



BUREAU OF BUDGET & MANAGEMENT RESEARCH

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BBMR Circular No.: 08-01

To: All Department and Agency Heads
From: Acting Director, Bureau of Budget and Management Research
Subject: Submission of FY2008 EOA(s), Allotment Schedules and Staffing Patterns

Please prepare and submit your Request for Establishment of Account (EOA) and Budget Allotment Schedules for each division/program to reflect amounts appropriated by P.L. 29-19, the Budget Act for Fiscal Year 2008.

Along with the EOA(s) and Budget Allotment Schedules, please submit in both hard copy and electronic format updated staffing patterns for all Fund sources for each division/program on the form prescribed by BBMR. For your convenience, BBMR forms as well as a copy of P.L. 29-19 are available in our website (<http://bbmr.guam.gov>). Staffing pattern should reflect the new Government of Guam Retirement Fund Rate of Contribution of 24.07% for FY 2008 per Section 2 of Chapter VI, Miscellaneous Provisions as well as the FY 2008 rates for medical and dental insurances for filled positions.

You are also advised to be thoroughly familiar with all reporting requirements applicable to your department and changes to those reporting requirements from that of FY2007. Note the posting requirements for these reports on your respective departmental website to avoid penalties for non-compliance.

Please submit your EOA(s), Budget Allotment Schedules and updated Staffing Patterns no later than **Friday, October 12, 2007**. Should you have any questions, please contact our office at 475-9412.

Thank you for your cooperation.

BERTHA M. DUENAS