



BUREAU OF BUDGET & MANAGEMENT RESEARCH

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BBMR CIRCULAR 11-03

To: All line and Autonomous Department and Agency Heads
From: Acting Director, Bureau of Budget and Management Research
Subject: Executive Order No. 2011-01

Hafa Adai yan Saludas! The Governor promulgated Executive Order No. 2011-01 relative to establishing fiscal guidelines for all departments, agencies, including autonomous and semi-autonomous agencies. In a collaborative effort in finding solutions to the Government's financial challenges, per the Executive Order, you are directed to reassess your respective department/agency operations and current budget, develop and recommend short and long-term cost reduction and cost containment measures. This includes developing and recommending revenue enhancement measures.

The Governor, in the Executive Order, requests that such recommendations be completed and submitted no later than 21 days from the effective date of the Order and tasked the Bureau in compiling and reporting the foregoing recommendations for submittal to the office of *I Muga'lahen Guahan*. As such, in order to facilitate the process, the Bureau is providing forms to be used in making your recommendations on cost containment/cost reduction measures with the potential cost savings amount by budget object categories. The Bureau also welcomes any other external (outside your respective dept./agency) recommendations you may have for the Government to implement as a means of realizing additional cost savings. Finally, a form for recommendations on revenue enhancement measures on the General Fund and for any Special Fund(s) under the purview of your agency is also provided. An electronic file of the necessary forms can be found on our website: <http://bbmr.guam.gov>. Please provide the information in hard copy to the Bureau no later than January 31, 2011.

Thank you for your cooperation and support.


BENITA A. MANGLONA
Acting Director

Attachment(s)