



PUBLIC DEFENDER SERVICE CORPORATION
(Kotperasion Setbision Defensot Pubbleku)

GOVERNMENT OF GUAM

779 Route 4
Sinajaña, Guam 96910-5174
Tel: (671) 475-3100 ♦ Fax: (671) 477-5844



BOARD OF TRUSTEES

Hon. Robert J. Torres,
Chairman

Hon. Alberto C. Lamorena, III
Vice-Chairman

Atty. Jacqueline T. Terlaje
Member

Mrs. Donna R. Muña Quinata
Member

Dr. KristiAnna S. Whitman
Member

ADMINISTRATION

Stephen P. Hattori
Executive Director

John P. Morrison
Deputy Director

Cathyann C. Gogue
Administrative Director

Board of Trustees' Regular Scheduled Meeting
Tuesday, April 23, 2024 – 12:30 p.m.
Via Video Conferencing: Zoom & YouTube

A G E N D A

I. Call to Order

II. Roll Call

III. Determination of Quorum

IV. Proof of Due Notice of Meeting:

A. Notice: 5 Working Days - DOA/PDSC Websites & KSTO Tuesday, April 16, 2024

B. Notice: 48 Hours - DOA/PDSC Websites & KSTO Friday, April 19, 2024

V. Approval of Minutes: Regular Scheduled Meeting of April 2, 2024

VI. Old Business

A. Financial Status Update / Allotment Releases (PDSC, APD, CLC)

B. Report from PDSC Executive Director

C. Report from APD Managing Attorney

D. Report from CLC Managing Attorney

E. Amending Administrative Assistant to Administrative Officer (EXHIBIT A)

VII. New Business

A. Executive Director Pay Adjustment (EXHIBIT B)

B. PDSC FY2025 Budget Request (EXHIBIT C)

C. APD FY2025 Budget Request (EXHIBIT D)

D. CLC FY2025 Budget Request (EXHIBIT E)

E. 6th Amendment Center Recommendation for Implementation (EXHIBIT F)

VIII Executive Session

IX. Public Discussion

X. Adjournment and Next Meeting Date: Tuesday, May 28, 2024 at 12:30 p.m. via Zoom / YouTube / PDSC Conference Room.

KSTO Invoice

INTER-ISLAND COMMUNICATIONS INC.
 1868 HALSEY DR.
 HAGATNA, GU 96910
 (671) 477-7108/9448

Invoice ID: 24040004
Invoice Date: 4/21/2024
Account ID: 0714
Order ID: 0714-064
Account Rep: Sandy Cruz

Amount Due: \$40.00

Amount Paid: _____

PDN PSA

ALL TIMES SHOWN ARE
 APPROXIMATE WITHIN 5
 MINUTES.

Sponsor: PACIFIC DAILY NEWS / PDN- PDSC-0423 Apr 16 and Apr 19 PSA
 PDSC-0423 Apr 16 and Apr 19 PSA

Page 1

Date	Time	Length	Description	CopyID / ISCI Code	Cost
4/16/2024	09:03 AM	:60	Spot	PDSC-0423 Apr 16 and Apr 19	[Package]
4/19/2024	11:31 AM	:60	Spot	PDSC-0423 Apr 16 and Apr 19	[Package]
4/21/2024			Package		40.00
2 Total Items				Total Cost:	40.00

AFFIDAVIT OF PERFORMANCE: I Certify that, in accordance with the Official Station Logs, announcements were broadcast as shown on this invoice.

Amount Due: **40.00**

PLEASE MAKE CHECKS PAYABLE TO INTER-ISLAND COMMUNICATIONS

PUBLIC DEFENDER SERVICE CORPORATION
Board of Trustees' Meeting
Tuesday, April 2, 2024 – 12:30 PM
via Video Conferencing - Zoom
Public Defender Service Corporation Conference Room

MINUTES

I. **CALL TO ORDER**

The meeting was called to order at 12:33 p.m. on April 2, 2024 by Chairman Chief Justice Robert J. Torres.

II. **ROLL CALL**

Present: Chief Justice Robert J. Torres, Chairman
Presiding Judge Alberto C. Lamorena, III, Vice Chairman
Trustee Donna M. Quinata, Member
Trustee KristiAnna Whitman, Member
Attorney Jacque T. Terlaje, GBA President, Member

Others Present: Stephen P. Hattori, Executive Director
John P. Morrison, Deputy Director
Ana Maria Gayle, APD Managing Attorney
Cathynn Gogue, Administrative Director
Kenneth Lim, Network Specialist
Michael Moreno, Chief Fiscal Officer
Katherine Sablan, Personnel Specialist
Carol Hinkle-Sanchez, Civil Law Center
Gwendolyn Diego, Civil Law Center
Audre K. Hattori, Alternate Public Defender

III. **DETERMINATION OF QUORUM**

With the presence of three (3) out of the five (5) board members, a quorum was determined for the meeting to proceed.

IV. **PROOF OF DUE NOTICE OF MEETINGS**

“Notice of Public Meeting” was published in the Pacific Daily News on Tuesday, March 26, 2024 and Friday, March 29, 2024.

V. **APPROVAL OF MINUTES**

Chairman Chief Justice Torres stated they will proceed with the approval of the minutes of the regular board meeting of February 27, 2024.

Motion to adopt the minutes subject to correction was made by Trustee Quinata and seconded by Trustee Whitman. Approved by acclamation.

VI. OLD BUSINESS**A. FINANCIAL STATUS UPDATE/ALLOTMENT RELEASES (PDSC, APD, CLC)**

CFO Moreno reported that PDSC received \$885,865 after last month's board meeting bringing allotments to 86% and APD to 85% of the allotment requested.

As of February, \$107,663 was expended of ICJR (Improving Criminal Justice Responses) funds. The balance was \$24,919 for personnel \$9,204 for travel and supplies. This grant will be used until STOP 2022 funds are received.

The Elder Justice Center (EJC) submitted invoices for January and February. Payments are still pending as of this meeting. March invoices will be submitted this month.

PDSC will submit the quarterly report for the Edward Byrne Memorial Justice Assistance Grant JAG for the Access to Counsel. The submittal will be for \$1,100 to cover January through March internet services. The remaining balance of \$902 will be used next quarter.

B. REPORT FROM PDSC EXECUTIVE DIRECTOR

ED Hattori stated that he is reporting from San Diego where he is attending a conference. The Sixth Amendment Center report was circulated. It contained specific recommendations regarding performance standards, training, and representation. 6AC's David Carrol is available for technical assistance via a Bureau of Justice grant. Meanwhile, PDSC will be working on recommendations mentioned in the report.

The FY2025 budget is due on May 1st. Chief Justice Torres recommends the board approve the budget at the next meeting scheduled for the end of this month. PDSC will have a draft ready the week before the next scheduled meeting so that board members are able to review the Corporation's upcoming budget request. The next meeting may be lengthy due to the budget presentation and therefore the 6AC Report discussion could be tabled for the following meeting. Chief Justice Torres recommended that the report be listed in the agenda under New Business and that PDSC be ready to share in writing its specific findings, responses, adoption of standards, trainings and general thoughts based on the 6AC's findings.

C. REPORT FROM APD MANAGING ATTORNEY

MA Gayle reported that APD's stats now include average case time. To date, there are 543 pre-trial cases. Chief Justice Torres is concerned about the number of misdemeanor and felony cases taking longer than 12 months to close. He would like a more definitive timeline as well as reasons for the delays – providing a more accurate report of APD's case closure. Perhaps if majority of these cases are bench

warrants or inactive, they should be itemized as such. APD's stats will be shared with the Clerk of Court to cross-check numbers with their data. Trustee Quiñata agreed with Chief Justice's recommendation that bench warrant cases be itemized separately.

D. REPORT FROM CLC MANAGING ATTORNEY

MA Hinkle-Sanchez reported that EJC is now serving 35-50 clients per month with some receiving multiple services. They continue to move cases as quickly as they can due to this increase in requested service. EJC continues to work with UOG and its social workers towards a guardian ad litem program where interns can obtain courtroom experience and skills mandated by CPS. She added that she would be willing to assist in the training program with UOG as well.

ED Hattori stated that PDSC will include in their budget request additional funding for EJC since grant funds will be exhausted this year. MA Hinkle-Sanchez added that, mathematically, the amount of services EJC provides comes out to almost \$1,000,000 per year. ED Hattori continued that the amounts EJC is currently receiving are still not enough to cover the programs provided in its entirety. Chief Justice Torres advised that the explanation supporting the need for local funds should be included in the budget proposal.

E. EXECUTIVE DIRECTOR PAY UPDATE

Chief Justice Torres clarified that this item should refer to the Executive Pay Plan as opposed to the Executive Director's pay. He continued that the EPP had not been adjusted along with the GPP, but that ED Hattori's pay was adjusted when the board approved a 6% increase for PDSC as well as a 15% increase via the amended APP. AD Gogue confirmed such adjustments and requested that Resolution 04-24 be approved to amend the EPP yielding a 22% increase to this pay plan.

Motion to approve the adoption of the adjusted Executive Pay Plan pursuant to Resolution 04-24 made by Trustee Quiñata and seconded by Trustee Terlaje. Approved by acclamation.

VII. NEW BUSINESS

A. AMENDING ADMINISTRATIVE ASSISTANT TO ADMINISTRATIVE OFFICER

ED Hattori stated an Administrative Officer would allow for increased duties to assist with Fiscal and HR functions whose duties have expanded due to the growth of both APD and EJC. Chief Justice Torres inquired if a desk audit was completed which ED Hattori stated there was not. Trustee Quiñata asked for clarification that a new position would be created and if duties would be taken from the AD where ED Hattori stated no. The AO would report to the AD and take on additional duties due to growth. Trustee Quiñata shared concerns that PDSC has attempted this process before to no success and does not see why the sitting AA could not just be

given additional duties with the same title. Chief Justice Torres suggested that should the AA position be vacated, to then open the AO position for competition. ED Hattori clarified the AO would allow Fiscal and HR to keep up with the demands of all three offices and is asking that he be allowed to fill the AA position with an AO should it ever become vacant otherwise he would be forced to fill the position with a Management Officer which already exists within PDSC and is a step above the AO position. He continued that any further explanation would highlight deficiencies within PDSC. Trustee Quiñata believes that this reclassification process could be misinterpreted. Chief Justice Torres stated that perhaps ED Hattori can submit in writing as well as explain during executive session why the additional support is needed. Trustee Quiñata feels that because PDSC has never had an AO, that this position would need to be funded and is requesting for job descriptions that support or justify this request.

Chief Justice Torres stated that Presiding Judge Lamorena has joined the meeting and briefed him on the current discussion.

DD Morrison asked for clarification that there would not be both an AA and AO at the same time and that the AO would be open to competition which ED Hattori confirmed. Chief Justice Torres stated that there is currently no vacancy or funding for an AO and they will table this item to the next meeting's executive session.

Motion to table this item to the next meeting was made by Presiding Judge Lamorena and seconded by Trustee Quiñata. Approved by acclamation.

VIII. **PUBLIC DISCUSSION**

None.

IX. **ADJOURNMENT AND NEXT MEETING DATE**

With no further matters to discuss, **motion was made by Trustee Quiñata and seconded by Presiding Judge Lamorena to adjourn the meeting. Approved by acclamation.**

The next BOT meeting is scheduled for Tuesday, April 23, 2024 at 12:30 p.m. in the PDSC conference room via Zoom/YouTube.

Respectfully submitted,

/s/
CATHY GOGUE
Board Secretary



PUBLIC DEFENDER SERVICE CORPORATION
(Kotperasion Setbision Defensot Pupbleku)

GOVERNMENT OF GUAM

779 Route 4

Sinjajña, Guam 96910-5174

Tel: (671) 475-3100 ♦ Fax: (671) 477-5844



**BEFORE THE BOARD OF TRUSTEES
OF THE GUAM PUBLIC DEFENDER SERVICE CORPORATION
RELATIVE TO UPDATING THE
GUAM PUBLIC DEFENDER SERVICE CORPORATION'S
EXECUTIVE PAY PLAN
RESOLUTION NO. PDSC 04-24**

BOARD OF TRUSTEES

Hon. Robert J. Torres
Chairman

Hon. Alberto C. Lamorena, III
Vice-Chairman

Atty. Jacqueline T. Terlaje
Member

Mrs. Donna R. Muña Quiñata
Member

Dr. KristiAnna S. Whitman
Member

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WHEREAS, pursuant to 4 GCA § 6302 (b), the Public Defender Service Corporation is authorized to reassign pay grades as they deem necessary; and

WHEREAS, on January 16, 2024, the DOA recommended to the Governor of Guam approval of a 24% increase to the 2014 CWA Attorney Pay Plan (APP) to nationwide shortage of attorneys and for Guam to remain competitive for purposes of recruitment and retention of attorneys; and

WHEREAS, on January 31, 2024 Governor Lou Leon Guerrero signed off on the APP update following the study performed by DOA. The approved plan aims to address the critical issue of recruiting and retaining attorneys throughout the Government of Guam, particularly in key government agencies such as the Public Defender Services Corporation (PDSC) and the Office of Attorney General.; and

WHEREAS, on February 27, 2024 the Board of Trustees, through Resolution No. 01-24, approved updating the APP for attorneys at PDSC and the APD to yield a 24 percent pay adjustment that addresses the previously observed disparity between attorneys at the Public Defender and Alternate Public Defender to those in other government of Guam departments and/or agencies; and

WHEREAS, since adjustments have been made to the GPP and the APP, the Board of Trustees has not addressed adjustments to the Executive Pay Plan (EPP) that should yield a 22 percent increase to the EPP; and

NOW, THEREFOR, BE IT RESOLVED that the pay scale attached hereto as **“Attachment A”** is adopted as the pay scale on which the Executive Director of the Public Defender Service Corporation shall be compensated; and

DULY AND REGULARLY ADOPTED THIS 2nd day of April, 2024 at a duly noticed meeting of the Public Defender Service Corporation.



Chief Justice ROBERT J. TORRES, JR.
Chairman



Cathy C. Gogue, Board Secretary

EXECUTIVE PAY PLAN

		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13
E-P		\$55,488.00	\$57,590.00	\$59,773.00	\$62,037.00	\$64,388.00	\$66,828.00	\$69,360.00	\$71,561.00	\$73,831.00	\$76,174.00	\$78,591.00	\$81,084.00	\$83,657.00
	6%	\$26.68	\$27.69	\$28.74	\$29.83	\$30.96	\$32.13	\$33.35	\$34.40	\$35.50	\$36.62	\$37.78	\$38.98	\$40.22
	10/01/2022	\$58,817.28	\$61,045.40	\$63,359.38	\$65,759.22	\$68,251.28	\$70,837.68	\$73,521.60	\$75,854.66	\$78,260.86	\$80,744.44	\$83,306.46	\$85,949.04	\$88,676.42
	22%	\$28.28	\$29.35	\$30.46	\$31.62	\$32.81	\$34.06	\$35.35	\$36.47	\$37.63	\$38.82	\$40.05	\$41.32	\$42.63
	4/02/2024	\$67,695.36	\$70,259.80	\$72,923.06	\$75,685.14	\$78,553.36	\$81,530.16	\$84,619.20	\$87,304.42	\$90,073.82	\$92,932.28	\$95,881.02	\$98,922.48	\$102,061.54
E-O		\$49,897.00	\$51,787.00	\$53,750.00	\$55,786.00	\$57,900.00	\$60,094.00	\$62,371.00	\$64,350.00	\$66,392.00	\$68,498.00	\$70,671.00	\$72,914.00	\$75,227.00
	6%	\$23.99	\$24.90	\$25.84	\$26.82	\$27.84	\$28.89	\$29.99	\$30.94	\$31.92	\$32.93	\$33.98	\$35.05	\$36.17
	10/01/2022	\$52,890.82	\$54,894.22	\$56,975.00	\$59,133.16	\$61,374.00	\$63,699.64	\$66,113.26	\$68,211.00	\$70,375.52	\$72,607.88	\$74,911.26	\$77,288.84	\$79,740.62
	22%	\$25.43	\$26.39	\$27.39	\$28.43	\$29.51	\$30.62	\$31.79	\$32.79	\$33.83	\$34.91	\$36.02	\$37.16	\$38.34
	4/02/2024	\$60,874.34	\$63,180.14	\$65,575.00	\$68,058.92	\$70,638.00	\$73,314.68	\$76,092.62	\$78,507.00	\$80,998.24	\$83,567.56	\$86,218.62	\$88,955.08	\$91,776.94
E-N		\$45,014.00	\$46,720.00	\$48,490.00	\$50,328.00	\$52,235.00	\$54,214.00	\$56,268.00	\$58,053.00	\$59,895.00	\$61,796.00	\$63,756.00	\$65,779.00	\$67,866.00
	6%	\$21.64	\$22.46	\$23.31	\$24.20	\$25.11	\$26.06	\$27.05	\$27.91	\$28.80	\$29.71	\$30.65	\$31.62	\$32.63
	10/01/2022	\$47,714.84	\$49,523.20	\$51,399.40	\$53,347.68	\$55,369.10	\$57,466.84	\$59,644.08	\$61,536.18	\$63,488.70	\$65,503.76	\$67,581.36	\$69,725.74	\$71,937.96
	22%	\$22.94	\$23.81	\$24.71	\$25.65	\$26.62	\$27.63	\$28.68	\$29.58	\$30.52	\$31.49	\$32.49	\$33.52	\$34.59
	4/02/2024	\$54,917.08	\$56,998.40	\$59,157.80	\$61,400.16	\$63,726.70	\$66,141.08	\$68,646.96	\$70,824.66	\$73,071.90	\$75,391.12	\$77,782.32	\$80,250.38	\$82,796.52
E-M		\$40,762.00	\$42,307.00	\$43,910.00	\$45,574.00	\$47,301.00	\$49,093.00	\$50,953.00	\$52,570.00	\$54,238.00	\$55,958.00	\$57,734.00	\$59,566.00	\$61,456.00
	6%	\$19.60	\$20.34	\$21.11	\$21.91	\$22.74	\$23.60	\$24.50	\$25.27	\$26.08	\$26.90	\$27.76	\$28.64	\$29.55
	10/01/2022	\$43,207.72	\$44,845.42	\$46,544.60	\$48,308.44	\$50,139.06	\$52,038.58	\$54,010.18	\$55,724.20	\$57,492.28	\$59,315.48	\$61,198.04	\$63,139.96	\$65,143.36
	22%	\$20.77	\$21.56	\$22.38	\$23.23	\$24.11	\$25.02	\$25.97	\$26.79	\$27.64	\$28.52	\$29.42	\$30.36	\$31.32
	4/02/2024	\$49,729.64	\$51,614.54	\$53,570.20	\$55,600.28	\$57,707.22	\$59,893.46	\$62,162.66	\$64,135.40	\$66,170.36	\$68,268.76	\$70,435.48	\$72,670.52	\$74,976.32
		\$23.91	\$24.81	\$25.75	\$26.73	\$27.74	\$28.79	\$29.89	\$30.83	\$31.81	\$32.82	\$33.86	\$34.94	\$36.05

Old Business
Agenda Item VI-B
PDSC Executive Director

Old Business
Agenda Item VI – C
APD Managing Attorney

Old Business
Agenda Item VI -D
CLC Managing Attorney
Report/Statistics

EXHIBIT A

Old Business
Agenda Item VII-E
Amend
Administrative
Assistant
to
Administrative
Office

ADMINISTRATIVE ASSISTANT

NATURE OF WORK IN THIS CLASS:

This is staff administrative work involved in providing assistance to a department.

Employees in this class provide administrative and office support services. Supervision may be exercised over subordinate clerical personnel.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Composes correspondence for the signature of the supervisor; organizes and coordinates matters requiring executive action; insures compliance to established laws, policies and related administrative guidelines.

Consults with and advise employees, supervisors on personnel matters.

Expedites requests for personnel action, purchase requisitions and other administrative transactions.

Conducts research on an assigned subject; compiles data and statistics.

Assists in the preparation of the budget and other related matters of the department or agency; maintains budget ledgers and monitors the funds allocated to the various budgetary accounts; alerts management to problem areas.

Arranges conferences; may represent supervisor at meetings or conferences.

May supervise the work of subordinate clerical personnel.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of office management practices and general administrative functions.

Ability to make work decisions in accordance with established laws, rules and other program guidelines and to apply departmental or agency policies to work problems.

Page 2
ADMINISTRATIVE ASSISTANT

1.135

Ability to supervise the work of others may be required.

Ability to compile statistics.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.


Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

(A) Three years of staff work involving personnel, budget and other management operations and graduation from high school; or

(B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY 1980



DAVID R. FLORES, Executive Director
Civil Service Commission

ADMINISTRATIVE OFFICER

NATURE OF WORK IN THIS CLASS:

This is moderately complex staff administrative work in providing administrative and support services to management within a department/agency.

Employees in this class perform the full range of moderately complex administrative duties, including budget formulation and administration; personnel action transactions; procurement of supplies, materials and equipment and other support services. Supervision may be exercised over subordinate clerical and other administrative staff support personnel.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Coordinates the preparation and administration of the department/agency budget; examines overall budget estimates for completeness, accuracy and conformance with established guidelines and requirements; recommends adjustments to meet approved budget ceiling; completes grant application and other budgetary documents; monitors the expenditure of funds for budgetary control; prepares periodic financial status, staffing and other reports.

Coordinates the processing of personnel actions for recruitment, promotions, meritorious step increases, adverse actions, establishment of new positions, and other requests.

Prepares work requests and purchase requisitions for office supplies, materials and equipment.

Interprets and explains administrative policies, rules, and procedures to employees and supervisors.

Compiles statistics and other data for the preparation of the annual and other reports; composes correspondence and other materials.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of general administrative processes and office management practices.

Knowledge of management principles, practices and techniques.

Ability to make work decisions in accordance with established laws, regulations and other program guidelines.

Ability to analyze work problems having an administrative aspect and recommend solutions.

Ability to learn, interpret and apply pertinent laws, regulations, and other program guidelines.

ADMINISTRATIVE OFFICER
PAGE 2 of 2

- Ability to supervise the work of others.
- Ability to prepare fund status reports.
- Ability to work effectively with the public and employees.
- Ability to communicate effectively, orally and in writing.
- Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:


- A) One year of experience in staff administrative work and graduation from a recognized college or university with a Bachelor's degree in public or business administration or related fields; **OR**
- B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY 1980

AMENDED: OCTOBER 2006

PAY GRADE: L
STEP 1: \$26,520
STEP 10: \$39,780

HAY EVALUATION:	KNOW HOW:	E I 1	175
	PROBLEM SOLVING:	D 3 (33%)	57
	ACCOUNTABILITY:	D 1 C	66
	TOTAL POINTS:		298


LOURDES M. PEREZ, Director
Department of Administration



PUBLIC DEFENDER SERVICE CORPORATION
(Kotperasion Setbision Defensot Pubbleku)

GOVERNMENT OF GUAM

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**BEFORE THE BOARD OF TRUSTEES
OF THE GUAM PUBLIC DEFENDER SERVICE CORPORATION
RELATIVE TO THE CREATION OF AN ADMINISTRATIVE
OFFICER POSITION WITHIN THE PUBLIC DEFENDER
SERVICE CORPORATION**

RESOLUTION NO. PDSC 05-24

- WHEREAS,** Pursuant to the Public Defender Service Corporation Act of 1975, specifically, §11109, the [d]irector is authored to appoint a Deputy Director, and such other personnel, and fix their duties, under and in accordance with 4 GCA, as may be necessary for the purposes of this Chapter; and
- WHEREAS,** Pursuant to the provisions of 4 GCA §4105, the Board shall establish rules and regulations governing selection, promotion, performance evaluation, demotion, suspension and other disciplinary action for the employees of the Corporation; and
- WHEREAS,** Currently, there currently exists an Administrative Assistant position within the PDSC list of positions; and
- WHEREAS,** Due to the increase in administrative responsibilities for our fiscal and HR divisions, it is necessary to increase the responsibilities of the Administrative Assistant, to include such duties that fall within the nature of work identified by the Administrative Officer position description; and
- WHEREAS,** The Administrative Officer position has been scored and rated as a pay grade L position within the General Pay Plan. This would be an increase from the pay grade J for an Administrative Assistant, but below the pay grade M, established for the Management Officer Position; and
- WHEREAS,** Converting the AA position to a higher grade AO position would reduce the need for additional personnel to handle the increased demands of the office, thus being a cost effective means of providing greater support for our administrative staff; and
- WHEREAS** The Corporation will not replace the approved Administrative Officer position until such time as Administrative Assistant becomes vacant;

WHEREAS, The Board of Trustees hereby approves the inclusion of the Administrative Officer position to the list of positions within the Corporation, but may only be implemented when the Administrative Assistant position becomes vacant and is used in lieu of the Administrative Assistant position; and

NOW, THEREFOR, BE IT RESOLVED that the Administrative Officer position shall be added to the list of positions within the Corporation. Attached is the job description for such position.

BE IT FURTHER RESOLVED that such position can only be utilized when the Administrative Assistant position becomes vacant and this is not intended to authorize the hiring of an additional personnel but to replace a vacant Administrative Assistant position.

DULY AND REGULARLY ADOPTED THIS 23rd day of April, 2024 at a duly noticed meeting of the Public Defender Service Corporation.

CHIEF JUSTICE ROBERT J. TORRES, JR
Chairman

Cathy C. Gogue, Board Secretary

EXHIBIT B

**New Business
Agenda Item VII– A
Executive Director
Pay Adjustment**

Request to Adjust the Executive Director's Pay

Proposal Summary: Our proposal aims to achieve two key objectives regarding the salary adjustment for the Executive Director: aligning his/her compensation with national averages and integrating it with our performance evaluation schedule. This approach ensures that meeting or exceeding performance expectations results in salary increments corresponding to the proposed adjustment. By adopting this dual strategy, we ensure that the Executive Director's compensation reflects both their performance and prevailing market standards, thereby fostering strong incentives for excellence.

Historical Performance Reviews: The performance of our Executive Director has undergone consistent evaluation in past fiscal years. Notably, in FY17, the Board opted to retain the Executive Director with a salary adjustment from E-W9 to E-W10. However, in FY21, due to economic challenges within the Government of Guam, the Board decided to maintain the Executive Director's current salary without adjustment.

Scope of Responsibility: The Executive Director of a small organization often assumes a broader scope of responsibilities beyond legal matters, encompassing administrative, financial, and strategic planning duties. This extensive range of responsibilities may warrant a higher salary to reflect the diverse skill set required.

External Perception: Executive compensation significantly influences the external perception of the organization, impacting its perceived commitment to fairness, professionalism, and ability to attract top talent. Offering competitive pay for the Executive Director position can enhance the organization's reputation as an attractive employer and bolster its capacity to attract premier legal talent in the future.

Law Firm Executive Director Jobs

City	Annual Salary	Hourly Wage	
Richmond, CA	\$174,686	\$83.98	
Bellevue, WA	\$172,133	\$82.76	
Santa Clara, CA	\$166,012	\$79.81	
Pasadena, CA	\$165,058	\$79.36	
Belgrade, MT	\$163,112	\$78.42	
Federal Way, WA	\$163,055	\$78.39	
Palmdale, CA	\$163,009	\$78.37	
Washington, DC	\$162,960	\$78.35	
Stamford, CT	\$162,302	\$78.03	
Glendale, CA	\$161,519	\$77.65	
Sinajana, GU	\$153,280	\$73.69	Current
Sinajana, GU	\$168,475	\$81.00	Proposed (E-W13)

The legal sector is highly competitive, and attracting and retaining top legal talent is crucial for our organization's success. Salary benchmarks indicate that our Executive Director's current compensation may lag behind industry standards for similar roles.

Over the years, the range and intricacy of legal affairs managed by our organization have notably broadened. Mr. Hattori has played a pivotal role in handling these augmented leadership duties extending beyond legal affairs. Below is an assessment of the market value of analogous positions in comparable organizations:

Comps of Executive Director's Average Base Salary - Legal Industry

Job Title	Salary	Hourly	Location
Legal Services Director	\$209,394.00	\$100.67	Honolulu, HI
Executive Director, Legal Services	\$250,472.00	\$120.42	San Francisco, CA
Legal Director, Dept of Justice	\$246,120.00	\$118.33	Puerto Rico
Legal Services Executive Director	\$220,816.00	\$106.16	Anchorage, AL
Executive Director, Legal Affairs	\$210,000.00	\$100.69	Phoenix, AZ
Executive Director, PDSC	\$153,280.00	\$73.69	Guam
Managing Attorney	\$165,788.00	\$79.71	Guam
Administrator of the Courts, Judiciary	\$163,114.00	\$78.42	Guam

Comps of Executive Director's Average Base Salary - Other Industries

Job Title	Salary	Hourly Rate	Location
Chief Executive Officer	\$836,545.00	\$402.19	United States
Top Revenue Cycle Executive	\$304,612.00	\$146.45	United States
Top Division Information Technology Executive	\$292,315.00	\$140.54	United States
Top Facilities Management Executive	\$229,999.00	\$110.58	United States
Systems Architecture Director	\$211,453.00	\$101.66	United States
Information Technology Director	\$204,033.00	\$98.09	United States
Data Science Director	\$200,361.00	\$96.33	United States
Business Systems Analysis Director	\$188,219.00	\$90.49	United States
Non-Profit Program Executive Director	\$180,127.00	\$86.60	United States
Payroll Director	\$157,361.00	\$75.65	United States
Executive Director, PDSC	\$153,280.00	\$73.69	Guam

(Sources: ZipRecruiter, NALP, Glassdoor, Salary.com)



PUBLIC DEFENDER SERVICE CORPORATION
(Kotperasion Setbision Defensot Pubbleku)

GOVERNMENT OF GUAM

779 Route 4

Sinajaña, Guam 96910-5174

Tel: (671) 475-3100 ♦ Fax: (671) 477-5844



**BEFORE THE BOARD OF TRUSTEES
 OF THE GUAM PUBLIC DEFENDER SERVICE CORPORATION
 RELATIVE TO ADJUSTING THE EXECUTIVE
 DIRECTOR OF THE GUAM PUBLIC DEFENDER SERVICE
 CORPORATION'S PAY**

BOARD OF TRUSTEES

Hon. Robert J. Torres
 Chairman

Hon. Alberto C. Lamorena, III
 Vice-Chairman

Atty. Jacqueline T. Terlaje
 Member

Mrs. Donna R. Muña Quiñata
 Member

Dr. KristiAnna S. Whitman
 Member

ADMINISTRATION

Stephen P. Hattori
 Executive Director

John P. Morrison
 Deputy Director

Cathyann C. Gogue
 Administrative Director

RESOLUTION NO. PDSC 06-24

WHEREAS, pursuant to 4 GCA § 6302 (b), the Public Defender Service Corporation is authorized to reassign pay grades as they deem necessary; and

WHEREAS, on April 2, 2024 the Board of Trustees of the Public Defender Service Corporation (PDSC), through Resolution No. 04-24, approved updating the Executive Pay Plan (EPP) that yields a 22 percent increase to the EPP; and

WHEREAS, the Executive Director of the PDSC has demonstrated leadership and performance in fulfilling the mission and objectives of the organization; and

WHEREAS, the responsibilities and scope of the Executive Director's role have expanded to encompass a wide range of critical functions, including but not limited to administrative, financial, strategic planning, and legal matters; and

WHEREAS, it is essential to ensure that the compensation for the Executive Director remains competitive with industry standards and commensurate with his/her significant contributions to the organization; and

WHEREAS, the Board of Directors recognizes the importance of attracting and retaining top talent to effectively serve the needs of the community and fulfill the organization's mandate; and

WHEREAS, a salary adjustment is warranted to reflect the Executive Director's increased responsibilities, satisfactory performance, and to align his/her compensation with prevailing market rates;

NOW, THEREFORE, BE IT RESOLVED the salary of the Executive Director of the Public Defender shall be set at \$168,475 or \$81/hour which is at the Executive Pay Plan of E-W13; and

BE IT FURHER RESOLVED that the Executive Director's performance shall continue to be evaluated regularly, and future salary adjustments shall be made based on performance outcomes, organizational needs, and prevailing market standards. The Board of Directors authorizes the appropriate administrative personnel to implement and execute this salary increase in accordance with applicable policies and procedures.

DULY AND REGULARLY ADOPTED THIS 23rd day of April, 2024 at a duly noticed meeting of the Public Defender Service Corporation.

