



GOVERNMENT OF GUAM  
DEPARTMENT OF CORRECTIONS  
DEPARTMENTON MANGNGURIHI  
MANGILAO, GUAM 96913

April 3, 2025

**MEMORANDUM**

To: All housing units  
Custody Staff

Info: Visitor Processing Center, Mangilao and Hagatna Facility

From: Prison Security Administrator

Subject: 2025 Easter Holiday drop-off

In addition to regular incoming the following items below will be authorized for the month of May 2025 calendar. **The schedule for Easter drop will be included with the unit's regular incoming authorized items for May 2025 Calendar.**

**Instructions:**


1. Only prisoners with an approved Visitation Listing will be authorized to receive these items.
2. All items shall be in factory sealed packaging with weight and ingredients labeled in ENGLISH. Items that are open or have any indication of tampering will not be accepted.
3. All items shall be in original plastic container/ sealed wrapper for health and sanitation concerns.
4. Items wrapped in aluminum foil will not be accepted.
5. Items may be placed in (01) Disposable **Plastic** bag. Any other type of bag materials will not be accepted.
6. The approved items are very specific and **ABSOLUTELY** no substitution.
7. There will be no make-up for Easter drop off.
8. For those that are authorized care packages, Packages arriving thru mail must be post marked by **May 01, 2025 – May 31, 2025**, and anything beyond the allowable date will not be accepted.
9. There will be no visitation scheduled during the Easter Drop week.

	ITEM	QUANTITY
1	Candy	(02) Bags not to exceed 16oz. total; Resealable packaging, Candy must not be individually wrapped, No Hard Candy; No Foil; No Gummy Type
2	Nuts	(02) Package not to exceed 16oz. total; without shell, No Trail Mix/Candy/Fruit; plastic/clear container, No Metal / Foil
3	Dry Squid	(02) Package not to exceed 8 oz.
4	Crackers (Sky Flakes)	(24) Individually wrapped, single packs; NOT IN A CASE/CONTAINER
5	Granola Bar	(16) Bars total, No Protein bars
6	Muffins Variety	(12) Must be individually wrapped and sealed

**Exclusions:**

- Prisoners on Disciplinary Segregation are excluded to receive the food items, only personal hygiene is allowed.
- Housing unit under lockdown status will not receive the food items, only personal hygiene is allowed.

For compliance,

  
 Colonel Alan P. Borja, Warden

