



BUREAU OF BUDGET & MANAGEMENT RESEARCH

OFFICE OF THE GOVERNOR

Post Office Box 2950, Hagåtña Guam 96932

FELIX P. CAMACHO
GOVERNOR

BERTHA M. DUENAS
DIRECTOR

MICHAEL W. CRUZ, M.D.
LIEUTENANT GOVERNOR

SEP 18 2008

BBMR CIRCULAR NO 08-11

TO: All Line Department and Agency Heads
FROM: Director, Bureau of Budget and Management Research
SUBJECT: FY 2009 BUDGET ALLOTMENT SEMINAR

As provided in BBMR Circular No. 08-10, BBMR will be conducting a seminar for all line agency departments and agencies on the FY 2009 allotment process which begins October 1, 2008. The seminar will be conducted on Monday, September 22, 2008 in the Bureau's Conference Room. The time allocated for each department/agency is as follows:

Group A - 9:00 a.m.

- Department of Administration
- Department of Agriculture
- Ancestral Land Commission
- Chamorro Affairs
- Chamorro Land Trust Commission
- Civil Service Commission
- Commission on Decolonization
- Contractors License Board
- Guam Council on the Arts and Humanities
- Guam Educational Telecommunication Corp/KGTF
- Guam Environmental Protection Agency

Group B - 10:30 a.m.

- Guam Fire Department
- Guam Police Department
- Department of Law
- Department of Military Affairs
- Department of Youth Affairs
- Office of the Chief Medical Examiners
- Department of Corrections
- Customs and Quarantine

Group C - 2:00 p.m.

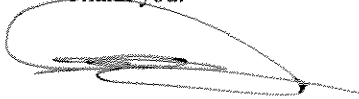
- Department of Integrated Services for Individuals with Disabilities
- Office of the Governor
- Office of the Lieutenant Governor
- Guam Disabilities Developmental Council
- Guam Election Commission
- Department of Labor
- Department of Land Management
- Guam Public Library

Group D – 3:30 p.m.

Department of Parks and Recreation
Professional Engineer Architectural License Board
Department of Public Health and Social Service
Department of Public Works
Department of Revenue and Taxation

The seminar will be mandatory for all agency ASO's or individuals directly responsible for the preparation and management of allotment schedules as it will cover updated FY 2009 Allotment Schedule guidelines. BBMR looks forward to your attendance.

Thank you.

A handwritten signature in black ink, appearing to read "BERTHA M. DUENAS", with a large, sweeping flourish extending to the left.

BERTHA M. DUENAS