Chief Justice ROBERT J. TORRES, JR.
Chairman

Cathy C. Gogue, Board Secretary

New Business
Agenda Item VII-B
PDSC FY2025
Budget Request

Function: Public Safety
Department/Agency: Public Defender Service Corporation
Program: Summary

AS400 Account Code	Appropriation Classification	A General Fund FY2023 Expenditures	B General Fund FY2024 Authorized	C General Fund FY2025 Request	increase	%
	PERSONNEL SERVICES					
111	Regular Salaries/Increments/Special Pay	\$ 3,774,618	\$ 3,944,018	\$ 4,438,699	\$ 512,018	13%
	Merit Bonus	75,084	74,109	91,447		
112	Overtime	-				
113	Benefits	1,171,623	1,024,638	1,390,207	\$ 365,768	36%
	Benefits - Merit Bonus (Medicare)	1,088	1,127	1,326		
114	Insurance Benefits (Medical / Dental / Life)	375,776	369,313	374,815	\$ 5,503	1%
	TOTAL PERSONNEL SERVICES					
	TOTAL PERSONNEL SERVICES (Exclude Prior Year)	\$ 5,398,189	\$ 5,413,205	\$ 6,296,494	883,290	16%
	OPERATIONS					
220	TRAVEL- Off-Island/Local Mileage Reimburs.	-	-	-		
230	CONTRACTUAL SERVICES:	161,159	302,649	271,152	(31,497)	-10%
233	OFFICE SPACE RENTAL:	273,600	309,866	309,866	-	0%
240	SUPPLIES & MATERIALS:	34,782	39,734	45,120	5,386	14%
250	EQUIPMENT:	36,183	63,455	32,000	(31,455)	-50%
270	WORKERS COMPENSATION	-				
271	DRUG TESTING	170	344	360	16	5%
280	SUB-RECIPIENT/SUBGRANT:					
290	MISCELLANEOUS:	53,672	51,239	77,374	26,135	51%
	TOTAL OPERATIONS	\$ 559,566	\$ 767,287	\$ 735,872	(31,415)	-4%
	UTILITIES					
361	Power	0	0	0	0	0%
362	Water/ Sewer	0	0	0	0	
363	Telephone	0	0	0	0	
	TOTAL UTILITIES	0	0	0	0	0%
450	CAPITAL OUTLAY	0	0	0		
	TOTAL APPROPRIATIONS	\$ 5,957,755	\$ 6,180,492	\$ 7,032,366	* 851,874	14%
	1/ Specify Fund Source					
	FULL TIME EQUIVALENCIES (FTEs)	FY2023	FY2024	FY2025		
	UNCLASSIFIED (CONTRACT)	2	3	2		
	LIMITED TERM EMPLOYMENT	7	4	3		
	CLASSIFIED	54	55	55		
	TOTAL FTEs	63	62	60		

Note:
Public Defender Service Corp. is requesting for funding from General Fund.

GOVERNMENT OF GUAM
Fiscal Year 2025
Agency Staffing Pattern
(PROPOSED)

FUNCTIONAL AREA: PUBLIC SAFETY
DEPARTMENT/AGENCY: PUBLIC DEFENDER SERVICE CORPORATION
PROGRAM: SUMMARY
FUND: GENERAL FUND

Input by Department														Input by Department			
(A)	(B)	(C)	(D)	(E)	(G)	(H)	(I)	(J)	(K)	(L)	155,163	(O)	(P)	(Q)	(R)	(S)	
No.	Position Number	Position Title	Name of Incumbent	Grade/Step	Salary	Specialty Pay	Increment		(E+F+G+I) Subtotal	Benefits				Medical (Premium)	Dental Premium	Total Benefits (K thru Q)	(J + R) TOTAL
							Date	Amt.		Retirement (J *29.43%)	Retire (DDI) \$19.01*26P	Medicare (1.45% * J)	Life 1/				
1	----	DIRECTOR'S OFFICE	----	----	\$ 766,802	\$ -	----	\$ 6,394	\$ 783,502	\$ 227,552	\$ 2,327	\$ 11,361	\$ 1,528	\$ 79,528	\$ 3,447	\$ 325,743	\$ 1,109,245
2	----	ATTORNEYS	----	----	1,663,479	6,000	----	17,733	1,712,343	496,275	4,874	24,829	2,562	95,540	4,460	628,540	2,340,883
3	----	INVESTIGATIVE SERVICES	----	----	462,308	2,000	----	2,821	474,181	137,476	1,485	6,876	1,098	12,637	721	160,293	634,474
4	----	LEGAL SECRETARIAL SERVICE	----	----	602,634	0	----	6,013	631,574	179,125	5,940	9,158	2,379	70,363	3,490	270,455	902,030
5	----	RECORDS, PROPERTY CONTR	----	----	90,580	0	----	2298	94,259	27,334	495	1,367	366	13,333	828	43,723	137,982
6	----	PROCESS	----	----	107,409	0	----	3,145	113,369	32,536	495	1,644	366	9,339	530	44,910	158,279
7	----	LEGAL CLERICAL SERVICES	----	----	203,999	0	----	294	208,257	60,123	1,980	3,020	915	15,048	858	81,944	290,201
8	----	FISCAL	----	----	138,834	9,078	----	2,033	155,442	44,129	990	2,254	366	16,267	393	64,399	219,841
9	----	PERSONNEL	----	----	73,892	0	----	-	76,956	21,746	495	1,116	183	3,994	298	27,832	104,788
10	----	MANAGEMENT INFO SYS SERV	----	----	165,822	0	----	1,604	173,339	49,273	495	1,487	366	10,922	828	63,371	236,710
11	----	PARALEGAL SERVICES	----	----	104,449	0	----	-	106,922	30,739	990	1,550	366	20,570	923	55,139	162,061
		Grand Total	----	----	\$ 4,380,208	\$ 17,078	----	\$ 42,335	\$ 4,530,146	\$ 1,306,309	\$ 20,565	\$ 64,661	\$ 10,495	\$ 347,542	\$ 16,776	\$ 1,766,348	\$ 6,296,494

* Night Differential / Hazardous / Worker's Compensation / etc.

1/ FY 2025 GovGuam contribution rate of 29.43% for the Government of Guam Retirement is subject to change.

2/ FY 2025 GovGuam contribution rate of \$19.01 (bi-weekly) for DDI is subject to change.

3/ FY 2025 GovGuam contribution rate of \$183 (per annum) for Life Insurance is subject to change.

GOVERNMENT OF GUAM
Fiscal Year 2024
Agency Staffing Pattern
(CURRENT)

FUNCTIONAL AREA: PUBLIC SAFETY
DEPARTMENT/AGENCY: PUBLIC DEFENDER SERVICE CORPORATION
PROGRAM: SUMMARY
FUND: GENERAL FUND

	Input by Department										Input by Department						
(A)	(B)	(C)	(D)	(E)	(G)	(H)	(I)	(J)	(K)	(L)	(N)	(O)	(P)	(Q)	(R)	(S)	
No.	Position Number	Position Title	Name of Incumbent	Grade/ Step	Salary	Specialty Pay	Increment		(E+F+G+I) Subtotal	Benefits				Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL
							Date	Amt.		Retirement (J *29.43%)	Retire (DDI) (\$19.01*26PP)	Medicare (1.45% * J)	Life 1/				
1	---	DIRECTOR'S OFFICE	---	---	\$ 754,511	\$ -	---	\$ 901	\$ 765,288	\$ 222,318	\$ 2,327	\$ 11,097	\$ 1,528	\$ 79,528	\$ 3,447	\$ 320,245	\$1,085,533
2	---	ATTORNEYS	---	---	1,616,736	6,000	---	12,789	1,659,569	\$481,063	4,874	24,064	2,562	95,540	4,460	612,563	2,272,132
3	---	INVESTIGATIVE SERVICES	---	---	456,317	2,000	---	1,496	466,571	\$135,323	1,485	6,765	1,098	12,637	721	158,029	624,601
4	---	LEGAL SECRETARIAL SERVICE	---	---	596,830	0	---	4,015	622,817	\$176,829	5,940	9,031	2,379	68,727	3,425	266,331	889,148
5	---	RECORDS, PROPERTY CONTRO	---	---	90,580	0	---	0	91,903	\$26,658	495	1,333	366	13,333	828	43,012	134,915
6	---	PROCESS	---	---	142,569	0	---	615	145,881	\$42,139	990	2,115	549	13,333	1,060	60,186	206,068
7	---	LEGAL CLERICAL SERVICES	---	---	197,198	0	---	1,557	202,554	\$58,493	1,980	2,937	915	15,048	858	80,232	282,786
8	---	FISCAL	---	---	138,834	8799	---	-	152,901	\$43,448	990	2,217	366	16,267	393	63,681	216,583
9	---	PERSONNEL	---	---	71,194	0	---	208	74,338	\$21,013	495	1,078	183	3,994	298	27,061	101,399
10	---	MANAGEMENT INFO SYS SERVI	---	---	165,822	0	---	-	171,488	\$48,801	495	1,483	366	10,922	828	62,896	234,384
11	---	PARALEGAL SERVICES	---	---	57,023	0	---	626	60,019	\$16,966	495	870	183	9,339	530	28,383	88,402
		Grand Total:	---	---	\$4,287,613	\$ 16,799	---	\$ 22,205	\$ 4,413,331	\$1,273,052	\$ 20,565	\$ 62,990	\$10,495	\$ 338,669	\$ 16,848	\$ 1,722,620	\$6,135,951

* Night Differential / Hazardous / Worker's Compensation / etc.

1/ FY 2024 GovGuam contribution rate of 29.43% for the Government of Guam Retirement is subject to cl

2/ FY 2024 GovGuam contribution rate of \$19.01 (bi-weekly) for DDI is subject to change.

3/ FY 2024 GovGuam contribution rate of \$183 (per annum) for Life Insurance is subject to change.

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Schedule B- Contractual					
Item	Quantity	Unit Price	Total Price	Funded in FY 2024	
				Yes	No
Malpractice Insurance			\$ 9,280	x	
Westlaw Service			45,885	x	
Vehicle Lease	1		11,796	x	
Vehicle Insurance	2		3,452	x	
Maintenance for Telephone System / Internet			16,664	x	
Service for Surveillance Cameras			1,440	x	
Contents Insurance			5,098	x	
Maintenance on Xerox Copiers	5		23,360	x	
Equipment Maintenance - Shredder, etc.			1,500	x	
Equipment Maintenance - Archiving System			3,600	x	
Equipment Maintenance - Office Equipment			2,750	x	
Support for GL Accounting Software			2,000	x	
Additional License for Accounting Software	2		1,045	x	
HR Software			5,584	x	
Off-site Data Backup Solution Service (Online)			7,000	x	
Annual Renewal for Recorder Software (SoniClear)			400	x	
Firewall Security Service (SonicWall)			3,000	x	
Abacus Licenses (55)			31,132	x	
Internet Domain-			1,500	x	
Email Website Hosting			19,250	x	
Annual Renewal for Archive Software			4,000	x	
Shoretel Software/Hardware			6,000	x	
Uprtrust SMS Messaging			5,000	x	
Expert Witness For Analysis, Consultation, Etc.			30,000	x	
Communications Platforms, Wi-Fi, Devices, Etc.			19,748	x	
Back-up Internet Services			8,748	x	
Cellular Services			1,920	x	
Total Contractual			\$ 271,152		

Rent	Quantity	Unit Price	Total Price	Funded in FY 2024	
				Yes	No
PDSC - Office Rental Space			\$ 309,866	x	
Total Rent			\$ 309,866		

Schedule C - Supplies & Materials					
Item	Quantity	Unit Price	Total Price	Funded in FY 2024	
				Yes	No
Office supplies (batteries, binders, binder clips, calling cards, checks, computer cdr/disks, daily appointment calendars, dryline correction tapes, envelopes, expandable folders, fasteners, file folders, file labels, index cards, notary books, notary seals, paper clips, pens/pencils, pen refills, scotch tape, scotch tape dispenser, stapler, staples, storage boxes, thumb drive, two/three hole perforator, xerox paper, yellow/white pads) computer supplies (computer parts, ink/toner cartridges) sundries (dish soap, hand soap, paper towels, toilet paper, water), other supplies needed due to Covid-19, automated external defibrillators, etc.			\$45,120	x	
Total Supplies & Materials			\$ 45,120		

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Schedule D - Equipment					
Item	Quantity	Unit Price	Total Price	Funded in FY 2024	
				Yes	No
Replace obsolete workstations			\$ 20,000	x	
Replace battery back-ups			10,000	x	
External Drives for Back Up			2,000	x	
Total Equipment			\$ 32,000		

Drug Testing			\$ 360	x	
--------------	--	--	--------	---	--

Schedule E - Miscellaneous					
Item	Quantity	Unit Price	Total Price	Funded in FY 2024	
				Yes	No
Guam Bar Dues			\$ 8,550	x	
Professional Dues - NACDL, Etc/			1,200	x	
Professional Dues - NLADA			715		x
Training and or Career Development			32,000	x	
Notary Bond	17		3,400	x	
Automobile Maintenance	2		3,500	x	
Advertising Cost - Board Meeting			4,800	x	
Advertising Cost - Job Announcement			2,880	x	
Advertising Cost - RFP's/Bids			1,920	x	
SHRM Membership			1,254	x	
AGA Membership			105	x	
Board Stipends			3,000	x	
Payroll Fees			3,200	x	
Legal Subscriptions			2,100	x	
Process Server Fees			350	x	
Other Fees (ie,police clearance, transcript copies)			300	x	
Postage Stamps			300	x	
Long Distance Telephone			4,800	x	
Board Meeting Expenses			3,000	x	
Total Miscellaneous			\$ 77,374		

Schedule F - Capital Outlay					
Item	Quantity	Unit Price	Total Price	Funded in FY 2020?	
				Yes	No
			\$0		
Total Capital Outlay			\$0		

FOOTNOTES:

For Fiscal Year 2025, an increase of **\$851,874** is requested over the authorized appropriation level for Fiscal Year 2024. The requested increases are described below:

1. PERSONNEL SERVICES:**\$ 512,018****SALARIES:**

- Mandated employee salary and benefits that include increments, adjustments, and projected night differential payment.

\$ 365,768**RETIREMENT BENEFITS:**

- Mandated adjustments in the government's share of retirement contributions. Based on FY2024 levels, with anticipated adjustments for the upcoming fiscal year

\$ 5,503**INSURANCE (Medical, Dental and Life) BENEFITS:**

- Based on FY2024 levels, with anticipated adjustments in the government's share for these benefits.

\$ 883,289***SUB-TOTAL FOR PERSONNEL COSTS IN FY2025*****2. OPERATIONS:****\$ -31,497****CONTRACTUAL SERVICES (Also shown on Form 96A)**

- Malpractice Insurance (\$9,280.00)
- Westlaw Service (\$45,885.00)
- Vehicle Lease (\$11,796.00)
- Vehicle Insurance (\$3,452.00)
- Maintenance for Telephone System (\$16,664.00)
- Surveillance Services (\$1,440.00)
- Contents Insurance (\$5,098.00)
- Maintenance on Xerox Copiers (\$23,360.00)
- Equipment Maintenance - Shredder, etc. (\$1,500.00)
- Equipment Maintenance - Archiving System (\$3,600.00)
- Equipment Maintenance - Office Equipment (\$2,750.00)
- Support for GL Accounting Software (\$2,000.00)
- License for Accounting Software (\$1,045.00)
- HR Software (\$5,584.00)
- Off-site Data Backup Solution Service (Online) (\$7,000.00)
- Annual Renewal for Recorder Software (Soni Clear) (\$400.00)
- Firewall Security Service (SonicWall) (\$3,000.00)
- Abacus Licenses/Maintenance (\$31,132.00)
- Internet Domain (\$1,500.00)
- Email Website Hosting (\$19,250.00)
- Annual Renewal for Archive Software (\$4,000.00)
- Shoretel Software / Hardware (\$6,000.00)
- Uptrust SMS Messaging (\$5,000.00)
- Expert Witness for Analysis, Consultations, etc. (\$30,000.00)
- Additional Communications Platforms, Wi-Fi, Devices (\$19,748.00)
- Back-up Internet Services (\$8,748.00)
- Cellular Services (\$1,920.00)

NOTE: The actual decrease from FY2024 to FY2025 is the net effect of the increase in fees for some services and addition of a vehicle (lease) and insurance and a significant decrease in the ABACUS licensing.

\$ 5,386	SUPPLIES AND MATERIALS: NOTE: Change is due to increase in prices and the addition of the Automated External Defibrillator (AED)
\$ 31,455	SMALL EQUIPMENT: NOTE: Work stations (computers, monitors, battery back-ups, etc.) are changed yearly for equipment which may become obsolete or be deemed non-usable, depending on the number of years' usage.
\$ 16	DRUG TESTING:
\$ 0	OFFICE SPACE RENTAL: Anticipated increase and/or additional space.
\$ 26,135	MISCELLANEOUS: <ul style="list-style-type: none"> • Guam Bar Dues (\$8,550.00) • Professional Dues – NACDL (\$1,915.00) • Training and or Career Development (\$32,000.00) • Notary Bonding (\$3,400.00) • Automobile Maintenance (\$3,500.00) • Advertising Cost - Board Meeting (\$5,180.00) • Advertising Cost - Job Announcement (\$2,500.00) • Advertising Cost - RFP's/Bids (\$1,920.00) • SHRM Membership (\$1,254.00) • AGA Membership (\$105.00) • Board Stipends (\$3,000.00) • Payroll Fees (\$3,200.00) • Legal Subscriptions (\$2,100.00) • Process Server Fees (\$350.00) • Other Fees (i.e., police clearance, postage, transcript copies) (\$600.00) • Long Distance Telephone (\$4,800.00) • Board Meeting Expenses (\$3,00.00) <p>NOTE: The actual increase from FY2024 to FY2025 is primarily due to the general increase in prices for goods and services.</p>
<u>\$ -31,415</u>	<i>SUB-TOTAL FOR OPERATIONAL AND CAPITAL OUTLAY COSTS INCREASE IN FISCAL YEAR 2025</i>
<u>\$ 851,874</u>	<u>TOTAL INCREASE FOR FY2025 ABOVE FY2024's AUTHORIZED LEVEL</u>

Function: Public Safety
Department/Agency: Public Defender Service
Corporation Program: Director's Office

AS400 Account Code	Appropriation Classification	A General Fund FY2023 Expenditures	B General Fund FY2024 Authorized	C General Fund FY2025 Request
PERSONNEL SERVICES				
111	Regular Salaries/Increments/Special Pay	\$ 659,169	\$ 706,443	\$ 773,197
	Merit Bonus	7,468	4,212	10,306
112	Overtime	0		
113	Benefits	199,435	66,258	241,090
	Benefits - Merit Bonus (Medicare)	108	113	149
114	Insurance Benefits (Medical / Dental / Life)	73,597	50,915	84,503
	TOTAL PERSONNEL SERVICES	\$ 939,777	\$ 827,941	\$ 1,109,245
OPERATIONS				
220	TRAVEL- Off-Island/Local Mileage Reimburs.	\$0	\$0	
230	CONTRACTUAL SERVICES:	21,174	24,298	40,561
233	OFFICE SPACE RENTAL:	273,600	309,866	309,866
240	SUPPLIES & MATERIALS:	7,103	6,614	12,000
250	EQUIPMENT:	1,671	0	2,000
270	WORKERS COMPENSATION	0	0	0
271	DRUG TESTING	167	344	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0
290	MISCELLANEOUS:	21,014	4,307	29,542
	TOTAL OPERATIONS	\$ 325,425	\$ 345,429	\$ 393,969
UTILITIES				
361	Power	\$0	\$0	\$0
362	Water/ Sewer	0	0	0
363	Telephone	0	0	0
	TOTAL UTILITIES	\$0	\$0	\$0
450	CAPITAL OUTLAY	\$0	\$0	\$0
	TOTAL APPROPRIATIONS	\$ 1,265,202	\$ 1,173,370	\$ 1,503,214
	1/ Specify Fund Source			
FULL TIME EQUIVALENCIES (FTEs)				
	UNCLASSIFIED	FY2023	FY2024	FY2025
	UNCLASSIFIED	1	1	1
	LIMITED TERM EMPLOYEMENT	0	1	1
	CLASSIFIED	6	7	7
	TOTAL FTEs	7	9	9

Note 1 - Contractual: Funds are requested to pay for malpractice insurance (\$844), Westlaw service (\$3,671), tel/internet maintenance (\$1,639), vehicle insurance (\$1,151), surveillance camera services (\$1,440), contents insurance services (\$5,098), Xerox multifunction copiers maintenance (\$3,337), Internet-related Services (\$8,748), and cellular services (\$1,920).

Note 2 - Miscellaneous: The request for funds is to pay for Guam Bar dues (\$900), membership fees (\$1,742), staff training (\$11,000), advertising, board meeting, and job announcements (\$7,680), advertising for IFB/RFP's bids (\$1,950), board stipends (\$3,000), police clearances, transcripts, etc. (\$300), and board meeting expenses (\$3,000).

FUNCTIONAL AREA: PUBLIC SAFETY
DEPARTMENT/AGENCY: PUBLIC DEFENDER SERVICE CORPORATION
PROGRAM: DIRECTOR'S OFFICE
FUND: GENERAL FUND

GOVERNMENT OF GUAM
Fiscal Year 2025
Agency Staffing Pattern
(PROPOSED)

Input by Department										Input by Department									
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(N)	(O)	(P)	(Q)	(R)	(S)		
No.	Position Number	Position Title	Name of Incumbent	Grade / Step	Salary	Overtime	Specialty Pay 15%	Increment		Subtotal (E+F+G+I)	Benefits				Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL	
								Date	Amt.		Retirement (J *29.43%)	Retire (DDI) (\$19.01*26PP)	Medicare (1.45% * J)	Life 1/					
1	PD-001	EXECUTIVE DIRECTOR	STEPHEN P. HATTORI	UNC EW-10	\$ 153,280	\$0				\$ 153,280	\$ 45,110	\$0	\$ 2,223	\$ 183	\$ 6,116	\$ 298	\$ 53,930	\$ 207,210	
2	PD-004	DEPUTY DIRECTOR	JOHN P. MORRISON	AL-5-10+	170,927	0		9/6/2026		170,927	50,304	495	2,478	183	11,231	393	65,084	236,012	
3	PD-003	ADMINISTRATIVE DIRECTOR	CATHYANN C. GOGUE	S-8	112,388	0	0	10/19/2026	3,429	115,817	34,085	0	1,679	183	6,116	298	42,361	158,178	
4	PD-023	PROGRAM COORDINATOR IV	CATHLEEN L.G. MOYLAN	O-9	81,636	0	0	8/10/2026		81,636	24,025	0	1,184	183	9,595	328	35,315	116,951	
5	PD-010	ADMINISTRATIVE ASS'T	FELICIA M.T. CRUZ	J-10	52,456	0	0	1/20/2025	1,089	53,545	15,758	495	776	183	3,994	298	21,505	75,049	
6		ADMINISTRATIVE ASS'T	VACANT	J-1	50,218	0	0		-	50,218	14,779	495	728	183	13,296	484	29,965	80,183	
7	PD-066	SOCIAL WORKER III	ROSALIND S. REYES	N-10	75,954	0	0	11/27/2026	1,877	77,831	22,906	495	1,129	183	11,231	393	36,336	114,167	
8		VICTIM ADVOCATE (35%)	JENERY SANA	K-1	14,594	0	0		-	14,594	4,295	173	212	64	4,654	471	9,869	24,463	
	PD067	SOCIAL WORKER III	VACANT	N-1	55,349					55,349	16,289	173	803	183	13,296	484	31,228	86,577	
Grand Total:					\$ 766,802	\$ -	\$ -			\$ 6,394	\$ 773,197	\$ 227,552	\$ 2,327	\$ 11,211	\$ 1,528	\$ 79,528	\$ 3,447	\$ 325,593	\$ 1,098,790

- * Night Differential / Hazardous / Worker's Compensation / etc.
- 1/ FY 2025 GovGuam contribution rate of 29.43% for the Government of Guam Retirement is subject to change.
- 2/ FY 2025 GovGuam contribution rate of \$19.01 (bi-weekly) for DDI is subject to change.
- 3/ FY 2025 GovGuam contribution rate of \$183 (per annum) for Life Insurance is subject to change.

Input by Department											
Special Pay Categories											
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	
No.	Position Number	Position Title	Name of Incumbent	Holiday Pay	Night Differential Pay 110%	Hazard 10%	Hazard 8%	Nurse Sunday Pay 1.5	Nurse Pay 1.5	Specialty Pay 15%	(D+E+F+G+H+I+J) Subtotal
1	PD-001	EXECUTIVE DIRECTOR	STEPHEN P. HATTORI	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2	PD-004	DEPUTY DIRECTOR	JOHN P. MORRISON	0	0	0	0	0	0	0	0
3	PD-003	ADMINISTRATIVE DIRECTOR	CATHYANN C. GOGUE	0	0	0	0	0	0	0	0
4	PD-023	PROGRAM COORDINATOR IV	CATHLEEN L.G. MOYLAN	0	0	0	0	0	0	0	0
5	PD-010	ADMINISTRATIVE ASS'T	FELICIA M.T. CRUZ	0	0	0	0	0	0	0	0
6		ADMINISTRATIVE ASS'T	VACANT	0	0	0	0	0	0	0	0
7	PD-066	SOCIAL WORKER III	ROSALIND S. REYES	0	0	0	0	0	0	0	0
8		VICTIM ADVOCATE (35%)	JENERY SANA	0	0	0	0	0	0	0	0
	PD067	SOCIAL WORKER III	VACANT	0	0	0	0	0	0	0	0
Grand Total:				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

- 1/ 110% of reg. rate, applicable from 6pm- 6am
- 2/ Applies to law enforcement personnels
- 3/ Applies to solid waste employees
- 4/ 1 ½ of reg. rate of pay from 12am Friday to 12 midnight Sunday
- 5/ 1 ½ of reg. rate of pay on daily work exceeding 8 hours
- 6/ Applicable specialty pay criminal defense. 15% of reg. rate of pay

Fiscal Year 2024

Agency Staffing Pattern
(CURRENT)

FUNCTIONAL AREA: PUBLIC SAFETY
DEPARTMENT/AGENCY: PUBLIC DEFENDER SERVICE CORPORATION
PROGRAM: DIRECTOR'S OFFICE
FUND: GENERAL FUND

Input by Department										Input by Department								
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)		(I)	(J)	(K)	(L)	(N)	(O)	(P)	(Q)	(R)	(S)
No.	Position Number	Position Title	Name of Incumbent	Grade / Step	Salary	Overtime	Specialty Pay 15%	Increment		E+F+G+I Subtotal	Benefits				Medical Premium	Dental Premium	Total Benefit (K thru Q)	(J + R) TOTAL
								Date	Amt.		Retirement (J *29.43%)	Retire (DDI) \$19.01*26PP	Medicare (1.45% * J)	Life 1/				
1	PD-001	EXECUTIVE DIRECTOR	STEPHEN HATTORI	UNC EW-10	\$153,280	\$0				\$ 153,280	\$ 45,110	\$0	\$ 2,223	\$ 183	\$ 6,116	\$ 298	\$ 53,930	\$ 207,210
2	PD-004	DEPUTY DIRECTOR	JOHN MORRISON	AL-5-10	162,980	0		9/6/2024	611	163,591	48,145	495	2,372	183	11,231	393	62,819	226,410
3	PD-003	ADMIN DIRECTOR	CATHYANN C. GOGUE	S-8	112,388	0	0	10/19/2024	-	112,388	33,076	0	1,630	183	6,116	298	41,302	153,690
4	PD-023	PROGRAM	CATHLEEN MOYLAN	O-8	79,125	0	0	8/10/2024	290	79,415	23,372	0	1,152	183	9,595	328	34,629	114,044
5	PD-010	ADMINISTRATIVE ASS'T	FELICIA CRUZ	J-10	52,456	0	0	1/20/2025	-	52,456	15,438	495	761	183	3,994	298	21,168	73,624
6		ADMINISTRATIVE ASS'T	VACANT	K-5	48,385	0	0		-	48,385	14,240	495	702	183	13,296	484	29,399	77,784
7	PD-066	SOCIAL WORKER III	ROSALIND REYES	N-10	75,954	0	0	11/27/2024	-	75,954	22,353	495	1,101	183	11,231	393	35,757	111,711
8		VICTIM ADVOCATE (35%)	JENERY SANA	K-1	14,594	0	0		-	14,594	4,295	173	212	64	4,654	471	9,869	24,463
	PD067	SOCIAL WORKER III	IN RECRUITMENT	N-1	55,349					55,349	16,289	173	803	183	13,296	484	31,228	86,577
Grand Total:				----	\$754,511	\$ -	\$ -	----	\$ 901	\$ 755,412	\$ 222,318	\$ 2,327	\$ 10,953	\$1,528	#####	\$ 3,447	\$ 320,101	\$ 1,075,513

* Night Differential / Hazardous / Worker's Compensation / etc.
1/ FY 2024 GovGuam contribution rate of 29.43% for the Government of Guam Retirement is subject to change.
2/ FY 2024 GovGuam contribution rate of \$19.01 (bi-weekly) for DDI is subject to change.
3/ FY 2024 GovGuam contribution rate of \$183 (per annum) for Life Insurance is subject to change.

