

**BUREAU OF BUDGET**

**AND**

**MANAGEMENT RESEARCH**

*Setbision Manina Yan Minanehan Gasto*

**BIENNIAL BUDGET REQUEST**

**FISCAL YEARS 2012 AND 2013**

**Government of Guam  
Biennial Budget  
Fiscal Years 2012 & 2013**

Agency Budget Certification

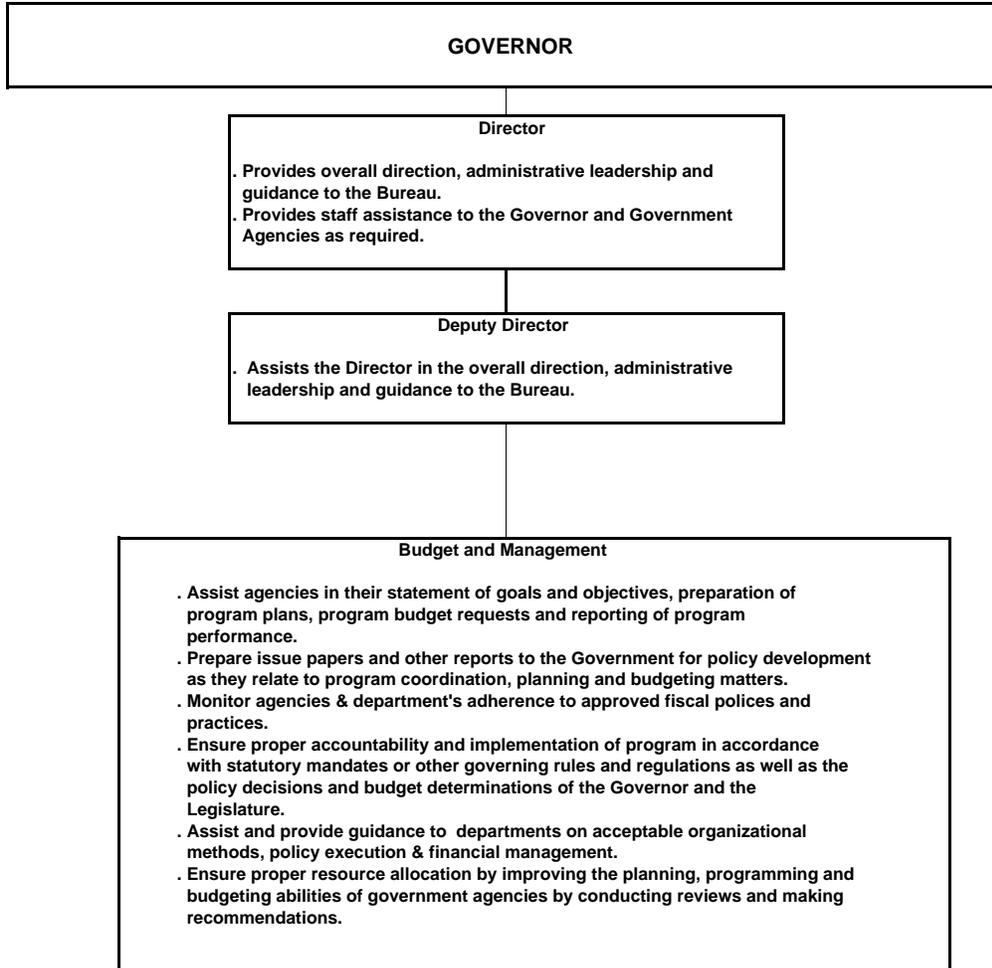
Agency: **BUREAU OF BUDGET AND MANAGEMENT RESEARCH**

Agency Head: **BENITA A. MANGLONA, Director**

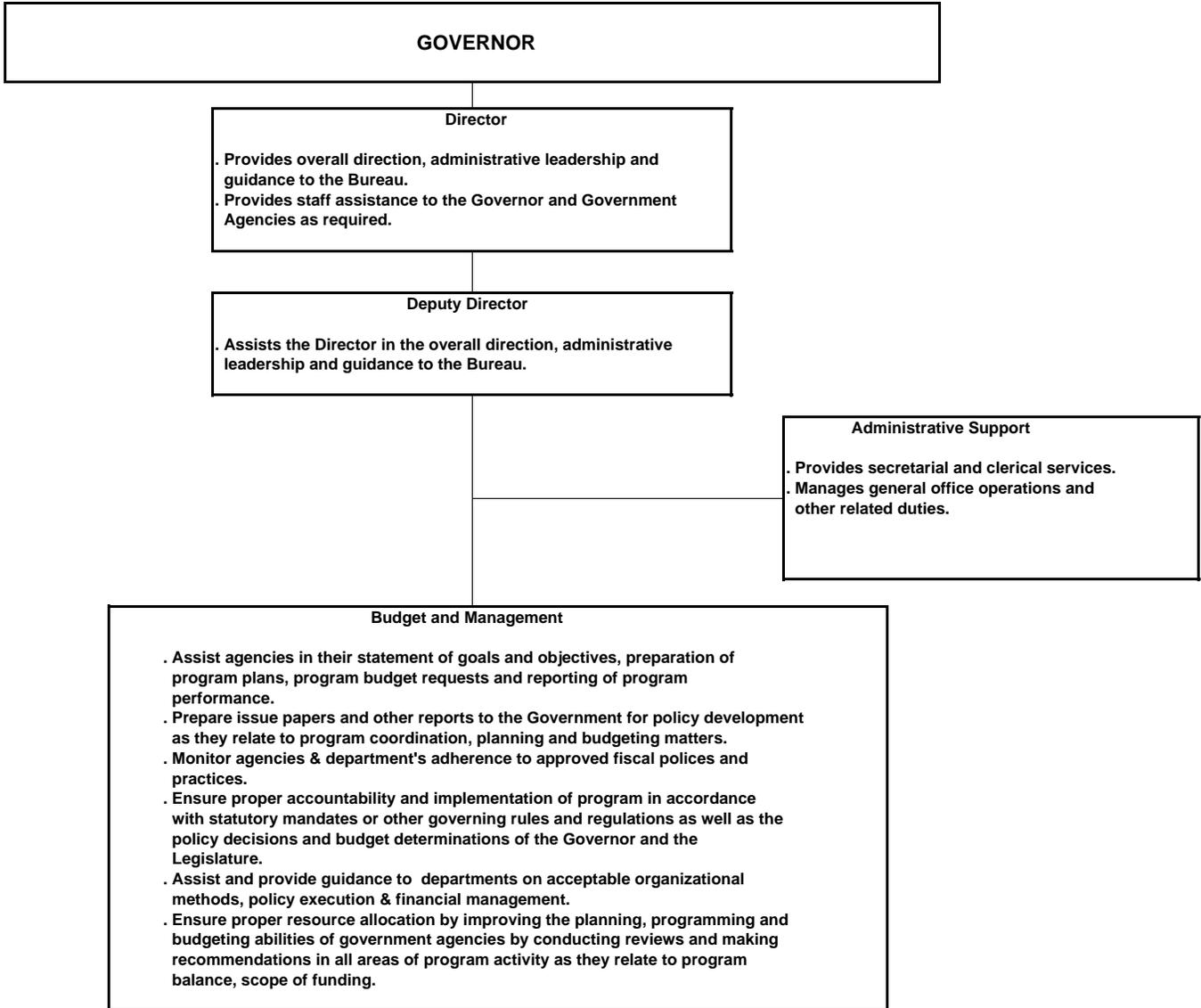
I certify that the attached budget, submitted herewith, has been reviewed for accuracy and that all requirements by the Bureau of Budget & Management Research (BBMR) have been met. I also acknowledge that this budget document will be returned to this department if any of the BBMR requirements is not met.

Agency Head: Benita A. Manglona Date: MAY 17 2011  
(Signature)

**Bureau of Budget and Management Research  
Functional Chart  
Fiscal Year 2012 and 2013**



**Bureau of Budget and Management Research  
Functional Chart  
Fiscal Year 2012 and FY 2013**



GOVERNMENT OF GUAM  
FISCAL YEAR 2012 and FY 2013 BUDGET  
AGENCY NARRATIVE

**FUNCTION:** Executive Direction

**AGENCY:** Bureau of Budget and Management Research

**MISSION STATEMENT:**

The Bureau of Budget and Management Research is responsible for developing, implementing, monitoring, and managing the Executive Branch budget for all line agencies of the Government of Guam as well as providing fiscal and human resource information to policy makers (P.L. 12-115; P.L. 24-827; 30-164); Executive Orders 87-02, 95-01, 98-33)

**GOALS AND OBJECTIVES:**

Provide guidance and direction to all government agencies on programmatic and budgetary matters.

