



EDWARD M. BIRN
Director (Direktot)
RENA K. BORJA
Deputy Director (Sigundo Direktot)

**DEPARTMENT OF
ADMINISTRATION**
DIPATTAMENTON ATMENESTRASION
DIRECTOR'S OFFICE
(Ufisinan Direktot)
Telephone (Telifon): (671) 475-1101/1250



LOURDES A. LEON GUERRERO
Governor (Maga'håga)
JOSHUA F. TENORIO
Lt. Governor (Sigundo Maga'låhi)

October 06, 2025

DEPARTMENT OF ADMINISTRATION ORGANIZATIONAL CIRCULAR NO.: 2025-053

To: Agency Heads

From: Deputy Director of Administration

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

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) Representatives on a part-time or as-needed basis. These representatives will play a crucial role in ensuring fair and equitable employment practices, particularly in the interview processes, and will require specialized knowledge in EEO interview protocols and techniques to effectively manage interviews.

Selection Criteria

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

- Strong understanding of EEO regulations and interview best practices
- Ability to act as an impartial representative during interviews and employment discussions
- Proficiency in guiding and controlling interviews, ensuring adherence to fair hiring practices
- Excellent communication and analytical skills to assess potential concerns and ensure compliance
- Capacity to serve on a part-time or as-needed basis, providing flexibility to meet your agency's demands.

EEO Representative Responsibilities

Selected representatives will be responsible for:

- Participating in interviews to ensure questions and discussions align with EEO guidelines
- Monitoring hiring processes to prevent bias or discriminatory practices
- Advising on appropriate questioning techniques to maintain fairness
- Documenting concerns and reporting any EEO-related violations

- Providing guidance to managers on best practices for inclusive interviews.

Selected Representatives

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 training and orientation to ensure proficiency in interview management and EEO compliance. Their contributions will be instrumental in advancing your agency's commitment to fair hiring and equal opportunity employment.

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