Input by Department Special Pay Categories											
(A)	(B)	(C)	(D)	(E)						(K)	
No.	Position Number	Position Title	Name of Incumbent	Holiday Pay	Night Differential Pay 110%	Hazard 10%	Hazard 8%	Nurse Sunday Pay 1.5	Nurse Pay 1.5	Specialty Pay 15%	(D+E+F+G+H+I+J) Subtotal
1	PD-001	EXECUTIVE DIRECTOR	STEPHEN P. HATTORI	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2	PD-004	DEPUTY DIRECTOR	JOHN P. MORRISON	0	0	0	0	0	0	0	0
3	PD-003	ADMINISTRATIVE DIRECTOR	CATHYANN C. GOGUE	0	0	0	0	0	0	0	0
4	PD-023	PROGRAM COORDINATOR IV	CATHLEEN L.G. MOYLAN	0	0	0	0	0	0	0	0
5	PD-010	ADMINISTRATIVE ASS'T	FELICIA M.T. CRUZ	0	0	0	0	0	0	0	0
6		ADMINISTRATIVE ASS'T	VACANT	0	0	0	0	0	0	0	0
7	PD-066	SOCIAL WORKER III	ROSALIND S. REYES	0	0	0	0	0	0	0	0
8		VICTIM ADVOCATE (35%)	JENERY SANA	0	0	0	0	0	0	0	0
	PD067	SOCIAL WORKER III	IN RECRUITMENT	0	0	0	0	0	0	0	0
Grand Total:				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

1/ 110% of reg. rate, applicable from 6pm- 6am
2/ Applies to law enforcement personnels
3/ Applies to solid waste employees
4/ 1 1/2 of reg. rate of pay from 12am Friday to 12 midnight Sunday
5/ 1 1/2 of reg. rate of pay on daily work exceeding 8 hours
6/ Applicable specialty pay criminal defense. 15% of reg. rate of pay

Function: Public Safety
 Department/Agency: Public Defender Service Corporation
 Program: Attorneys

AS400 Account Code	Appropriation Classification	A General Fund FY2023 Expenditures	B General Fund FY2024 Authorized	C General Fund FY2025 Request
	PERSONNEL SERVICES			
111	Regular Salaries/Increments/Special Pay	\$ 1,364,084	\$ 1,270,344	\$ 1,686,289
	Merit Bonus	21,711	22,384	26,054
112	Overtime			
113	Benefits	412,957	356,713	525,600
	Benefits - Merit Bonus (Medicare)	315	325	378
114	Insurance Benefits (Medical / Dental / Life)	119,912	120,786	102,563
	TOTAL PERSONNEL SERVICES	\$ 1,918,979	\$ 1,770,552	\$ 2,340,883
	OPERATIONS			
220	TRAVEL- Off-Island/Local Mileage Reimburs.	0	0	0
230	CONTRACTUAL SERVICES:	55,487	97,160	95,587
233	OFFICE SPACE RENTAL:	0	0	0
240	SUPPLIES & MATERIALS:	2,507	3,000	3,000
250	EQUIPMENT:	5,014	4,988	6,000
270	WORKERS COMPENSATION	0	0	0
271	DRUG TESTING	0	0	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0
290	MISCELLANEOUS:	18,050	29,450	30,350
	TOTAL OPERATIONS	\$ 86,467	\$ 134,598	\$ 134,937
	UTILITIES			
361	Power	\$0	\$0	\$0
362	Water/ Sewer	0	0	0
363	Telephone/ Toll	0	0	0
	TOTAL UTILITIES	\$0	\$0	\$0
450	CAPITAL OUTLAY	\$0	\$0	\$0
	TOTAL APPROPRIATIONS	\$ 2,005,446	\$ 1,905,150	\$ 2,475,820
	I/ Specify Fund Source			
	FULL TIME EQUIVALENCIES (FTEs)	FY2023	FY2024	FY20255
	UNCLASSIFIED (CONTRACT)	1	2	1
	LIMITED TERM EMPLOYMENT	1	0	0
	CLASSIFIED	14	14	14
	TOTAL FTEs	16	16	15

Note 1 - Contractual - Funds are requested for malpractice insurance (\$5,906), Westlaw access (\$31,202), tel/internet maintenance (\$4,644), Xerox maintenance (\$3,337), UpTrust services (\$5,000), and funds for expert witness for analysis, consultation, etc. (\$30,000), additional communications platforms, and wi-fi devices (\$7,700)

Note 2 - Miscellaneous - Funds are requested for Guam Bar dues (\$7,650), NACDL membership (\$800), training for attorneys (\$15,000), legal subscriptions (\$2,100), and long-distance telephone charges (\$4,800)

FUNCTIONAL AREA: PUBLIC SAFETY
DEPARTMENT/AGE CY PUBLIC DEFENDER SERVICE CORPORATION
PROGRAM: ATTORNEYS
FUND: GENERAL FUND

GOVERNMENT OF GUAM
Fiscal Year 2025
Agency Staffing Pattern
(PROPOSED)

Input by Department															Input by Department			
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(N)	(O)	(P)	(Q)	(R)	(S)	
No.	Position Number	Position Title	Name of Incumbent	Grade / Step	Salary	Night Differential	Specialty Pay 15%	Increment		(E+F+G+I) Subtotal	Benefits				Medical (Premium)	Dental Premium	Total Benefit (K thru Q)	(J + R) TOTAL
								Date	Amt.		Retirement (J *29.43%)	Retire (DDI) \$19.01*26P	Medicare 1.45% * J	Life 1/				
1	PD-002	ATTORNEY 4	JOCELYN RODEN	AL-4-10+	\$ 155,374	\$462	\$ -	10/4/2024	\$ 4,817	\$ 160,653	\$ 47,280	\$ 495	\$ 2,329	\$ 183	\$ 6,116	\$ 298	\$ 56,702	\$ 217,355
2	PD-005	ATTORNEY 3	ALISHA MOLYNEUX	AL-3-9	121,458	462	-	11/16/2025		121,920	35,881	495	1,768	183	9,595	328	48,250	170,170
3	PD-006	ATTORNEY 3	IN RECRUITMENT	AL-3-6	102,651	462	-			103,113	30,346	495	1,495	183	15,670	630	48,819	151,932
4	PD-007	ATTORNEY 3	EARL V. ESPIRITU	AL-3-5	97,052	462	-	8/1/2025	861	98,375	28,952	495	1,426	183	3,994	298	35,348	133,724
5	PD-027	ATTORNEY 2	KATHLEEN A. AGUON	AL-2-4	79,050	462	-	6/3/2025	1,403	80,915	23,813	495	1,173	183	6,116	298	32,078	112,993
6	PD-031	ATTORNEY 4	PETER J. SABLAN	AL-4-10	146,171	462	-	7/8/2026		146,633	43,154	0	2,126	183	3,994	298	49,755	196,388
7	PD-034	ATTORNEY 4	WILLIAM B. JONES	AL-4-9	138,199	462	-	12/2/2025		138,661	40,808	495	2,011	183	6,116	298	49,911	188,572
8		ATTORNEY 4	D. HIGHSMITH (CONTRACT)	AL-4-5	110,430	-	-			110,430	0	0	0	0	0	0	0	110,430
9	PD-047	ATTORNEY 4	WILLIAM BISCHOFF	AL-4-10+	146,171	462	-	11/2/2024	4,183	150,816	44,385	0	2,187	183	11,231	393	58,379	209,195
10	PD-048	ATTORNEY 4	MICHAEL BROWN	AL-4-4	104,408	461	-	6/12/2025	1,622	106,030	31,205	495	1,537	183	6,928	393	40,741	146,771
11	PD-051	ATTORNEY 3	BRIAN EGGLESTON	AL-3-4	91,760	462	-	4/26/2025	2,239	93,999	27,664	419	1,363	183	3,994	298	33,921	127,920
12	PD-053	ATTORNEY 2	IN RECRUITMENT	AL-2-2	73,688	-	-			73,688	21,686	0	1,068	183	0	0	22,938	96,626
13	PD-054	ATTORNEY 4	CAROL HINKLE-SANCHEZ	AL-4-10	146,171	460	-	10/24/2025		146,631	43,154	495	2,126	183	15,670	630	62,258	208,889
14	PD-055	ATTORNEY 4	ZACHARY TAIMANGLO	AL-4-8	130,663	460	-	10/1/2025	-	131,123	38,589	495	1,901	183	0	0	41,169	172,292
15	PD-044	ATTORNEY 4	RENITA TAIMANAO-MUNOZ	AL-4-8	130,663	461	-	5/30/2025	2,609	133,733	39,358		1,939	183	6,116	298	47,894	181,626
		ATTORNEY 4	BRIAN KEGERREIS (LTA)	AL-4-2	97,326	-	-	3/25/2025	1,740	99,066	29,155	495	1,436	183	11,231	393	42,894	141,959
			Grand Total:	----	\$1,663,479	\$ 6,000	\$ -	----	\$ 17,733	\$ 1,686,289	\$ 496,275	\$ 4,874	\$ 24,451	\$ 2,562	\$ 95,540	\$ 4,460	\$ 628,162	\$ 2,314,451

- * Night Differential / Hazardous / Worker's Compensation / etc.
- 1/ FY 2025 GovGuam contribution rate of 29.43% for the Government of Guam Retirement is subject to change.
- 2/ FY 2025 GovGuam contribution rate of \$19.01 (bi-weekly) for DDI is subject to change.
- 3/ FY 2025 GovGuam contribution rate of \$183 (per annum) for Life Insurance is subject to change.

Input by Department Special Pay Categories											
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	
No.	Position Number	Position Title	Name of Incumbent	Holiday Pay	Night Differential Pay 110%	Hazard 10%	Hazard 8%	Pay 1.5	Pay 1.5	Specialty Pay 15%	(D+E+F+G+H+I +J) Subtotal
											1/
1	PD-002	ATTORNEY 4	JOCELYN M. RODEN	\$0	\$462	\$0	\$0	\$0	\$0	\$0	\$462
2	PD-005	ATTORNEY 3	ALISHA L. MOLYNEUX	0	462	0	0	0	0	0	462
3	PD-006	ATTORNEY 3	IN RECRUITMENT	0	462	0	0	0	0	0	462
4	PD-007	ATTORNEY 3	EARL ANTHONY V. ESPIRITU	0	462	0	0	0	0	0	462
5	PD-027	ATTORNEY 2	KATHLEEN A. AGUON	0	462	0	0	0	0	0	462
6	PD-031	ATTORNEY 4	PETER J. SABLAN	0	462	0	0	0	0	0	462
7	PD-034	ATTORNEY 4	WILLIAM B. JONES	0	462	0	0	0	0	0	462
8		ATTORNEY 4	DAVID HIGHSMITH (CONTRACT)	0	0	0	0	0	0	0	0
9	PD-047	ATTORNEY 4	WILLIAM C. BISCHOFF	0	462	0	0	0	0	0	462
10	PD-048	ATTORNEY 4	MICHAEL C. BROWN	0	461	0	0	0	0	0	461
11	PD-051	ATTORNEY 3	BRIAN P. EGGLESTON	0	462	0	0	0	0	0	462
12	PD-053	ATTORNEY 2	IN RECRUITMENT	0	0	0	0	0	0	0	0
13	PD-054	ATTORNEY 4	CAROL M. HINKLE-SANCHEZ	0	460	0	0	0	0	0	460
14	PD-055	ATTORNEY 4	ZACHARY C. TAIMANGLO	0	460	0	0	0	0	0	460
15	PD-044	ATTORNEY 4	RENITA M. TAIMANAO-MUNOZ	0	461	0	0	0	0	0	461
		ATTORNEY 4	BRIAN E. KEGERREIS (LTA)	0	0	0	0	0	0	0	0
			Grand Total:	\$0	\$6,000	\$0	\$0	\$0	\$0	\$0	\$6,000

- 1/ 110% of reg. rate, applicable from 6pm- 6am
- 2/ Applies to law enforcement personnels
- 3/ Applies to solid waste employees
- 4/ 1 ½ of reg. rate of pay from 12am Friday to 12 midnight Sunday
- 5/ 1 ½ of reg. rate of pay on daily work exceeding 8 hours
- 6/ Applicable specialty pay criminal defense. 15% of reg. rate of pay

DEPARTMENT/AGENCY: PUBLIC DEFENDER SERVICE CORPORATION
PROGRAM: ATT EY
FUND: GENERAL FUND

Input by Department										Input by Department					Input by Department			
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(N)	(O)	(P)	(Q)	(R)	(S)	
No.	Position Number	Position Title	Name of Incumbent	Grade / Step	Salary	Night Differential	Increment		(E+F+G+I) Subtotal	Benefits				Medical Premium	Dental Premium	Total Benefit K thru Q	(J + R) TOTAL	
							Date	Amt.		Retirement (J *29.43%)	Retire (DDI) \$19.01*26P	Medicare 1.45% * J	Life I/					
1	PD-002	ATTORNEY 4	JOCELYN RODEN	AL-4-10	\$ 155,374	\$462	\$ -	10/4/2024	-	\$ 155,836	\$ 45,863	\$ 495	\$ 2,260	\$ 183	\$ 6,116	\$ 298	\$ 55,214	\$ 211,050
2	PD-005	ATTORNEY 3	ALISHA MOLYNEUX	AL-3-8	114,834	462	-	5/16/2024	2,293	117,589	34,606	495	1,705	183	9,595	328	46,912	164,501
3	PD-006	ATTORNEY 3	IN RECRUITMENT	AL-3-6	102,651	462	-	-	-	103,113	30,346	495	1,495	183	15,670	630	48,819	151,932
4	PD-007	ATTORNEY 3	EARL V. ESPIRITU	AL-3-4	91,760	462	-	8/1/2024	814	93,036	27,381	495	1,349	183	3,994	298	33,700	126,736
5	PD-027	ATTORNEY 2	KATHLEEN A. AGUON	AL-2-3	76,322	462	-	6/3/2024	839	77,623	22,845	495	1,126	183	6,116	298	31,062	108,685
6	PD-031	ATTORNEY 4	PETER J. SABLAN	AL-4-10	146,171	462	-	7/8/2024	1,046	147,679	43,462	0	2,141	183	3,994	298	50,078	197,757
7	PD-034	ATTORNEY 4	WILLIAM B. JONES	AL-4-8	130,662	462	-	6/2/2024	2,319	133,443	39,272	495	1,935	183	6,116	298	48,299	181,742
8		ATTORNEY 4	D. HIGSMITH (CONTRACT)	AL-4-5	110,430	-	-	-	-	110,430	0	0	0	0	0	0	0	110,430
9	PD-047	ATTORNEY 4	WILLIAM BISCHOFF	AL-4-10	146,171	462	-	11/2/2024	-	146,633	43,154	0	2,126	183	11,231	393	57,087	203,720
10	PD-048	ATTORNEY 4	MICHAEL BROWN	AL-4-3	100,804	461	-	6/12/2024	970	101,774	29,952	495	1,476	183	6,928	393	39,427	141,201
11	PD-051	ATTORNEY 3	BRIAN EGGLESTON	AL-3-3	88,593	462	-	4/26/2024	1,218	89,811	26,431	419	1,302	183	3,994	298	32,628	122,439
12	PD-053	ATTORNEY 2	IN RECRUITMENT	AL-1-1	63,023	-	-	-	-	63,023	18,548	0	914	183	0	0	19,645	82,668
13	PD-054	ATTORNEY 4	CAROL HINKLE-SANCHEZ	AL-4-10	146,171	460	-	10/24/2025	-	146,631	43,154	495	2,126	183	15,670	630	62,258	208,889
14	PD-055	ATTORNEY 4	ZACHARY TAIMANGLO	AL-4-7	123,537	460	-	4/1/2024	3,289	127,286	37,460	495	1,846	183	0	0	39,984	167,270
15	PD-044	ATTORNEY 4	RENITA TAIMANAO-MUNOZ	AL-4-8	130,663	461	-	5/30/2025	-	131,124	38,590	0	1,901	183	6,116	298	47,088	178,212
		ATTORNEY 4	BRIAN KEGERREIS (LTA)	AL-4-2	97,326	-	-	3/25/2025	-	97,326	28,643	495	1,411	183	11,231	396	42,359	139,685
			Grand Total:	----	\$ 1,616,736	\$ 6,000	\$ -	----	\$ 12,789	\$ 1,634,601	\$ 481,063	\$ 4,874	\$ 23,702	\$ 2,562	\$ 95,540	\$ 4,460	\$ 612,201	\$ 2,246,802

- * Night Differential / Hazardous / Worker's Compensation / etc.
- 1/ FY 2024 GovGuam contribution rate of 29.43% for the Government of Guam Retirement is subject to change.
- 2/ FY 2024 GovGuam contribution rate of \$19.01 (bi-weekly) for DDI is subject to change.
- 3/ FY 2024 GovGuam contribution rate of \$183 (per annum) for Life Insurance is subject to change.

Input by Department Special Pay Categories										(K)
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
No.	Position Number	Position Title	Name of Incumbent	Holiday Pay	Night Differential Pay			Specialty Pay		(D+E+F+G+H+I+J) Subtotal
					1/ 110%	2/ 10%	3/ 8%	4/ 1.5	5/ 1.5	
1	PD-002	ATTORNEY 4	JOCELYN M. RODEN	\$0	\$462	\$0	\$0	\$0	\$0	\$462
2	PD-005	ATTORNEY 3	ALISHA L. MOLYNEUX	0	462	0	0	0	0	462
3	PD-006	ATTORNEY 3	IN RECRUITMENT	0	462	0	0	0	0	462
4	PD-007	ATTORNEY 1	EARL ANTHONY V. ESPIRITU	0	462	0	0	0	0	462
5	PD-027	ATTORNEY 1	KATHLEEN A. AGUON	0	462	0	0	0	0	462
6	PD-031	ATTORNEY 4	PETER J. SABLAN	0	462	0	0	0	0	462
7	PD-034	ATTORNEY 3	WILLIAM B. JONES	0	462	0	0	0	0	462
8		ATTORNEY 4	DAVID HIGSMITH (CONTRACT)	0	0	0	0	0	0	0
9	PD-047	ATTORNEY 4	WILLIAM C. BISCHOFF	0	462	0	0	0	0	462
10	PD-048	ATTORNEY 4	MICHAEL C. BROWN	0	461	0	0	0	0	461
11	PD-051	ATTORNEY 3	BRIAN P. EGGLESTON	0	462	0	0	0	0	462
12	PD-053	ATTORNEY 2	IN RECRUITMENT	0	0	0	0	0	0	0
13	PD-054	ATTORNEY 4	CAROL M. HINKLE-SANCHEZ	0	460	0	0	0	0	460
14	PD-055	ATTORNEY 3	ZACHARY C. TAIMANGLO	0	460	0	0	0	0	460
15	PD-044	ATTORNEY 4	RENITA M. TAIMANAO-MUNOZ	0	461	0	0	0	0	461
		ATTORNEY 4	BRIAN E. KEGERREIS (LTA)	0	0	0	0	0	0	0
			Grand Total:	\$0	\$6,000	\$0	\$0	\$0	\$0	\$6,000

- 1/ 110% of reg. rate, applicable from 6pm- 6am
- 2/ Applies to law enforcement personnel
- 3/ Applies to solid waste employees
- 4/ 1 1/2 of reg. rate of pay from 12am Friday to 12 midnight Sunday
- 5/ 1 1/2 of reg. rate of pay on daily work exceeding 8 hours
- 6/ Applicable specialty pay criminal defense. 15% of reg. rate of pay

Function: Public Safety
Department/Agency: Public Defender Service
Corporation Program: Investigative Services

AS400 Account Code	Appropriation Classification	A General Fund FY2023 Expenditures	B General Fund FY2024 Authorized	C General Fund FY2025 Request
	PERSONNEL SERVICES			
111	Regular Salaries/Increments/Special Pay	\$ 424,573	\$ 458,634	\$ 467,128
	Merit Bonus	5,877	6,083	7,053
112	Overtime	0		
113	Benefits	128,347	138,525	145,734
	Benefits - Merit Bonus (Medicare)	85	88	102
114	Insurance Benefits (Medical / Dental / Life)	21,000	26,447	14,457
	TOTAL PERSONNEL SERVICES	\$ 579,882	\$ 629,777	\$ 634,474
	OPERATIONS			
220	TRAVEL- Off-Island/Local Mileage Reimburs.	\$0	\$0	\$0
230	CONTRACTUAL SERVICES:	2,738	15,630	7,963
233	OFFICE SPACE RENTAL:	0	0	0
240	SUPPLIES & MATERIALS:	735	880	880
250	EQUIPMENT:	0	0	0
270	WORKERS COMPENSATION	0	0	0
271	DRUG TESTING	0	0	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0
290	MISCELLANEOUS:	7,688	9,200	9,200
	TOTAL OPERATIONS	\$ 11,906	\$ 25,710	\$ 18,043
	UTILITIES			
361	Power	\$0	\$0	\$0
362	Water/ Sewer	0	0	0
363	Telephone/ Toll	0	0	0
	TOTAL UTILITIES	\$0	\$0	\$0
450	CAPITAL OUTLAY	\$0	\$0	\$0
	TOTAL APPROPRIATIONS	\$ 591,788	\$ 655,487	\$ 652,517
	1/ Specify Fund Source			
	FULL TIME EQUIVALENCIES (FTEs)	FY2023	FY2024	FY2025
	UNCLASSIFIED	0	0	0
	LIMITED TERM EMPLOYMENT	0	0	0
	CLASSIFIED	6	6	6
	TOTAL FTEs	6	6	6

Note 1: Contractual cost is for malpractice insurance (\$2,109), vehicle insurance (\$1,151), tel/internet maintenance (\$11,366), and Xerox copier maintenance (\$3,337).

Note 2: Miscellaneous: Funds are requested for training (\$6,000), notary bonding (\$1,200), automobile maintenance (\$1,750), and process server fees (\$250).

GOVERNMENT OF GUAM
Fiscal Year 2025
Agency Staffing Pattern
(PROPOSED)

DEPARTMENT/AGENCY: PUBLIC DEFENDER SERVICE CORPORATION
PROGRAM: I E T I A T I E I C E
FUND: GENERAL FUND

Input by Department													Input by Department					
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(N)	(O)	(P)	(Q)	(R)	(S)	
No.	Position Number	Position Title	Name of Incumbent	Grade / Step	Salary	Overtime	Special*	Increment		E+F+G+I Subtotal	Benefits						Total Benefit (K thru Q)	(J + R) TOTAL
								Date	Amt.		Retirement (J *29.43%)	Retire (DDI) \$19.01*26P	Medicare 1.45% * J	Life 1/	Medical Premium	Dental Premium		
1	PD-009	CHIEF INVESTIGATOR	ROBBIE T. CALL	QL-4-11	\$ 104,167	\$0	\$ 333	11/6/2025	\$ -	\$ 104,500	\$ 30,754	\$0	\$ 1,515	\$ 183	\$0	\$0	\$ 32,452	\$136,952
2	PD-011	INVESTIGATOR II	RICARDO TAIMANAO	NL-4-13	85,903	0	334	11/26/2025	-	86,237	25,379	495	1,250	183	0	0	27,308	113,544
3	PD-014	INVESTIGATOR II	RANDOLPH RIVERA	NL-4-14	88,914	0	334	7/11/2026	-	89,248	26,266	0	1,294	183	0	0	27,743	116,991
4	PD-063	INVESTIGATOR I	ELEANOR RIOS	KL-4-13	68,182	0	333	11/11/2025	-	68,515	20,164	495	993	183	0	0	21,836	90,351
5	PD-064	INVESTIGATOR I	CHARMAINE AGUON	KL-4-10	61,496	0	333	11/11/2024	1,903	63,733	18,757	495	924	183	5,709	328	26,396	90,128
6	PD-011	INVESTIGATOR II	ROBERT LINDSEY, III	ML-04-0	53,646	0	333	5/23/2025	917	54,897	16,156	0	796	183	6,928	393	24,456	79,353
Grand Total:				----	\$ 462,308	\$ -	\$ 2,000	----	\$ 2,821	\$ 467,128	\$ 137,476	\$ 1,485	\$ 6,773	\$ 1,098	\$ 12,637	\$ 721	\$ 160,190	\$ 627,319

- * Night Differential / Hazardous / Worker's Compensation / etc.
- 1/ FY 2025 GovGuam contribution rate of 29.43% for the Government of Guam Retirement is subject to change.
- 2/ FY 2025 GovGuam contribution rate of \$19.01 (bi-weekly) for DDI is subject to change.
- 3/ FY 2025 GovGuam contribution rate of \$183 (per annum) for Life Insurance is subject to change.

Input by Department Special Pay Categories												
(A)	(B)	(C)	(D)	(E)			(F)	(G)	(H)	(I)	(J)	(K)
No.	Position Number	Position Title	Name of Incumbent	Holiday Pay	Night Differential Pay		Hazard 10%	Hazard 8%	Nurse Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%	(D+E+F+G+H +I+J) Subtotal
					1/	2/						
1	PD-009	CHIEF INVESTIGATOR	ROBBIE T. CALL	\$0	\$ 333	\$0	\$0	\$0	\$0	\$0	\$0	\$ 333
2	PD-011	INVESTIGATOR III	RICARDO S. TAIMANAO	0	334	0	0	0	0	0	0	334
3	PD-014	INVESTIGATOR II	RANDOLPH F. RIVERA	0	334	0	0	0	0	0	0	334
4	PD-063	INVESTIGATOR I	ELEANOR QUENGA-RIOS	0	333	0	0	0	0	0	0	333
5	PD-064	INVESTIGATOR I	CHARMAINE T. AGUON	0	333	0	0	0	0	0	0	333
6	PD-011	INVESTIGATOR II	ROBERT F. LINDSEY, III	0	333	0	0	0	0	0	0	333
Grand Total:				\$0	\$ 2,000	\$0	\$0	\$0	\$0	\$0	\$0	\$ 2,000

- 1/ 110% of reg. rate, applicable from 6pm- 6am
- 2/ Applies to law enforcement personnels
- 3/ Applies to solid waste employees
- 4/ 1 ½ of reg. rate of pay from 12am Friday to 12 midnight Sunday
- 5/ 1 ½ of reg. rate of pay on daily work exceeding 8 hours
- 6/ Applicable only to GFD ambulatory service personnel. 15% of reg. rate of pay

GOVERNMENT OF GUAM
Fiscal Year 2024
Agency Staffing Pattern
(CURRENT)

DEPARTMENT/AGENCY: PUBLIC DEFENDER SERVICE CORPORATION
PROGRAM: I E T I A T I E I C E
FUND: GENERAL FUND

Input by Department										Input by Department								
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(N)	(O)	(P)	(Q)	(R)	(S)	
No.	Position Number	Position Title	Name of Incumbent	Grade / Step	Salary	Overtime	Special*	Increment		E+F+G+I Subtotal	Benefits				Medical Premium	Dental Premium	Total Benefit (K thru Q)	(J + R) TOTAL
								Date	Amt.		Retirement (J *29.43%)	Retire (DDI) \$19.01*26P	Medicare 1.45% * J	Life 1/				
1	PD-009	CHIEF INVESTIGATOR	ROBBIE CALL	QL-4-11	\$ 104,167	\$0	\$ 333	11/6/2025		\$104,500	\$ 30,754	\$0	\$ 1,515	\$ 183	\$0	\$0	\$ 32,452	\$136,952
2	PD-011	INVESTIGATOR II	RICARDO TAIMANAO	NL-4-13	85,903	0	334	11/26/2025		86,237	25,379	495	1,250	183	0	0	27,308	113,544
3	PD-014	INVESTIGATOR II	RANDOLPH RIVERA	NL-4-13	85,903	0	334	7/11/2024	579	86,816	25,550	0	1,259	183	0	0	26,992	113,807
4	PD-063	INVESTIGATOR I	ELEANOR RIOS	KL-4-13	68,182	0	333	11/11/2025		68,515	20,164	495	993	183	0	0	21,836	90,351
5	PD-064	INVESTIGATOR I	CHARMAINE AGUON	KL-4-10	61,496	0	333	11/11/2024		61,829	18,196	495	897	183	5,709	328	25,808	87,637
6	PD-011	INVESTIGATOR II	ROBERT LINDSEY, III	ML-04-0	50,667	0	333	5/23/2024	917	51,916	15,279	0	753	183	6,928	393	23,536	75,452
Grand Total:				----	\$ 456,317	\$ -	\$ 2,000	----	\$ 1,496	\$ 459,813	\$ 135,323	\$ 1,485	\$ 6,667	\$ 1,098	\$ 12,637	\$ 721	\$ 157,931	\$ 617,744

- * Night Differential / Hazardous / Worker's Compensation / etc.
- 1/ FY 2024 GovGuam contribution rate of 29.43% for the Government of Guam Retirement is subject to change.
- 2/ FY 2024 GovGuam contribution rate of \$19.01 (bi-weekly) for DDI is subject to change.
- 3/ FY 2024 GovGuam contribution rate of \$183 (per annum) for Life Insurance is subject to change.

Input by Department Special Pay Categories											
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	
No.	Position Number	Position Title	Name of Incumbent	Holiday Pay	Night Differential Pay 110%	Hazard 10%	Hazard 8%	Nurse Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%	(D+E+F+G+H+I+J) Subtotal
1	PD-009	CHIEF INVESTIGATOR	ROBBIE T. CALL	\$0	\$ 333	\$0	\$0	\$0	\$0	\$0	\$ 333
2	PD-011	INVESTIGATOR III	RICARDO S. TAIMANAO	0	334	0	0	0	0	0	334
3	PD-014	INVESTIGATOR II	RANDOLPH F. RIVERA	0	334	0	0	0	0	0	334
4	PD-063	INVESTIGATOR I	ELEANOR QUENGA-RIOS	0	333	0	0	0	0	0	333
5	PD-064	INVESTIGATOR I	CHARMAINE T. AGUON	0	333	0	0	0	0	0	333
6	PD-011	INVESTIGATOR II	ROBERT F. LINDSEY, III	0	333	0	0	0	0	0	333
Grand Total:				\$0	\$ 2,000	\$0	\$0	\$0	\$0	\$0	\$ 2,000

- 1/ 110% of reg. rate, applicable from 6pm- 6am
- 2/ Applies to law enforcement personnels
- 3/ Applies to solid waste employees
- 4/ 1 ½ of reg. rate of pay from 12am Friday to 12 midnight Sunday
- 5/ 1 ½ of reg. rate of pay on daily work exceeding 8 hours
- 6/ Applicable only to GFD ambulatory service personnel. 15% of reg. rate of pay

Function: Public Safety
Department/Agency: Public Defender Service Corporation
Program: Legal Secretarial Services

AS400 Account Code	Appropriation Classification	A General Fund FY2023 Expenditures	B General Fund FY2024 Authorized	C General Fund FY2025 Request
	PERSONNEL SERVICES			
111	Regular Salaries/Increments/Special Pay	\$ 598,758	\$ 634,956	\$ 608,647
	Merit Bonus	19,106	19,775	22,927
112	Overtime	0		
113	Benefits	185,839	196,159	193,890
	Benefits - Merit Bonus (Medicare)	277	287	332
114	Insurance Benefits (Medical / Dental / Life)	79,742	85,157	76,233
	TOTAL PERSONNEL SERVICES	\$ 883,722	\$ 936,334	\$ 902,030
	OPERATIONS			
220	TRAVEL- Off-Island/Local Mileage Reimburs.	\$0	\$0	\$0
230	CONTRACTUAL SERVICES:	4,791	6,350	7,981
233	OFFICE SPACE RENTAL:	0	0	0
240	SUPPLIES & MATERIALS:	3,343	4,000	4,000
250	EQUIPMENT:	5,014	6,000	6,000
270	WORKERS COMPENSATION	0	0	0
271	DRUG TESTING	0	0	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0
290	MISCELLANEOUS:	1,838	2,200	2,200
	TOTAL OPERATIONS	\$ 15,985	\$ 18,550	\$ 20,181
	UTILITIES	-		
361	Power	\$0	\$0	\$0
362	Water/ Sewer	0	0	0
363	Telephone/ Toll	0	0	0
	TOTAL UTILITIES	\$0	\$0	\$0
450	CAPITAL OUTLAY	\$0	\$0	\$0
	TOTAL APPROPRIATIONS	\$ 899,707	\$ 954,884	\$ 922,211
	1/ Specify Fund Source			
	FULL TIME EQUIVALENCIES (FTEs)	FY2023	FY2024	FY2025
	UNCLASSIFIED	0	0	0
	LIMITED TERM EMPLOYMENT	2	2	1
	CLASSIFIED	14	14	13
	TOTAL FTEs	16	16	14
Note 1 - Contractual: The request for funds is to pay for tel/internet maintenance (\$4,644), and Xerox copier maintenance (\$3,337).				
Note 2 - Miscellaneous: Notary bond (\$2,200)				

DEPARTMENT/AGENCY: PUBLIC DEFENDER SERVICE CORPORATION
 PROGRAM: LE AL EC ETA IAL E ICE
 FUND: GENERAL FUND

Agency Staffing Pattern
 (PROPOSED)

No.	Input by Department									Input by Department								
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(N)	(O)	(P)	(Q)	(R)	(S)
	Position Number	Position Title	Name of Incumbent	Grade / Step	Salary	Overtime	Special	Increment		E+F+G+I Subtotal	Retirement (J * 29.43%)	Retire (DDI) \$19.01 * 26PP	Medicare (1.45% * J)	Life I/	Medical Premium	Dental Premium	Total Benefit (K thru Q)	(J + R) TOTAL
1	PD-015	LEGAL SEC SUP	VANESSA L. DIAZ	L-10	\$ 62,625	\$0	\$0	12/21/2025	\$ -	\$ 62,625	\$ 18,431	\$0	\$ 908	\$ 183	\$ 6,116	\$ 298	\$ 25,936	\$ 88,561
2	PD-021	LEGAL SEC III	STACEY ANN CRUZ	J-12	55,837	0	0	6/7/2025	545	56,382	16,593	495	818	183	11,231	393	29,713	86,095
3	PD-028	LEGAL SEC III	NORMA D. AGUON	J-12	55,837	0	0	7/26/2025	273	56,110	16,513	495	814	183	3,994	298	22,297	78,406
4	PD-035	LEGAL SEC III	ALANA M. DIAZ	J-9	50,843	0	0	2/8/2026		50,843	14,963	495	737	183	0	0	16,378	67,221
5	PD-058	LEGAL SEC III	JUDY S. AYUYU	J-9	50,843	0	0	11/1/2026		50,843	14,963	495	737	183	0	0	16,378	67,221
6	PD-046	LEGAL SEC III	RAMONA GUERRERO	J-8	49,279	0	0	1/8/2025	1,023	50,302	14,804	495	729	183	9,596	328	26,135	76,437
7	PD-059	LEGAL SEC III	RACHEL MESUBED	J-9	50,843	0	0	1/8/2026		50,843	14,963	495	737	183	5,709	328	22,415	73,258
8	PD-038	LEGAL SEC II	VERA LYNN CRUZ	I-8	45,345	0	0	11/13/2026		45,345	13,345	495	658	183	0	0	14,681	60,026
9	PD-019	LEGAL SEC II	MARIE A. PEREDA	I-4	39,310	0	0	1/27/2025	918	40,228	11,839	495	583	183	5,709	328	19,137	59,365
10	PD-052	LEGAL SEC II	NEURINA TAIJERON	H-4	36,458	0	0	2/17/2025	797	37,255	10,964	495	540	183	3,444	297	15,923	53,178
11	PD-060	LEGAL SEC II	JENNIFER SPESUNGE	I-1	35,160	0	0	4/29/2025	820	35,980	10,589	495	522	183	9,339	530	21,658	57,637
12	PD-018	LEGAL SEC I	MARMELYN TARAW	H-3	35,127	0	0	9/23/2025	1,331	36,458	10,730	495	529	183	3,994	298	16,228	52,686
13	PD-032	LEGAL SEC I	IN RECRUITMENT	H-3	35,127	0	0	6/23/2025	307	35,434	10,428	495	514	183	11,231	393	23,244	58,678
	PD-036	LEGAL SEC I	KINIE CHEIPOT	H-3	35,127	0	0	6/23/2025	-	35,127	10,338	495	509	183	9,595	328	21,448	56,575
		LEGAL SEC I	NIKKI UEHARA (LTA)	H-1	32,609	0	0		-	32,609	9,597	495	473	183	3,994	298	15,040	47,649
			Grand Total:	----	\$ 602,634	\$ -	\$ -	----	\$ 6,013	\$ 608,647	\$ 179,125	\$ 5,940	\$ 8,825	\$ 2,379	\$ 70,363	\$ 3,490	\$ 270,123	\$ 878,770

* Night Differential / Hazardous / Worker's Compensation / etc.

1/ FY 2025 GovGuam contribution rate of 29.43% for the Government of Guam Retirement is subject to change.

2/ FY 2025 GovGuam contribution rate of \$19.01 (bi-weekly) for DDI is subject to change.

3/ FY 2025 GovGuam contribution rate of \$183 (per annum) for Life Insurance is subject to change.