Provide the Governor and Legislature with information and support to effectuate and facilitate policy deliberations and decisions.

Implement the Governor's programmatic and fiscal policies.

Review and implement legislative mandates affecting budgetary and fiscal policies government-wide.

Conduct ongoing review and evaluation of financial and operational controls of the Government.

**Decision Package  
Biennial Budget  
Fiscal Years 2012 & 2013**

**Department/Agency:** Bureau of Budget & Management Research

**Division/Section:** SUMMARY

**Program Title:**

**Activity Description:**

The Bureau assists the Governor in the development of the financial plan for the Executive Branch and provide the Governor with information needed for effective policy decision-making. The activities of the Bureau include reviewing agency budgets to ensure that it reflects proper planning and efficient management methods and that they are consistent with policies of the Governor.

**Major Objective(s):**

To ensure that quality government services are provided within the limited financial resources of the Government of Guam through the effective management and budgeting of these resources as well as through evaluation of programs to ensure that funds are appropriately expended.

**Short-term Goals:**

Provide the necessary coordination between the Bureau and the various departments and agencies on programmatic and budgetary matters.

Provide the Governor and Legislature with information necessary for effective decision-making and ensure that the Governor's program and budget policy decisions and legislative mandates are implemented.

<b>Workload Output</b>				
<b>Workload Indicator:</b>	<b>FY 2010 Level of Accomplishment</b>	<b>FY 2011 Anticipated Level</b>	<b>FY 2012 Projected Level</b>	<b>FY 2013 Projected Level</b>
1) Coordinate the preparation of the program and financial plan of the Executive Branch and submission of such plans to the Legislature	1	1	1	1
2) Fiscal Policy Committee Meeting	52	52	52	52
3) Cabinet Meetings	24	24	24	24
4) Review legislation and provide comments on proposals (FN, LRC)	260	371	482	593
5) Review of department request such as contracts, GG1s, travel, etc.	13965	23041	32117	39193
6) Indirect Cost Negotiation	1	1	1	1
7) Territorial CIP request to DOI	1	1	1	1

Government of Guam  
Fiscal Year 2012 and Fiscal Year 2013  
Budget Digest

[BBMR BD-1] Revised

Function: Government Wide  
Department/Agency: Bureau of Budget and Management Research  
Program: Summary

AS400 Account Code	Appropriation Classification	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
		GENERAL FUND				SPECIAL FUND 1/				FEDERAL MATCH				GRAND TOTALS (ALL FUNDS)			
		FY 2010 Expenditures & Encumbrances	FY 2011 Authorized Level	FY 2012 Governor's Request	FY2013 Governor's Request	FY 2010 Expenditures & Encumbrances	FY 2011 Authorized Level	FY 2012 Governor's Request	FY2013 Governor's Request	FY 2010 Expenditures & Encumbrances	FY 2011 Authorized Level	FY 2012 Governor's Request	FY2013 Governor's Request	FY 2010 Expenditures & Encumbrances	FY 2011 Authorized Level	FY 2012 Governor's Request	FY2013 Governor's Request
<b>PERSONNEL SERVICES</b>																	
111	Regular Salaries/Increments/Special Pay:	982,231	210,762	783,239	796,232	0	825,016	284,455	286,408	0	0	0	0	982,231	1,035,778	1,067,694	1,082,640
112	Overtime:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
113	Benefits:	266,893	31,221	272,842	290,870	0	217,249	112,151	117,065	0	0	0	0	266,893	248,470	384,993	407,935
114	Insurance Benefits (Medical / Dental / Life):	14,986	4,501	0	0	0	42,185	0	0	0	0	0	0	14,986	46,686	0	0
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$1,264,110</b>	<b>\$246,484</b>	<b>\$1,056,081</b>	<b>\$1,087,102</b>	<b>\$0</b>	<b>\$1,084,450</b>	<b>\$396,606</b>	<b>\$403,473</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,264,110</b>	<b>\$1,330,934</b>	<b>\$1,452,687</b>	<b>\$1,490,575</b>
<b>OPERATIONS</b>																	
220	TRAVEL- Off-Island/Local Mileage Reimburs:	0	0	0	0	0	0	23,040	26,350	0	0	0	0	0	0	23,040	26,350
230	CONTRACTUAL SERVICES:	11,289	13,170	14,813	23,534	0	0	20,437	12,610	0	0	0	0	11,289	13,170	35,250	36,144
233	OFFICE SPACE RENTAL:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
240	SUPPLIES & MATERIALS:	5,620	2,000	5,640	14,361	0	0	9,840	7,490	0	0	0	0	5,620	2,000	15,480	21,851
250	EQUIPMENT:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
270	WORKERS COMPENSATION:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
271	DRUG TESTING:	0	0	0	0	0	38	150	150	0	0	0	0	0	38	150	150
280	SUB-RECIPIENT/SUBGRANT:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
290	MISCELLANEOUS:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL OPERATIONS</b>		<b>\$16,909</b>	<b>\$15,170</b>	<b>\$20,453</b>	<b>\$37,895</b>	<b>\$0</b>	<b>\$38</b>	<b>\$53,467</b>	<b>\$46,600</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$16,910</b>	<b>\$15,208</b>	<b>\$73,920</b>	<b>\$84,495</b>
<b>UTILITIES</b>																	
361	Power:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
362	Water/ Sewer:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
363	Telephone/ Toll:	12,057	14,333	14,333	14,333	0	0	0	0	0	0	0	0	12,057	14,333	14,333	14,333
<b>TOTAL UTILITIES</b>		<b>\$12,057</b>	<b>\$14,333</b>	<b>\$14,333</b>	<b>\$14,333</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$12,057</b>	<b>\$14,333</b>	<b>\$14,333</b>	<b>\$14,333</b>
450	CAPITAL OUTLAY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL APPROPRIATIONS</b>		<b>\$1,293,076</b>	<b>\$275,987</b>	<b>\$1,090,867</b>	<b>\$1,139,330</b>	<b>\$0</b>	<b>\$1,084,488</b>	<b>\$450,073</b>	<b>\$450,073</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,293,077</b>	<b>\$1,360,475</b>	<b>\$1,540,940</b>	<b>\$1,589,403</b>
1/ Indirect Cost Fund																	
<b>FULL TIME EQUIVALENCIES (FTEs)</b>																	
UNCLASSIFIED:		1	2	3	3	0	1	0	0	0	0	0	0	1	3	3	3
CLASSIFIED:		18	2	11	11	0	15	6	6	0	0	0	0	18	17	17	17
<b>TOTAL FTEs</b>		<b>19.00</b>	<b>4.00</b>	<b>14.00</b>	<b>14.00</b>	<b>0.00</b>	<b>16.00</b>	<b>6.00</b>	<b>6.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>19.00</b>	<b>20.00</b>	<b>20.00</b>	<b>20.00</b>

Government of Guam  
Fiscal Year 2012 Budget  
Agency Staffing Pattern  
**PROPOSED**  
**SUMMARY**

[BBMR SP-1]

