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October 06, 2025

DEPARTMENT OF ADMINISTRATION ORGANIZATIONAL CIRCULAR NO.: 2025-051

To: Agency Heads

From: Deputy Director of Administration

Subject: **Selection of Designated Equal Employment Opportunity (EEO) Counselors**

Hafa adai! In alignment with our ongoing commitment to fostering a fair and inclusive workplace, we seek the nomination of qualified individuals to serve as Designated Equal Employment Opportunity (EEO) Counselors on a part-time or as-needed basis. These appointees will be entrusted with the responsibility of ensuring compliance with EEO policies, providing guidance to employees, and promoting a culture of equity within your agencies.

Selection Criteria

Agency heads are encouraged to nominate individuals who possess the following qualifications:

- Demonstrated commitment to EEO principles, ensuring adherence to policies and fostering an environment of fairness and respect.
- The ability to work independently, exercising sound judgment and professionalism in handling assignments.
- Strong communication and interpersonal skills, enabling effective engagement with employees and resolution of concerns.
- Familiarity with EEO regulations and procedures or a willingness to undergo training to acquire requisite knowledge.
- Availability on a part-time or as-needed basis, ensuring responsiveness to EEO-related matters while maintaining flexibility.

Nomination Process

Agency heads are requested to submit nominations by **Friday, November 14, 2025**, including:

- The nominee's full name and current position
- A brief statement outlining their qualifications and suitability for this role.
- Any relevant experience or competencies supporting their candidacy.

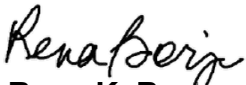
Implementation and Training

Upon selection, nominees will receive orientation and training to ensure proficiency in their duties as a EEO Counselor. Their role will be instrumental in advancing your agency's commitment to equity and non-discrimination.

Your cooperation in identifying and nominating capable individuals for this essential position is greatly appreciated. Please submit all the information and should you require further clarification, please direct inquiries to:

Lina P. Taitingfong
EEO Specialist
eeo@doa.guam.gov
671-475-1265

Si Yu'os Ma'ase.


Rena K. Borja