No.	Input by Department										
	Special Pay Categories										
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
Position Number	Position Title	Name of Incumbent	Holiday Pay	1/ Night Differential Pay 110%	2/ Hazard 10%	3/ Hazard 8%	4/ Nurse Sunday Pay 1.5	5/ Nurse Pay 1.5	6/ EMT Pay 15%	(D+E+F+G+H+I+J) Subtotal	
1	PD-015	LEGAL SECRETARY SU	VANESSA L. DIAZ	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
2	PD-021	LEGAL SECRETARY III	STACEY ANN F. CRUZ	0	0	0	0	0	0	0	
3	PD-028	LEGAL SECRETARY III	NORMA D. AGUON	0	0	0	0	0	0	0	
4	PD-035	LEGAL SECRETARY III	ALANA M. DIAZ	0	0	0	0	0	0	0	
5	PD-058	LEGAL SECRETARY III	JUDY S. AYUYU	0	0	0	0	0	0	0	
6	PD-046	LEGAL SECRETARY III	RAMONA A. GUERRERO	0	0	0	0	0	0	0	
7	PD-059	LEGAL SECRETARY III	RACHEL N. MESUBED	0	0	0	0	0	0	0	
8	PD-038	LEGAL SECRETARY II	VERA LYNN G. CRUZ	0	0	0	0	0	0	0	
9	PD-019	LEGAL SECRETARY II	MARIE A. PEREDA	0	0	0	0	0	0	0	
10	PD-052	LEGAL SECRETARY I	NEURINA TAIJERON	0	0	0	0	0	0	0	
11	PD-060	LEGAL SECRETARY II	JENNIFER SPESUNGE	0	0	0	0	0	0	0	
12	PD-018	LEGAL SECRETARY I	MARMELYN TARAW	0	0	0	0	0	0	0	
13	PD-032	LEGAL SECRETARY I	KINIE CHEIPOT	0	0	0	0	0	0	0	
14		LEGAL SECRETARY I	NIKKI S. UEHARA (LTA)	0	0	0	0	0	0	0	
			Grand Total	0	0	0	0	0	0	0	

1/ 110% of reg. rate, applicable from 6pm- 6am

2/ Applies to law enforcement personnels

3/ Applies to solid waste employees

4/ 1 ½ of reg. rate of pay from 12am Friday to 12 midnight Sunday

5/ 1 ½ of reg. rate of pay on daily work exceeding 8 hours

6/ Applicable only to GFD ambulatory service personnel. 15% of reg. rate of pay

FUNCTIONAL AREA: PUBLIC SAFETY
DEPARTMENT/AGENCY: PUBLIC DEFENDER SERVICE CORPORATION
PROGRAM: LEGAL SECRETARIAL SERVICES
FUND: GENERAL FUND

GOVERNMENT OF
GUAM Fiscal Year 2024
Agency Staffing Pattern
(CURRENT)

No.	Input by Department									Input by Department								
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(N)	(O)	(P)	(Q)	(R)	(S)
	Position Number	Position Title	Name of Incumbent	Grade / Step	Salary	Overtime	Special*	Increment		E+F+G+I Subtotal	Benefits				Medical Premium	Dental Premium	Total Benefits (K thru Q)	(J + R) TOTAL
Date								Amt.	Retirement (J *29.43%)		Retire (DDI) \$19.01*26PI	Medicare 1.45% * J	Life 1/					
1	PD-015	LEGAL SEC SUPVR.	VANESSA L. DIAZ	L-10	\$ 62,625	\$0	\$0	12/21/2025	\$ -	\$ 62,625	\$ 18,431	\$0	\$ 908	\$ 183	\$ 6,116	\$ 298	\$ 25,936	\$ 88,561
2	PD-021	LEGAL SEC III	STACEY ANN CRUZ	J-12	55,837	0	0	6/7/2025	-	55,837	16,433	495	810	183	11,231	393	29,544	85,381
3	PD-028	LEGAL SEC III	NORMA D. AGUON	J-12	55,837	0	0	7/26/2025	-	55,837	16,433	495	810	183	3,994	298	22,212	78,049
4	PD-035	LEGAL SEC III	ALANA M. DIAZ	J-8	49,279	0	0	8/8/2024	241	49,520	14,574	495	718	183	0	0	15,970	65,489
5	PD-058	LEGAL SEC III	JUDY S. AYUYU	J-8	49,279	0	0	5/1/2024	602	49,881	14,680	495	723	183	0	0	16,081	65,962
6	PD-046	LEGAL SEC III	RAMONA GUERRERO	J-8	49,279	0	0	1/8/2025	-	49,279	14,503	495	715	183	9,596	328	25,819	75,098
7	PD-059	LEGAL SEC III	RACHEL MESUBED	J-9	50,843	0	0	7/8/2024	372	51,215	15,073	495	743	183	5,709	328	22,530	73,745
8	PD-038	LEGAL SEC II	VERA LYNN CRUZ	I-7	43,951	0	0	5/13/2024	483	44,434	13,077	495	644	183	0	0	14,399	58,833
9	PD-019	LEGAL SEC II	MARIE A. PEREDA	I-4	39,310	0	0	1/27/2024	918	40,228	11,839	495	583	183	5,709	328	19,137	59,365
10	PD-052	LEGAL SEC II	NEURINA TAJERON	H-4	36,458	0	0	2/17/2024	797	37,255	10,964	495	540	183	3,444	297	15,923	53,178
11	PD-060	LEGAL SEC II	JENNIFER SPESUNGEL	I-1	35,160	0	0	4/29/2025	-	35,160	10,348	495	510	183	9,339	530	21,404	56,564
12	PD-018	LEGAL SEC I	MARMELYN TARAW	H-3	35,127	0	0	9/23/2024	-	35,127	10,338	495	509	183	3,994	298	15,817	50,944
13	PD-032	LEGAL SEC I	IN RECRUITMENT	H-2	33,845	0	0	6/23/2024	603	34,448	10,138	495	499	183	9,595	328	21,239	55,687
14	PD-036	LEGAL SEC I	KINIE CHEIPOT	H-1	32,609	0	0		-	32,609	9,597	495	473	183	3,994	298	15,040	47,649
		LEGAL SEC I	NIKKI UEHARA (LTA)	C-1	21,849	0	0			21,849	6,430	495	317	183	3,994	298	11,717	33,566
			Grand Total:	----	\$ 596,830	\$ -	\$ -	----	\$ 4,015	\$ 600,845	\$ 176,829	\$ 5,940	\$ 8,712	\$ 2,379	\$ 68,727	\$ 3,425	\$ 266,012	\$ 866,857

* Night Differential / Hazardous / Worker's Compensation / etc.

1/ FY 2024 GovGuam contribution rate of 29.43% for the Government of Guam Retirement is subject to change.

2/ FY 2024 GovGuam contribution rate of \$19.01 (bi-weekly) for DDI is subject to change.

3/ FY 2024 GovGuam contribution rate of \$183 (per annum) for Life Insurance is subject to change.

No.	Input by Department										
	Special Pay Categories										
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
Position Number	Position Title	Name of Incumbent	Holiday Pay	1/ Night Differential Pay 110%	2/ Hazard 10%	3/ Hazard 8%	4/ Nurse Sunday Pay 1.5	5/ Nurse Pay 1.5	6/ EMT Pay 15%	(D+E+F+G+H+I+J) Subtotal	
1	PD-015	LEGAL SECRETARY SUPVR	VANESSA L. DIAZ	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
2	PD-021	LEGAL SECRETARY III	STACEY ANN F. CRUZ	0	0	0	0	0	0	0	
3	PD-028	LEGAL SECRETARY III	NORMA D. AGUON	0	0	0	0	0	0	0	
4	PD-035	LEGAL SECRETARY III	ALANA M. DIAZ	0	0	0	0	0	0	0	
5	PD-058	LEGAL SECRETARY III	JUDY S. AYUYU	0	0	0	0	0	0	0	
6	PD-046	LEGAL SECRETARY III	RAMONA A. GUERRERO	0	0	0	0	0	0	0	
7	PD-059	LEGAL SECRETARY III	RACHEL N. MESUBED	0	0	0	0	0	0	0	
8	PD-038	LEGAL SECRETARY II	VERA LYNN G. CRUZ	0	0	0	0	0	0	0	
9	PD-019	LEGAL SECRETARY II	MARIE A. PEREDA	0	0	0	0	0	0	0	
10	PD-052	LEGAL SECRETARY I	NEURINA TAJERON	0	0	0	0	0	0	0	
11	PD-060	LEGAL SECRETARY II	JENNIFER SPESUNGEL	0	0	0	0	0	0	0	
12	PD-018	LEGAL SECRETARY I	MARMELYN TARAW	0	0	0	0	0	0	0	
13	PD-032	LEGAL SECRETARY I	KINIE CHEIPOT	0	0	0	0	0	0	0	
14		LEGAL SECRETARY I	NIKKI S. UEHARA (LTA)	0	0	0	0	0	0	0	
		CLERK I	CELINA E.A. AQUINO (LTA)	0	0	0	0	0	0	0	
			Grand Total	0	0	0	0	0	0	0	

1/ 110% of reg. rate, applicable from 6pm- 6am

2/ Applies to law enforcement personnels

3/ Applies to solid waste employees

4/ 1 ½ of reg. rate of pay from 12am Friday to 12 midnight Sunday

5/ 1 ½ of reg. rate of pay on daily work exceeding 8 hours

6/ Applicable only to GFD ambulatory service personnel. 15% of reg. rate of pay

Function: Public Safety
Department/Agency: Public Defender Service
Corporation Program: Legal Clerical Services

AS400 Account Code	Appropriation Classification	A General Fund FY2023 Expenditures	B General Fund FY2024 Authorized	C General Fund FY2025 Request
	PERSONNEL SERVICES			
111	Regular Salaries/Increments/Special Pay	\$ 184,868	\$ 199,334	\$ 204,293
	Merit Bonus	3,304	3,420	3,965
112	Overtime	0		
113	Benefits	57,219	61,541	65,065
	Benefits - Merit Bonus (Medicare)	48	50	57
114	Insurance Benefits (Medical / Dental / Life)	26,942	31,426	16,821
	TOTAL PERSONNEL SERVICES	\$ 272,381	\$ 295,770	\$ 290,201
	OPERATIONS			
220	TRAVEL- Off-Island/Local Mileage Reimburs.	\$0	\$0	\$0
230	CONTRACTUAL SERVICES:	3,305	4,500	5,453
233	OFFICE SPACE RENTAL:	0	0	0
240	SUPPLIES & MATERIALS:	3,343	4,000	4,000
250	EQUIPMENT:	3,343	4,000	4,000
270	WORKERS COMPENSATION	0	0	0
271	DRUG TESTING	0	0	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0
290	MISCELLANEOUS:	0	0	0
	TOTAL OPERATIONS	\$ 10,657	\$ 12,500	\$ 13,453
	UTILITIES			
361	Power	\$0	\$0	\$0
362	Water/ Sewer	0	0	0
363	Telephone/ Toll	0	0	0
	TOTAL UTILITIES	\$0	\$0	\$0
450	CAPITAL OUTLAY	\$0	\$0	\$0
	TOTAL APPROPRIATIONS	\$ 283,038	\$ 308,270	\$ 303,654
	1/ Specify Fund Source			
	FULL TIME EQUIVALENCIES (FTEs)	FY2023	FY2024	FY2025
	UNCLASSIFIED	0	0	0
	LIMITED TERM EMPLOYMENT	4	0	0
	CLASSIFIED	5	5	5
	TOTAL FTEs	9	5	5

Note 1 - Contractual: The request for funds is to paytel/internet maintenance (\$1,366), Xerox copier maintenance (\$3,337), service on the Acroprint time stamp machine used for receiving incoming documents into PDSC (\$750)

FUNCTIONAL AREA: PUBLIC SAFETY

GOVERNMENT OF GUAM

SP-1

DEPARTMENT/AGENCY: PUBLIC DEFENDER SERVICE CORPORATION

Fiscal Year 2025

PROGRAM: LEGAL CLERICAL SERVICES

Agency Staffing Pattern

FUND: GENERAL FUND

(PROPOSED)

Input by Department										Input by Department									
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)		(I)	(J)	(K)	(L)	(N)		(O)	(P)	(Q)	(R)	(S)
No.	Position Number	Position Title	Name of Incumbent	Grade / Step	Salary	Overtime	Special*	Increment		(E+F+G+I) Subtotal	Benefits					Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL
								Date	Amt.		Retirement (J *29.43%)	Retire (DDI) (\$19.01*26PP)	Medicare (1.45% * J)	Life 1/					
1	PD-017	LEGAL CLERK SUPERVISOR	MICHAEL E. GOGUE	L-12	\$ 66,662	\$0	\$0	5/24/2026	\$ -	\$ 66,662	\$ 19,619	\$0	\$ 967	\$ 183	\$0	\$0	\$ 20,768	\$ 87,430	
2	PD-040	LEGAL CLERK II	BEE HEARTLY N. SIBA	H-3	35,127	0	0	10/10/2024	-	35,127	10,338	495	509	183	5,709	328	17,562	52,689	
3	PD-039	LEGAL CLERK III	ALYSSA RC BROOKS-QUENGA	I-8	45,345	0	0	9/2/2026	-	45,345	13,345	495	658	183	9,339	530	24,550	69,895	
4	PD-020	LEGAL CLERK I	KEILANI-CAMARIN R. LAYON	F-3	30,691	0	0	8/5/2025	179	30,870	9,085	495	448	183	0	0	10,211	41,081	
5	PD-008	OFFICE AIDE	SHEILA S. MARGESON	D-4	26,174	0	0	8/15/2025	115	26,289	7,737	495	381	183	0	0	8,796	35,084	
		CLERK I	CELINA E.A. AQUINO (LTA)	C-1	21,849	0	0			21,849	6,430	495	317	183	3,994	298	11,717	33,566	
Grand Total:					\$ 203,999	\$ -	\$ -		\$ 294	\$ 204,293	\$ 60,123	\$ 1,980	\$ 2,962	\$ 915	\$ 15,048	\$ 858	\$ 81,887	\$ 286,179	

* Night Differential / Hazardous / Worker's Compensation / etc.
 1/ FY 2025 GovGuam contribution rate of 29.43% for the Government of Guam Retirement is subject to change.
 2/ FY 2025 GovGuam contribution rate of \$19.01 (bi-weekly) for DDI is subject to change.
 3/ FY 2025 GovGuam contribution rate of \$183 (per annum) for Life Insurance is subject to change.

Input by Department												
Special Pay Categories												
(A)	(B)	(C)	(D)	(E)		(F)	(G)	(H)		(I)	(J)	(K)
No.	Position Number	Position Title	Name of Incumbent	Holiday Pay	Night Differential	Hazard	Hazard	Nurse Sunday	Nurse	EMT	(D+E+F+G+H +I+J) Subtotal	
					110%	10%	8%	1.5	1.5	15%		
1	PD-017	LEGAL CLERK SUPERVISOR	MICHAEL E. GOGUE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
2	PD-040	LEGAL CLERK II	BEE HEARTLY N. SIBA	0	0	0	0	0	0	0	0	
3	PD-039	LEGAL CLERK III	ALYSSA RC BROOKS-QUENGA	0	0	0	0	0	0	0	0	
4	PD-020	LEGAL CLERK I	KEILANI-CAMARIN R. LAYON	0	0	0	0	0	0	0	0	
	PD-008	OFFICE AIDE	SHEILA S. MARGESON	0	0	0	0	0	0	0	0	
		CLERK I	CELINA E.A. AQUINO (LTA)	0	0	0	0	0	0	0	0	
Grand Total:				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	

1/ 110% of reg. rate, applicable from 6pm-6am
 2/ Applies to law enforcement personnels
 3/ Applies to solid waste employees
 4/ 1 ½ of reg. rate of pay from 12am Friday to 12 midnight Sunday
 5/ 1 ½ of reg. rate of pay on daily work exceeding 8 hours
 6/ Applicable only to GFD ambulatory service personnel. 15% of reg. rate of pay

GOVERNMENT OF GUAM
Fiscal Year 2024
Agency Staffing Pattern
(CURRENT)

DEPARTMENT/AGENCY: PUBLIC DEFENDER SERVICE CORPORATION
PROGRAM: LE AL CLE ICAL E ICE
FUND: GENERAL FUND

Input by Department															Input by Department			
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(N)	(O)	(P)	(Q)	(R)	(S)	
No.	Position Number	Position Title	Name of Incumbent	Grade Step	Salary	Overtime	Special*	Increment		(E+F+G+I) Subtotal	Benefits				Medical (Premium)	Dental Premium	Total Benefit (K thru Q)	(J + R) TOTAL
								Date	Amt.		Retirement J *29.43%	Retire (DDI) \$19.01*26PP	Medicare 1.45% * J	Life 1/				
1	PD-017	LEGAL CLRK SUP	MICHAEL GOGUE	L-11	\$ 64,612	\$0	\$0	5/24/2024	\$ 631	\$ 65,243	\$ 19,201	\$0	\$ 946	\$ 183	\$0	\$0	\$ 20,330	\$ 85,573
2	PD-040	LEGAL CLRK II	BEE HEARTLY	H-2	33,845	0	0	10/10/2024		33,845	9,961	495	491	183	5,709	328	17,166	51,011
3	PD-039	LEGAL CLRK II	ALYSSA QUENGA	I-7	43,951	0	0	4/2/2024	643	44,594	13,124	495	647	183	9,339	530	24,318	68,912
4	PD-020	LEGAL CLERK I	KEILANI LAYON	F-2	29,571	0	0	8/5/2024	172	29,743	8,753	495	431	183	0	0	9,863	39,606
5	PD-008	OFFICE AIDE	SHEILA MARGESON	D-3	25,219	0	0	8/15/2024	110	25,329	7,454	495	367	183	0	0	8,500	33,829
Grand Total:				----	\$ 197,198	\$ -	\$ -	----	\$ 1,557	\$ 198,755	\$ 58,493	\$ 1,980	\$ 2,882	\$ 915	\$ 15,048	\$ 858	\$ 80,176	\$ 278,931

* Night Differential / Hazardous / Worker's Compensation / etc.

1/ FY 2024 GovGuam contribution rate of 29.43% for the Government of Guam Retirement is subject to change.

2/ FY 2024 GovGuam contribution rate of \$19.01 (bi-weekly) for DDI is subject to change.

3/ FY 2024 GovGuam contribution rate of \$183 (per annum) for Life Insurance is subject to change.

Input by Department											
Special Pay Categories											
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	
No.	Position Number	Position Title	Name of Incumbent	Holiday Pay	Night Differential Pay 110%	Hazard 10%	Hazard 8%	Nurse Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%	(D+E+F+G+H+I+J) Subtotal
1	PD-017	LEGAL CLERK SUPERVISOR	MICHAEL E. GOGUE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2	PD-040	LEGAL CLERK II	BEE HEARTLY N. SIBA	0	0	0	0	0	0	0	0
3	PD-039	LEGAL CLERK III	ALYSSA RC BROOKS-QUENGA	0	0	0	0	0	0	0	0
4	PD-020	LEGAL CLERK I	KEILANI-CAMARIN B. REYES	0	0	0	0	0	0	0	0
	PD-008	OFFICE AIDE	SHEILA S. MARGESON	0	0	0	0	0	0	0	0
Grand Total:				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

1/ 110% of reg. rate, applicable from 6pm- 6am

2/ Applies to law enforcement personnels

3/ Applies to solid waste employees

4/ 1 ½ of reg. rate of pay from 12am Friday to 12 midnight Sunday

5/ 1 ½ of reg. rate of pay on daily work exceeding 8 hours

6/ Applicable only to GFD ambulatory service personnel. 15% of reg. rate of pay

Function: Public Safety

Department/Agency: Public Defender Service Corporation

Program: Process Services

AS400 Account Code	Appropriation Classification	A General Fund FY2023 Expenditures	B General Fund FY2024 Authorized	C General Fund FY2025 Request
	PERSONNEL SERVICES			
111	Regular Salaries/Increments/Special Pay	\$ 135,162	\$ 142,569	\$ 110,554
	Merit Bonus	2,346	2,428	2,815
112	Overtime	0		
113	Benefits	41,376	43,589	34,634
	Benefits - Merit Bonus (Medicare)	34	35	41
114	Insurance Benefits (Medical / Dental / Life)	13,195	13,195	10,235
	TOTAL PERSONNEL SERVICES	\$ 192,113	\$ 201,816	\$ 158,279
	OPERATIONS			
220	TRAVEL- Off-Island/Local Mileage Reimburs.	\$0	\$0	\$0
230	CONTRACTUAL SERVICES:	1,640	2,342	1,697
233	OFFICE SPACE RENTAL:	0	0	0
240	SUPPLIES & MATERIALS:	735	880	880
250	EQUIPMENT:	0	0	0
270	WORKERS COMPENSATION	0	0	0
271	DRUG TESTING	0	0	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0
290	MISCELLANEOUS:	1,546	1,850	1,850
	TOTAL OPERATIONS	\$ 4,182	\$ 5,072	\$ 4,427
	UTILITIES			
361	Power	\$0	\$0	\$0
362	Water/ Sewer	0	0	0
363	Telephone/ Toll	0	0	0
	TOTAL UTILITIES	\$0	\$0	\$0
450	CAPITAL OUTLAY	\$0	\$0	\$0
	TOTAL APPROPRIATIONS	\$ 196,295	\$ 206,888	\$ 162,706
	1/ Specify Fund Source			
	FULL TIME EQUIVALENCIES (FTEs)	FY2023	FY2024	FY2025
	UNCLASSIFIED	0	0	0
	LIMITED TERM EMPLOYMENT	0	1	1
	CLASSIFIED	2	2	2
	TOTAL FTEs	2	3	3
Note 1: Contractual is for auto insurance (\$1,151), and tel/internet maintenance for (\$546)				
Note 2: Miscellaneous: maintenance of automobile (\$1,750), and renewal of process server fees (\$100)				

FUNCTIONAL AREA: PUBLIC SAFETY
DEPARTMENT/AGENCY: PUBLIC DEFENDER SERVICE CORPORATION
PROGRAM: PROCESS
FUND: GENERAL FUND

GOVERNMENT OF GUAM
Fiscal Year 2025
Agency Staffing Pattern
(PROPOSED)

Input by Department										Input by Department								
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)		(I)	(J)	(K)	(L)	(N)	(O)	(P)	(Q)	(R)	(S)
No.	Position Number	Position Title	Name of Incumbent	Grade / Step	Salary	Overtime	Special*	Increment		(E+F+G+I) Subtotal	Retirement (J *29.43%)	Retire (DDI) (\$19.01*26PP)	Benefits		Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL
								Date	Amt.				Medicare (1.45% * J)	Life 1/				
1	PD-024	PROCESS OFFICER SUPVR	REYNALDO G. SERAFICO	J-13	\$ 57,609	\$0	\$0	11/1/2024	\$ 1,686	\$ 59,295	\$ 17,451	\$0	\$ 860	\$ 183	\$ 9,339	\$ 530	\$ 28,362	\$ 87,658
2	PD-022	PROCESS OFFICER I	JOAQUIN M. DELOS SANTOS	I-11	49,800	0	0	10/27/2024	1,458	51,258	15,085	495	743	183	0	0	16,507	67,765
3																		
Grand Total:				----	\$ 107,409	\$ -	\$ -	----	\$ 3,145	\$ 110,554	\$ 32,536	\$ 495	\$ 1,603	\$ 366	\$ 9,339	\$ 530	\$ 44,869	\$ 155,423

- * Night Differential / Hazardous / Worker's Compensation / etc.
- 1/ FY 2025 GovGuam contribution rate of 29.43% for the Government of Guam Retirement is subject to change.
- 2/ FY 2025 GovGuam contribution rate of \$19.01 (bi-weekly) for DDI is subject to change.
- 3/ FY 2025 GovGuam contribution rate of \$183 (per annum) for Life Insurance is subject to change.

Input by Department												
Special Pay Categories												
(A)	(B)	(C)	(D)	(E)			(F)	(G)	(H)	(I)	(J)	(K)
No.	Position Number	Position Title	Name of Incumbent	Holiday Pay	Night Differential Pay 110%	Hazard 10%	Hazard 8%	Nurse Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%	(D+E+F+G+H +I+J) Subtotal	
											1/	2/
1	PD-024	PROCESS OFFICER SUPVR	REYNALDO G. SERAFICO	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2	PD-022	PROCESS OFFICER I	JOAQUIN M. DELOS SANTOS	0	0	0	0	0	0	0	0	0
		PROCESS OFFICER I	CHRISTIAN J. DUENAS									
Grand Total:				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

- 1/ 110% of reg. rate, applicable from 6pm- 6am
- 2/ Applies to law enforcement personnels
- 3/ Applies to solid waste employees
- 4/ 1 ½ of reg. rate of pay from 12am Friday to 12 midnight Sunday
- 5/ 1 ½ of reg. rate of pay on daily work exceeding 8 hours
- 6/ Applicable only to GFD ambulatory service personnel. 15% of reg. rate of pay

GOVERNMENT OF GUAM
Fiscal Year 2024
Agency Staffing Pattern
(CURRENT)

FUNCTIONAL AREA: PUBLIC SAFETY
DEPARTMENT/AGENCY: PUBLIC DEFENDER SERVICE CORPORATION
PROGRAM: PROCESS
FUND: GENERAL FUND

Input by Department										Input by Department								
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)		(I)	(J)	(K)	(L)	(N)	(O)	(P)	(Q)	(R)	(S)
No.	Position Number	Position Title	Name of Incumbent	Grade / Step	Salary	Overtime	Special*	Increment		Subtotal	Benefits				Medical (Premium)	Dental Premium	Total Benefit (K thru Q)	(J + R) TOTAL
								Date	Amt.		Retirement J *29.43%	Retire (DDI) \$19.01*26%	Medicare 1.45% * J	Life 1/				
1	PD-024	PROCESS OFCR SUP	REYNALDO SERAFICO	J-13	\$ 57,609	\$0	\$0	11/1/2024	\$ -	\$ 57,609	\$ 16,954	\$0	\$ 835	\$ 183	\$ 9,339	\$ 530	\$ 27,842	\$ 85,451
2	PD-022	PROCESS OFFICER I	JOAQUIN DELOS SANTOS	I-11	49,800	0	0	10/27/2024		49,800	14,656	495	722	183	0	0	16,056	65,856
3		PROCESS OFFICER I	CHRISTIAN DUENAS	I-1	35,160	0	0	4/1/2024	615	35,775	10,529	495	519	183	3,994	530	16,249	52,024
Grand Total:				----	\$ 142,569	\$ -	\$ -	----	\$ 615	\$ 143,184	\$ 42,139	\$ 990	\$ 2,076	\$ 549	\$ 13,333	\$1,060	\$ 60,147	\$ 203,331

- * Night Differential / Hazardous / Worker's Compensation / etc.
- 1/ FY 2024 GovGuam contribution rate of 29.43% for the Government of Guam Retirement is subject to change.
- 2/ FY 2024 GovGuam contribution rate of \$19.01 (bi-weekly) for DDI is subject to change.
- 3/ FY 2024 GovGuam contribution rate of \$183 (per annum) for Life Insurance is subject to change.

Input by Department Special Pay Categories												
(A)	(B)	(C)	(D)	(E)						(I)	(J)	(K)
No.	Position Number	Position Title	Name of Incumbent	Holiday Pay	Night Differential Pay 110%	Hazard 10%	Hazard 8%	Nurse Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%	(D+E+F+G+H +I+J) Subtotal	
												1/
1	PD-024	PROCESS OFFICER SUPVR	REYNALDO G. SERAFICO	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
2	PD-022	PROCESS OFFICER I	JOAQUIN M. DELOS SANTOS	0	0	0	0	0	0	0	0	
		PROCESS OFFICER I	CHRISTIAN J. DUENAS									
Grand Total:				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	

- 1/ 110% of reg. rate, applicable from 6pm- 6am
- 2/ Applies to law enforcement personnels
- 3/ Applies to solid waste employees
- 4/ 1 ½ of reg. rate of pay from 12am Friday to 12 midnight Sunday
- 5/ 1 ½ of reg. rate of pay on daily work exceeding 8 hours
- 6/ Applicable only to GFD ambulatory service personnel. 15% of reg. rate of pay

AS400 Account Code	Appropriation Classification	A General Fund FY2023 Expenditures	B General Fund FY2024 Authorized	C General Fund FY2025 Request
	PERSONNEL SERVICES			
111	Regular Salaries/Increments/Special Pay	\$ 84,333	\$ 91,447	\$ 92,878
	Merit Bonus	1,150	1,191	1,381
112	Overtime	0		
113	Benefits	25,694	27,819	29,176
	Benefits - Merit Bonus (Medicare)	17	17	20
114	Insurance Benefits (Medical / Dental / Life)	9,890	9,890	14,527
	TOTAL PERSONNEL SERVICES	\$ 121,084	\$ 130,364	\$ 137,982
	OPERATIONS			
220	TRAVEL- Off-Island/Local Mileage Reimburs.	\$0	\$0	\$0
230	CONTRACTUAL SERVICES:	8,826	10,650	9,646
233	OFFICE SPACE RENTAL:	0	0	0
240	SUPPLIES & MATERIALS:	552	660	660
250	EQUIPMENT:	0	0	0
270	WORKERS COMPENSATION	0	0	0
271	DRUG TESTING	0	0	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0
290	MISCELLANEOUS:	0	0	0
	TOTAL OPERATIONS	\$ 10,003	\$ 11,310	\$ 10,306
	UTILITIES	-		
361	Power	\$0	\$0	\$0
362	Water/ Sewer	0	0	0
363	Telephone/ Toll	0	0	0
	TOTAL UTILITIES	\$0	\$0	\$0
450	CAPITAL OUTLAY	\$0	\$0	\$0
	TOTAL APPROPRIATIONS	\$ 131,087	\$ 141,674	\$ 148,288
	1/ Specify Fund Source			
	FULL TIME EQUIVALENCIES (FTEs)	FY2023	FY2024	FY2025
	UNCLASSIFIED	0	0	0
	LIMITED TERM EMPLOYMENT	0	0	0
	CLASSIFIED	2	2	2
	TOTAL FTEs	2	2	2

Note 1 - Contractual: Funds are requested to pay for the maintenance of tel/internet (\$546), maintenance for a commercial shredder (\$1,500), archiving system (\$3,600), and annual renewal of Archive Software (\$4,000)

**GOVERNMENT OF
GUAM Fiscal Year 2025
Agency Staffing Pattern
(PROPOSED)**

FUNCTIONAL AREA: PUBLIC SAFETY
DEPARTMENT/AGENCY: PUBLIC DEFENDER SERVICE CORPORATION
PROGRAM: RECORDS, PROPERTY CONTROL
FUND: GENERAL FUND

Input by Department															Input by Department			
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(N)	(O)	(P)	(Q)	(R)	(S)	
No.	Position Number	Position Title	Name of Incumbent	Grade / Step	Salary	Overtime	Special*	Increment		E+F+G+I Subtotal	Benefits				Medical (Premium)	Dental Premium	Total Benefit (K thru Q)	(J + R) TOTAL
								Date	Amt.		Retirement (J *29.43%)	Retire (DDI) (\$19.01*26PP)	Medicare 1.45% * J	Life 1/				
1	PD-016	RECORDS/PROP.TECH	JOEY GOGUE	J-16	\$ 63,269	\$0	\$0	11/7/2024	\$ 1,698	\$ 64,967	\$ 19,120	\$0	\$ 942	\$183	\$ 9,339	\$ 530	\$ 30,114	\$ 95,081
2	PD-062	CLERK I	FRANCIS PEREZ	C-7	27,311	0	0	11/30/2024	600	27,911	8,214	495	405	183	3,994	298	13,589	41,500
3																		
			Grand Total:	----	\$ 90,580	\$ -	\$ -	----	\$ 2,298	\$ 92,878	\$ 27,334	\$ 495	\$ 1,347	\$ 366	\$ 13,333	\$ 828	\$ 43,703	\$ 136,581

* Night Differential / Hazardous / Worker's Compensation / etc.

1/ FY 2025 GovGuam contribution rate of 29.43% for the Government of Guam Retirement is subject to change.

2/ FY 2025 GovGuam contribution rate of \$19.01 (bi-weekly) for DDI is subject to change.

3/ FY 2025 GovGuam contribution rate of \$183 (per annum) for Life Insurance is subject to change.