FUNCTIONAL AREA: EXECUTIVE DIRECTION

AGENCY: BUREAU OF BUDGET AND MANAGEMENT RESEARCH

FUND: GENERAL FUND / SPECIAL 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 Date Amt.	(E+F+G+I) Subtotal	Retirement (J*28.3%)	Retire (DDI) \$19.02*26PP	Social Security (6.2% * J)	Medicare (1.45%*J)	Life (1/)	Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL	
<b>GENERAL FUND</b>																			
1	0001	Director	Benita A. Manglona	L-2(10)	88,915	0	0	0	88,915	25,163	495	0	1,289	174	6,713	350	34,184	123,099	
2	0003	Deputy Director	Stephen J. Guerrero	L-3(10)	80,580	0	0	0	80,580	22,804	0	0	0	174	0	0	22,978	103,558	
3	0024	Administrative Services Officer	Florence Q. Salas	N-15	55,341	0	0	Jun-13	55,341	15,662	495	0	0	174	0	0	16,331	71,672	
4	0009	Administrative Assistant	Jacqueline E. Barrett	J-03	25,810	0	0	Dec-11	27,005	7,642	495	0	392	174	6,713	350	15,766	42,771	
5	0019	Private Secretary	Analyn C. Eustaquio	I-01	21,389	0	0	0	21,389	6,053	495	0	310	174	2,504	192	9,728	31,117	
			Subtotal		272,035	0	0	0	1,195	273,230	77,324	1,980	0	1,991	870	15,930	892	98,987	372,217
<b>BUDGET &amp; MANAGEMENT GENERAL FUND</b>																			
6	0015	BBMR Supervisor	John A.B. Pangelinan	O-17	64,526	0	0	Sep-12	188	64,714	18,314	0	0	938	174	2,064	192	21,682	86,396
7	0013	BBMR Supervisor	William P. Taitingfong	O-15	60,236	0	0	May-12	878	61,114	17,295	0	0	886	174	2,496	0	20,851	81,965
8	0021	BBMR Analyst IV	Orilda J. Guerrero	N-16	57,278	0	0	Nov-12	0	57,278	16,210	0	0	0	174	2,496	192	19,080	76,358
9	0027	BBMR Analyst IV	Nancy L. Mesa	N-16	57,278	0	0	Nov-12	0	57,278	16,210	0	0	0	174	2,504	192	19,080	76,358
10	0030	BBMR Analyst IV	Angela S. Flores	N-16	57,278	0	0	Nov-12	0	57,278	16,210	0	0	0	174	2,496	0	18,880	76,158
11	0006	BBMR Analyst IV	Arthur R. Mariano	N-12	49,915	0	0	Oct-11	1,747	51,662	14,620	0	0	749	174	2,496	209	18,248	69,910
12	0007	BBMR Analyst IV	Dymphna P. Rivera	N-15	55,341	0	0	May-12	807	56,148	15,890	0	0	814	174	0	0	16,878	73,026
13	0005	BBMR Analyst IV	Joseph A.C. Certeza	N-15	55,341	0	0	Apr-12	969	56,310	15,936	0	0	816	174	2,496	209	19,631	75,941
14	0008	BBMR Analyst IV	Michael M. Aflague	N-10	46,596	0	0	Oct-11	1,631	48,227	13,648	495	0	699	174	4,158	350	19,525	67,752
					503,789	0	0	0	6,220	510,009	144,333	495	0	4,904	1,566	21,214	1,344	173,855	683,864
<b>SPECIAL FUND</b>																			
15	0004	Chief Internal Auditor	Matthew P. Quinata	O-13	56,231	0	0	Sep-13	0	56,231	15,913	0	0	815	174	2,064	192	19,159	75,390
16	0016	BBMR Analyst III	Diane E. Pobre	M-14	49,364	0	0	Apr-12	864	50,228	14,215	495	0	728	174	2,064	192	17,868	68,096
17	0017	BBMR Analyst III	Evelyn G. Fernandez	M-16	52,880	0	0	Apr-12	926	53,806	15,227	0	0	780	174	2,504	192	18,877	72,683
18	0010	BBMR Analyst II (LTA)	Paul E. Bamba	L-01	26,520	0	0	-----	0	26,520	7,505	495	0	385	174	4,035	209	12,803	39,323
19	0015	BBMR Analyst II (LTA)	Jaelyn Denise Terlaje	L-01	26,520	0	0	-----	0	26,520	7,505	495	0	385	174	2,504	192	11,255	37,775
20	0018	BBMR Analyst II	VACANT	L-01	-----	0	0	-----	0	0	0	0	0	0	0	0	0	0	0
21	0020	BBMR Analyst II	VACANT	L-01	-----	0	0	-----	0	0	0	0	0	0	0	0	0	0	0
22	0014	BBMR Analyst II	VACANT	L-01	26,520	0	0	-----	0	26,520	7,505	495	0	385	174	4,158	350	13,067	39,587
23	0011	BBMR Analyst I	VACANT	K-01	24,656	0	0	-----	0	24,656	6,978	495	0	358	174	4,158	350	12,512	37,168
24	0025	WP Secretary II (LTA)	Jolyn T.A. Flores	H-01	19,974	0	0	-----	0	19,974	5,653	495	0	290	174	0	0	6,611	26,585
					282,665	0	0	0	1,790	284,455	80,501	2,970	0	4,125	1,392	21,487	1,677	112,151	396,606
					1,058,489				9,205	1,067,694	302,157	5,445	0	11,019	3,828	58,631	3,913	384,993	1,452,687

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

1/: FY 2011 (current) GovGuam contribution for Life Insurance is \$174 per annum; Subject to change in FY 2012

2/: FY2012 (proposed) GovGuam contribution rate of 28.3% for the Government of Guam Retirement is subject to change.

Government of Guam  
Fiscal Year 2013 Budget  
Agency Staffing Pattern  
**PROPOSED**  
**SUMMARY**

[BBMR SP-1]

FUNCTIONAL AREA: EXECUTIVE DIRECTION

DEPARTMENT/AGENCY: BUREAU OF BUDGET AND MANAGEMENT RESEARCH

FUND: GENERAL FUND / SPECIAL 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 *30.09%)(2/)	Retire (DDI) \$19.02*26PP	Social Security (6.2% * J)	Benefits			Total Benefits (K thru Q)	(J + R) TOTAL	
								Date	Amt.					Medicare (1.45%*J)	Life (1/)	Medical (Premium)			Dental (Premium)
1	0001	Director	Benita A. Manglona	L-2(10)	88,915	0	0		0	88,915	26,755	495	0	1,289	174	6,713	350	35,776	124,691
2	0003	Deputy Director	Stephen J. Guerrero	L-3(10)	80,580	0	0		0	80,580	24,247	0	0	0	174	0	0	24,421	105,001
3	0024	Administrative Services Officer	Florencia Q. Salas	N-15	55,341	0	0	Jun-13	646	55,987	16,846	495	0	0	174	0	0	17,515	73,502
4	0009	Administrative Assistant	Jacqueline E. Barrett	J-04	27,244	0	0	Dec-12	1,195	28,439	8,557	495	0	412	174	6,713	350	16,701	45,140
5	0019	Private Secretary	Analyn C. Eustaquio	I-01	21,389				0	21,389	6,436	495	0	310	174	2,504	192	10,111	31,500
Subtotal					273,469	0	0	0	1,841	275,310	82,841	1,980	0	2,012	870	15,930	892	104,524	379,834
BUDGET & MANAGEMENT GENERAL FUND																			
6	0015	BBMR Supervisor	John A.B. Pangelinan	O-18	66,785	0	0	Sep-14	0	66,785	20,096	0	0	968	174	2,064	192	23,494	90,279
7	0013	BBMR Supervisor	William P. Taitingfong	O-16	62,344	0	0	May-14	0	62,344	18,759	0	0	904	174	2,496	0	22,333	84,677
8	0021	BBMR Analyst IV	Orilda J. Guerrero	N-16	57,278	0	0	Nov-12	1,838	59,116	17,788	0	0	0	174	2,504	192	20,658	79,774
9	0027	BBMR Analyst IV	Nancy L. Mesa	N-16	57,278	0	0	Nov-12	1,838	59,116	17,788	0	0	0	174	2,504	192	20,658	79,774
10	0030	BBMR Analyst IV	Angela S. Flores	N-16	57,278	0	0	Nov-12	1,838	59,116	17,788	0	0	0	174	2,496	0	20,458	79,574
11	0006	BBMR Analyst IV	Arthur R. Mariano	N-13	51,662	0	0	Oct-13	0	51,662	15,545	0	0	749	174	2,496	209	19,173	70,835
12	0007	BBMR Analyst IV	Dymphna P. Rivera	N-16	57,278	0	0	May-14	0	57,278	17,235	0	0	831	174	0	0	18,239	75,517
13	0008	BBMR Analyst IV	Joseph A.C. Certeza	N-16	57,278	0	0	Apr-14	0	57,278	17,235	0	0	831	174	2,496	209	20,944	78,222
14	0015	BBMR Analyst IV	Michael M. Aflague	N-11	48,227	0	0	Oct-14	0	48,227	14,512	495	0	699	174	4,158	350	20,388	68,615
Subtotal					515,408	0	0	0	5,514	520,922	156,745	495	0	4,982	1,566	21,214	1,344	186,346	707,268
SPECIAL FUND																			
15	0004	Chief Internal Auditor	Matthew P. Quinata	O-13	56,231	0	0	Sep-13	164	56,395	16,969	0	0	818	174	2,064	192	20,217	76,612
16	0016	BBMR Analyst III	Diane E. Pobre	M-15	51,092	0	0	Apr-14	0	51,092	15,374	495	0	741	174	2,064	192	19,039	70,131
17	0017	BBMR Analyst III	Evelyn G. Fernandez	M-17	54,731	0	0	Apr-14	0	54,731	16,469	0	0	0	174	2,504	192	19,339	74,070
18	0010	BBMR Analyst II (LTA)	Paul E. Bamba	L-01	26,520	0	0	-----	0	26,520	7,980	495	0	385	174	4,035	209	13,277	39,797
19	0015	BBMR Analyst II (LTA)	Jaclyn Denise Terlaje	L-01	26,520	0	0	-----	0	26,520	7,980	495	0	385	174	2,504	192	11,729	38,249
20	0018	BBMR Analyst II	VACANT	L-01	-----	0	0	-----	0	0	0	0	0	0	0	0	0	0	0
21	0020	BBMR Analyst II	VACANT	L-01	-----	0	0	-----	0	0	0	0	0	0	0	0	0	0	0
22	0014	BBMR Analyst II	VACANT	L-01	26,520			-----	0	26,520	7,980	495	0	385	174	4,158	350	13,541	40,061
23	0011	BBMR Analyst I	VACANT	K-01	24,656			-----	0	24,656	7,419	495	0	358	174	4,158	350	12,954	37,610
24	0025	WP Secretary II (LTA)	Jolyn T.A. Flores	H-01	19,974	0	0	-----	0	19,974	6,010	495	0	290	174	0	0	6,969	26,943
Subtotal					286,244	0	0	0	164	286,408	86,180	2,970	0	3,359	1,392	21,487	1,677	117,065	403,473
Subtotal					1,075,121				7,519	1,082,640	325,766	5,445	0	10,353	3,828	58,631	3,913	407,936	1,490,576

