About us

Why Does Department of Administration Exist?
Primarily to provide various support services to the Government of Guam agencies, in order to assist them in the execution of their respective missions. This department is essentially responsible for the effective administration of the internal business of the Government of Guam.

Our Mission:
To maximize the efficiency and effectiveness, with which the department’s various responsibilities, are achieved by providing administrative, fiscal, technical and policy direction to the Government of Guam agencies for the execution of a variety of government-wide support services.

Divisions:

Director’s Office:
Oversees the operation and function of all divisions.

Division of Accounts:
Accounting and reporting of all financial activities of the Government of Guam; administration and operation of the employees’ payroll.

Treasurer of Guam:
Receiving and accounting for all monies; safekeeping of cash, bonds, and securities; administer the disbursement of government funds.

Human Resources:
Human resources recruitment; management and administration of personnel rules and regulations and employee benefit programs.

General Services Agency:
Solicitation and procurement of required products and services for the delivery of government services; and administration of the records management program for the government of Guam.

Data Processing
Administration of the planning, implementation, utilization and standards of information technology and provide information technology support and services.
For the fourth consecutive year, independent auditor Deloitte & Touche, LLP issued an unqualified or “clean” opinion on Gov-Guam’s FY 2010 financial statements. Twenty three audit adjustments were made for the Government Wide financial statements, accounting for almost 100 funds. These adjustments increased Net Assets by $47.5M primarily due to capitalizing construction in progress costs of the Layon Landfill, Southern Regional Health Center and Federal Highway Administration roads. The number of findings decreased slightly, from 10 in FY2009 to 9 in FY 2010, but questioned costs rose slightly from $0 to $3,734 due to a noncompliance with the Child Care Development program.

The Department of Administration has been working diligently to maintain and improve the accountability of the Government to the stakeholders, mainly to the people of Guam.
Financial Status

<table>
<thead>
<tr>
<th>DIVISION</th>
<th>FY2009</th>
<th>FY2010</th>
</tr>
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<tbody>
<tr>
<td>Director's Office *</td>
<td>3,073,970</td>
<td>2,672,290</td>
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<td>Personnel Management</td>
<td>1,753,016</td>
<td>1,676,903</td>
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<td>Financial Management</td>
<td>633,807</td>
<td>624,296</td>
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<td>Data Processing</td>
<td>563,840</td>
<td>545,066</td>
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<td>General Services Agency</td>
<td>802,001</td>
<td>825,939</td>
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<td>Division of Accounts</td>
<td>2,386,350</td>
<td>2,348,469</td>
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<td>Total</td>
<td>9,212,984</td>
<td>8,692,963</td>
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</tbody>
</table>

Note: Although the Funds’ expenditures are higher than the revenue in Fiscal Year 2010, The FY2010’s expenditures were supported by prior year’s cumulative revenues.
Future Outlook

Military Build up

The long anticipated relocation of 8,000 military forces from Okinawa, Japan to Guam was delayed. Due to political controversy, the plan to transition over 40,000 military support and families did not proceed as expeditious as foreseen. As a result, the economic growth associated with the military build up did not happen. However, we are hopeful that the military build up will gain momentum in the future.

New Leadership

Governor Edward J.B. Calvo took office in the beginning of the year 2011. In light of this, Department of Administration is now under a new Director and Deputy Director.

Our new Director who was recently confirmed is Ms. Benita Manglona. She is a licensed Certified Public Accountant and has a Masters in Taxation. She has over 30 years of experience in the fields of accounting and taxation, with 17 of those years in the government. She was first confirmed as the director for Bureau of Budget and Management Resources, then later confirmed as DOA’s director.

DOA’s new Deputy Director is Mr. George A. Santos. Mr. Santos has a wide variety of experiences in the public sector, private sector, and elected positions. He currently serves as an elected board member for the Government of Guam Employees Federal Credit Union where he served as Chairman for 4 terms. He is also an elected active member for the Government of Guam Retirement Fund since 2004.

References

Department of Administration (2009—2011) DOA budget digest report. From Department of Administration Director’s Office