Input by Department Special Pay Categories											
(A)	(B)	(C)	(D)	(E) 1/	(F) 2/	(G) 3/	(H) 4/	(I) 5/	(J) 6/	(K)	
No.	Position Number	Position Title	Name of Incumbent	Holiday Pay	Night Differential Pay 110%	Hazard 10%	Hazard 8%	Nurse Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%	(D+E+F+G+H+I+J) Subtotal
1	PD-016	RECORDS/PROPERTY TECH	JOEY A. GOGUE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2	PD-062	CLERK I	FRANCIS J. PEREZ	0	0	0	0	0	0	0	0
			Grand Total:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

1/ 110% of reg. rate, applicable from 6pm- 6am

2/ Applies to law enforcement personnels

3/ Applies to solid waste employees

4/ 1 ½ of reg. rate of pay from 12am Friday to 12 midnight Sunday

5/ 1 ½ of reg. rate of pay on daily work exceeding 8 hours

6/ Applicable only to GFD ambulatory service personnel. 15% of reg. rate of pay

GOVERNMENT OF GUAM
Fiscal Year 2024
Agency Staffing Pattern
(CURRENT)

FUNCTIONAL AREA: PUBLIC SAFETY
DEPARTMENT/AGENCY: PUBLIC DEFENDER SERVICE CORPORATION
PROGRAM: RECORDS, PROPERTY CONTROL
FUND: GENERAL FUND

Input by Department															Input by Department			
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(N)	(O)	(P)	(Q)	(R)	(S)	
No.	Position Number	Position Title	Name of Incumbent	Grade Step	Salary	Overtime	Special*	Increment		E+F+G+I Subtotal	Benefits				Medical Premium	Dental Premium	Total Benefit (K thru Q)	(J + R) TOTAL
								Date	Amt.		Retirement J *29.43%	Retire (DDI) \$19.01*26%	Medicare 1.45% * J	Life 1/				
1	PD-016	RECORDS/PROP.TECH	JOEY GOGUE	J-16	\$ 63,269	\$0	\$0	11/7/2024	\$ -	\$ 63,269	\$ 18,620	\$0	\$ 917	\$ 183	\$ 9,339	\$ 530	\$ 29,589	\$ 92,858
2	PD-062	CLERK I	FRANCIS PEREZ	C-7	27,311	0	0	11/30/2024		27,311	8,038	495	396	183	3,994	298	13,404	40,715
3																		
			Grand Total:	----	\$ 90,580	\$ -	\$ -	----	\$ -	\$ 90,580	\$ 26,658	\$ 495	\$ 1,313	\$ 366	\$ 13,333	\$ 828	\$ 42,993	\$ 133,573

- * Night Differential / Hazardous / Worker's Compensation / etc.
- 1/ FY 2024 GovGuam contribution rate of 29.43% for the Government of Guam Retirement is subject to change.
- 2/ FY 2024 GovGuam contribution rate of \$19.01 (bi-weekly) for DDI is subject to change.
- 3/ FY 2024 GovGuam contribution rate of \$183 (per annum) for Life Insurance is subject to change.

Input by Department												
Special Pay Categories												
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)		
No.	Position Number	Position Title	Name of Incumbent	Holiday Pay	1/	2/	3/	4/	5/	6/	(D+E+F+G+H+I+J) Subtotal	
					Night Differential Pay 110%	Hazard 10%	Hazard 8%	Nurse Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%		
1	PD-016	RECORDS/PROPERTY TECH	JOEY A. GOGUE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
2	PD-062	CLERK I	FRANCIS J. PEREZ	0	0	0	0	0	0	0	0	
			Grand Total:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	

- 1/ 110% of reg. rate, applicable from 6pm- 6am
- 2/ Applies to law enforcement personnels
- 3/ Applies to solid waste employees
- 4/ 1 ½ of reg. rate of pay from 12am Friday to 12 midnight Sunday
- 5/ 1 ½ of reg. rate of pay on daily work exceeding 8 hours
- 6/ Applicable only to GFD ambulatory service personnel. 15% of reg. rate of pay

Function: Public Safety
 Department/Agency: Public Defender Service Corporation
 Program: Fiscal Services

AS400 Account Code	Appropriation Classification	A General Fund FY2023 Expenditures	B General Fund FY2024 Authorized	C General Fund FY2025 Request
	PERSONNEL SERVICES			
111	Regular Salaries/Increments/Special Pay	\$ 135,327	\$ 147,633	\$ 149,945
	Merit Bonus	4,581	4,741	5,497
112	Overtime	0		
113	Benefits	41,426	45,103	47,293
	Benefits - Merit Bonus (Medicare)	66	69	80
114	Insurance Benefits (Medical / Dental / Life)	11,424	11,423	17,026
	TOTAL PERSONNEL SERVICES	\$ 192,824	\$ 208,969	\$ 219,841
	OPERATIONS			
220	TRAVEL- Off-Island/Local Mileage Reimburs.	\$0	\$0	\$0
230	CONTRACTUAL SERVICES:	3,850	6,920	9,202
233	OFFICE SPACE RENTAL:	0	0	0
240	SUPPLIES & MATERIALS:	10,111	12,100	12,100
250	EQUIPMENT:	1,671	2,000	2,000
270	WORKERS COMPENSATION	0	0	0
271	DRUG TESTING	0	0	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0
290	MISCELLANEOUS:	3,012	3,605	3,605
	TOTAL OPERATIONS	\$ 19,889	\$ 24,625	\$ 26,907
	UTILITIES			
361	Power	\$0	\$0	\$0
362	Water/ Sewer	0	0	0
363	Telephone/ Toll	0	0	0
	TOTAL UTILITIES	\$0	\$0	\$0
450	CAPITAL OUTLAY	\$0	\$0	\$0
	TOTAL APPROPRIATIONS	\$ 212,713	\$ 233,594	\$ 246,748
	1/ Specify Fund Source			
	FULL TIME EQUIVALENCIES (FTEs)	FY2023	FY2024	FY2025
	UNCLASSIFIED	0	0	0
	LIMITED TERM EMPLOYMENT	0	0	0
	CLASSIFIED	2	2	2
	TOTAL FTEs	2	2	2

Note 1 - Contractual: Funds are requested to pay for tel/internet maintenance (\$820), Xerox multifunction maintenance (\$3,337), equipment maintenance (\$2,000), accounting software upgrade (\$2,000), and additional license (\$1,045)

Note 2 - Miscellaneous Funds are requested to pay for AGA Membership (\$105), payroll fees (\$3,200), and postage stamps (\$300)

**GOVERNMENT OF GUAM
Fiscal Year 2025
Agency Staffing Pattern
(PROPOSED)**

**DEPARTMENT/AGENCY: PUBLIC DEFENDER SERVICE CORPORATION
PROGRAM: FISCAL SERVICE
FUND: GENERAL FUND**

No.	Input by Department									Input by Department										
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)		(I)	(J)	(K)	(L)	(N)		(O)	(P)	(Q)	(R)	(S)
	Position Number	Position Title	Name of Incumbent	Grade Step	Salary	Overtime	Special*	Increment			(E+F+G+I) Subtotal	Retirement J *29.43%	Retire (DDI) \$19.01*26%	Medicare 1.45% * J	Life 1/	Medical Premium	Dental Premium	Total Benefit (K thru Q)	(J + R) TOTAL	
1	PD-012	CHIEF FISC OFFIC	MICHAEL MORENO	P-8	\$ 87,991	\$0	\$9,078	3/25/2025	\$ 1,289	\$ 98,358	\$ 28,947	\$ 495	\$ 1,426	\$183	\$ 6,928	\$ 393	\$ 38,372	\$136,730		
2	PD-061	ACCTG TECH III	JOYCE TRECEPONA	J-9	50,843	0	0	9/26/2024	744	51,587	15,182	495	748	183	9,339	0	25,947	77,535		
			Grand Total:	----	\$ 138,834	\$ -	\$ 9,078	----	\$ 2,033	\$ 149,945	\$ 44,129	\$ 990	\$ 2,174	\$366	\$ 16,267	\$ 393	\$ 64,319	\$ 214,265		

- * Night Differential / Hazardous / Worker's Compensation / etc.
- 1/ FY 2025 GovGuam contribution rate of 29.43% for the Government of Guam Retirement is subject to change.
- 2/ FY 2025 GovGuam contribution rate of \$19.01 (bi-weekly) for DDI is subject to change.
- 3/ FY 2025 GovGuam contribution rate of \$183 (per annum) for Life Insurance is subject to change.

No.	Input by Department Special Pay Categories												(K) Subtotal
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(J)	(K)	
	Position Number	Position Title	Name of Incumbent	Holiday Pay	Night Differential Pay 110%	Hazard 10%	Hazard 8%	Nurse Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%	SPECIAL Pay 10%	(D+E+F+G+H+I+J)	
1	PD-012	CHIEF FISCAL OFFICER	MICHAEL S. MORENO	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9,078	\$9,078	
2	PD-061	ACCOUNTING TECH III	JOYCE M. TRECEPONA	0	0	0	0	0	0	0	0	\$0	
			Grand Total:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9,078	\$9,078	

- 1/ 110% of reg. rate, applicable from 6pm- 6am
- 2/ Applies to law enforcement personnel
- 3/ Applies to solid waste employees
- 4/ 1 ½ of reg. rate of pay from 12am Friday to 12 midnight Sunday
- 5/ 1 ½ of reg. rate of pay on daily work exceeding 8 hours
- 6/ Applicable only to GFD ambulatory service personnel. 15% of reg. rate of pay
- 7/ Applicable only to SPECIAL Accounting classification of 10% reg. rate of pay

GOVERNMENT OF GUAM
Fiscal Year 2024
Agency Staffing Pattern
(CURRENT)

DEPARTMENT/AGENCY: PUBLIC DEFENDER SERVICE CORPORATION
PROGRAM: FISCAL OFFICE
FUND: GENERAL FUND

No.	Input by Department									Input by Department								
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(N)	(O)	(P)	(Q)	(R)	(S)
	Position Number	Position Title	Name of Incumbent	Grade / Step	Salary	Overtime	Special*	Increment		E+F+G+I Subtotal	Retirement	Retire (DDI)	Medicare	Life	Medical (Premium)	Dental (Premium)	Total Benefit (K thru Q)	(J + R) TOTAL
1	PD-012	CHIEF FISC OFFICER	MICHAEL MORENO	P-8	\$ 87,991	\$0	\$8,799	3/25/2025	\$ -	\$ 96,790	\$ 28,485	\$ 495	\$ 1,403	\$183	\$ 6,928	\$ 393	\$ 37,888	\$134,678
2	PD-061	ACCTG TECH III	JOYCE TRECEPONA	J-9	50,843	0	0	9/26/2024		50,843	14,963	495	737	183	9,339	0	25,717	76,560
			Grand Total:		\$ 138,834	\$ -	\$ 8,799		\$ -	\$ 147,633	\$ 43,448	\$ 990	\$ 2,141	\$366	\$ 16,267	\$ 393	\$ 63,605	\$ 211,238

- * Night Differential / Hazardous / Worker's Compensation / etc.
- 1/ FY 2024 GovGuam contribution rate of 29.43% for the Government of Guam Retirement is subject to change.
- 2/ FY 2024 GovGuam contribution rate of \$19.01 (bi-weekly) for DDI is subject to change.
- 3/ FY 2024 GovGuam contribution rate of \$183 (per annum) for Life Insurance is subject to change.

No.	Input by Department												(D+E+F+G+H+I+J) Subtotal
	Special Pay Categories												
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)		
					1/	2/	3/	4/	5/	6/	7/		
	Position Number	Position Title	Name of Incumbent	Holiday Pay	Night Differential Pay 110%	Hazard 10%	Hazard 8%	Nurse Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%	SPECIAL Pay 10%		
1	PD-012	CHIEF FISCAL OFFICER	MICHAEL S. MORENO	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,799	\$8,799	
2	PD-061	ACCOUNTING TECH III	JOYCE M. TRECEPONA	0	0	0	0	0	0	0	0	\$0	
			Grand Total:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,799	\$8,799	

- 1/ 110% of reg. rate, applicable from 6pm- 6am
- 2/ Applies to law enforcement personnels
- 3/ Applies to solid waste employees
- 4/ 1 ½ of reg. rate of pay from 12am Friday to 12 midnight Sunday
- 5/ 1 ½ of reg. rate of pay on daily work exceeding 8 hours
- 6/ Applicable only to GFD ambulatory service personnel. 15% of reg. rate of pay
- 7/ Applicable only to SPECIAL Accounting classification of 10% reg. rate of pay

Function: Public Safety

Department/Agency: Public Defender Service

Corporation Program: Personnel Services

AS400 Account Code	Appropriation Classification	A General Fund FY2023 Expenditure	B General Fund FY2024 Authorized	C General Fund FY2025 Request
	PERSONNEL SERVICES			
111	Regular Salaries/Increments/Special Pay	\$ 63,292	\$ 71,419	\$ 73,892
	Merit Bonus	2,553	2,643	3,064
112	Overtime	0		
113	Benefits	19,407	21,835	23,312
	Benefits - Merit Bonus (Medicare)	37	38	44
114	Insurance Benefits (Medical / Dental / Life)	3,275	3,275	4,475
	TOTAL PERSONNEL SERVICES	\$ 88,564	\$ 99,210	\$ 104,788
	OPERATIONS			
220	TRAVEL- Off-Island/Local Mileage Reimburs.	\$0	\$0	\$0
230	CONTRACTUAL SERVICES:	5,316	9,496	9,194
233	OFFICE SPACE RENTAL:		0	0
240	SUPPLIES & MATERIALS:	2,925	3,500	3,500
250	EQUIPMENT:	0	0	0
270	WORKERS COMPENSATION	0	0	0
271	DRUG TESTING	3	360	360
280	SUB-RECIPIENT/SUBGRANT:	0	0	0
290	MISCELLANEOUS:	524	627	627
	TOTAL OPERATIONS	\$ 9,350	\$ 13,983	\$ 13,681
	UTILITIES			
361	Power	\$0	\$0	\$0
362	Water/ Sewer	0	0	0
363	Telephone/ Toll	0	0	0
	TOTAL UTILITIES	\$0	\$0	\$0
450	CAPITAL OUTLAY	\$0	\$0	\$0
	TOTAL APPROPRIATIONS	\$ 97,914	\$ 113,193	\$ 118,469
	1/ Specify Fund Source			
	FULL TIME EQUIVALENCIES (FTEs)	FY2023	FY2024	FY2025
	UNCLASSIFIED	0	0	0
	LIMITED TERM EMPLOYMENT	0	0	0
	CLASSIFIED	1	1	1
	TOTAL FTEs	1	1	1

Note 1 - Contractual: Funds are requested to pay for tel/internet maintenance (\$273), Xerox multifunction maintenance (\$3,337), and annual renewal BambooHR (\$5,584)

Note 2 - Miscellaneous: The request is for the renewal of annual membership to SHRM (\$627)

GOVERNMENT OF GUAM
Fiscal Year 2025
Agency Staffing Pattern
(PROPOSED)

FUNCTIONAL AREA: PUBLIC SAFETY
DEPARTMENT/AGENCY: PUBLIC DEFENDER SERVICE CORPORATION
PROGRAM: PERSONNEL
FUND: GENERAL FUND

Input by Department										Input by Department								
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)		(I)	(J)	Benefits			(P)	(Q)	(R)	(S)	
No.	Position Number	Position Title	Name of Incumbent	Grade Step	Salary	Overtime	Special	Increment		E+F+G+I Subtotal	Retirement (J *29.43%)	Retire (DDI) \$19.01*26PF	Medicare 1.45% * J	Life 1/	Medical Premium	Dental Premium	Total Benefit (K thru Q)	(J + R) TOTAL
								Date	Amt.									
1	PD-041	PERSONNEL SPEC. IV	KATHERINE SABLAN	O-6	\$ 73,892	\$ 0	\$ 0	9/2/2025	\$ -	\$ 73,892	\$ 21,746	\$ 495	\$ 1,071	\$ 183	\$ 3,994	\$ 298	\$ 27,788	\$ 101,680
Grand Total:				----	\$ 73,892	\$ -	\$ -	----	\$ -	\$ 73,892	\$ 21,746	\$ 495	\$ 1,071	\$ 183	\$ 3,994	\$ 298	\$ 27,788	\$ 101,680

* Night Differential / Hazardous / Worker's Compensation / etc.

1/ FY 2025 GovGuam contribution rate of 29.43% for the Government of Guam Retirement is subject to change.

2/ FY 2025 GovGuam contribution rate of \$19.01 (bi-weekly) for DDI is subject to change.

3/ FY 2025 GovGuam contribution rate of \$183 (per annum) for Life Insurance is subject to change.

Input by Department											
Special Pay Categories											
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	
No.	Position Number	Position Title	Name of Incumbent	Holiday Pay	Night Differential	Hazard	Hazard	Nurse Sunday	Nurse Pay	EMT Pay	(D+E+F+G+H +I+J) Subtotal
					110%	10%	8%	1.5	1.5	15%	
1	PD-041	PERSONNEL SPRECIALIST IV	KATHERINE LR SABLAN	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Grand Total:				\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

1/ 110% of reg. rate, applicable from 6pm- 6am

2/ Applies to law enforcement personnels

3/ Applies to solid waste employees

4/ 1 ½ of reg. rate of pay from 12am Friday to 12 midnight Sunday

5/ 1 ½ of reg. rate of pay on daily work exceeding 8 hours

6/ Applicable only to GFD ambulatory service personnel. 15% of reg. rate of pay

GOVERNMENT OF GUAM
Fiscal Year 2024
Agency Staffing Pattern
(CURRENT)

FUNCTIONAL AREA: PUBLIC SAFETY
DEPARTMENT/AGENCY: PUBLIC DEFENDER SERVICE CORPORATION
PROGRAM: PERSONNEL
FUND: GENERAL FUND

Input by Department										Input by Department								
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(N)	(O)	(P)	(Q)	(R)	(S)	
No.	Position Number	Position Title	Name of Incumbent	Grade Step	Salary	Overtime	Special	Increment		E+F+G+I Subtotal	Benefits				Medical Premium	Dental Premium	Total Benefit (K thru Q)	(J + R) TOTAL
								Date	Amt.		Retirement (J *29.43%)	Retire (DDI) \$19.01*26PP	Medicare 1.45% * J	Life 1/				
1	PD-041	PERSONNEL SPEC. IV	KATHERINE SABLAN	O-5	\$ 71,194	\$ 0	\$ 0	9/2/2024	\$ 208	\$71,402	\$ 21,013	\$ 495	\$ 1,035	\$ 183	\$ 3,994	\$ 298	\$ 27,019	\$98,420
Grand Total:				---	\$ 71,194	\$ -	\$ -	---	\$ 208	\$71,402	\$ 21,013	\$ 495	\$ 1,035	\$ 183	\$ 3,994	\$ 298	\$ 27,019	\$ 98,420

- * Night Differential / Hazardous / Worker's Compensation / etc.
- 1/ FY 2024 GovGuam contribution rate of 29.43% for the Government of Guam Retirement is subject to change.
- 2/ FY 2024 GovGuam contribution rate of \$19.01 (bi-weekly) for DDI is subject to change.
- 3/ FY 2024 GovGuam contribution rate of \$183 (per annum) for Life Insurance is subject to change.

Input by Department											
Special Pay Categories											
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	
No.	Position Number	Position Title	Name of Incumbent	Holiday Pay	Night Differential	Hazard	Hazard	Nurse Sunday	Nurse Pay	EMT Pay	(D+E+F+G+H +I+J) Subtotal
					110%	10%	8%	1.5	1.5	15%	
1	PD-041	PERSONNEL SPRECIALIST IV	KATHERINE LR SABLAN	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total:				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

- 1/ 110% of reg. rate, applicable from 6pm- 6am
- 2/ Applies to law enforcement personnels
- 3/ Applies to solid waste employees
- 4/ 1 ½ of reg. rate of pay from 12am Friday to 12 midnight Sunday
- 5/ 1 ½ of reg. rate of pay on daily work exceeding 8 hours
- 6/ Applicable only to GFD ambulatory service personnel. 15% of reg. rate of pay

Function: Public Safety

Department/Agency: Public Defender Service Corporation

Program: Management Information Systems Services

AS400 Account Code	Appropriation Classification	A General Fund FY2023 Expenditures	B General Fund FY2024 Authorized	C General Fund FY2025 Request
	PERSONNEL SERVICES			
111	Regular Salaries/Increments/Special Pay	\$ 147,045	\$ 163,538	\$ 167,426
	Merit Bonus	4,927	5,100	5,913
112	Overtime	0		
113	Benefits	43,564	49,360	51,169
	Benefits - Merit Bonus (Medicare)	71	74	86
114	Insurance Benefits (Medical / Dental / Life)	10,037	10,037	12,116
	TOTAL PERSONNEL SERVICES	\$ 205,644	\$ 228,109	\$ 236,710
	OPERATIONS			
220	TRAVEL- Off-Island/Local Mileage Reimburs.	\$0	\$0	\$0
230	CONTRACTUAL SERVICES:	53,797	124,978	80,877
233	OFFICE SPACE RENTAL:	0	0	0
240	SUPPLIES & MATERIALS:	3,343	4,000	4,000
250	EQUIPMENT:	19,470	46,467	12,000
270	WORKERS COMPENSATION	0	0	0
271	DRUG TESTING	0	0	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0
290	MISCELLANEOUS:	0	0	0
	TOTAL OPERATIONS	\$ 86,444	\$ 175,445	\$ 96,877
	UTILITIES			
361	Power	\$0	\$0	\$0
362	Water/ Sewer	0	0	0
363	Telephone/ Toll	0	0	0
	TOTAL UTILITIES	\$0	\$0	\$0
450	CAPITAL OUTLAY	\$0	\$0	\$0
	TOTAL APPROPRIATIONS	\$ 292,088	\$ 403,554	\$ 333,587
	1/ Specify Fund Source			
	FULL TIME EQUIVALENCIES (FTEs)	FY2023	FY2024	FY2025
	UNCLASSIFIED	0	0	0
	LIMITED TERM EMPLOYMENT	0	0	0
	CLASSIFIED	2	2	2
	TOTAL FTEs	2	2	2

Note 1 - Contractual: The request for funds is to pay tel/internet maintenance of (\$546), off-site data backup solution (\$7,000), annual renewal of recorder software-SonClear (\$400), Firewall Security Service (\$3,000), Abacus Software Tech Support/Licenses (\$31,132), Website Internet Domain Name and Hosting (\$1,500), email hosting (\$19,250), Shoretel software/hardware (\$6,000), and additional communications platforms and wi-fi, devices (\$12,048).

Note 2 - Equipment: Funds are requested to replace battery back-ups (\$10,000), and external drives for back up (\$2,000).

Fiscal Year 2025

Agency Staffing Pattern

(PROPOSED)

FUNCTIONAL AREA: PUBLIC SAFETY
DEPARTMENT/AGENCY: PUBLIC DEFENDER SERVICE CORPORATION
PROGRAM: MANAGEMENT INFORMATION SYSTEMS SERVICES
FUND: GENERAL FUND

Input by Department										Input by Department								
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H) (I)		(J)	(K)	(L)	(N) (O)		(P)	(Q)	(R)	(S)	
No.	Position Number	Position Title	Name of Incumbent	Grade Step	Salary	Overtime	Special [*]	Increment		E+F+G+I Subtotal	Retirement (J *29.43%)	Retire (DDI) (L *\$19.01*26P)	Benefits		Medical Premium	Dental Premium	Total Benefit (K thru Q)	(J + R) TOTAL
								Date	Amt.				Medicare 1.45% * J	Life 1/				
1	PD-026	MNGT INFO ADMINISTRATOR	JULITO TINGSON	P-11	\$ 96,635	\$0	\$0	11/23/2025	\$ -	\$ 96,635	\$ 28,440	\$0	\$ 1,401	\$ 183	\$ 6,928	\$ 530	\$ 37,482	\$134,117
2	PD-049	NETWORK SPECST	KENNETH LIM	N-7	69,187	0	0	12/10/2024	1,604	70,791	20,834	495	0	183	3,994	298	25,804	96,595
			Grand Total:	----	\$ 165,822	\$ -	\$ -	----	\$ 1,604	\$167,426	\$ 49,273	\$ 495	\$ 1,401	\$ 366	\$ 10,922	\$ 828	\$ 63,286	\$ 230,712

* Night Differential / Hazardous / Worker's Compensation / etc.

1/ FY 2025 GovGuam contribution rate of 29.43% for the Government of Guam Retirement is subject to change.

2/ FY 2025 GovGuam contribution rate of \$19.01 (bi-weekly) for DDI is subject to change.

3/ FY 2025 GovGuam contribution rate of \$183 (per annum) for Life Insurance is subject to change.

Input by Department Special Pay Categories												
(A)	(B)	(C)	(D)	(E)			(F)	(G)	(H)	(I)	(J)	(K)
No.	Position Number	Position Title	Name of Incumbent	Holiday Pay	Night Differential		Hazard 10%	Hazard 8%	Nurse Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%	(D+E+F+G+H +I+J) Subtotal
					1/	2/						
1	PD-026	MANAGEMENT INFORMATION SYSTEMS ADMINISTRATOR	JULITO B. TINGSON, JR.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2	PD-049	NETWORK SPECIALIST	KENNETH A. LIM	0	0	0	0	0	0	0	0	0
			Grand Total:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

1/ 110% of reg. rate, applicable from 6pm- 6am

2/ Applies to law enforcement personnels

3/ Applies to solid waste employees

4/ 1 ½ of reg. rate of pay from 12am Friday to 12 midnight Sunday

5/ 1 ½ of reg. rate of pay on daily work exceeding 8 hours

6/ Applicable only to GFD ambulatory service personnel. 15% of reg. rate of pay

GOVERNMENT OF GUAM
Fiscal Year 2024
Agency Staffing Pattern
(CURRENT)

FUNCTIONAL AREA: PUBLIC SAFETY
DEPARTMENT/AGENCY: PUBLIC DEFENDER SERVICE CORPORATION
PROGRAM: MANAGEMENT INFORMATION SYSTEMS SERVICES
FUND: GENERAL FUND

Input by Department										Input by Department								
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(N)	(O)	(P)	(Q)	(R)	(S)	
No.	Position Number	Position Title	Name of Incumbent	Grade Step	Salary	Overtime	Special	Increment		E+F+G+I Subtotal	Benefits				Medical Premium	Dental Premium	Total Benefit (K thru Q)	(J + R) TOTAL
								Date	Amt.		Retirement J *29.43%	Retire (DDI) \$19.01*26%	Medicare 1.45% * J	Life 1/				
1	PD-026	MIS Administrator	JULITO TINGSON	P-11	\$ 96,635	\$0	\$0	11/23/2025		\$ 96,635	\$ 28,440	\$0	\$ 1,401	\$ 183	\$ 6,928	\$ 530	\$ 37,482	\$ 134,117
2	PD-049	NETWORK SPECIALIST	KENNETH LIM	N-7	69,187	0	0	12/10/2024		69,187	20,362	495	0	183	3,994	298	25,332	94,519
Grand Total:				----	\$ 165,822	\$ -	\$ -	----	\$ -	\$ 165,822	\$ 48,801	\$ 495	\$ 1,401	\$ 366	\$ 10,922	\$ 828	\$ 62,814	\$ 228,636

- * Night Differential / Hazardous / Worker's Compensation / etc.
- 1/ FY 2024 GovGuam contribution rate of 29.43% for the Government of Guam Retirement is subject to change.
- 2/ FY 2024 GovGuam contribution rate of \$19.01 (bi-weekly) for DDI is subject to change.
- 3/ FY 2024 GovGuam contribution rate of \$183 (per annum) for Life Insurance is subject to change.

Input by Department Special Pay Categories														
(A)	(B)	(C)	(D)	(E)						(J)	(K)			
No.	Position Number	Position Title	Name of Incumbent	Holiday Pay	Night Differential						Nurse Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%	(D+E+F+G+H +I+J) Subtotal
					1/	2/	3/	4/	5/	6/				
1	PD-026	MANAGEMENT INFORMATION SYSTEMS	JULITO B. TINGSON, JR.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2	PD-049	NETWORK SPECIALIST	KENNETH A. LIM	0	0	0	0	0	0	0	0	0	0	0
Grand Total:				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

- 1/ 110% of reg. rate, applicable from 6pm- 6am
- 2/ Applies to law enforcement personnels
- 3/ Applies to solid waste employees
- 4/ 1 ½ of reg. rate of pay from 12am Friday to 12 midnight Sunday
- 5/ 1 ½ of reg. rate of pay on daily work exceeding 8 hours
- 6/ Applicable only to GFD ambulatory service personnel. 15% of reg. rate of pay

Function: Public Safety

Department/Agency: Public Defender Service Corporation

Program: Paralegal Services

AS400 Account Code	Appropriation Classification	A General Fund FY2023 Expenditures	B General Fund FY2024 Authorized	C General Fund FY2025 Request
	PERSONNEL SERVICES			
111	Regular Salaries/Increments/Special Pay	\$ 53,091	\$ 57,701	\$ 104,449
	Merit Bonus	2,061	2,133	2,473
112	Overtime	0		
113	Benefits	16,359	17,736	33,244
	Benefits - Merit Bonus (Medicare)	30	31	36
114	Insurance Benefits (Medical / Dental / Life)	6,762	6,762	21,859
	TOTAL PERSONNEL SERVICES	\$ 78,303	\$ 84,363	\$ 162,061
	OPERATIONS			
220	TRAVEL- Off-Island/Local Mileage Reimburs.	\$0	\$0	\$0
230	CONTRACTUAL SERVICES:	235	325	2,991
233	OFFICE SPACE RENTAL:	0	0	0
240	SUPPLIES & MATERIALS:	85	100	100
250	EQUIPMENT:	0	0	0
270	WORKERS COMPENSATION	0	0	0
271	DRUG TESTING	0	0	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0
290	MISCELLANEOUS:	0	0	0
	TOTAL OPERATIONS	\$ 340	\$ 425	\$ 3,091
	UTILITIES			
361	Power	\$0	\$0	\$0
362	Water/ Sewer	0	0	0
363	Telephone/ Toll	0	0	0
	TOTAL UTILITIES	\$0	\$0	\$0
450	CAPITAL OUTLAY	\$0	\$0	\$0
	TOTAL APPROPRIATIONS	\$ 78,643	\$ 84,788	\$ 165,152
	1/ Specify Fund Source			
	FULL TIME EQUIVALENCIES (FTEs)	FY2023	FY2024	FY2025
	UNCLASSIFIED	0	0	0
	LIMITED TERM EMPLOYMENT	0	0	0
	CLASSIFIED	1	1	1
	TOTAL FTEs	1	1	1
Note 1 - Contractual: The request for funds is to pay for malpractice insurance (\$422), Westlaw services (\$1,835), and maintenance of tel/internet (\$273)				

GOVERNMENT OF GUAM

Fiscal Year 2025

Agency Staffing Pattern

(PROPOSED)

FUNCTIONAL AREA: PUBLIC SAFETY
DEPARTMENT/AGENCY: PUBLIC DEFENDER SERVICE CORPORATION
PROGRAM: PARALEGAL SERVICES
FUND: GENERAL FUND

Input by Department															Input by Department				
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(N)	(O)	(P)	(Q)	(R)	(S)		
No.	Position Number	Position Title	Name of Incumbent	Grade Step	Salary	Overtim	Special	Increment		(E+F+G+I) Subtotal	Retirement J *29.43%	Retire (DDI) (\$19.01*26PP)	Benefits			Medical Premium	Dental Premium	Total Benefits (K thru Q)	(J + R) TOTAL
								Date	Amt.				Medicare (1.45% * J)	Life 1/					
1	PD-013	PARALEGAL II	CHRISTINE REYES	L-8	\$ 58,831	\$0	\$0	11/14/2025	\$ -	\$ 58,831	\$ 17,314	\$ 495	\$ 853	\$183	\$ 9,339	\$ 530	\$ 28,714	\$ 87,545	
		PARALEGAL II	NEW	L-1	45,618					45,618	13,425	495	661	183	11,231	393	26,389	72,007	
Grand Total:					\$ 104,449	\$ -	\$ -		\$ -	\$ 104,449	\$ 30,739	\$ 990	\$ 1,515	\$366	\$ 20,570	\$ 923	\$ 55,103	\$ 159,552	

* Night Differential / Hazardous / Worker's Compensation / etc.

1/ FY 2025 GovGuam contribution rate of 29.43% for the Government of Guam Retirement is subject to change.

2/ FY 2025 GovGuam contribution rate of \$19.01 (bi-weekly) for DDI is subject to change.

3/ FY 2025 GovGuam contribution rate of \$183 (per annum) for Life Insurance is subject to change.