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

1/: FY 2011 (current) GovGuam contribution for Life Insurance is \$174 per annum; Subject to change in FY 2013

2/: FY2013 (proposed) GovGuam contribution rate of 30.09% for the Government of Guam Retirement is subject to change.

Government of Guam  
Fiscal Year 2011 Budget  
Agency Staffing Pattern  
Current  
SUMMARY

FUNCTIONAL AREA: EXECUTIVE DIRECTION

AGENCY: BUREAU OF BUDGET AND MANAGEMENT RESEARCH

FUND: GENERAL FUND/INDIRECT COST FUND/SPECIAL 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) Subtotal	(K) Retirement (J *27.46%)	(L) Retire (DD) \$18.40*26PP	(M) Social Security (6.2% * J)	(N) Medicare (1.45%*J)	(O) Life (I/)	Benefits		(R) Total Benefits (K thru Q)	(S) (J + R) TOTAL
								Date	Amt.							(P) Medical (Premium)	(Q) Dental (Premium)		
<b>DIRECTOR'S OFFICE</b>																			
1	0001	Director	Benita A. Mnaglona	L2(10)	88,915	0	0		0	88,915	24,416	478	0	1,289	174	6,713	350	33,420	122,335
2	0003	Deputy Director	Stephen J. Guerrero	L3(10)	80,580	0	0		0	80,580	22,127	0	0	0	174	0	0	22,301	102,881
3	0024	Administrative Services Officer	Florence Q. Salas	N-14	53,470	0	0	Jun-11	624	54,094	14,854	478	0	0	174	0	0	15,506	69,600
4	0009	Administrative Assistant	Jacqueline E. Barrett	J-03	25,810	0	0	Dec-10	0	25,810	7,087	478	0	374	174	6,713	350	15,177	40,987
Subtotal					248,775	0	0		624	\$249,399	68,485	\$1,434	0	\$1,664	\$696	\$13,426	\$700	\$86,404	\$335,803
<b>BBMR OPERATIONS - INDIRECT COST</b>																			
5	0015	BBMR Supervisor	John AB Pangelinan	O-17	64,526	0	0	Sep-12	0	64,526	17,719	0	0	936	174	2,064	192	21,084	85,610
6	0013	BBMR Supervisor	William P. Taitingfong	O-15	60,236	0	0	May-12	0	60,236	16,541	0	0	873	174	2,496	0	20,084	80,320
7	0021	BBMR Analyst IV	Orida J. Guerrero	N-16	57,278	0	0	Nov-12	0	57,278	15,729	0	0	0	174	2,504	192	18,599	75,877
8	0027	BBMR Analyst IV	Nancy L. Mesa	N-16	57,278	0	0	Nov-12	0	57,278	15,729	0	0	0	174	2,504	192	18,599	75,877
9	0030	BBMR Analyst IV	Angela S. Flores	N-16	57,278	0	0	Nov-12	0	57,278	15,729	0	0	0	174	2,496	0	18,399	75,677
10	0006	BBMR Analyst IV	Arthur R. Mariano	N-12	49,915	0	0	Oct-11	0	49,915	13,707	0	0	724	174	2,496	209	17,309	67,224
11	0007	BBMR Analyst IV	Dympha P. Rivera	N-15	55,341	0	0	May-12	0	55,341	15,197	0	0	802	174	0	0	16,173	71,514
12	0010	BBMR Analyst II (LTA)	Paul E. Bamba	L-01	26,520	0	0	-----	0	26,520	7,282	478	0	385	174	4,035	209	12,563	39,083
13	0015	BBMR Analyst II (LTA)	Jaclyn Denise Terlaje	L-01	26,520	0	0	-----	0	26,520	7,282	478	0	385	174	2,504	192	11,015	37,535
14	0018	BBMR Analyst II	VACANT	L-01	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
15	0020	BBMR Analyst II	VACANT	L-01	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
Subtotal					454,892	0	0		0	454,892	124,913	956	0	4,104	1,566	21,099	1,186	153,825	608,717
<b>BUDGET &amp; MANAGEMENT INDIRECT COST</b>																			
16	0008	BBMR Analyst IV	Michael M. Aflague	N-10	46,596	0	0	Oct-11	0	46,596	12,795	478	0	676	174	4,158	350	18,631	65,227
17	0005	BBMR Analyst IV	Joseph A.C. Certeza	N-15	55,341	0	0	Apr-12	0	55,341	15,197	0	0	802	174	2,496	209	18,878	74,219
18	0004	Chief Internal Auditor	Matthew P. Quinata	O-12	54,329	0	0	Sep-11	159	54,488	14,962	0	0	790	174	2,064	192	18,182	72,670
19	0016	BBMR Analyst III	Diana E. Pobre	M-14	49,364	0	0	Apr-12	0	49,364	13,555	478	0	716	174	2,064	192	17,179	66,543
20	0017	BBMR Analyst III	Evelyn G. Fernandez	M-16	52,880	0	0	Apr-12	0	52,880	14,521	0	0	0	174	2,504	192	17,391	70,271
21	0025	WP Secretary II (LTA)	Jolyn TA Flores	H-1	19,974	0	0	-----	0	19,974	5,485	478	0	290	174	0	0	6,426	26,400
22	0019	Private Secretary	Analyn C. Eustaquio	I-1	21,389	0	0	-----	0	21,389	5,873	478	0	310	174	2,504	192	9,532	30,921
Subtotal					299,873	0	0		159	300,032	82,389	1,912	0	3,584	1,218	15,790	1,327	106,219	406,251
Total:					\$1,003,540	\$0	\$0	-----	\$783	\$1,004,323	\$275,787	\$4,302	\$0	\$9,352	\$3,480	\$50,315	\$3,213	\$346,449	\$1,350,772

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

GOVERNMENT OF GUAM  
FISCAL YEAR 2012 and FY 2013 BUDGET  
AGENCY NARRATIVE

**FUNCTION:** Executive Direction

**AGENCY:** Bureau of Budget and Management Research

**MISSION STATEMENT:**

The Bureau of Budget and Management Research is responsible for developing, implementing, monitoring, and managing the Executive Branch budget for all line agencies of the Government of Guam as well as providing fiscal and human resource information to policy makers. Chairperson for Education Financial Supervisory Commission and is responsible for making recommendations on policies and practices related to the presentation and preparation of the operating budget request. (P.L. 12-115; P.L. 24-827; P. L. 30-164); Executive Orders 87-02, 95-01, 98-33)

**GOALS AND OBJECTIVES:**

Provide guidance and direction to all government agencies on programmatic and budgetary matters.

**Decision Package  
Biennial Budget  
Fiscal Years 2012 & 2013**

Department/Agency: Bureau of Budget & Management Research

Division/Section Director's Office

**Program Title:**

**Activity Description:**

The office of the Director is responsible for providing overall direction, administrative leadership and administrative support to the Budget and Management section of the Bureau. It is through this office that the Governor's fiscal management policies are implemented through coordination and monitoring of department/agencies. All request to the Bureau for action are received by the office and disseminated to the appropriate sections for review and recommendation. This section also is responsible for review, formulation and recommendation of fiscal and programmatic policies, procedures and plans for the proper and efficient operation of all government services and programs. It further reviews and coordinates in the appropriation and release of funds and any modification thereof. It is responsible for the review and preparation of Federal programs, CIP request, legislation and the annual financial plans for Guam. The office also provides administrative and logistical support to the Governor as necessary.

