



OFFICE OF PUBLIC ACCOUNTABILITY

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MEMORANDUM

September 30, 2021

To: All Line Agencies, Autonomous Agencies, the Mayors' Council of Guam, the Judiciary of Guam and *I Liheslaturan Guåhan*

From: Benjamin J.F. Cruz
Public Auditor

Re: Reminder of Procurement Training Compliance Report Pursuant to 5 GCA § 5141(n)

Håfa ådai

As a reminder, pursuant to 5 GCA § 5141(n), Procurement Training Compliance Report:

(1) No later than thirty (30) days after the end of each fiscal year, every director, administrator, president or head of a government of Guam agency, including line agencies, autonomous and semi-autonomous agencies, public corporation, the Mayors Council of Guam, the Courts of the Judiciary of Guam, and *I Liheslaturan Guåhan* shall electronically submit to the Public Auditor of Guam, in an electronic portable document format (pdf), a "Procurement Training Compliance Report."

(2) Said report shall at a minimum list the employees by name, job title, each procurement training module completed, and the date of completion.

Example:

Name	Job Title	Module 1	Module 2	Module 3	Module 4
1. John Cruz	Buyer I	June 15, 2019	October 20, 2019		
2. Mary Blas	Buyer Supervisor	June 15, 2019	October 20, 2019	February 27, 2020	July 15, 2020

All Procurement Training Compliance Reports in pdf format should be submitted electronically to the Office of Public Accountability's admin email account admin@guamopa.com no later than 5:00 p.m., Monday, November 1, 2021.

Should you have any questions, please contact Frederick Jones at 475-0390 ext. 217 or fjones@guamopa.com.

Senseramente,

Benjamin J.F. Cruz
Public Auditor