Input by Department Special Pay Categories											
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	
No.	Position Number	Position Title	Name of Incumbent	Holiday Pay	1/	2/	3/	4/	5/	6/	(D+E+F+G+H +I+J) Subtotal
					Night Differential Pay 110%	Hazard 10%	Hazard 8%	Nurse Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%	
1	PD-013	PARALEGAL II	CHRISTINE B. REYES	0	0	0	0	0	0	0	0
		PARALEGAL II	NEW	0	0	0	0	0	0	0	0
Grand Total:				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

1/ 110% of reg. rate, applicable from 6pm- 6am

2/ Applies to law enforcement personnels

3/ Applies to solid waste employees

4/ 1 ½ of reg. rate of pay from 12am Friday to 12 midnight Sunday

5/ 1 ½ of reg. rate of pay on daily work exceeding 8 hours

6/ Applicable only to GFD ambulatory service personnel. 15% of reg. rate of pay

GOVERNMENT OF GUAM
Fiscal Year 2024
Agency Staffing Pattern
(CURRENT)

FUNCTIONAL AREA: PUBLIC SAFETY
DEPARTMENT/AGENCY: PUBLIC DEFENDER SERVICE CORPORATION
PROGRAM: PARALEGAL SERVICES
FUND: GENERAL FUND

Input by Department										Input by Department								
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)		(I)	(J)	(K)	(L)	(N)	(O)	(P)	(Q)	(R)	(S)
No.	Position Number	Position Title	Name of Incumbent	Grade/ Step	Salary	Overtime	Special*	Increment		E+F+G+I Subtotal	Benefits				Medical Premium	Dental Premium	Total Benefit (K thru Q)	(J + R) TOTAL
								Date	Amt.		Retirement (J * 29.43%)	Retire (DDI) (\$19.01 * 26%)	Medicare (1.45% * J)	Life (1/)				
1	PD-013	PARALEGAL II	CHRISTINE REYES	L-7	\$ 57,023	\$0	\$0	5/14/2024	\$ 626	\$ 57,649	\$ 16,966	\$ 495	\$ 836	\$ 183	\$ 9,339	\$ 530	\$ 28,349	\$ 85,998
			Grand Total:	----	\$ 57,023	\$ -	\$ -	----	\$ 626	\$ 57,649	\$ 16,966	\$ 495	\$ 836	\$ 183	\$ 9,339	\$ 530	\$ 28,349	\$ 85,998

- * Night Differential / Hazardous / Worker's Compensation / etc.
- 1/ FY 2024 GovGuam contribution rate of 29.43% for the Government of Guam Retirement is subject to change.
- 2/ FY 2024 GovGuam contribution rate of \$19.01 (bi-weekly) for DDI is subject to change.
- 3/ FY 2024 GovGuam contribution rate of \$183 (per annum) for Life Insurance is subject to change.

Input by Department												
Special Pay Categories												
(A)	(B)	(C)	(D)	(E)						(I)	(J)	(K)
No.	Position Number	Position Title	Name of Incumbent	Holiday Pay	1/	2/	3/	4/	5/	6/	(D+E+F+G+H +I+J) Subtotal	
					Night Differential Pay 110%	Hazard 10%	Hazard 8%	Nurse Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%		
1	PD-013	PARALEGAL II	CHRISTINE B. REYES	0	0	0	0	0	0	0	0	
				Grand Total:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	

- 1/ 110% of reg. rate, applicable from 6pm- 6am
- 2/ Applies to law enforcement personnels
- 3/ Applies to solid waste employees
- 4/ 1 ½ of reg. rate of pay from 12am Friday to 12 midnight Sunday
- 5/ 1 ½ of reg. rate of pay on daily work exceeding 8 hours
- 6/ Applicable only to GFD ambulatory service personnel. 15% of reg. rate of pay

EXHIBIT D

New Business
Agenda Item VII-C
APD FY2025
Budget Request

BOT FY2025 Budget Request

Alternate Public Defender

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11 - Legal Secretarial Budget Digest	13
12 - Legal Secretarial Proposed Staffing Pattern	14
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FY 2025 BUDGET DIGEST SUMMARY

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FOOTNOTES:

For Fiscal Year 2025, **\$1,829,419** is requested as the appropriation level. An increase of **\$137,077** over the authorized appropriation level for Fiscal Year 2023. The following are details for the requests:

1. PERSONNEL SERVICES:

\$ 65,022 **REGULAR SALARIES/INCREMENTS/SPECIAL PAY (6%)**

- ✓ Mandated employee salary, increments and estimated night differential pay for law enforcement and GPP personnel respectively.

\$ 57,529 **BENEFITS (14%)**

- ✓ Mandated adjustments in the government's share of retirement contributions, health insurance and life insurance and are based on the FY 2024 levels, with expected changes for the upcoming fiscal year.

\$ 122,280 SUB-TOTAL FOR PERSONNEL COSTS (8%)

2. OPERATIONS:

\$ 6,220 Contractual Services (14%)

- | | |
|---|-----------|
| ✓ Malpractice Insurance | \$ 3,376 |
| ✓ Westlaw | \$ 16,600 |
| ✓ Lease/Prints of Copier Machine – Altalink | \$ 3,300 |
| ✓ Maintenance/Prints of Copier Machine 6655 | \$ 1,800 |
| ✓ Domain Name and Email Hosting Web Site | \$ 1,500 |
| ✓ AbacusLaw License Renewal | \$ 7,925 |
| ✓ Firewall Network Security | \$ 1,300 |
| ✓ Notary Bonding | \$170 |
| ✓ Carbonite Backup Server Online | \$ 1,000 |
| ✓ Microsoft Exchange Mail Server | \$ 2,160 |
| ✓ Foxit PDF License and Updates Renewal | \$ 1,320 |

FY 2025 BUDGET DIGEST SUMMARY

Page 2 of 2

	✓ Bamboo HR Advantage Mgmt	\$ 835
	✓ Fiber Optic Service for Internet/Phone	\$ 5,184
	✓ Security Surveillance & Cam Maintenance	\$ 1,000
0.00	Office Space Rental	
0.00	Supplies & Material	
\$ 3,900	Small Equipment: <\$5,000	
	✓ External Defibrillator (<i>P.L. 143-37</i>)	\$ 3,900
0.00	Drug Testing	
0.00	Miscellaneous: Guam Bar Dues (<i>CY24 rate increase</i>)	
\$ 14,797.00	SUB-TOTAL FOR OPERATIONAL COSTS (11%)	
\$137,077.⁰⁰	TOTAL INCREASE FOR FY 2025 (8%) OVER FY2024 AUTHORIZED LEVEL	

Agency: PUBLIC DEFENDER SERVICE CORPORATION
Program: ALTERNATE PUBLIC DEFENDER - COMBINED BUDGET DIGEST

Budget Account Code	Appropriation Classification	A*	B	C	B-D E	E/B F
		FY2023 Expenditures & Encumbrances	FY2024 Appropriated Level	FY2025 Proposed Budget	Increase/ (Decrease) in \$\$	Increase/ (Decrease) in %
PERSONNEL SERVICES						
111	Regular Salaries/Increments/Special Pay	\$ 919,563	\$ 1,139,560	\$ 1,204,582	\$ 65,022	6%
112	Overtime/Special Pay					
113	Benefits	\$ 305,899	\$ 423,000	\$ 480,259	\$ 57,259	14%
	TOTAL PERSONNEL SERVICES	\$ 1,225,462	\$ 1,562,560	\$ 1,684,840	\$ 122,280	8%
OPERATIONS						
220	TRAVEL - Off-Island/Local Mileage Reimburs.	\$ -	\$ -	\$ -	\$ -	0%
230	CONTRACTUAL SERVICES:	\$ 78,338	\$ 44,500	\$ 50,720	\$ 6,220	14%
233	OFFICE SPACE RENTAL:	\$ 66,096	\$ 74,400	\$ 74,400	\$ -	0%
240	SUPPLIES & MATERIALS:	\$ 6,274	\$ 2,503	\$ 5,000	\$ 2,497	100%
250	EQUIPMENT: <\$5000.00	\$ 25,424	\$ 5,000	\$ 3,900	\$ (1,100)	0%
271	DRUG TESTING	\$ -	\$ 80	\$ 160	\$ 80	100%
290	MISCELLANEOUS:	\$ 5,742	\$ 3,299	\$ 10,399	\$ 7,100	100%
	TOTAL OPERATIONS	\$ 181,875	\$ 129,782	\$ 144,579	\$ 14,797	11%
UTILITIES						
	Power	\$ -	\$ -	\$ -	\$ -	0%
	Water/ Sewer	\$ -	\$ -	\$ -	\$ -	0%
363	Telephone (UCS/Overseas/Service/Maintenance)	\$ -	\$ -	\$ -	\$ -	0%
	TOTAL UTILITIES	\$ -	\$ -	\$ -	\$ -	0%
	INDIRECT COST	\$ -	\$ -	\$ -	\$ -	0%
450	CAPITAL OUTLAY >\$5000.01	\$ -	\$ -	\$ -	\$ -	0%
	TOTAL APPROPRIATIONS	\$ 1,407,337	\$ 1,692,342	\$ 1,829,419	\$ 137,077	8%

I/ Specify Fund Source

FULL TIME EQUIVALENCIES (FTEs)					
UNCLASSIFIED	0	0	0	0	
CLASSIFIED	14	14	14	14	
TOTAL FTEs	14	14	14	14	

Schedule B - Contractual

Item	Quantity	Unit Price	Total Price	Funded in FY2024	
				Yes	No
Malpractice Insurance	1 year		\$ 3,376	x	
Westlaw Services (rate increase FY26, staf)	1 year		\$ 16,600	x	x
Annual Telephone Maintenance	1 year		\$ 3,250	x	
Fiber Optic Internet Service	1 year		\$ 5,184	x	
Lease of Copier Machine (Model C8155)	12 mos		\$ 3,300	x	
Maintenance of Copier Machine (Model 6655)	12 mos		\$ 1,800	x	
Domain Name and Email Hosting Web Site	1 year		\$ 1,500	x	
Firewall Network Security (Sonicwall)(rate increase FY26)	1 year		\$ 1,300	x	
AbacusLaw Software License/Tech Support (14 pax)	1 year		\$ 7,925	x	x
Notary Bond	1 year		\$ 170	x	
Carbonite Server Essentials (Online Data Backup)	1 year		\$ 1,000	x	
Microsoft Exchange Mail Server (Intermedia)	1 year		\$ 2,160	x	
Foxit PDF License Renewal (15 pax)	1 year		\$ 1,320	x	x
Bamboo HR Advantage	1 year		\$ 835	x	
Security Surveillance/Door and Camera Maintenance	1 year		\$ 1,000	x	
Total Contractual			\$ 50,720		

Rent	Quantity	Unit Price	Total Price	Funded in FY2024	
				Yes	No
Office Space (IFB Results 10-01-23)	1 year		\$ 74,400	x	x
Total Rent			\$ 74,400		

Schedule C - Supplies & Materials

Item	Quantity	Unit Price	Total Price	Funded in FY2024	
				Yes	No
Office Supplies (batteries, binders, business cards, computer cdr/hard drives and USB drives; envelopes, expandable folders, fasteners, file folders, file labels, notary books, notary seals, clips, pens/pencils, post it, postage stamps, scotch tape, staplers, staples, two/three hole punch, highlighters, copier paper, yellow pads, steno pads, sheet protectors, computer supplies (external drives, keyboards, mouse), Sundries (toilet tissues, hand towels, hand soaps, dish soap) disinfectant cleaners and wipes, water) face masks, nitrile gloves, hand sanitizer, isopropyl alcohol			\$ 9,380	x	
Total Supplies & Materials			\$ 9,380		

Schedule D - Equipment

Item	Quantity	Unit Price	Total Price	Funded in FY2024	
				Yes	No
Replace Obsolete Work Station	0	\$ 2,000	\$ -	x	
Defibrillator (P.L. 143-37 Mandate)	1	\$ 3,900	\$ 3,900		x
Total Equipment			\$ 3,900		

Schedule E - Miscellaneous

Item	Quantity	Unit Price	Total Price	Funded in FY2024	
				Yes	No
Guam Bar Dues	6	\$ 450	\$ 2,700	x	
Professional Dues for NACDL	1	\$ 200	\$ 200	x	
Legal Subscriptions/Training Materials			\$ 500	x	
Process Server Fees	3	\$ 50	\$ 150	x	
Training for Attorneys and Staff			\$ 5,500	x	
Publication of Job Announcements/Bids			\$ 1,200	x	
Zoom Video Conference Subscription	1	\$ 149	\$ 149	x	
Total Miscellaneous			\$ 10,399		

Schedule F - Capital Outlay

Item	Quantity	Unit Price	Total Price	Funded in FY2024	
				Yes	No
Total Capital Outlay			0.00		

Government of Guam
 Fiscal Year 2025
 Agency Staffing Pattern
 (PROPOSED)

[BBMR SP-1]

FUNCTIONAL AREA:
 DEPARTMENT/AGENCY: ALTERNATE PUBLIC DEFENDER
 PROGRAM: SUMMARY
 FUND:

Input by Department										Input by Department									
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)		(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)	(R)	(S)
No.	Position Number	Position Title	Name of Incumbent	Grade/Step	Salary	Overtime	Special*	Increment		(E+F+G+I) Subtotal	Benefits					Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL
								Date	Amt.		Retirement (J *29.43%)	Retire (DDI) (\$19.01*26PP)	SS (6.2%*J)	Medicare (1.45%*J)	Life Insurance				
1	----	ATTORNEYS	----	----	\$ 733,533	\$ -	\$ 1,760	-	\$ 7,919	\$ 743,212	\$ 218,209	\$ 494	\$ -	\$ 10,777	\$ 731	\$ 15,412	\$ 955	\$ 246,578	\$ 989,790
2	----	INVESTIGATIVE SERVICES	----	----	\$ 145,563	\$ -	\$ 720	-	\$ 1,086	\$ 147,369	\$ 43,371	\$ -	\$ -	\$ 2,137	\$ 183	\$ 6,116	\$ -	\$ 51,807	\$ 199,176
3	----	LEGAL SECRETARIAL	----	----	\$ 81,923	\$ -	\$ -	-	\$ 230	\$ 82,153	\$ 24,178	\$ 494	\$ -	\$ 1,191	\$ 366	\$ 16,268	\$ 923	\$ 43,419	\$ 125,572
4	----	LEGAL CLERICAL	----	----	\$ 79,871	\$ -	\$ -	-	\$ -	\$ 79,871	\$ 23,506	\$ 989	\$ -	\$ 1,158	\$ 366	\$ 7,988	\$ 595	\$ 34,600	\$ 114,471
5	----	ADMINISTRATIVE	----	----	\$ 150,047	\$ -	\$ -	-	\$ 1,930	\$ 151,977	\$ 44,727	\$ -	\$ -	\$ 2,204	\$ 548	\$ 13,589	\$ 626	\$ 61,694	\$ 213,671
			Grand Total:	----	\$ 1,190,937	\$ -	\$ 2,480		\$ 11,165	\$ 1,204,582	\$ 353,990	\$ 1,977	\$ -	\$ 17,466	\$ 2,193	\$ 59,373	\$ 3,098	\$ 438,098	\$ 1,642,680

1/ FY 2025 GovGuam contribution rate of 29.43% for the Government of Guam Retirement is subject to change.
 2/ FY 2025 GovGuam contribution rate of \$19.01 (bi-weekly) for DDI is subject to change.
 3/ FY 2025 GovGuam contribution rate of \$183 (per annum) for Life Insurance is subject to change.

Agency: PUBLIC DEFENDER SERVICE CORPORATION
 Program: ALTERNATE PUBLIC DEFENDER - COMBINED BUDGET DIGEST

Budget Account Code	Appropriation Classification	A	B	C
		FY2023 Expenditures & Encumbrances	FY2024 Appropriated Level	FY2025 Proposed Budget

PERSONNEL SERVICES				
111	Regular Salaries/Increments/Special Pay	\$ 919,563	\$ 1,139,560	\$ 1,204,582
112	Overtime/Special Pay	\$ -		
113	Benefits	\$ 305,899	\$ 423,000	\$ 480,259
TOTAL PERSONNEL SERVICES		\$ 1,225,462	\$ 1,562,560	\$ 1,684,840

OPERATIONS				
220	TRAVEL - Off-Island/Local Mileage Reimburs.	\$ -	\$ -	\$ -
230	CONTRACTUAL SERVICES:	\$ 78,338	\$ 44,500	\$ 50,720
233	OFFICE SPACE RENTAL:	\$ 66,096	\$ 74,400	\$ 74,400
240	SUPPLIES & MATERIALS:	\$ 6,274	\$ 2,503	\$ 5,000
250	EQUIPMENT: <\$5000.00	\$ 25,424	\$ 5,000	\$ 3,900
271	DRUG TESTING	\$ -	\$ 80	\$ 160
290	MISCELLANEOUS:	\$ 5,742	\$ 3,299	\$ 10,399
TOTAL OPERATIONS		\$ 181,875	\$ 129,782	\$ 144,579

UTILITIES				
	Power	\$ -	\$ -	\$ -
	Water/ Sewer	\$ -	\$ -	\$ -
363	Telephone (UCS/Overseas/Service/Maintenance)	\$ -	\$ -	\$ -
TOTAL UTILITIES		\$ -	\$ -	\$ -

INDIRECT COST		\$ -	\$ -	\$ -
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450	CAPITAL OUTLAY >\$5000.01	\$ -	\$ -	\$ -
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TOTAL APPROPRIATIONS		\$ 1,407,337	\$ 1,692,342	\$ 1,829,419
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1/ Specify Fund Source

FULL TIME EQUIVALENCIES (FTEs)			
UNCLASSIFIED	0	0	0
CLASSIFIED	14	14	14
TOTAL FTEs	14	14	14

*Inclusive of Retired Attorney contract.

Agency: PUBLIC DEFENDER SERVICE CORPORATION
Program: ALTERNATE PUBLIC DEFENDER - ATTORNEYS

Budget Account Code	Appropriation Classification	A	B	C
		FY2023 Expenditures & Encumbrances	FY2024 Appropriated Level	FY2025 Proposed Budget

PERSONNEL SERVICES

111	Regular Salaries/Increments/Special Pay	\$ 595,803	\$ 724,120	\$ 743,212
111	Bonus	\$ 20,853	\$ 25,344	\$ 26,012
112	Overtime/Special Pay	\$ -	\$ -	\$ -
113	Benefits	\$ 214,202	\$ 231,090	\$ 246,578
TOTAL PERSONNEL SERVICES		\$ 830,858	\$ 980,554	\$ 1,015,802

OPERATIONS

220	TRAVEL - Off-Island/Local Mileage Reimburs.	\$ -	\$ -	\$ -
230	CONTRACTUAL SERVICES:	\$ 32,574	\$ 32,574	\$ 29,257
233	OFFICE SPACE RENTAL:	\$ 66,096	\$ 66,096	\$ 74,400
240	SUPPLIES & MATERIALS:	\$ 1,876	\$ 1,876	\$ 1,000
250	EQUIPMENT: <\$5000.00	\$ -	\$ -	\$ -
271	DRUG TESTING	\$ 160	\$ 160	\$ 160
290	MISCELLANEOUS:	\$ 9,499	\$ 9,499	\$ 10,249
TOTAL OPERATIONS		\$ 110,205	\$ 110,205	\$ 115,066

UTILITIES

	Power	\$ -	\$ -	\$ -
	Water/ Sewer	\$ -	\$ -	\$ -
363	Telephone Utility/Hardware/Maintenance	\$ -	\$ -	\$ -
TOTAL UTILITIES		\$ -	\$ -	\$ -

INDIRECT COST

450	CAPITAL OUTLAY >\$5000.01	\$ -	\$ -	\$ -
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TOTAL APPROPRIATIONS	\$ 941,063	\$ 1,090,759	\$ 1,130,868
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1/ Specify Fund Source

FULL TIME EQUIVALENCIES (FTEs)

UNCLASSIFIED	0	0	0
CLASSIFIED	6	6	6
TOTAL FTEs	6	6	6

NOTE 1: Contractual obligations, as follows:

- Malpractice Insurance \$3376
- Westlaw \$16,600 (renewal)
- Lease/Maintenance of Copier Machines \$5,100
- AbacusLaw 6 ea x \$633 = 3798
- Carbonite Backup Server Essentials \$462
- Microsoft Exchange Mail Server \$997
- Contents Insurance \$975
- Network Security (Sonicwall) \$1,861
- Domain Name Server Host \$1,500
- Foxit PDF License \$600
- Fiber Optic Service \$2,393

NOTE 3: Replace inoperable/obsolete computers

NOTE 4: Miscellaneous, as follows:

- Guam Bar Dues 6 X \$450 = 2,700
- Conference/Training Fees/CLE \$5,000
- NACDL Annual Dues \$200
- Legal subscriptions/updates/current \$500
- Publication for RFP/JOB/BID \$1,200
- Zoom Video Conference Subscription \$149

NOTE 5: Telephone Utility (UCS/Video/Conf/Maintenance Upgrade)

FUNCTIONAL AREA:

DEPARTMENT/AGENCY: ALTERNATE PUBLIC DEFENDER

**Government of Guam
Fiscal Year 2025
Agency Staffing Pattern
(PROPOSED)**

[BBMR SP-1]

PROGRAM: ATTORNEYS

FUND:

Input by Department										Input by Department									
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)		(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)	(R)	(S)
No.	Position Number	Position Title	Name of Incumbent	Grade / Step	Salary	Overtime	Special*	Increment		(E+F+G+I) Subtotal	Retirement (J *29.43%)	Retire (DDI) (\$19.01*26PP)	SS (6.2%*J)	Medicare (1.45%*J)	Life Insurance	Benefits		Total Benefits (K thru Q)	(J + R) TOTAL
								Date	Amt.							Medical (Premium)	Dental (Premium)		
1	APD-100	MANAGING ATTY AL-5	Ana Maria C. Gayle	AL-5-10+	\$ 170,927	\$ -	\$ -	03/27/2026		\$ 170,927	\$ 50,304	\$ -	\$ -	\$ 2,478	\$ 183	\$ 5,709	\$ 328	\$ 59,002	\$ 229,929
2	APD-101	ATTORNEY L-4	Peter J. Santos	AL4-8	\$ 130,663	\$ -	\$ 440	12/16/2024	\$ 6,087	\$ 137,190	\$ 40,245	\$ -	\$ -	\$ 1,989	\$ 183	\$ 5,709	\$ 328	\$ 48,455	\$ 185,644
3	APD-102	ATTORNEY L-4	Leonardo M. Rapadas	AL4-10+	\$ 150,703	\$ -	\$ 440	04/02/2026	\$ -	\$ 151,143	\$ 44,352	\$ -	\$ -	\$ 2,192	\$ 183	\$ -	\$ -	\$ 46,726	\$ 197,869
4	APD-103	ATTORNEY L-4	<i>*In Recruitment (R. DIRKX)</i>	AL4-5	\$ 110,431	\$ -	\$ -		\$ -	\$ 110,431	\$ 32,500	\$ -	\$ -	\$ 1,601	\$ -	\$ -	\$ -	\$ 34,101	\$ 144,532
5	APD-108	ATTORNEY L-3	Tyler R. Scott	AL3-4	\$ 91,760	\$ -	\$ 440	06/05/2025	\$ 1,832	\$ 94,032	\$ 27,544	\$ 494	\$ -	\$ 1,363	\$ 183	\$ 3,994	\$ 298	\$ 33,876	\$ 127,908
6	APD-111	ATTORNEY L-2	<i>*Vacant</i>	AL2-4	\$ 79,050	\$ -	\$ 440		\$ -	\$ 79,490	\$ 23,264	\$ -	\$ -	\$ 1,153	\$ -	\$ -	\$ -	\$ 24,417	\$ 103,907
Grand Total:				----	\$ 733,533	\$ -	\$ 1,760		\$ 7,919	\$ 743,212	\$ 218,209	\$ 494	\$ -	\$ 10,777	\$ 731	\$ 15,412	\$ 955	\$ 246,578	\$ 989,790

* Night Differential/Hazardous/Worker's Compensation/etc.

1/ FY 2025 GovGuam contribution rate of 29.43% for the Government of Guam Retirement is subject to change.

2/ FY 2025 GovGuam contribution rate of \$19.01 (bi-weekly) for DDI is subject to change.

3/ FY 2025 GovGuam contribution rate of \$183 (per annum) for Life Insurance is subject to change.

**No. 4 Position - Underfilled by Retired Attorney Richard Dirks.*

Input by Department											
Special Pay Categories											
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	
No.	Position Number	Position Title	Name of Incumbent	Overtime Pay	1/	2/	3/	4/	5/	6/	(D+E+F+G+H+I+J) Subtotal
					Night Differential Reg + 10%	Hazard 10%	Hazard 8%	Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%	
1	APD-100	MANAGING ATTY AL-5	Ana Maria C. Gayle	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2	APD-101	ATTORNEY L-4	Peter J. Santos	\$ -	\$ 440	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 440
3	APD-102	ATTORNEY L-4	Leonardo M. Rapadas	\$ -	\$ 440	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 440
4	APD-103	ATTORNEY L-4	<i>*In Recruitment (R. DIRKX)</i>	\$ -	\$ 440	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 440
5	APD-108	ATTORNEY L-3	Tyler R. Scott	\$ -	\$ 440	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 440
6	APD-111	ATTORNEY L-2	<i>*Vacant</i>	\$ -	\$ 440	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 440
Grand Total:				\$ -	\$ 2,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,200

1/ 110% of reg. rate, applicable from 6pm- 6am.

2/ Applies to law enforcement personnels

3/ Applies to solid waste employees

4/ 1 ½ of reg. rate of pay from 12am Friday to 12 midnight Sunday

5/ 1 ½ of reg. rate of pay on daily work exceeding 8 hours

6/ Applicable only to GFD ambulatory service personnel. 15% of reg. rate of pay

FUNCTIONAL AREA:

DEPARTMENT/AGENCY: ALTERNATE PUBLIC DEFENDER

**Government of Guam
Fiscal Year 2024
Agency Staffing Pattern
(CURRENT)**

[BBMR SP-1]

PROGRAM: ATTORNEYS

FUND:

Input by Department										Input by Department									
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)		(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)	(R)	(S)
No.	Position Number	Position Title	Name of Incumbent	Grade / Step	Salary	Overtime	Special*	Increment		(E+F+G+H) Subtotal	Retirement (J *29.43%)	Retire (DDI) (\$19.01*26PP)	SS (6.2%*J)	Medicare (1.45%*J)	Life Insurance	Benefits		Total Benefits (K thru Q)	(J + R) TOTAL
								Date	Amt.							Medical (Premium)	Dental (Premium)		
1	APD-100	MANAGING ATTY AL-5	Ana Maria C. Gayle	AL5-10	\$ 165,788	\$ -	\$ -	03/27/2024	\$ 2,570	\$ 168,358	\$ 49,548	\$ -	\$ -	\$ 2,441	\$ 183	\$ 5,709	\$ 328	\$ 58,209	\$ 226,567
2	APD-101	ATTORNEY L-4	Peter J. Santos	AL4-8	\$ 130,663	\$ -	\$ 440		\$ -	\$ 131,103	\$ 38,454	\$ -	\$ -	\$ 1,901	\$ 183	\$ 5,709	\$ 328	\$ 46,575	\$ 177,678
3	APD-102	ATTORNEY L-4	Leonardo M. Rapadas	AL4-10	\$ 146,171	\$ -	\$ 440	04/02/2024	\$ 2,091	\$ 148,702	\$ 43,634	\$ -	\$ -	\$ 2,156	\$ 183	\$ -	\$ -	\$ 45,973	\$ 194,675
4	APD-103	ATTORNEY L-4	<i>*In Recruitment (R. DIRKX)</i>	AL4-5	\$ 110,431	\$ -	\$ -		\$ -	\$ 110,431	\$ 32,500	\$ -	\$ -	\$ 1,601	\$ -	\$ -	\$ -	\$ 34,101	\$ 144,532
5	APD-108	ATTORNEY L-3	Tyler R. Scott	AL3-3	\$ 88,593	\$ -	\$ 440	06/05/2024	\$ 1,096	\$ 90,129	\$ 26,396	\$ -	\$ -	\$ 1,307	\$ 183	\$ 3,994	\$ 298	\$ 32,177	\$ 122,306
6	APD-111	ATTORNEY L-2	Theresa C. Dunphy	AL2-2	\$ 73,688	\$ -	\$ 440	08/30/2024	\$ 304	\$ 74,432	\$ 21,776	\$ -	\$ -	\$ 1,079	\$ -	\$ -	\$ -	\$ 22,855	\$ 97,287
			Grand Total:	----	\$ 715,334	\$ -	\$ 1,760		\$ 6,061	\$ 723,155	\$ 212,307	\$ -	\$ -	\$ 10,486	\$ 731	\$ 15,412	\$ 955	\$ 239,890	\$ 963,045

* Night Differential/Hazardous/Worker's Compensation/etc.
 1/ FY 2024 GovGuam contribution rate of 29.43% for the Government of Guam Retirement is subject to change.
 2/ FY 2024 GovGuam contribution rate of \$19.01 (bi-weekly) for DDI is subject to change.
 3/ FY 2024 GovGuam contribution rate of \$183 (per annum) for Life Insurance is subject to change.

**No. 4 Position - Underfilled by Retired Attorney Richard Dirks.*

Input by Department											
Special Pay Categories											
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	
No.	Position Number	Position Title	Name of Incumbent	Overtime Pay	1/	2/	3/	4/	5/	6/	(D+E+F+G+H+I+J) Subtotal
					Night Differential Reg + 10%	Hazard 10%	Hazard 8%	Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%	
1	APD-100	MANAGING ATTY AL-5	Ana Maria C. Gayle	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2	APD-101	ATTORNEY L-4	Peter J. Santos	\$ -	\$ 440	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 440
3	APD-102	ATTORNEY L-4	Leonardo M. Rapadas	\$ -	\$ 440	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 440
4	APD-103	ATTORNEY L-4	<i>*In Recruitment (R. DIRKX)</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5	APD-108	ATTORNEY L-3	Tyler R. Scott	\$ -	\$ 440	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 440
6	APD-111	ATTORNEY L-2	Theresa C. Dunphy	\$ -	\$ 440	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 440
			Grand Total:	\$ -	\$ 1,760	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,760

1/ 110% of reg. rate, applicable from 6pm- 6am.
 2/ Applies to law enforcement personnels
 3/ Applies to solid waste employees
 4/ 1 ½ of reg. rate of pay from 12am Friday to 12 midnight Sunday
 5/ 1 ½ of reg. rate of pay on daily work exceeding 8 hours
 6/ Applicable only to GFD ambulatory service personnel. 15% of reg. rate of pay

Agency: PUBLIC DEFENDER SERVICE CORPORATION
 Program: ALTERNATE PUBLIC DEFENDER - INVESTIGATIVE SERVICES

Budget Account Code	Appropriation Classification	A	B	C
		FY2023 Expenditures & Encumbrances	FY2024 Appropriated Level	FY2025 Proposed Budget

PERSONNEL SERVICES				
111	Regular Salaries/Increments/Special Pay	\$ 128,309	\$ 145,339	\$ 147,369
111	Bonus	\$ 4,491	\$ 5,087	\$ 5,158
112	Overtime/Special Pay	\$ -	\$ -	
113	Benefits	\$ 56,066	\$ 44,598	\$ 51,807
TOTAL PERSONNEL SERVICES		\$ 188,866	\$ 195,024	\$ 204,334

OPERATIONS				
220	TRAVEL - Off-Island/Local Mileage Reimburs.	\$ -	\$ -	\$ -
230	CONTRACTUAL SERVICES:	\$ 3,881	\$ 3,881	\$ 4,907
233	OFFICE SPACE RENTAL:	\$ -	\$ -	\$ -
240	SUPPLIES & MATERIALS:	\$ 1,443	\$ 1,443	\$ 1,000
250	EQUIPMENT: <\$5000.00	\$ -	\$ -	\$ -
271	DRUG TESTING	\$ -	\$ -	\$ -
290	MISCELLANEOUS:	\$ 100	\$ 100	\$ 100
TOTAL OPERATIONS		\$ 5,424	\$ 5,424	\$ 6,007

UTILITIES				
	Power	\$ -	\$ -	\$ -
	Water/ Sewer	\$ -	\$ -	\$ -
363	Telephone Utility/Hardware/Maintenance	\$ 944	\$ 650	\$ -
TOTAL UTILITIES		\$ 944	\$ 650	\$ -

INDIRECT COST		\$ -	\$ -	\$ -
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450	CAPITAL OUTLAY >\$5000.01	\$ -	\$ -	\$ -
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TOTAL APPROPRIATIONS		\$ 195,234	\$ 201,098	\$ 210,341
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1/ Specify Fund Source

FULL TIME EQUIVALENCIES (FTEs)			
UNCLASSIFIED	0	0	0
CLASSIFIED	2	2	2
TOTAL FTEs	2	2	2

NOTE 1: Contractual obligations, as follows:

- AbacusLaw \$1068
- Carbonite Backup Server Essentials \$154
- Microsoft Exchange Mail Server \$332
- Notary Bond \$800
- Network Security/Sonic Wall \$565
- Foxit PDF License Renewal \$164
- Fiber Optic Service (Internet/Phone) \$798

NOTE 2: Miscellaneous - Process Server License Renewals \$100

NOTE 3: Telephone Utility (UCS/Video/Conf/Maintenance Upgrade)

**Government of Guam
Fiscal Year 2025
Agency Staffing Pattern
(PROPOSED)**

[BBMR SP-1]

FUNCTIONAL AREA:

DEPARTMENT/AGENCY: ALTERNATE PUBLIC DEFENDER

PROGRAM: INVESTIGATIVE SERVICES

FUND:

Input by Department										Input by Department									
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)		(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)	(R)	(S)
No.	Position Number	Position Title	Name of Incumbent	Grade / Step	Salary	Overtime	Special*	Increment		(E+F+G+I) Subtotal	Benefits					Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL
								Date	Amt.		Retirement (J *29.43%)	Retire (DDI) (\$19.01*26PP)	SS (6.2%*J)	Medicare (1.45%*J)	Life Insurance				
1	APD-104	INVESTIGATOR II	ROSALYN S. GUTIERREZ	ML04-11	\$ 74,034	\$ -	\$ 360	06/09/2025	\$ 797	\$ 75,191	\$ 22,129	\$ -	\$ -	\$ 1,090	\$ -	\$ -	\$ -	\$ 23,219	\$ 98,410
2	APD-109	INVESTIGATOR II	JULIE ANN G. SABLAN	ML04-10	\$ 71,529	\$ -	\$ 360	08/14/2025	\$ 289	\$ 72,178	\$ 21,242	\$ -	\$ -	\$ 1,047	\$ 183	\$ 6,116	\$ -	\$ 28,588	\$ 100,766
			Grand Total:		\$ 145,563	\$ -	\$ 720	---	\$ 1,086	\$ 147,369	\$ 43,371	\$ -	\$ -	\$ 2,137	\$ 183	\$ 6,116	\$ -	\$ 51,807	\$ 199,176

* Night Differential/Hazardous/Worker's Compensation/etc.

