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**DEPARTMENT OF  
ADMINISTRATION**  
DIPATTAMENTON ATMENESTRASION

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

December 31, 2025

**DEPARTMENT OF ADMINISTRATION ORGANIZATIONAL CIRCULAR NO.: 2026-004**

TO: All Department and Agency Heads  
FROM: Director, Department of Administration  
SUBJECT: Updated Marketing Listing – Midland National Life Insurance Company

*Buenas yan Hafa Adai!* We are in receipt of a request from Midland National Life Insurance Company to update the listing of agents to market the life insurance products to government of Guam employees.

Abe, Keith	Biscoe, Sahlie	Cruz, Brad	Nauta, Justin
Alegre, Anna	Brindejonc, Pinky	Derez, Nelbert	Salas, Barbara
Biscoe, Roland	Brooks, Lorenza	Eclavea, Lisa	Serafica, Norma
Biscoe, Randolph	Castro, Julie	Flores, Maria Christina	Turner, Michael
			Taitano, Christian

Agents are required to provide a copy of this circular when requesting permission to market products on government premises or during working hours. The marketing of insurance products shall be scheduled before or after duty hours of employees or during respective lunch hours. Authorized general agents must obtain prior approval and coordinate all activities with the department/agency heads. Approval is discretionary by department heads and may be denied if operations are hampered.

Attendance for the marketing of insurance products is on a voluntary basis. All employees are encouraged, but not required, to attend the presentations and the Government of Guam cannot assume any responsibility for products marketed.

Attached is a copy of the Governor's Directive No. 2006-51 for the marketing of life insurance products. This Directive supercedes 97-019 and 98-003 and all other memoranda contrary to the policies stated herein.

Should you have any questions, please call our Human Resources Division, Employee Benefits Branch at 475-1103/1296. *Si Yu'us Ma'ase.*

EDWARD M. BIRN

Attachment(s)