**Major Objective(s):**

- 1) To ensure that territorial fiscal policies are carried out by providing the overall direction on policies, policy development, acceptable procedures and practices as well as program planning.
- 2) Review budget preparation guidelines in a clear, concise and logical manner.
- 3) Review and analyze departmental budget submission.
- 4) To ensure that departments and agencies are complying with budgetary laws and directives.

**Short-term Goals:**

- 1) To ensure that the Executive Budget is prepared and submitted to the Legislature by the prescribe deadline.
- 2) To ensure that all departments and agencies abide by the appropriation measures.
- 3) to ensure that the allotments are within the cash receipts.
- 4) Analyze and submit recommendations to the director on funding levels.
- 5) Recommend appropriate allotment level to cash receipts.
- 6) Perform studies as directed.

<b>Workload Output</b>				
<b>Workload Indicator:</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>FY 2013</b>
1) Coordinate the preparation of the program and financial plan of the Executive Branch and submission of such plans to the Legislature.	1	1	1	1
2) Fiscal Policy Committee Meeting	52	52	52	52
3) Cabinet Meetings	24	24	24	24

Government of Guam  
Fiscal Year 2012 and Fiscal Year 2013  
Budget Digest

[BBMR BD-]Revised

Function:  
Department/Agency: Bureau of Budget and Management Research  
Program: Director's Office

AS400 Account Code	Appropriation Classification	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
		GENERAL FUND				SPECIAL FUND 1/				FEDERAL MATCH				GRAND TOTALS (ALL FUNDS)			
		FY 2010 Expenditures & Encumbrances	FY 2011 Authorized Level	FY 2012 Governor's Request	FY2013 Governor's Request	FY 2010 Expenditures & Encumbrances	FY 2011 Authorized Level	FY 2012 Governor's Request	FY2013 Governor's Request	FY 2010 Expenditures & Encumbrances	FY 2011 Authorized Level	FY 2012 Governor's Request	FY2013 Governor's Request	FY 2010 Expenditures & Encumbrances	FY 2011 Authorized Level	FY 2012 Governor's Request	FY2013 Governor's Request
<b>PERSONNEL SERVICES</b>																	
111	Regular Salaries/Increments/Special Pay:	195,847	210,762	273,230	275,310	0	0	0	0	0	0	0	0	195,847	210,762	273,230	275,310
112	Overtime:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
113	Benefits:	54,468	31,221	98,987	104,524	0	0	0	0	0	0	0	0	54,468	31,221	98,987	104,524
114	Insurance Benefits (Medical / Dental / Life):	1,176	4,501	0	0	0	0	0	0	0	0	0	0	1,176	4,501	0	0
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$251,491</b>	<b>\$246,484</b>	<b>\$372,217</b>	<b>\$379,834</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$251,491</b>	<b>\$246,484</b>	<b>\$372,217</b>	<b>\$379,834</b>
<b>OPERATIONS</b>																	
220	TRAVEL- Off-Island/Local Mileage Reimburs:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
230	CONTRACTUAL SERVICES:	11,289	13,170	14,813	23,534	0	0	0	0	0	0	0	0	11,289	13,170	14,813	23,534
233	OFFICE SPACE RENTAL:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
240	SUPPLIES & MATERIALS:	5,620	2,000	5,640	14,361	0	0	0	0	0	0	0	0	5,620	2,000	5,640	14,361
250	EQUIPMENT:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
270	WORKERS COMPENSATION:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
271	DRUG TESTING:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
290	MISCELLANEOUS:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL OPERATIONS</b>		<b>\$16,909</b>	<b>\$15,170</b>	<b>\$20,453</b>	<b>\$37,895</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$16,909</b>	<b>\$15,170</b>	<b>\$20,453</b>	<b>\$37,895</b>
<b>UTILITIES</b>																	
361	Power:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
362	Water/ Sewer:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
363	Telephone/ Toll:	12,057	14,333	14,333	14,333	0	0	0	0	0	0	0	0	12,057	14,333	14,333	14,333
<b>TOTAL UTILITIES</b>		<b>\$12,057</b>	<b>\$14,333</b>	<b>\$14,333</b>	<b>\$14,333</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$12,057</b>	<b>\$14,333</b>	<b>\$14,333</b>	<b>\$14,333</b>
450	CAPITAL OUTLAY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL APPROPRIATIONS</b>		<b>\$280,457</b>	<b>\$275,987</b>	<b>\$407,003</b>	<b>\$432,062</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$280,457</b>	<b>\$275,987</b>	<b>\$407,003</b>	<b>\$432,062</b>
1/ Specify Fund Source																	
<b>FULL TIME EQUIVALENCIES (FTEs)</b>																	
UNCLASSIFIED:		1	2	3	3	0	0	0	0	0	0	0	0	1	2	3	3
CLASSIFIED:		3	2	2	2	0	0	0	0	0	0	0	0	3	2	2	2
<b>TOTAL FTEs</b>		<b>4.00</b>	<b>4.00</b>	<b>5.00</b>	<b>5.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4.00</b>	<b>4.00</b>	<b>5.00</b>	<b>5.00</b>

Schedule B- Contractual  
GENERAL FUND

Item	FY 2012			FY 2013		
	Quantity	Unit Price	Total Price	Quantity	Unit Price	Total Price
MCV Subscription	12	60.00	\$ 720.00	12	60.00	\$ 720.00
Repair & Maintenance of Office Laser Jet			\$ -			\$ -
Printers (5) Color Printers, AS400 Server	1	4,000.00	\$ 4,000.00	1	4,000.00	\$ 4,000.00
Maintenance for Color Copier and meter usage	12	330.00	\$ 3,960.00	12	330.00	\$ 3,960.00
Lease and Maintenance for Xerox copier and meter usage	12	414.00	\$ 4,968.00	12	414.00	\$ 4,968.00
Website Hosting	1	900.00	\$ 900.00	1	900.00	\$ 900.00
E-mail Services	1	265.00	\$ 265.00	1	265.00	\$ 265.00
Maintenance for Gov't Vehicle and Insurance Coverage			\$ -	1	8,721.00	\$ 8,721.00
<b>Total Contractual</b>			\$ 14,813.00			\$ 23,534.00

Schedule C - Supplies & Materials

Item	FY 2012			FY 2013		
	Quantity	Unit Price	Total Price	Quantity	Unit Price	Total Price
Office supplies, Xerox papers, pens, stamps, toner cartridges, typing writer ribbons, binder covers, folders, comptper software and related supplies, etc.	12	166.67	\$ 2,000.00	12	166.67	\$ 2,000.00
PC upgrade to Windows 7 Professionals for 23 licenses	1	3640	\$ 3,640.00	1	\$ 3,640.00	\$ 3,640.00
Fuel Charges			\$ -	1	\$ 8,721.00	\$ 8,721.00
<b>Total Supplies &amp; Materials</b>			\$ 5,640.00			\$ 14,361.00

Schedule D - Equipment

Item	FY 2012			FY 2013		
	Quantity	Unit Price	Total Price	Quantity	Unit Price	Total Price
			\$ -			\$ -
			\$ -			\$ -
			\$ -			\$ -
			\$ -			\$ -
			\$ -			\$ -
<b>Total Equipment</b>			\$ -			\$ -

Schedule E - Miscellaneous

Item	FY 2012			FY 2013		
	Quantity	Unit Price	Total Price	Quantity	Unit Price	Total Price
			\$ -			\$ -
			\$ -			\$ -
			\$ -			\$ -
			\$ -			\$ -
			\$ -			\$ -
<b>Total Miscellaneous</b>			\$ -			\$ -

Schedule F - Capital Outlay

Item	FY 2012			FY 2013		
	Quantity	Unit Price	Total Price	Quantity	Unit Price	Total Price
			\$ -			\$ -
			\$ -			\$ -
			\$ -			\$ -
			\$ -			\$ -
			\$ -			\$ -
<b>Total Capital Outlay</b>			\$ -			\$ -







GOVERNMENT OF GUAM  
FISCAL YEAR 2012 and FY 2013 BUDGET  
AGENCY NARRATIVE

**FUNCTION:** Executive Direction

**AGENCY:** Bureau of Budget and Management Research

**MISSION STATEMENT:**

The Bureau of Budget and Management Research is responsible for developing, implementing, monitoring, and managing the Executive Branch budget for all line agencies of the Government of Guam as well as providing fiscal and human resource information to policy makers (P.L. 12-115; P.L. 24-827; 30-164); Executive Orders 87-02, 95-01, 98-33)

**GOALS AND OBJECTIVES:**

Provide guidance and direction to all government agencies on programmatic and budgetary matters.