1/ FY 2025 GovGuam contribution rate of 29.43% for the Government of Guam Retirement is subject to change.

2/ FY 2025 GovGuam contribution rate of \$19.01 (bi-weekly) for DDI is subject to change.

3/ FY 2025 GovGuam contribution rate of \$183 (per annum) for Life Insurance is subject to change.

Input by Department												
Special Pay Categories												
(A)	(B)	(C)	(D)	(E)			(F)	(G)	(H)	(I)	(J)	(K)
No.	Position Number	Position Title	Name of Incumbent	Overtime Pay	Night Differential	Hazard	Hazard	Sunday	Nurse	EMT	(D+E+F+G+H+I+J) Subtotal	
					Reg + 10%	10%	8%	Pay 1.5	Pay 1.5	Pay 15%		
1	APD-104	INVESTIGATOR II	ROSALYN S. GUTIERREZ	\$ -	\$ 360	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 360	
2	APD-109	INVESTIGATOR II	JULIE ANN G. SABLAN	\$ -	\$ 360	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 360	
			Grand Total:	\$ -	\$ 720	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 720	

1/ 110% of reg. rate, applicable from 6pm- 6am.

2/ Applies to law enforcement personnels

3/ Applies to solid waste employees

4/ 1 ½ of reg. rate of pay from 12am Friday to 12 midnight Sunday

5/ 1 ½ of reg. rate of pay on daily work exceeding 8 hours

6/ Applicable only to GFD ambulatory service personnel. 15% of reg. rate of pay

**Government of Guam
Fiscal Year 2024
Agency Staffing Pattern
(CURRENT)**

[BBMR SP-1]

FUNCTIONAL AREA:

DEPARTMENT/AGENCY: ALTERNATE PUBLIC DEFENDER

PROGRAM: INVESTIGATIVE SERVICES

FUND:

Input by Department										Input by Department									
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)		(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)	(R)	(S)
No.	Position Number	Position Title	Name of Incumbent	Grade / Step	Salary	Overtime	Special*	Increment		(E+F+G+I) Subtotal	Benefits					Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL
								Date	Amt.		Retirement (J *29.43%)	Retire (DDI) (\$19.01*26PP)	SS (6.2%*J)	Medicare (1.45%*J)	Life Insurance				
1	APD-104	INVESTIGATOR II	ROSALYN S. GUTIERREZ	ML04-11	\$ 74,034	\$ -	\$ 360		\$ -	\$ 74,394	\$ 21,894	\$ -	\$ -	\$ 1,079	\$ -	\$ -	\$ -	\$ 22,973	\$ 97,366
2	APD-109	INVESTIGATOR II	JULIE ANN G. SABLAN	ML04-10	\$ 71,529	\$ -	\$ 360		\$ -	\$ 71,889	\$ 21,157	\$ -	\$ -	\$ 1,042	\$ 183	\$ 6,116	\$ -	\$ 28,499	\$ 100,388
			Grand Total:		\$ 145,563	\$ -	\$ 720	---	\$ -	\$ 146,283	\$ 43,051	\$ -	\$ -	\$ 2,121	\$ 183	\$ 6,116	\$ -	\$ 51,471	\$ 197,755

* Night Differential/Hazardous/Worker's Compensation/etc.
 1/ FY 2024 GovGuam contribution rate of 29.43% for the Government of Guam Retirement is subject to change.
 2/ FY 2024 GovGuam contribution rate of \$19.01 (bi-weekly) for DDI is subject to change.
 3/ FY 2024 GovGuam contribution rate of \$183 (per annum) for Life Insurance is subject to change.

Input by Department												
Special Pay Categories												
(A)	(B)	(C)	(D)	(E)			(F)	(G)	(H)	(I)	(J)	(K)
No.	Position Number	Position Title	Name of Incumbent	Overtime Pay	Night Differential	Hazard	Hazard	Sunday	Nurse	EMT	(D+E+F+G+H+I+J) Subtotal	
					Reg + 10%	10%	8%	Pay 1.5	Pay 1.5	Pay 15%		
1	APD-104	INVESTIGATOR II	ROSALYN S. GUTIERREZ	\$ -	\$ 360	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 360	
2	APD-109	INVESTIGATOR II	JULIE ANN G. SABLAN	\$ -	\$ 360	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 360	
			Grand Total:	\$ -	\$ 720	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 720	

1/ 110% of reg. rate, applicable from 6pm- 6am.
 2/ Applies to law enforcement personnels
 3/ Applies to solid waste employees
 4/ 1 ½ of reg. rate of pay from 12am Friday to 12 midnight Sunday
 5/ 1 ½ of reg. rate of pay on daily work exceeding 8 hours
 6/ Applicable only to GFD ambulatory service personnel. 15% of reg. rate of pay

Agency: PUBLIC DEFENDER SERVICE CORPORATION
 Program: ALTERNATE PUBLIC DEFENDER - LEGAL SECRETARIAL SERVICES

Budget Account Code	Appropriation Classification	A	B	C
		FY2023 Expenditures & Encumbrances	FY2024 Appropriated Level	FY2025 Proposed Budget
PERSONNEL SERVICES				
111	Regular Salaries/Increments/Special Pay	\$ 79,942	\$ 79,424	\$ 82,153
111	Bonus	\$ 2,798	\$ 2,780	\$ 2,875
112	Overtime/Special Pay	\$ -	\$ -	
113	Benefits	\$ 43,835	\$ 35,951	\$ 43,419
	TOTAL PERSONNEL SERVICES	\$ 126,575	\$ 118,155	\$ 128,447
OPERATIONS				
220	TRAVEL - Off-Island/Local Mileage Reimburs.	\$ -	\$ -	\$ -
230	CONTRACTUAL SERVICES:	\$ 2,216	\$ 3,481	\$ 4,907
233	OFFICE SPACE RENTAL:	\$ -	\$ -	\$ -
240	SUPPLIES & MATERIALS:	\$ 1,595	\$ 1,443	\$ 1,000
250	EQUIPMENT: <\$5000.00	\$ -	\$ -	\$ -
271	DRUG TESTING	\$ -	\$ -	\$ -
290	MISCELLANEOUS:	\$ -	\$ -	\$ -
	TOTAL OPERATIONS	\$ 3,811	\$ 4,924	\$ 5,907
UTILITIES				
	Power	\$ -	\$ -	\$ -
	Water/ Sewer	\$ -	\$ -	\$ -
363	Telephone Utility/Hardware/Maintenance	\$ 944	\$ 650	\$ -
	TOTAL UTILITIES	\$ 944	\$ 650	\$ -
	INDIRECT COST	\$ -	\$ -	\$ -
450	CAPITAL OUTLAY >\$5000.01	\$ -	\$ -	\$ -
	TOTAL APPROPRIATIONS	\$ 131,330	\$ 123,729	\$ 134,354

1/ Specify Fund Source

FULL TIME EQUIVALENCIES (FTEs)			
UNCLASSIFIED		0	0
CLASSIFIED		2	2
TOTAL FTEs		2	2

NOTE 1: Contractual obligations, as follows:

- AbacusLaw \$566 @ 2 EA
- Carbonite Backup Server Essentials \$200
- Microsoft Exchange Mail Server \$432
- Notary Bond \$170
- Network Security/Sonic Wall \$260
- Foxit PDF License Renewal \$88 @ 2 EA
- Fiber Optic Service (Internet/Phone) \$798

**Government of Guam
Fiscal Year 2025
Agency Staffing Pattern
(PROPOSED)**

[BBMR SP-1]

FUNCTIONAL AREA:

DEPARTMENT/AGENCY: ALTERNATE PUBLIC DEFENDER

PROGRAM: LEGAL SECRETARIAL

FUND:

Input by Department										Input by Department										
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)		(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)	(R)	(S)	
No.	Position Number	Position Title	Name of Incumbent	Grade / Step	Salary	Overtime	Special*	Increment		(E+F+G+I) Subtotal	Benefits						Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL
								Date	Amt.		Retirement (J *29.43%)	Retire (DDI) (\$19.01*26PP)	SS (6.2%*J)	Medicare (1.45%*J)	Life Insurance					
1	APD-105	LEGAL SECRETARY III	JOYLEEN G. SANCHEZ	J-3	\$ 41,162	\$ -	\$ -	8/15/2025	\$ 180	\$ 41,342	\$ 12,167	\$ 494	\$ -	\$ 599	\$ 183	\$ 6,928	\$ 393	\$ 20,765	\$ 62,107	
2	APD-106	LEGAL SECRETARY I	LEONA S. WEAVER	H-7	\$ 40,761	\$ -	\$ -	9/11/2025	\$ 50	\$ 40,811	\$ 12,011	\$ -	\$ -	\$ 592	\$ 183	\$ 9,339	\$ 530	\$ 22,654	\$ 63,465	
Grand Total:					\$ 81,923	\$ -	\$ -		\$ 230	\$ 82,153	\$ 24,178	\$ 494	\$ -	\$ 1,191	\$ 366	\$ 16,268	\$ 923	\$ 43,419	\$ 125,572	

* Night Differential/Hazardous/Worker's Compensation/etc.

1/ FY 2025 GovGuam contribution rate of 29.43% for the Government of Guam Retirement is subject to change.

2/ FY 2025 GovGuam contribution rate of \$19.01 (bi-weekly) for DDI is subject to change.

3/ FY 2025 GovGuam contribution rate of \$183 (per annum) for Life Insurance is subject to change.

Input by Department												
Special Pay Categories												
(A)	(B)	(C)	(D)	(E)			(F)	(G)	(H)	(I)	(J)	(K)
No.	Position Number	Position Title	Name of Incumbent	Overtime Pay	Night Differential Reg + 10%	Hazard 10%	Hazard 8%	Nurse Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%	(D+E+F+G+H+I+J) Subtotal	
											1/	2/
1	APD-105	LEGAL SECRETARY III	JOYLEEN G. SANCHEZ	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2	APD-106	LEGAL SECRETARY I	LEONA S. WEAVER	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grand Total:				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

1/ 110% of reg. rate, applicable from 6pm- 6am.

2/ Applies to law enforcement personnels

3/ Applies to solid waste employees

4/ 1 ½ of reg. rate of pay from 12am Friday to 12 midnight Sunday

5/ 1 ½ of reg. rate of pay on daily work exceeding 8 hours

6/ Applicable only to GFD ambulatory service personnel. 15% of reg. rate of pay

**Government of Guam
Fiscal Year 2024
Agency Staffing Pattern
(CURRENT)**

[BBMR SP-1]

FUNCTIONAL AREA:

DEPARTMENT/AGENCY: ALTERNATE PUBLIC DEFENDER

PROGRAM: LEGAL SECRETARIAL

FUND:

Input by Department										Input by Department										
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)		(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)	(R)	(S)	
No.	Position Number	Position Title	Name of Incumbent	Grade / Step	Salary	Overtime	Special*	Increment		(E+F+G+I) Subtotal	Benefits						Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL
								Date	Amt.		Retirement (J *29.43%)	Retire (DDI) (\$19.01*26PP)	SS (6.2%*J)	Medicare (1.45%*J)	Life Insurance					
1	APD-105	LEGAL SECRETARY III	JOYLEEN G. SANCHEZ	J-2	\$ 39,658	\$ -	\$ -	8/15/2024	\$ 174	\$ 39,832	\$ 11,722	\$ 494	\$ -	\$ 578	\$ 183	\$ 6,928	\$ 393	\$ 20,298	\$ 60,130	
2	APD-106	LEGAL SECRETARY I	LEONA S. WEAVER	H-6	\$ 39,273	\$ -	\$ -	3/11/2024	\$ 801	\$ 40,074	\$ 11,794	\$ -	\$ -	\$ 581	\$ 183	\$ 9,339	\$ 530	\$ 22,427	\$ 62,501	
Grand Total:					\$ 78,931	\$ -	\$ -		\$ 975	\$ 79,906	\$ 23,516	\$ 494	\$ -	\$ 1,159	\$ 366	\$ 16,268	\$ 923	\$ 42,725	\$ 122,631	

* Night Differential/Hazardous/Worker's Compensation/etc.
 1/ FY 2024 GovGuam contribution rate of 29.43% for the Government of Guam Retirement is subject to change.
 2/ FY 2024 GovGuam contribution rate of \$19.01 (bi-weekly) for DDI is subject to change.
 3/ FY 2024 GovGuam contribution rate of \$183 (per annum) for Life Insurance is subject to change.

Input by Department												
Special Pay Categories												
(A)	(B)	(C)	(D)	(E)			(F)	(G)	(H)	(I)	(J)	(K)
No.	Position Number	Position Title	Name of Incumbent	Overtime Pay	Night Differential Reg + 10%	Hazard 10%	Hazard 8%	Nurse Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%	(D+E+F+G+H+I+J) Subtotal	
											1/	2/
1	APD-105	LEGAL SECRETARY III	JOYLEEN G. SANCHEZ	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2	APD-106	LEGAL SECRETARY I	LEONA S. WEAVER	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grand Total:				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

1/ 110% of reg. rate, applicable from 6pm- 6am.
 2/ Applies to law enforcement personnels
 3/ Applies to solid waste employees
 4/ 1 ½ of reg. rate of pay from 12am Friday to 12 midnight Sunday
 5/ 1 ½ of reg. rate of pay on daily work exceeding 8 hours
 6/ Applicable only to GFD ambulatory service personnel. 15% of reg. rate of pay

Agency: PUBLIC DEFENDER SERVICE CORPORATION
Program: ALTERNATE PUBLIC DEFENDER - LEGAL CLERICAL SERVICES

Budget Account Code	Appropriation Classification	A	B	C
		FY2023 Expenditures & Encumbrances	FY2024 Appropriated Level	FY2025 Proposed Budget

PERSONNEL SERVICES				
111	Regular Salaries/Increments/Special Pay	\$ 42,931	\$ 79,424	\$ 79,871
111	Bonus	\$ 1,503	\$ 2,780	\$ 2,795
112	Overtime	\$ -	\$ -	\$ -
113	Benefits	\$ 16,014	\$ 27,995	\$ 34,600
TOTAL PERSONNEL SERVICES		\$ 60,448	\$ 110,199	\$ 117,267

OPERATIONS				
220	TRAVEL - Off-Island/Local Mileage Reimburs.	\$ -	\$ -	\$ -
230	CONTRACTUAL SERVICES:	\$ 3,081	\$ 3,081	\$ 4,907
233	OFFICE SPACE RENTAL:	\$ -	\$ -	\$ -
240	SUPPLIES & MATERIALS:	\$ 1,443	\$ 1,443	\$ 1,000
250	EQUIPMENT: <\$5000.00	\$ -	\$ -	\$ -
271	DRUG TESTING	\$ -	\$ -	\$ -
290	MISCELLANEOUS:	\$ 50	\$ 50	\$ 50
TOTAL OPERATIONS		\$ 4,574	\$ 4,574	\$ 5,957

UTILITIES				
	Power	\$ -	\$ -	\$ -
	Water/ Sewer	\$ -	\$ -	\$ -
363	Telephone Utility/Hardware/Maintenance	\$ 944	\$ 650	\$ -
TOTAL UTILITIES		\$ 944	\$ 650	\$ -

INDIRECT COST				
		\$ -	\$ -	\$ -

450	CAPITAL OUTLAY >\$5000.01	\$ -	\$ -	\$ -
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TOTAL APPROPRIATIONS		\$ 65,966	\$ 115,423	\$ 123,224
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1/ Specify Fund Source

FULL TIME EQUIVALENCIES (FTEs)				
UNCLASSIFIED		0	0	0
CLASSIFIED		2	2	2
TOTAL FTEs		2	2	2

NOTE 1: Contractual obligations, as follows:

- AbacusLaw \$1068
- Carbonite Backup Server Essentials \$154
- Microsoft Exchange Mail Server \$332
- Network Security/Sonic Wall \$565
- Foxit PDF License Renewal \$164
- Fiber Optic Service (Internet/Phone) \$798

NOTE 2: Miscellaneous - Process Server License Renewals \$50

NOTE 3: Telephone Utility (UCS/Video/Conf/Maintenance Upgrade)

**Government of Guam
Fiscal Year 2025
Agency Staffing Pattern
(PROPOSED)**

[BBMR SP-1]

FUNCTIONAL AREA:

DEPARTMENT/AGENCY: ALTERNATE PUBLIC DEFENDER

PROGRAM: LEGAL CLERICAL

FUND:

Input by Department										Input by Department									
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)		(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)	(R)	(S)
No.	Position Number	Position Title	Name of Incumbent	Grade / Step	Salary	Overtime	Special*	Increment		(E+F+G+I) Subtotal	Benefits						Total Benefits (K thru Q)	(J + R) TOTAL	
								Date	Amt.		Retirement (J *29.43%)	Retire (DDI) (\$19.01*26PP)	SS (6.2%*J)	Medicare (1.45%*J)	Life Insurance	Medical (Premium)			Dental (Premium)
1	APD-107	LEGAL CLERK III	MICHAEL S. BORRETA	1-12	\$ 51,380	\$ -	\$ -	10/9/2025	\$ -	\$ 51,380	\$ 15,121	\$ 494	\$ -	\$ 745	\$ 183	\$ 3,994	\$ 297	\$ 20,834	\$ 72,214
2	APD-110	LEGAL CLERK I	ALITHIA AYUYU (LTA)	F-1	\$ 28,491	\$ -	\$ -		\$ -	\$ 28,491	\$ 8,385	\$ 494	\$ -	\$ 413	\$ 183	\$ 3,994	\$ 297	\$ 13,766	\$ 42,257
Grand Total:				---	\$ 79,871	\$ -	\$ -		\$ -	\$ 79,871	\$ 23,506	\$ 989	\$ -	\$ 1,158	\$ 366	\$ 7,988	\$ 595	\$ 34,600	\$ 114,471

* Night Differential/Hazardous/Worker's Compensation/etc.

1/ FY 2025 GovGuam contribution rate of 29.43% for the Government of Guam Retirement is subject to change.

2/ FY 2025 GovGuam contribution rate of \$19.01 (bi-weekly) for DDI is subject to change.

3/ FY 2025 GovGuam contribution rate of \$183 (per annum) for Life Insurance is subject to change.

Input by Department												
Special Pay Categories												
(A)	(B)	(C)	(D)	(E)			(F)	(G)	(H)	(I)	(J)	(K)
No.	Position Number	Position Title	Name of Incumbent	Overtime Pay	1/	2/	3/	4/	5/	6/	(D+E+F+G+H+I+J) Subtotal	
					Night Differential Reg + 10%	Hazard 10%	Hazard 8%	Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%		
1	APD-107	LEGAL CLERK III	MICHAEL S. BORRETA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
2	APD-110	LEGAL CLERK I	ALITHIA AYUYU (LTA)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Grand Total:				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

1/ 110% of reg. rate, applicable from 6pm- 6am.

2/ Applies to law enforcement personnels

3/ Applies to solid waste employees

4/ 1 ½ of reg. rate of pay from 12am Friday to 12 midnight Sunday

5/ 1 ½ of reg. rate of pay on daily work exceeding 8 hours

6/ Applicable only to GFD ambulatory service personnel. 15% of reg. rate of pay

**Government of Guam
Fiscal Year 2024
Agency Staffing Pattern
(CURRENT)**

[BBMR SP-1]

FUNCTIONAL AREA:

DEPARTMENT/AGENCY: ALTERNATE PUBLIC DEFENDER

PROGRAM: LEGAL CLERICAL

FUND:

Input by Department										Input by Department									
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)		(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)	(R)	(S)
No.	Position Number	Position Title	Name of Incumbent	Grade / Step	Salary	Overtime	Special*	Increment		(E+F+G+I) Subtotal	Retirement (J *29.43%)	Retire (DDI) (\$19.01*26PP)	SS (6.2%*J)	Medicare (1.45%*J)	Life Insurance	Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL
								Date	Amt.										
1	APD-107	LEGAL CLERK III	MICHAEL S. BORRETA	I-12	\$ 51,380	\$ -	\$ -	10/9/2025	\$ -	\$ 51,380	\$ 15,121	\$ 494	\$ -	\$ 745	\$ 183	\$ 3,994	\$ 297	\$ 20,834	\$ 72,214
2	APD-110	LEGAL CLERK I	ALITHIA AYUYU (LTA)	F-1	\$ 28,491	\$ -	\$ -		\$ -	\$ 28,491	\$ 8,385	\$ 494	\$ -	\$ 413	\$ 183	\$ 3,994	\$ 297	\$ 13,766	\$ 42,257
Grand Total:				---	\$ 79,871	\$ -	\$ -		\$ -	\$ 79,871	\$ 23,506	\$ 988	\$ -	\$ 1,158	\$ 366	\$ 7,988	\$ 595	\$ 34,600	\$ 114,471

* Night Differential/Hazardous/Worker's Compensation/etc.
 1/ FY 2024 GovGuam contribution rate of 29.43% for the Government of Guam Retirement is subject to change.
 2/ FY 2024 GovGuam contribution rate of \$19.01 (bi-weekly) for DDI is subject to change.
 3/ FY 2024 GovGuam contribution rate of \$183 (per annum) for Life Insurance is subject to change.

Input by Department											
Special Pay Categories											
(A)	(B)	(C)	(D)	(E)		(F)	(G)	(H)	(I)	(J)	(K)
No.	Position Number	Position Title	Name of Incumbent	Overtime Pay	1/	2/	3/	4/	5/	6/	(D+E+F+G+H+I+J) Subtotal
					Night Differential Reg + 10%	Hazard 10%	Hazard 8%	Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%	
1	APD-107	LEGAL CLERK I	MICHAEL S. BORRETA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2	APD-110	LEGAL CLERK I	Alithia Ayuyu (LTA)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grand Total:				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

1/ 110% of reg. rate, applicable from 6pm- 6am.
 2/ Applies to law enforcement personnels
 3/ Applies to solid waste employees
 4/ 1 1/2 of reg. rate of pay from 12am Friday to 12 midnight Sunday
 5/ 1 1/2 of reg. rate of pay on daily work exceeding 8 hours
 6/ Applicable only to GFD ambulatory service personnel. 15% of reg. rate of pay

Agency: PUBLIC DEFENDER SERVICE CORPORATION
 Program: ALTERNATE PUBLIC DEFENDER - ADMINISTRATIVE

Budget Account Code	Appropriation Classification	A	B	C
		FY2023 Expenditures & Encumbrances	FY2024 Appropriated Level	FY2025 Proposed Budget

PERSONNEL SERVICES

111	Regular Salaries/Increments/Special Pay	\$ 124,118	\$ 147,581	\$ 151,977
111	Bonus	\$ 4,344	\$ 5,165	\$ 5,319
112	Overtime	\$ -	\$ -	
113	Benefits	\$ 65,515	\$ 56,474	\$ 61,694
	TOTAL PERSONNEL SERVICES	\$ 193,977	\$ 209,220	\$ 218,990

OPERATIONS

220	TRAVEL - Off-Island/Local Mileage Reimburs.	\$ -	\$ -	\$ -
230	CONTRACTUAL SERVICES:	\$ 2,376	\$ 3,376	\$ 6,742
233	OFFICE SPACE RENTAL:	\$ -	\$ -	\$ -
240	SUPPLIES & MATERIALS:	\$ 1,443	\$ 1,443	\$ 1,000
250	EQUIPMENT: <\$5000.00	\$ -	\$ -	\$ 3,900
271	DRUG TESTING	\$ -	\$ -	\$ -
290	MISCELLANEOUS:	\$ -	\$ -	\$ -
	TOTAL OPERATIONS	\$ 3,819	\$ 4,819	\$ 11,642

UTILITIES

	Power	\$ -	\$ -	\$ -
	Water/ Sewer	\$ -	\$ -	\$ -
363	Telephone Utility/Hardware/Maintenance	\$ 944	\$ 650	\$ -
	TOTAL UTILITIES	\$ 944	\$ 650	\$ -

INDIRECT COST

		\$ -	\$ -	\$ -
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450	CAPITAL OUTLAY >\$5000.01	\$ -	\$ -	\$ -
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	TOTAL APPROPRIATIONS	\$ 198,740	\$ 214,689	\$ 230,632
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1/ Specify Fund Source

FULL TIME EQUIVALENCIES (FTEs)

UNCLASSIFIED	0	0	0
CLASSIFIED	2	3	3
TOTAL FTEs	2	3	3

NOTE 1: Contractual, as follows:

- Bamboo HR Advantage \$835
- AbacusLaw \$534
- Carbonite Backup Server Essentials \$77
- Microsoft Exchange Mail Server \$166
- Network Security/Sonic Wall \$283
- Fiber Optic Internet/Phone Service \$399
- Foxit PDF License \$82
- Security Surveillance and Camera Maintenance - \$1000

NOTE 2: Telephone Utility (UCS/Video/Conf/Maintenance Upgrade)

**Government of Guam
Fiscal Year 2025
Agency Staffing Pattern
(PROPOSED)**

[BBMR SP-1]

FUNCTIONAL AREA:

DEPARTMENT/AGENCY: ALTERNATE PUBLIC DEFENDER

PROGRAM: ADMINISTRATIVE

FUND:

Input by Department										Input by Department									
No.	(A) Position Number	(B) Position Title	(C) Name of Incumbent	(D) Grade / Step	(E) Salary	(F) Overtime	(G) Special*	(H) Increment		(J) (E+F+G+I) Subtotal	(K) Retirement (J *29.43%)	(L) Retire (DDI) (\$19.01*26PP)	(M) SS (6.2%*J)	(N) Medicare (1.45%*J)	(O) Life Insurance	Benefits		(R) Total Benefits (K thru Q)	(S) (J + R) TOTAL
								Date	Amt.							Medical (Premium)	Dental (Premium)		
1	APD-115	MANAGEMENT OFFICER	AUDRE K. HATTORI	M-6	\$ 60,365	\$ -	\$ -	2/21/2025	\$ 1,319	\$ 61,684	\$ 18,154	\$ -	\$ -	\$ 894	\$ 183	\$ 9,595	\$ 328	\$ 29,155	\$ 90,839
2	APD-112	ADMIN. ASSISTANT	JANET R. BAMBA	J-12	\$ 55,837	\$ -	\$ -	9/20/2025	\$ 68	\$ 55,905	\$ 16,453	\$ -	\$ -	\$ 811	\$ 183	\$ 3,994	\$ 298	\$ 21,738	\$ 77,643
3	APD-116	COMPUTER TECHNICIAN 1	SAYLOR G. JESUS	H-2	\$ 33,845	\$ -	\$ -	4/20/2025	\$ 542	\$ 34,387	\$ 10,120	\$ -	\$ -	\$ 499	\$ 183	\$ -	\$ -	\$ 10,802	\$ 45,189
Grand Total:					\$ 150,047	\$ -	\$ -		\$ 1,930	\$ 151,977	\$ 44,727	\$ -	\$ -	\$ 2,204	\$ 548	\$ 13,589	\$ 626	\$ 61,694	\$ 213,671

* Night Differential/Hazardous/Worker's Compensation/etc.
 1/ FY 2025 GovGuam contribution rate of 29.43% for the Government of Guam Retirement is subject to change.
 2/ FY 2025 GovGuam contribution rate of \$19.01 (bi-weekly) for DDI is subject to change.
 3/ FY 2025 GovGuam contribution rate of \$183 (per annum) for Life Insurance is subject to change.

Input by Department												
No.	(A) Position Number	(B) Position Title	(C) Name of Incumbent	Special Pay Categories							(K) (D+E+F+G+H+I+J) Subtotal	
				(D) Overtime Pay	(E)			(F)	(G)	(H)		(I)
					1/ Night Differential Reg + 10%	2/ Hazard 10%	3/ Hazard 8%	4/ Sunday Pay 1.5	5/ Nurse Pay 1.5	6/ EMT Pay 15%		
1	APD-115	MANAGEMENT OFFICER	AUDRE K. HATTORI	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2	APD-112	ADMIN. ASSISTANT	JANET R. BAMBA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3	APD-116	COMPUTER TECHNICIAN 1	SAYLOR G. JESUS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grand Total:				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

1/ 110% of reg. rate, applicable from 6pm- 6am.
 2/ Applies to law enforcement personnels
 3/ Applies to solid waste employees
 4/ 1 ½ of reg. rate of pay from 12am Friday to 12 midnight Sunday
 5/ 1 ½ of reg. rate of pay on daily work exceeding 8 hours
 6/ Applicable only to GFD ambulatory service personnel. 15% of reg. rate of pay

**Government of Guam
Fiscal Year 2024
Agency Staffing Pattern
(CURRENT)**

[BBMR SP-1]

FUNCTIONAL AREA:

DEPARTMENT/AGENCY: ALTERNATE PUBLIC DEFENDER

PROGRAM: ADMINISTRATIVE

FUND:

Input by Department										Input by Department									
No.	(A) Position Number	(B) Position Title	(C) Name of Incumbent	(D) Grade / Step	(E) Salary	(F) Overtime	(G) Special*	(H) Increment		(J) (E+F+G+I) Subtotal	(K) Retirement (J *29.43%)	(L) Retire (DDI) (\$19.01*26PP)	(M) SS (6.2%*J)	(N) Medicare (1.45%*J)	(O) Life Insurance	Benefits		(R) Total Benefits (K thru Q)	(S) (J + R) TOTAL
								Date	Amt.							Medical (Premium)	Dental (Premium)		
1	APD-115	MANAGEMENT OFFICER	AUDRE K. HATTORI	M-5	\$ 58,161	\$ -	\$ -	2/21/2024	\$ 1,272	\$ 59,433	\$ 17,491	\$ -	\$ -	\$ 862	\$ 183	\$ 9,595	\$ 328	\$ 28,459	\$ 87,892
2	APD-112	ADMIN. ASSISTANT	JANET R. BAMBA	J-12	\$ 55,837	\$ -	\$ -	9/20/2025	\$ -	\$ 55,837	\$ 16,433	\$ -	\$ -	\$ 810	\$ 183	\$ 3,994	\$ 298	\$ 21,717	\$ 77,554
3	APD-116	COMPUTER TECHNICIAN I	SAYLOR G. JESUS	H-1	\$ 32,609	\$ -	\$ -	4/20/2024	\$ 523	\$ 33,132	\$ 9,751	\$ -	\$ -	\$ 480	\$ -	\$ -	\$ -	\$ 10,231	\$ 43,363
Grand Total:					\$ 146,607	\$ -	\$ -		\$ 1,794	\$ 148,401	\$ 43,675	\$ -	\$ -	\$ 2,152	\$ 366	\$ 13,589	\$ 626	\$ 60,408	\$ 208,809

* Night Differential/Hazardous/Worker's Compensation/etc.

1/ FY 2024 GovGuam contribution rate of 29.43% for the Government of Guam Retirement is subject to change.

2/ FY 2024 GovGuam contribution rate of \$19.01 (bi-weekly) for DDI is subject to change.

3/ FY 2024 GovGuam contribution rate of \$183 (per annum) for Life Insurance is subject to change.

Input by Department												
No.	(A) Position Number	(B) Position Title	(C) Name of Incumbent	Special Pay Categories							(K) (D+E+F+G+H+I+J) Subtotal	
				(D) Overtime Pay	(E)	(F)	(G)	(H)	(I)	(J)		
					1/ Night Differential Reg + 10%	2/ Hazard 10%	3/ Hazard 8%	4/ Sunday Pay 1.5	5/ Nurse Pay 1.5	6/ EMT Pay 15%		
1	APD-115	MANAGEMENT OFFICER	AUDRE K. HATTORI	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
2	APD-112	ADMIN. ASSISTANT	JANET R. BAMBA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
3	APD-116	COMPUTER TECHNICIAN I	SAYLOR G. JESUS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Grand Total:				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

1/ 110% of reg. rate, applicable from 6pm- 6am.

