



DEPARTMENT OF CORRECTIONS

Depattamenton Mangngurihi
P.O. Box 3236
Hagatna, Guam 96932



Felix P. Camacho
Governor

Jose B. Palacios
Director

Michael W. Cruz, M.D.
Lt. Governor

September 23, 2009

To: Director of Administration
From: Director of Corrections
Subject: Request Approval for Recruitment Above-Step for Promotion of the Property & Supply Management Officer Classified Position
Re: Joseph M. Mesa

DIRECTOR'S OFFICE
RECEIVED
DEPT. OF CORRECTIONS

This is to request your approval that the above named employee be given the above step level for promotion under the classified position of the Property & Supply Management Officer, Pay Grade: M, Step 10 at \$43,018.00 P/A or \$20.68 P/H. This justification is pursuant to the 4GCA Public Officers & Employees, Chapter 6 - Compensation of Public Employees, §6205 pertaining to Recruitment of Above Step Level.

Currently, Mr. Mesa holds the position of the Property & Supply Management Officer on an unclassified basis since October 13, 2008. On January 20, 2009 Civil Service Commission established the Property & Supply Management Officer to a classified position pursuant to Public Law 29-113, Chapter 6, Section 41. On March 11, 2009 Bureau of Budget and Management Research received our "Request for Personnel Action" for the Open/Promotional - full time employee for the vacancy of this position. On August 25, 2009 the agency received the certification list of eligibility and the interview was conducted on September 10, 2009.

Mr. Joseph M. Mesa had the highest rating score of 85.27 plus and additional 5.00 points totaling 90.27 from Department of Administration. Not only was he the highest rated individual from your certified list of eligibility but, also scored the highest across the board during the interview of a total rating of 71.80%.

Furthermore, attached herewith is the compilation of data information that supports the above step level promotion request.

- *Biography of Employee
*Qualification's
*Certificates / Awards / Workshop's Completed
*Education Background
*Chronological Record of Work Experience
*Commendations

Once again, your approval toward this request is appreciated.

JOSE B. PALACIOS

JBP/jdc



Tel. No.: 473-7021 / 7022 / 7023 / 7025 / 7026
Fax. No.: 473-7024