**Decision Package  
Biennial Budget  
Fiscal Years 2012 & 2013**

Department/Agency: Bureau of Budget & Management Research

Division/Section Budget & Management

**Program Title:**

**Activity Description:**

This section is responsible for the review, formulation and recommendation of fiscal and programmatic policies, procedures and plans for the proper and efficient operation of all government services and programs. It further reviews and coordinates in the appropriation and release of funds and any modification thereof. It is responsible for the review and preparation of Federal programs, CIP request, legislation and the annual financial and program plans for the Island of Guam. Additionally, it provides administrative and logistical support to the Governor as necessary.

**Major Objective(s):**

- 1) To ensure that territorial fiscal policies are carried out by providing the overall direction on policies, policy development, acceptable procedures and practices as well as program planning.
- 2) Review budget preparation guidelines in a clear, concise and logical manner.
- 3) Review and analyze departmental budget submission.
- 4) To ensure that departments and agencies are complying with budgetary laws and directives.

**Short-term Goals:**

- 1) To ensure that the Executive Budget is prepared and submitted to the Legislature by the prescribe deadline.
- 2) To ensure that all departments and agencies abide by the appropriation measures.
- 3) to ensure that the allotments are within the cash receipts.
- 4) Analyze and submit recommendations to the director on funding levels.
- 5) Recommend appropriate allotment level to cash receipts.
- 6) Perform studies as directed.

<b>Workload Output</b>				
<b>Workload Indicator:</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>FY 2013</b>
1) Coordinate the preparation of the program and financial plan of the Executive Branch and submission of such plans to the Legislature	1	1	1	1
2) Review legislation and provide comments on proposals (FN, LRC)	260	371	482	593
3) Review of department request such as contracts, GGIs, travel, etc.	13965	23041	32117	39193
4) Indirect Cost Negotiations/Indirect Cost Rate	1	1	1	1
5) Territorial CIP request to DOI	1	1	1	1

Government of Guam  
Fiscal Year 2012 and Fiscal Year 2013  
Budget Digest

[BBMR BD-1] Revised

Function:  
Department/Agency: Bureau of Budget and Management Research  
Program: Budget & Management

AS400 Account Code	Appropriation Classification	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
		GENERAL FUND				SPECIAL FUND 1/				FEDERAL MATCH				GRAND TOTALS (ALL FUNDS)			
		FY 2010 Expenditures & Encumbrances	FY 2011 Authorized Level	FY 2012 Governor's Request	FY2013 Governor's Request	FY 2010 Expenditures & Encumbrances	FY 2011 Authorized Level	FY 2012 Governor's Request	FY2013 Governor's Request	FY 2010 Expenditures & Encumbrances	FY 2011 Authorized Level	FY 2012 Governor's Request	FY2013 Governor's Request	FY 2010 Expenditures & Encumbrances	FY 2011 Authorized Level	FY 2012 Governor's Request	FY2013 Governor's Request
<b>PERSONNEL SERVICES</b>																	
111	Regular Salaries/Increments/Special Pay:	786,384	0	510,009	520,922	0	825,016	284,455	286,408	0	0	0	0	786,384	825,016	794,464	807,330
112	Overtime:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
113	Benefits:	212,425	0	173,855	186,346	0	217,249	112,151	117,065	0	0	0	0	212,425	217,249	286,006	303,411
114	Insurance Benefits (Medical / Dental / Life):	13,811	0	0	0	0	42,186	0	0	0	0	0	0	13,811	42,186	0	0
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$1,012,620</b>	<b>\$0</b>	<b>\$683,864</b>	<b>\$707,268</b>	<b>\$0</b>	<b>\$1,084,451</b>	<b>\$396,606</b>	<b>\$403,473</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,012,619</b>	<b>\$1,084,451</b>	<b>\$1,080,470</b>	<b>\$1,110,741</b>
<b>OPERATIONS</b>								42,186									
220	TRAVEL- Off-Island/Local Mileage Reimburs:	0	0	0	0	0	0	23,040	26,350	0	0	0	0	0	0	23,040	26,350
230	CONTRACTUAL SERVICES:	0	0	0	0	0	0	20,437	12,610	0	0	0	0	0	0	20,437	12,610
233	OFFICE SPACE RENTAL:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
240	SUPPLIES & MATERIALS:	0	0	0	0	0	0	9,840	7,490	0	0	0	0	0	0	9,840	7,490
250	EQUIPMENT:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
270	WORKERS COMPENSATION:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
271	DRUG TESTING:	0	0	0	0	0	38	150	150	0	0	0	0	0	38	150	150
280	SUB-RECIPIENT/SUBGRANT:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
290	MISCELLANEOUS:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL OPERATIONS</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$38</b>	<b>\$53,467</b>	<b>\$46,600</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$38</b>	<b>\$53,467</b>	<b>\$46,600</b>
<b>UTILITIES</b>																	
361	Power:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
362	Water/ Sewer:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
363	Telephone/ Toll:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL UTILITIES</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>												
450	CAPITAL OUTLAY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL APPROPRIATIONS</b>		<b>\$1,012,620</b>	<b>\$0</b>	<b>\$683,864</b>	<b>\$707,268</b>	<b>\$0</b>	<b>\$1,084,489</b>	<b>\$450,073</b>	<b>\$450,073</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,012,619</b>	<b>\$1,084,489</b>	<b>\$1,133,937</b>	<b>\$1,157,341</b>
1/ Indirect Cost Fund: FY2011 - Indirect Cost Fund (\$438,870) Indirect Cost Unreserved Fund Balance (\$637,581)																	
<b>FULL TIME EQUIVALENCIES (FTEs)</b>																	
	UNCLASSIFIED:	0	0	0	0	0	1	0	0	0	0	0	0	0	1	0	0
	CLASSIFIED:	15	0	9	9	0	15	6	6	0	0	0	0	15	15	15	15
<b>TOTAL FTEs</b>		<b>15.00</b>	<b>0.00</b>	<b>9.00</b>	<b>9.00</b>	<b>0.00</b>	<b>16.00</b>	<b>6.00</b>	<b>6.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>15.00</b>	<b>16.00</b>	<b>15.00</b>	<b>15.00</b>

Schedule A - Off-Island Travel

Department/Agency: BUREAU OF BUDGET AND MANAGEMENT RESEARCH  
Division: Budget and Management  
Program:

FY 2012

Purpose / Justification for Travel							
1/	To attend 2012 National Governor's Association Winter Meeting.						
2/	To attend 2012 National Governor's Association Winter Meeting.						
3/	To attend the State Grantee Meeting.						
4/	To attend the 2012 National Association of State Budget Officers (NASBO) Annual Conference						
5/	To attend the Association of Defense Communities Conference.						
6/							
No. of Travelers: _____							1/
Position Title of Traveler(s)		Travel Dates	Destination	Air Fare	Per diem 2/	Registration	Total Cost
Analyst	1/	Feb 2012	Washington, D.C.	\$ 3,400.00	\$ 1,200.00	\$ -	\$ 4,600.00
Analyst	2/	Feb 2012	Washington, D.C.	\$ 3,400.00	\$ 1,200.00		\$ 4,600.00
Director	3/	May 2012	Denver, CO	2,580.00	880.00		\$ 3,460.00
Director	4/	July 2012	Portland Oregon	3,680.00	1,200.00		\$ 4,880.00
Director	5/	Aug. 2012	San Francisco	3,200.00	2,300.00		\$ 5,500.00
	6/						\$ -
				\$ 16,260.00	\$ 6,780.00	\$ -	\$ 23,040.00

FY 2013

Purpose / Justification for Travel							
1/	To attend 2013 National Governor's Association Winter Meeting.						
2/	To attend 2013 National Governor's Association Winter Meeting.						
3/	To attend the State Grantee Meeting.						
4/	To attend the 2013 National Association of State Budget Officers (NASBO) Annual Conference						
5/	To attend the Association of Defense Communities Conference.						
6/							
No. of Travelers: _____							1/
Position Title of Traveler(s)		Travel Dates	Destination	Air Fare	Per diem 2/	Registration	Total Cost
Analyst	1/	Feb 2013	Washington, D.C.	\$ 3,600.00	\$ 1,350.00	\$ -	\$ 4,950.00
Analyst	2/	Feb 2013	Washington, D.C.	\$ 3,600.00	\$ 1,350.00		\$ 4,950.00
Director	3/	May 2013	Denver, CO	\$ 3,750.00	\$ 1,200.00		\$ 4,950.00
Director	4/	July 2013	Portland Oregon	\$ 3,950.00	\$ 1,550.00		\$ 5,500.00
Director	5/	Aug. 2013	San Francisco	\$ 3,500.00	\$ 2,500.00		\$ 6,000.00
	6/						
				\$ 18,400.00	\$ 7,950.00	\$ -	\$ 26,350.00