2/ Applies to law enforcement personnels

3/ Applies to solid waste employees

4/ 1 ½ of reg. rate of pay from 12am Friday to 12 midnight Sunday

5/ 1 ½ of reg. rate of pay on daily work exceeding 8 hours

6/ Applicable only to GFD ambulatory service personnel. 15% of reg. rate of pay

**New Business
Agenda Item VII-D
CLC FY2025
Budget Request**

Government of Guam
Budget Digest

Function: Public Safety

Department/Agency: PDSC - CIVIL LAW CENTER

BD-1

Program: Summary

AS400 Account Code	Appropriation Classification	A	B	B
		CLC FY2023 Expenditures	CLC FY2024 Projection	CLC FY2025 Projection
PERSONNEL SERVICES				
111	Regular Salaries/Increments/Special Pay/Merit Bonus	\$ 375,683	\$ 515,399	\$ 619,998
112	Overtime			
113	Benefits (Retirement/Retire (DDI)/Medicare)	90,939	179,249	\$ 195,433
114	Insurance Benefits (Medical / Dental / Life)	36,168	36,590	50,551
TOTAL PERSONNEL SERVICES		\$ 502,790	\$ 731,238	\$ 865,982
OPERATIONS				
220	TRAVEL- Off-Island/Local Mileage Reimburs.	\$ -	\$ -	\$ -
230	CONTRACTUAL SERVICES:	23,740	50,783	97,978.00
233	OFFICE SPACE RENTAL:	35,802	35,802	35,802.00
240	SUPPLIES & MATERIALS:	1,263	3,250	3,250.00
250	EQUIPMENT:	1,373	24,650	17,650.00
270	WORKERS COMPENSATION	-	-	-
271	DRUG TESTING	-	200	200.00
280	SUB-RECIPIENT/SUBGRANT:	-	-	-
290	MISCELLANEOUS:	3,573	10,150	10,350.00
TOTAL OPERATIONS		\$ 65,751	\$ 124,835	\$ 165,230
TOTAL APPROPRIATIONS		\$ 568,541	\$ 856,073	\$ 1,031,212
GRANTS RECEIVED		\$ (192,144)	\$ (192,144)	\$ (192,144)
LOCAL EXPENDITURES		\$ 376,397	\$ 663,929	\$ 839,068
FULL TIME EQUIVALENCIES (FTEs)				
	UNCLASSIFIED (Contract)	0	1	0
	LIMITED TERM EMPLOYEMENT	5	8	9
	CLASSIFIED	0	0	0
TOTAL		5	9	9

FUNCTIONAL AREA: PUBLIC SAFETY
DEPARTMENT/AGENCY: PDSC - CLC
PROGRAM: SUMMARY
FUND: PROPOSED for GENERAL FUND - GOVGUAM

GOVERNMENT OF GUAM
 As at FY 2025
 Agency Staffing Pattern

Input by Department								Input by Department								
(A)	(B)	(C)	(D)	(E)	(G)	(I)	(J)	(K)	(L)	(N)	(O)	(P)	(Q)	(R)	(S)	
No.	Position Number	Position Title	Name of Incumbent	Grade/ Step	Salary	Special*	Increment Amt.	(E+F+G+I) Subtotal	Benefits				Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL
									Retirement (J *29.43%)	Retire (DDI) (\$19.01*26PP)	Medicare (1.45% * J)	Life 1/				
1	----	ATTORNEYS	----	----	402,425	0	-	402,425	\$ 118,434	\$ 1,980	\$ 5,835	\$ 732	\$ 37,382	\$ 1,514	165,877	568,302
2	----	LEGAL SECRETARIAL SERVICES	----	----	45,618	0	-	45,618	13,425	19	661	183	-	-	14,289	59,907
3	----	LEGAL CLERICAL SERVICES	----	----	56,982	0	-	56,982	16,770	990	826	366	2,672	757	22,380	79,362
4	----	SPECIAL PROJECTS	----	----	114,972	0	-	114,972	33,836	990	1,667	366	6,095	484	43,439	158,411
Grand Total			----		\$ 619,997	\$ -	\$ -	\$ 619,997	\$ 182,465	\$ 3,979	\$ 8,990	\$ 1,647	\$ 46,149	\$ 2,755	\$ 245,985	\$ 865,982

* Night Differential / Hazardous / Worker's Compensation / etc.
 1/ FY 2025 GovGuam contribution rate of 29.43% for the Government of Guam Retirement is subject to change.
 2/ FY 2025 GovGuam contribution rate of \$19.01 (bi-weekly) for DDI is subject to change.
 3/ FY 2025 GovGuam contribution rate of \$183 (per annum) for Life Insurance is subject to change.
 4/ Part-Time Attorney and LTA Senior Law Clerk Positions will be funded under the Federal grants received (Kat Fokas Siguenza and Jessica Ann Lee)

Function: Public Safety

Department/Agency: PDSC - CIVIL LAW CENTER

Program: Attorneys

AS400 Account Code	Appropriation Classification	A CLC FY2023 Expenditures	B CLC FY2024 Projection	B CLC FY2025 Projection
	PERSONNEL SERVICES			
111	Regular Salaries/Increments/Special Pay/Merit Bonus	\$ 158,111	\$ 297,827	\$ 402,426
112	Overtime			
113	Benefits (Retirement/Retire (DDI)/Medicare)	41,575	110,065	126,249
114	Insurance Benefits (Medical / Dental / Life)	25,245	25,665	39,628
	TOTAL PERSONNEL SERVICES	224,931	\$ 433,557	\$ 568,303
	OPERATIONS			
220	TRAVEL- Off-Island/Local Mileage Reimburs.	\$ -	\$ -	\$ -
230	CONTRACTUAL SERVICES:	23,740	14,096	73,022
233	OFFICE SPACE RENTAL:	35,802	35,802	35,802
240	SUPPLIES & MATERIALS:	1,263	2,500	2,500
250	EQUIPMENT:	1,373	4,900	17,650
270	WORKERS COMPENSATION	-	-	-
271	DRUG TESTING	-	-	200.00
280	SUB-RECIPIENT/SUBGRANT:	-	-	-
290	MISCELLANEOUS:	3,573	5,800	10,350
	TOTAL OPERATIONS	\$ 65,751	\$ 63,098	\$ 139,524
	UTILITIES			
361	Power	\$ -	\$ -	\$ -
362	Water/ Sewer	-	-	-
363	Telephone	-	-	-
	TOTAL UTILITIES	\$ -	\$ -	\$ -
450	CAPITAL OUTLAY	\$ -	\$ -	\$ -
	TOTAL APPROPRIATIONS	\$ 290,682	\$ 496,655	\$ 707,827
	1/ Specify Fund Source			
	FULL TIME EQUIVALENCIES (FTEs)			
	UNCLASSIFIED (Contract)	1	1	0
	LIMITED TERM EMPLOYEMENT	2	3	4
	CLASSIFIED	0	0	0
	TOTAL	3	4	4

GOVERNMENT OF GUAM

As at FY 2025

Agency Staffing Pattern

FUNCTIONAL AREA: PUBLIC SAFETY

DEPARTMENT/AGENCY: PDSC - CLC

PROGRAM: Attorneys

FUND: PROPOSED for GENERAL FUND - GOVGUAM

Input by Department										Input by Department								
No.	(A) Position Number	(B) Position Title	(C) Name of Incumbent	(D) Grade / Step	(E) Salary	(F) Overtime	(H) Increment		(J) Subtotal	(K) Retirement (J *29.43%)	(L) Retire (DDI) (\$19.01*26PP)	(N) Benefits			(P) Medical (Premium)	(Q) Dental (Premium)	(R) Total Benefits (K thru Q)	(S) (J + R) TOTAL
							Date	Amt.				(O) Life 1/	(M) Medicare (1.45% * J)					
1	PD-069	ATTORNEY 5	CAROL M. HINKLE-SANCHEZ	AL-5-8	\$ 148,199	\$0	10/1/2025	\$ -	\$ 148,199	\$ 43,615	\$ 495	\$ 2,149	\$ 183	\$ 13,296	\$ 484	\$ 60,222	\$ 208,421	
2	PD-071	ATTORNEY 4	DOMINIC TERLAJE	AL-4-9	138,200	0	10/1/2025	-	138,200	40,672	495	2,004	183	5,395	273	49,022	187,222	
3	PD-070	ATTORNEY 1	JESSICA A. LEE	AL-1-1	63,023	0	10/1/2025	-	63,023	18,548	495	914	183	5,395	273	25,808	88,831	
4	PD-072	SENIOR LAW CLERK	VACANT	CWA-2	53,003	0	10/1/2025	-	53,003	15,599	495	769	183	13,296	484	30,825	83,828	
Grand Total:				----	\$ 402,425	\$ -	----	\$ -	\$ 402,425	\$ 118,434	\$ 1,980	\$ 5,835	\$ 732	\$ 37,382	\$ 1,514	\$ 165,877	\$ 568,302	

- 1/ FY 2025 GovGuam contribution rate of 29.43% for the Government of Guam Retirement is subject to change.
- 2/ FY 2025 GovGuam contribution rate of \$19.01 (bi-weekly) for DDI is subject to change.
- 3/ FY 2025 GovGuam contribution rate of \$183 (per annum) for Life Insurance is subject to change.
- 4/ Senior Law Clerk position will be changed to an Atty I under local funds; if grants permit LTA of Senior Law Clerk, it will be temp position

* Night Differential / Hazardous / Worker's Compensation / etc.

Input by Department												
No.	(A) Position Number	(B) Position Title	(C) Name of Incumbent	Special Pay Categories						(K) (D+E+F+G+H+I+J) Subtotal		
				(D) Holiday Pay	(E) Night Differential Pay		(F) Hazard 10%	(H) Nurse Sunday Pay			(I) Nurse Pay 1.5	(J) EMT Pay 15%
					1/	2/		4/	5/			
1	LTA	ATTORNEY 5	CAROL M. HINKLE-SANCHEZ	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
2	LTA	ATTORNEY 4	DOMINIC TERLAJE	0	0	0	0	0	0	0	0	
3	LTA	ATTORNEY 1	JESSICA A. LEE	0	0	0	0	0	0	0	0	
4	LTA	SENIOR LAW CLERK	VACANT	0	0	0	0	0	0	0	0	
Grand Total:				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	

- 1/ 110% of reg. rate, applicable from 6pm- 6am
- 2/ Applies to law enforcement personnels
- 3/ Applies to solid waste employees
- 4/ 1 ½ of reg. rate of pay from 12am Friday to 12 midnight Sunday
- 5/ 1 ½ of reg. rate of pay on daily work exceeding 8 hours
- 6/ Applicable only to GFD ambulatory service personnel. 15% of reg. rate of pay

AS400 Account Code	Appropriation Classification	A	B	B
		CLC FY2023 Expenditures	CLC FY2024 Projection	CLC FY2025 Projection
PERSONNEL SERVICES				
111	Regular Salaries/Increments/Special Pay/Merit Bonus	\$ 45,618	\$ 45,618	\$ 45,618
112	Overtime			
113	Benefits (Retirement/Retire (DDI)/Medicare)	14,105	14,105	14,105
114	Insurance Benefits (Medical / Dental / Life)	183	183	183
TOTAL PERSONNEL SERVICES		\$ 59,906	\$ 59,906	\$ 59,906
OPERATIONS				
220	TRAVEL- Off-Island/Local Mileage Reimburs.	\$ -	\$ -	\$ -
230	CONTRACTUAL SERVICES:		12,478	24,956
233	OFFICE SPACE RENTAL:	-	-	-
240	SUPPLIES & MATERIALS:		0	750
250	EQUIPMENT:	0	3,500	
270	WORKERS COMPENSATION	-	-	-
271	DRUG TESTING	-	-	-
280	SUB-RECIPIENT/SUBGRANT:	-	-	-
290	MISCELLANEOUS:	-	0	0
TOTAL OPERATIONS		\$ -	\$ 15,978	\$ 25,706
UTILITIES				
361	Power	\$ -	\$ -	\$ -
362	Water/ Sewer	-	-	-
363	Telephone	-	-	-
TOTAL UTILITIES		\$ -	\$ -	\$ -
450	CAPITAL OUTLAY	\$ -	\$ -	\$ -
TOTAL APPROPRIATIONS		\$ 59,906	\$ 75,884	\$ 85,612
1/ Specify Fund Source				
FULL TIME EQUIVALENCIES (FTEs)				
	UNCLASSIFIED (Contract)	0	0	0
	LIMITED TERM EMPLOYEMENT	1	1	1
	CLASSIFIED	0	0	0
TOTAL		1	1	1

FUNCTIONAL AREA: PUBLIC SAFETY
DEPARTMENT/AGENCY: PDSC - CLC
PROGRAM: LEGAL SECRETARIAL SERVICES
FUND: PROPOSED for GENERAL FUND - GOVGUAM

GOVERNMENT OF GUAM
As at FY 2025
Agency Staffing Pattern

Input by Department										Input by Department									
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)		(I)	(J)	(K)	(L)	(N)	(O)	(P)	(Q)	(R)	(S)	
No.	Position Number	Position Title	Name of Incumbent	Grade / Step	Salary	Overtime	Special*	Increment		(E+F+G+I) Subtotal	Benefits				Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL	
								Date	Amt.		Retirement (J *29.43%)	Retire (DDI) (\$19.01*26PP)	Medicare (1.45% * J)	Life 1/					
1	PD-073	LEGAL SECRETARY SUPVR.	EDNA M. TOPASNA	L-1	\$ 45,618	\$0	\$0	10/1/2025		\$ 45,618	\$ 13,425	\$19	\$ 661	\$ 183	\$ -	\$ -	\$ 14,289	\$ 59,907	
Grand Total:					\$ 45,618	\$ -	\$ -		\$ -	\$ 45,618	\$ 13,425	\$ 19	\$ 661	\$ 183	\$ -	\$ -	\$ 14,289	\$ 59,907	

* Night Differential / Hazardous / Worker's Compensation / etc.
 1/ FY 2025 GovGuam contribution rate of 29.43% for the Government of Guam Retirement is subject to change.
 2/ FY 2025 GovGuam contribution rate of \$19.01 (bi-weekly) for DDI is subject to change.
 3/ FY 2025 GovGuam contribution rate of \$183 (per annum) for Life Insurance is subject to change.

Input by Department											
Special Pay Categories											
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	
No.	Position Number	Position Title	Name of Incumbent	Holiday Pay	Night Differential	Hazard	Hazard	Nurse Sunday	Nurse	EMT	(D+E+F+G+H+I+J) Subtotal
					1	10%	8%	Pay 1.5	Pay 1.5	Pay 15%	
1	LTA	LEGAL SECRETARY SUPVR.	EDNA M. TOPASNA	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total:				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

1/ 110% of reg. rate, applicable from 6pm- 6am
 2/ Applies to law enforcement personnels
 3/ Applies to solid waste employees
 4/ 1 ½ of reg. rate of pay from 12am Friday to 12 midnight Sunday
 5/ 1 ½ of reg. rate of pay on daily work exceeding 8 hours
 6/ Applicable only to GFD ambulatory service personnel. 15% of reg. rate of pay

Function: Public Safety
Department/Agency: PDSC - CIVIL LAW CENTER
Program: Legal Clerical Services

AS400 Account Code	Appropriation Classification	A	B	B
		CLC FY2023 Expenditures	CLC FY2024 Projection	CLC FY2025 Projection
	PERSONNEL SERVICES			
111	Regular Salaries/Increments/Special Pay/Merit Bonus	\$ 56,982	\$ 56,982	\$ 56,982
112	Overtime			
113	Benefits (Retirement/Retire (DDI)/Medicare)	18,586	18,586	18,586
114	Insurance Benefits (Medical / Dental / Life)	3,795	3,795	3,795
	TOTAL PERSONNEL SERVICES	\$ 79,363	\$ 79,363	\$ 79,363
	OPERATIONS			
220	TRAVEL- Off-Island/Local Mileage Reimburs.	\$ -	\$ -	\$ -
230	CONTRACTUAL SERVICES:		12,478	
233	OFFICE SPACE RENTAL:		-	-
240	SUPPLIES & MATERIALS:		0	0
250	EQUIPMENT:	-	3,500	
270	WORKERS COMPENSATION	-	-	-
271	DRUG TESTING	-	-	-
280	SUB-RECIPIENT/SUBGRANT:	-	-	-
290	MISCELLANEOUS:	-	-	-
	TOTAL OPERATIONS	\$ -	\$ 15,978	\$ -
	UTILITIES			
361	Power	\$ -	\$ -	\$ -
362	Water/ Sewer	-	-	-
363	Telephone	-	-	-
	TOTAL UTILITIES	\$ -	\$ -	\$ -
450	CAPITAL OUTLAY	\$ -	\$ -	\$ -
	TOTAL APPROPRIATIONS	\$ 79,363	\$ 95,341	\$ 79,363
	1/ Specify Fund Source			
	FULL TIME EQUIVALENCIES (FTEs)			
	UNCLASSIFIED (Contract)	0	0	0
	LIMITED TERM EMPLOYEMENT	2	2	2
	CLASSIFIED	0	0	0
	TOTAL	2	2	2

FUNCTIONAL AREA: PUBLIC SAFETY

GOVERNMENT OF GUAM

DEPARTMENT/AGENCY: PDSC - CLC

As at FY 2025

PROGRAM: LEGAL CLERICAL SERVICES

Agency Staffing Pattern

FUND: PROPOSED for GENERAL FUND - GOVGUAM

Input by Department										Input by Department								
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)		(I)	(J)	(K)	(L)	(N)	(O)	(P)	(Q)	(R)	(S)
No.	Position Number	Position Title	Name of Incumbent	Grade / Step	Salary	Overtime	Special*	Increment		E+F+G+I Subtotal	Benefits				Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL
								Date	Amt.		Retirement (J *29.43%)	Retire (DDI) (\$19.01*26PP)	Medicare (1.45% * J)	Life 1/				
1	PD-074	LEGAL CLERK I	JENERY EZRA SANA	F-1	\$ 28,491	\$0	\$0	10/01/25		\$ 28,491	\$ 8,385	\$ 495	\$ 413	\$ 183	\$0	\$484	\$ 9,960	\$ 38,451
2	PD-075	LEGAL CLERK I	YOUVALEEN Y. JOHNNY	F-1	28,491	0	0	10/01/25		28,491	8,385	495	413	183	2,672	273	12,420	40,911
Grand Total:				----	\$ 56,982	\$ -	\$ -	----	\$ -	\$ 56,982	\$ 16,770	\$ 990	\$ 826	\$ 366	\$ 2,672	\$ 757	\$ 22,380	\$ 79,362

* Night Differential / Hazardous / Worker's Compensation / etc.

1/ FY 2025 GovGuam contribution rate of 29.43% for the Government of Guam Retirement is subject to change.

2/ FY 2025 GovGuam contribution rate of \$19.01 (bi-weekly) for DDI is subject to change.

3/ FY 2025 GovGuam contribution rate of \$183 (per annum) for Life Insurance is subject to change.

Input by Department											
Special Pay Categories											
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	
No.	Position Number	Position Title	Name of Incumbent	Holiday Pay	1/	2/	3/	4/	5/	6/	(D+E+F+G+H+I+J) Subtotal
					Night Differential Pay 110%	Hazard 10%	Hazard 8%	Nurse Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%	
1	LTA	LEGAL CLERK I	JENERY EZRA SANA	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2	LTA	LEGAL CLERK I	YOUVALEEN Y. JOHNNY	0	0	0	0	0	0	0	0
Grand Total:				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

1/ 110% of reg. rate, applicable from 6pm- 6am

2/ Applies to law enforcement personnels

3/ Applies to solid waste employees

4/ 1 ½ of reg. rate of pay from 12am Friday to 12 midnight Sunday

5/ 1 ½ of reg. rate of pay on daily work exceeding 8 hours

6/ Applicable only to GFD ambulatory service personnel. 15% of reg. rate of pay

Function: Public Safety
 Department/Agency: PDSC - CIVIL LAW CENTER
 Program: Special Projects Coordinators

AS400 Account Code	Appropriation Classification	A CLC FY2023 Expenditures	B CLC FY2024 Projection	B CLC FY2025 Projection
	PERSONNEL SERVICES			
111	Regular Salaries/Increments/Special Pay/Merit Bonus	\$ 114,972	\$ 114,972	\$ 114,972
112	Overtime			
113	Benefits (Retirement/Retire (DDI)/Medicare)	16,673	36,493	36,493
114	Insurance Benefits (Medical / Dental / Life)	6,945	6,945	6,945
	TOTAL PERSONNEL SERVICES	\$ 138,590	\$ 158,410	\$ 158,410
	OPERATIONS			
220	TRAVEL- Off-Island/Local Mileage Reimburs.	\$ -	\$ -	\$ -
230	CONTRACTUAL SERVICES:		11,731	
233	OFFICE SPACE RENTAL:		-	-
240	SUPPLIES & MATERIALS:		750	
250	EQUIPMENT:	-	12,750	
270	WORKERS COMPENSATION	-	-	-
271	DRUG TESTING	-	200	
280	SUB-RECIPIENT/SUBGRANT:	-	-	-
290	MISCELLANEOUS:	-	4,350	
	TOTAL OPERATIONS	\$ -	\$ 29,781	\$ -
	UTILITIES			
361	Power	\$ -	\$ -	\$ -
362	Water/ Sewer	-	-	-
363	Telephone	-	-	-
	TOTAL UTILITIES	\$ -	\$ -	\$ -
450	CAPITAL OUTLAY	\$ -	\$ -	\$ -
	TOTAL APPROPRIATIONS	\$ 138,590	\$ 188,191	\$ 158,410
	1/ Specify Fund Source			
	FULL TIME EQUIVALENCIES (FTEs)			
	UNCLASSIFIED (Contract)	0	0	0
	LIMITED TERM EMPLOYEMENT	2	2	2
	CLASSIFIED	0	0	0
	TOTAL	2	2	2

FUNCTIONAL AREA: PUBLIC SAFETY
DEPARTMENT/AGENCY: PDSC - CLC
PROGRAM: SPCL PROJECTS COORDINATOR
FUND: PROPOSED for GENERAL FUND - GOVGUAM

GOVERNMENT OF GUAM
As at FY 2025
Agency Staffing Pattern

Input by Department										Input by Department								
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)		(I)	(J)	(K)	(L)	(N)	(O)	(P)	(Q)	(R)	(S)
No.	Position Number	Position Title	Name of Incumbent	Grade / Step	Salary	Overtime	Special*	Increment		(E+F+G+I) Subtotal	Benefits				Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL
								Date	Amt.		Retirement (J *29.43%)	Retire (DDI) (\$19.01*26PP)	Medicare (1.45% * J)	Life 1/				
1	PD-076	S/PROJ COORDINATOR	GWENDOLYN L.P. DIEGO	N-3	\$ 59,623	\$0	\$0	10/01/25		\$ 59,623	\$ 17,547	\$ 495	\$ 865	\$ 183	\$ -	\$ -	\$ 19,090	\$ 78,713
2	PD-077	S/PROJ COORDINATOR	CHRISTINA A. MARTINEZ	N-1	55,349			10/01/25		\$ 55,349	16,289	\$ 495	\$ 803	\$ 183	6,095	484	\$ 24,349	\$ 79,698
			Grand Total:		\$ 114,972	\$ -	\$ -		\$ -	\$ 114,972	\$ 33,836	\$ 990	\$ 1,667	\$ 366	\$ 6,095	\$ 484	\$ 43,439	\$ 158,411

* Night Differential / Hazardous / Worker's Compensation / etc.

1/ FY 2025 GovGuam contribution rate of 29.43% for the Government of Guam Retirement is subject to change.

2/ FY 2025 GovGuam contribution rate of \$19.01 (bi-weekly) for DDI is subject to change.

3/ FY 2025 GovGuam contribution rate of \$183 (per annum) for Life Insurance is subject to change.

Input by Department											
Special Pay Categories											
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	
No.	Position Number	Position Title	Name of Incumbent	Holiday Pay	Night Differential Pay 110%	Hazard 10%	Hazard 8%	Nurse Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%	(D+E+F+G+H+I+J) Subtotal
1	LTA	S/PROJ COORDINATOR	GWENDOLYN L.P. DIEGO	0	0	0	0	0	0	0	0
	LTA	S/PROJ COORDINATOR	CHRISTINA A. MARTINEZ	0	0	0	0	0	0	0	0
			Grand Total:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

1/ 110% of reg. rate, applicable from 6pm- 6am

2/ Applies to law enforcement personnels

3/ Applies to solid waste employees

4/ 1 ½ of reg. rate of pay from 12am Friday to 12 midnight Sunday

5/ 1 ½ of reg. rate of pay on daily work exceeding 8 hours

6/ Applicable only to GFD ambulatory service personnel. 15% of reg. rate of pay

**BEFORE THE BOARD OF TRUSTEES
OF THE PUBLIC DEFENDER SERVICE CORPORATION
RELATIVE TO THE APPROVAL OF THE
PUBLIC DEFENDER SERVICE CORPORATION, CIVIL LAW
CENTER AND ALTERNATE PUBLIC DEFENDER
FISCAL YEAR 2024 BUDGET REQUESTS**

RESOLUTION NO. PDSC 07-25

WHEREAS, Chapter 11 of Title 12 Guam Code Annotated established the Public Defender Service Corporation (PDSC) in order to provide effective legal aid and assistance to individuals on Guam who are unable to afford counsel; and

WHEREAS, on April 21, 2004, through Board Resolution No. 08-04, the Board of Trustees created the Alternate Public Defender (APD) to receive cases which the PDSC must withdraw from due to conflicts of interest as established on the Corporation's General Administration Standard Operating Procedures No. 001-FY2004 and 002-FY2004; and

WHEREAS, in order to fulfill the mandates of Chapter 11, Title 12 Guam Code Annotated, the PDSC requires legislative appropriations through the budgetary process established for each fiscal year; and

WHEREAS, the PDSC and APD presented their respective Fiscal Year 2025 Budget Requests of \$7,032,366 (PDSC); \$1,829,419 (APD); and \$1,031,212 (CLC) respectively to the Board of Trustees on April 25, 2023; and

WHEREAS, the Board of Trustees finds such respective budget requests appropriate and adequate to carry out the PDSC and APD's mission relative to criminal defense in Fiscal Year 2025; and

WHEREAS, the Board of Trustee, after making the Civil Law Center (CLC) a permanent division of the Public Defender Service Corporation finds appropriate the budget amount presented to cover civil matters provided by the Civil Law Center in Fiscal Year 2025; and

WHEREAS, the proposed Fiscal Year 2025 PDSC, APD, and CLC Budget Summary was reviewed, discussed, and considered for approval; and

NOW, THEREFORE BE IT RESOLVED, that the Fiscal Year 2025 Public Defender Service Corporation, which includes a separate section for the Civil Law Center, and the Alternate Public Defender Budget Summary as shown in the attached **EXHIBITS “C”, “D” and “E”** is hereby APPROVED by the Board of Trustees for submission to the *I Liheslaturan Guahån* and shall be subject to legislative appropriation.

BE IT FURTHER RESOLVED that the Chief Justice and Executive Director of the Public Defender Service Corporation are authorized to finalize all remaining supporting documentation relative to the Fiscal Year 2025 Public Defender and Alternate Public Defender budgets consistent with the Budget Summary marked in **EXHIBITS “C”, “D” and “E”** and need not present such documentation to the Board of Trustees for further approval.

DULY ADOPTED this 23rd day of April 2024, at a duly noticed meeting of the Board of Trustees Meeting.

Chief Justice **ROBERT J. TORRES JR.**
Chairman

ATTEST:

CATHY C. GOGUE, Board Secretary

Agenda Item VII-E New Business

6th Amendment Center Recommendation for Implementation



PUBLIC DEFENDER SERVICE CORPORATION
(Kotperasion Setbision Defensot Pubbleku)

GOVERNMENT OF GUAM

779 Route 4
Sinajaña, Guam 96910-5174
Tel: (671) 475-3100 ♦ Fax: (671) 477-5844



BOARD OF TRUSTEES

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Member

ADMINISTRATION

- Stephen P. Hattori
Executive Director
- John P. Morrison
Deputy Director
- Cathyann C. Gogue
Administrative Director

MEMORANDUM

Date: April 22, 2024

To: Public Defender Service Corporation Board of Trustees

From: Executive Director Stephen P. Hattori
Deputy Director, John Morrison
APD Managing Attorney, Ana Marie Gayle

Re: **6TH AMENDMENT CENTER REPORT**

The Sixth Amendment Center Report was issued in late March of this Year. A copy of the report has been sent to each employee within the Corporation. The Sixth Amendment Center has extended an offer to present their findings and recommendations to the Board of the Public Defender Service Corporation. This is a brief outline of the Findings and Actions Items that PDSC/APD will address.

Finding 1: Guam does not collect, analyze, or report on actual denial of counsel statistics.

After appointment, both PDSC and APD can provide statistics on withdrawals due to income. Those defendants who are not appointed counsel at the magistrate hearing due to income are not tracked. It's been our practice and the practice of the magistrate judges to allow our offices to represent even overqualified defendants at magistrate hearings and through a bail redetermination hearing and/or release. Our offices can coordinate with the Clerk of Court to determine the number of ineligible overqualified defendants.

Finding 2: Constructive denial of counsel can occur because a specific unconflicted attorney may not be assigned to represent a defendant for weeks, or months after the defendant's arraignment.

We will address the 6th Amendment Centers concern that appointed counsel are delaying withdrawals due to conflict in favor of resolving the matter. We will explore ways in which we can represent individuals who are booked and released and given a notice to appear. Some clients do request our services and we provide those statistics. However, there are many individuals who are booked and released and given a notice to appear who do not seek our services. Greater outreach or statutory changes might be warranted.

Finding 3: Guam does not have adequate attorney qualification, training, and supervision standards.

Our offices strive to ensure that the attorneys have the requisite knowledge and experience to handle their respective caseloads. Training has been provided annually, whether through in person clinics or online lectures. We have an informal mentoring program in which senior attorneys in each courtroom are able to provide guidance for less experienced attorneys. Both PDSC and APD have informal experience requirements for complex cases. Gone are the days that an Attorney I or II will handle a complex felony. However, a more formal training program can be developed. The Attorney Pay Scale statute provides some guidance, however, our office can explore more formal qualification standards, for example, number of trials before one can be rated an Attorney IV.

Finding 4: The courts' practice of appointing non-panel attorneys without determining whether they have the necessary knowledge, skills, and abilities to provide effective representation, and then failing to provide independent supervision of those attorneys, can cause a constructive denial of counsel.

PDSC/APD has provided basic training on various topics related to indigent representation and will continue to do so. Non-Panel attorneys regularly contact PDSC/APD attorneys for guidance. Future training will include development of a motions bank that could be made available to panel attorneys and non-panel attorneys appointed to represent indigent clients.

Finding 5/6: Guam does not collect and analyze the necessary information to accurately determine the caseloads or workloads of indigent defense system attorneys. Guam does not have any caseload or workload standards.

Management is assessing workload standards based upon the latest ABA Rand Study released in July 2023. This has been circulated for discussion amongst the attorneys, however technical assistance is being sought to develop local workload standards based upon local practices. The old maximum caseload standards of 150 felonies/300 misdemeanors a year have been replaced with a workload study that attempts to approximate how much time a competent and zealous attorney will spend on a particular type of case. PDSC/APD will assess the feasibility of implementation.

The projects below are in various stages of completion.

1. Adult Performance Standards: Draft ready for Attorney review.
2. Juvenile Performance Standards: Finalized, awaiting adoption.
3. Funding for Training: 2024 Defense Clinic/2025 50th Year of PDSC Defense Clinic
4. Motions bank for Defense Practice.
5. Liaison with Judiciary to track PDSC/APD/PAP cases.

6. Workload standards to ensure that each attorney has sufficient time to zealously defend each client. See. https://www.rand.org/pubs/research_reports/RRA2559-1.html#:~:text=To%20create%20new%20national%20public.expert%20criminal%20defense%20attorneys%20from

This will require technical assistance from BJA or the Sixth Amendment Center. Caseload controls are not enough unless they have the authority to decline appointments over caseload limit.

7. Structure abacus to capture necessary data to conduct workload standard study.
8. Develop legislation to address Sixth Amendment Center structural issues-creation of a committee? Maybe a phased approach, change composition of the board initially. Work on creation of Commission subsequently?
9. Dealing with Citations and Notices to Appear-Early Representation.
10. Financial eligibility guidelines: address additional provisions.
11. Third conflict panel? RFP/Funding Issues.