encouraged to utilize and hire from the Recruitment Certification Interview List to fill classified position vacancies.

Should you have any questions regarding DOA's efforts to facilitate the placement of temporary/unclassified employees, please contact Ramon Lizama, Personnel Specialist IV, at 671-475-6783 or ramon.t.lizama@doa.guam.gov. **Si Yu'os Ma'sel!**


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