1/ Provide justification for multiple travelers attending the same conference / training / etc.  
2/ Rates must be consistent with Title 5 GCA, Div.2, Ch.23, §23104 and Federal Joint Travel Regulations

Schedule B- Contractual  
SPECIAL FUND

Item	FY 2012			FY 2013		
	Quantity	Unit Price	Total Price	Quantity	Unit Price	Total Price
Maintenance for Gov't Vehicle and Insurance Coverage	12	1,703	20,437	12	1,051	12,610.00
<b>Total Contractual</b>			\$20,437			12,610.00

Schedule C - Supplies & Materials

Item	FY 2012			FY 2013		
	Quantity	Unit Price	Total Price	Quantity	Unit Price	Total Price
Office supplies and Fuel Charges	12	820	9,840	12	624	\$7,490
			0			\$0
			0			\$0
			0	0		\$0
			0			\$0
			0	0	0	\$0
<b>Total Supplies &amp; Materials</b>			9,840			\$7,490

Schedule D - Equipment

Item	FY 2012			FY 2013		
	Quantity	Unit Price	Total Price	Quantity	Unit Price	Total Price
			\$ -			\$ -
			\$ -			\$ -
			\$ -			\$ -
			\$ -			\$ -
			\$ -			\$ -
			\$ -			\$ -
<b>Total Equipment</b>			\$ -			\$ -

Schedule E - Miscellaneous

Item	FY 2012			FY 2013		
	Quantity	Unit Price	Total Price	Quantity	Unit Price	Total Price
			\$ -			\$ -
			\$ -			\$ -
			\$ -			\$ -
			\$ -			\$ -
			\$ -			\$ -
			\$ -			\$ -
<b>Total Miscellaneous</b>			\$ -			\$ -

Schedule F - Capital Outlay

Item	FY 2012			FY 2013		
	Quantity	Unit Price	Total Price	Quantity	Unit Price	Total Price
			\$ -			\$ -
			\$ -			\$ -
			\$ -			\$ -
			\$ -			\$ -
			\$ -			\$ -
			\$ -			\$ -
<b>Total Capital Outlay</b>			\$ -			\$ -

DEPARTMENT: BUREAU OF BUDGET AND MANAGEMENT RESE.  
 SECTION: BUDGET AND MANAGEMENT  
 FUND: GENERAL FUND / SPECIAL FUND

Government of Guam  
 Fiscal Year 2012 Budget  
 Agency Staffing Pattern  
 PROPOSED

Input by Department										Input by Department									
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H) Increment		(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 * 28.3%)	Retire (DDI) \$19.02*26PP	Social Security (6.2% * J)	Medicare (1.45% * J)	Life (1/)				
GENERAL FUND																			
1	0015	BBMR Supervisor	John A.B. Pangelinan	O-17	64,526	0	0	Sep-12	188	64,714	18,314	0	0	938	174	2,064	192	21,682	86,396
2	0013	BBMR Supervisor	William P. Taitingfong	O-15	60,236	0	0	May-12	878	61,114	17,295	0	0	886	174	2,496	0	20,851	81,965
3	0021	BBMR Analyst IV	Orilda J. Guerrero	N-16	57,278	0	0	Nov-12	0	57,278	16,210	0	0	0	174	2,504	192	19,080	76,358
4	0027	BBMR Analyst IV	Nancy L. Mesa	N-16	57,278	0	0	Nov-12	0	57,278	16,210	0	0	0	174	2,504	192	19,080	76,358
5	0030	BBMR Analyst IV	Angela S. Flores	N-16	57,278	0	0	Nov-12	0	57,278	16,210	0	0	0	174	2,496	0	18,880	76,158
6	0006	BBMR Analyst IV	Arthur R. Mariano	N-12	49,915	0	0	Oct-11	1,747	51,662	14,620	0	0	749	174	2,496	209	18,248	69,910
7	0007	BBMR Analyst IV	Dymphna P. Rivera	N-15	55,341	0	0	May-12	807	56,148	15,890	0	0	814	174	0	0	16,878	73,026
8	0005	BBMR Analyst IV	Joseph A.C. Certeza	N-15	55,341	0	0	Apr-12	969	56,310	15,936	0	0	816	174	2,496	209	19,631	75,941
9	0008	BBMR Analyst IV	Michael M. Aflague	N-10	46,596	0	0	Oct-11	1,631	48,227	13,648	495	0	699	174	4,158	350	19,525	67,752
Subtotal					503,789				6,220	510,009	144,333	495	0	4,904	1,566	21,214	1,344	173,855	683,864
SPECIAL FUND																			
10	0004	Chief Internal Auditor	Matthew P. Quinata	O-13	56,231	0	0	Sep-13	0	56,231	15,913	0	0	815	174	2,064	192	19,159	75,390
11	0016	BBMR Analyst III	Diane E. Pobre	M-14	49,364	0	0	Apr-12	864	50,228	14,215	495	0	728	174	2,064	192	17,868	68,096
12	0017	BBMR Analyst III	Evelyn G. Fernandez	M-16	52,880	0	0	Apr-12	926	53,806	15,227	0	0	780	174	2,504	192	18,877	72,683
13	0010	BBMR Analyst II (LTA)	Paul E. Bamba	L-01	26,520	0	0	-----	0	26,520	7,505	495	0	385	174	4,035	209	12,803	39,323
14	0015	BBMR Analyst II (LTA)	Jaclyn Denise Terlaje	L-01	26,520	0	0	-----	0	26,520	7,505	495	0	385	174	2,504	192	11,255	37,775
15	0018	BBMR Analyst II	VACANT	L-01	-----	0	0	-----	0	0	0	0	0	0	0	0	0	0	0
16	0020	BBMR Analyst II	VACANT	L-01	-----	0	0	-----	0	0	0	0	0	0	0	0	0	0	0
17	0014	BBMR Analyst II	VACANT	L-01	26,520	0	0	-----	0	26,520	7,505	495	0	385	174	4,158	350	13,067	39,587
18	0011	BBMR Analyst I	VACANT	K-01	24,656	0	0	-----	0	24,656	6,978	495	0	358	174	4,158	350	12,512	37,168
19	0025	WP Secretary II (LTA)	Jolyn T.A. Flores	H-01	19,974	0	0	-----	0	19,974	5,653	495	0	290	174	0	0	6,611	26,585
Subtotal					282,665				1,790	284,455	80,501	2,970	0	4,125	1,392	21,487	1,677	112,151	396,606
Total:				----	\$786,454	\$0	\$0	----	\$8,010	\$794,464	\$224,833	\$3,465	\$0	\$9,028	\$2,958	\$42,701	\$3,021	\$286,006	\$1,080,470

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

1/: FY 2011 (current) GovGuam contribution for Life Insurance is \$174 per annum; Subject to change in FY 2012

2/: FY2012 (proposed) GovGuam contribution rate of 28.3% for the Government of Guam Retirement is subject to change.

Government of Guam  
Fiscal Year 2013 Budget  
Agency Staffing Pattern  
PROPOSED

DEPARTMENT: BUREAU OF BUDGET AND MANAGEMENT RESE.  
SECTION: BUDGET AND MANAGEMENT  
FUND: GENERAL FUND / SPECIAL 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 *30.09%(2)	Retire (DDI) \$19.02*26PP	Social Security (6.2% * J)	Benefits			Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL
								Date	Amt.					Life (I/)	Medicare (1.45% * J)	Life (I/)				
GENERAL FUND																				
1	0015	BBMR Supervisor	John A.B. Pangelinan	O-18	66,785	0	0	Sep-14	0	66,785	20,096	0	0	968	174	2,064	192	23,494	90,279	
2	0013	BBMR Supervisor	William P. Taitingfong	O-16	62,344	0	0	May-14	0	62,344	18,759	0	0	904	174	2,496	0	22,333	84,677	
3	0021	BBMR Analyst IV	Orilda J. Guerrero	N-16	57,278	0	0	Nov-12	1,838	59,116	17,788	0	0	0	174	2,504	192	20,658	79,774	
4	0027	BBMR Analyst IV	Nancy L. Mesa	N-16	57,278	0	0	Nov-12	1,838	59,116	17,788	0	0	0	174	2,504	192	20,658	79,774	
5	0030	BBMR Analyst IV	Angela S. Flores	N-16	57,278	0	0	Nov-12	1,838	59,116	17,788	0	0	0	174	2,496	0	20,458	79,574	
6	0006	BBMR Analyst IV	Arthur R. Mariano	N-13	51,662	0	0	Oct-13	0	51,662	15,545	0	0	749	174	2,496	209	19,173	70,835	
7	0007	BBMR Analyst IV	Dymphna P. Rivera	N-16	57,278	0	0	May-14	0	57,278	17,235	0	0	831	174	0	0	18,239	75,517	
8	0008	BBMR Analyst IV	Joseph A.C. Certeza	N-16	57,278	0	0	Apr-14	0	57,278	17,235	0	0	831	174	2,496	209	20,944	78,222	
9	0015	BBMR Analyst IV	Michael M. Aflague	N-11	48,227	0	0	Oct-13	0	48,227	14,512	495	0	699	174	4,158	350	20,388	68,615	
Subtotal					515,408				5,514	520,922	156,745	495	0	4,982	1,566	21,214	1,344	186,346	707,268	
SPECIAL FUND																				
10	0004	Chief Internal Auditor	Matthew P. Quinata	O-13	56,231	0	0	Sep-13	164	56,395	16,969	0	0	818	174	2,064	192	20,217	76,612	
11	0016	BBMR Analyst III	Diane E. Pobre	M-15	51,092	0	0	Apr-14	0	51,092	15,374	495	0	741	174	2,064	192	19,039	70,131	
12	0017	BBMR Analyst III	Evelyn G. Fernandez	M-17	54,731			Apr-14	0	54,731	16,469	0	0	0	174	2,504	192	19,339	74,070	
13	0010	BBMR Analyst II (LTA)	Paul E. Bamba	L-01	26,520			-----	0	26,520	7,980	495	0	385	174	4,035	209	13,277	39,797	
14	0015	BBMR Analyst II (LTA)	Jaclyn Denise Terlaje	L-01	26,520	0	0	-----	0	26,520	7,980	495	0	385	174	2,504	192	11,729	38,249	
15	0018	BBMR Analyst II	VACANT	L-01	-----	0	0	-----	0	0	0	0	0	0	0	0	0	0	0	
16	0020	BBMR Analyst II	VACANT	L-01	-----	0	0	-----	0	0	0	0	0	0	0	0	0	0	0	
17	0014	BBMR Analyst II	VACANT	L-01	26,520	0	0	-----	0	26,520	7,980	495	0	385	174	4,158	350	13,541	40,061	
18	0011	BBMR Analyst I	VACANT	K-01	24,656	0	0	-----	0	24,656	7,419	495	0	358	174	4,158	350	12,954	37,610	
19	0025	WP Secretary II (LTA)	Jolyn T.A. Flores	H-01	19,974	0	0	-----	0	19,974	6,010	495	0	290	174	0	0	6,969	26,943	
Subtotal					286,244				164	286,408	86,180	2,970	0	3,359	1,392	21,487	1,677	117,065	403,473	
Total:				----	\$801,652	\$0	\$0	----	\$5,678	\$807,330	\$242,926	\$3,465	\$0	\$8,341	\$2,958	\$42,701	\$3,021	\$303,411	\$1,110,741	

\* Night Differential / Hazardous / Worker's Compensation / etc.  
1/: FY 2011 (current) GovGuam contribution for Life Insurance is \$174 per annum; Subject to change in FY 2013  
2/: FY2013 (proposed) GovGuam contribution rate of 30.09% for the Government of Guam Retirement is subject to change.

Government of Guam  
Fiscal Year 2011 Budget  
Agency Staffing Pattern  
CURRENT

[BBMR SP-1]

DEPARTMENT: BUREAU OF BUDGET AND MANAGEMENT RESEARCH  
SECTION: BUDGET AND MANAGEMENT  
FUND: INDIRECT COST FUND/SPECIAL 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 * 27.46%)	Retire (DDI) \$18.40*26PP	Social Security (6.2% * J)	Benefits			Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL	
								Date	Amt.					Medicare (1.45% * J)	Life (1/)						
<b>BBMR OPERATIONS -INDIRECT COST FUND</b>																					
1	0015	BBMR Supervisor	John A.B. Pangelinan	O-17	64,526	0	0	Sep-12	0	64,526	17,719	0	0	936	174	2,064	192	21,084	85,610		
2	0013	BBMR Supervisor	William P. Taitingfong	O-15	60,236	0	0	May-12	0	60,236	16,541	0	0	873	174	2,496	0	20,084	80,320		
3	0021	BBMR Analyst IV	Orilda J. Guerrero	N-16	57,278	0	0	Nov-12	0	57,278	15,729	0	0	0	174	2,504	192	18,599	75,877		
4	0027	BBMR Analyst IV	Nancy L. Mesa	N-16	57,278	0	0	Nov-12	0	57,278	15,729	0	0	0	174	2,504	192	18,599	75,877		
5	0030	BBMR Analyst IV	Angela S. Flores	N-16	57,278	0	0	Nov-12	0	57,278	15,729	0	0	0	174	2,496	0	18,399	75,677		
6	0006	BBMR Analyst IV	Arthur R. Mariano	N-12	49,915	0	0	Oct-11	0	49,915	13,707	0	0	724	174	2,496	209	17,309	67,224		
7	0007	BBMR Analyst IV	Dymphna P. Rivera	N-15	55,341	0	0	May-12	0	55,341	15,197	0	0	802	174	0	0	16,173	71,514		
8	0010	BBMR Analyst II(LTA)	Paul E. Bamba	L-01	26,520	0	0	-----	0	26,520	7,282	478	0	385	174	4,035	209	12,563	39,083		
9	0015	BBMR Analyst II (LTA)	Jaclyn Denise Terlaje	L-01	26,520	0	0	-----	0	26,520	7,282	478	0	385	174	2,504	192	11,015	37,535		
10	0018	BBMR Analyst II	VACANT	L-01	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----		
11	0020	BBMR Analyst II	VACANT	L-01	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----		
SUBTOTAL					454,892	0	0		0	454,892	124,913	956	0	4,104	1,566	21,099	1,186	153,825	608,717		
<b>BUDGET &amp; MANAGEMENT - INDIRECT COST</b>																					
12	0008	BBMR Analyst IV	Michael M. Aflague	N-10	46,596	0	0	Oct-13	0	46,596	12,795	478	0	676	174	4,158	350	18,631	65,227		
13	0005	BBMR Analyst IV	Joseph A.C. Certeza	N-15	55,341	0	0	Apr-12	0	55,341	15,197	0	0	802	174	2,496	209	18,878	74,219		
14	0004	Chief Internal Auditor	Matthew P. Quinata	O-12	54,329	0	0	Sep-11	159	54,488	14,962	0	0	790	174	2,064	192	18,182	72,670		
15	0016	BBMR Analyst III	Diana E. Pobre	M-14	49,364	0	0	Apr-12	0	49,364	13,555	478	0	716	174	2,064	192	17,179	66,543		
16	0017	BBMR Analyst III	Evelyn G. Fernandez	M-16	52,880	0	0	Apr-12	0	52,880	14,521	0	0	0	174	2,504	192	17,391	70,271		
17	0025	WP Secretary II (LTA)	Jolyn T.A. Flores	H-01	19,974	0	0	----	0	19,974	5,485	478	0	290	174	0	0	6,426	26,400		
18	0019	Private Secretary	Analyn C. Eustaquio	I-01	21,389	0	0	----	0	21,389	5,873	478	0	310	174	2,504	192	9,532	30,921		
SUBTOTAL					299,873	0	0		159	300,032	82,389	1,912	0	3,584	1,218	15,790	1,327	106,219	406,251		
Total:				-----	\$754,765	\$0	\$0	-----	\$159	\$754,924	\$207,302	\$2,868	\$0	\$7,688	\$2,784	\$36,889	\$2,513	\$260,044	\$1,014,968		

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





Bureau of Budget Management Research  
 Prior Year Obligations for FY 2011

BBMR PYO-1

A Transaction/ Obligation Date	B Transaction Type	C Vendor	D General Fund (\$)	E Special Fund (\$)	F Federal Fund (\$)	G Reasons for Nonsubmittal or Nonpayment
	No. Prior Year Obligation(s)					
<b>Total</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

Note:

Column A: Completion date of transaction or event prior to October 1, 2010.

Column B: Transaction Type such as personnel action, contracts, etc.

Column C: Vendor or Party owed

Column D, E, & F: Identify funding source and dollar amount inclusive of associated penalties or fees; if more than one transaction, need to total all transactions.

Column G: Note item of concern.