

Re: Messages & Communications Doc. No. 38GL-26-2000 through 2006.

From Guam Legislature Clerks <clerks@guamlegislature.gov>  
 Date Wed 3/4/2026 10:31 AM  
 To 38th Committee On Rules <committeeonrules@guamlegislature.gov>  
 Cc Rennae Vanessa C. Meno <rennae.meno@guamlegislature.gov>

Håfa Adai,

Received, and thank you.



**Elijah Untalan**  
**Clerks Office**

**I Mina'trentai Ocho na Liheslaturan Guåhan**  
 Guam Congress Building, 163 Chalan Santo Papa, Hagåtña, Guam 96910  
 Voice: (671) 472-3465/3460 Fax: (671) 472-3524  
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 Thank you

From: 38th Committee On Rules <committeeonrules@guamlegislature.gov>  
 Sent: Wednesday, March 4, 2026 9:19 AM  
 To: Guam Legislature Clerks <clerks@guamlegislature.gov>  
 Cc: Frank Blas Jr. <speakerblas@guamlegislature.gov>  
 Subject: Messages & Communications Doc. No. 38GL-26-2000 through 2006.

Håfa Adai Clerks Office,

Please see attached, **Messages & Communications Doc. No. 38GL-26-2000 through 2006** for processing:

✓	38GL-26-2000	Department of Education	Guam Education Board Meeting Packet for February 24, 2026*
✓	38GL-26-2001	University of Guam	Unaudited Financial Reports for the month of January 2026*
✓	38GL-26-2002	Guam Office of Veterans Affairs	Prior Years Obligation to pay Tanya Eubanks in the total amount of \$7,228.81*
✓	38GL-26-2003	Guam Waterworks Authority	Resolution No. 10-FY2026 Relative to the Creation and Approval of Position Classification Specification for the Procurement and Materials Management Administrator*
✓	38GL-26-2004	Guam Power Authority	Unaudited Financial Statement for the month of January 2026*
✓	38GL-26-2005	A.B. Won Pat International Airport Authority	Statement of Revenues and Expenses- January 2026*
✓	38GL-26-2006	Department of Public Health and Social Services	Acting Administrator Designation of Peter John D. Camacho, MPH, for the Department of Public Health and Social Services from March 1, 2026 to March 7, 2026*

Kindly reply to this email



*Si Yu'os ma'åse',*  
 Marie Crisostomo  
 Committee on Rules Assistant  
**COMMITTEE ON RULES**  
 Vice Speaker V. Anthony Ada, Chairperson  
 I Mina'trentai Ocho Na Liheslaturan Guåhan  
 38<sup>th</sup> Guam Legislature

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**Messages and Communications 38GL-26-2003\***

2 messages

**Speaker Frank Blas Jr.** <speakerblas@guamlegislature.gov>  
To: 38th Committee On Rules <committeonrules@guamlegislature.gov>, Sabrina Salas Matanane <office.senatorbri@guamlegislature.gov>

Fri, Feb 27, 2026 at 12:58 PM

*Håfa Adai,*

Please see attached M&C Doc. No. 38GL-26-2003

38GL-26-2003	Guam Waterworks Authority	Resolution No. 10-FY2026 Relative to the Creation and Approval of Position Classification Specification for the Procurement and Materials Management Administrator*
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*Si Yu'os Ma'åse'*

*Bernice Rivera*

Administrative Assistant



**Office of Speaker Frank F. Blas, Jr.**

I Mina'trentai Ocho na Liheslaturan Guåhan 38<sup>th</sup> Guam Legislature

Guam Congress Building, 163 Chalan Santo Papa, Hagatña

(671)969-6456

[speakerblas@guamlegislature.gov](mailto:speakerblas@guamlegislature.gov)

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----- Forwarded message -----

From: **Zina Pangelinan-Charfauros** <[zinapc@guamwaterworks.org](mailto:zinapc@guamwaterworks.org)>

Date: Fri, Feb 27, 2026 at 9:47 AM

Subject: Creation of Position Filing re: Procurement and Materials Management Administrator

To: <[speakerblas@guamlegislature.gov](mailto:speakerblas@guamlegislature.gov)>

Cc: <[joann.camacho@guamlegislature.gov](mailto:joann.camacho@guamlegislature.gov)>, <[mschniep@guamwaterworks.org](mailto:mschniep@guamwaterworks.org)>, <[hrrecruit@guamwaterworks.org](mailto:hrrecruit@guamwaterworks.org)>, <[hrclassc@guamwaterworks.org](mailto:hrclassc@guamwaterworks.org)>

Honorable Speaker Blas:

On Behalf of the Guam Waterworks Authority, attached are the filing documents and approved CCU Resolution No.10-FY2026 Relative to the creation and approval of position Classification Specification for the Procurement and Materials Management Administrator position. This is in accordance with 4GCA, Chapter 6, ?6303(d).

Thank you!

zina pangelinan-charfauros

personnel services administrator

guam waterworks authority

human resources division

tel: 671.300.6073 \* fax: 671.300.6896


email: [zinapc@guamwaterworks.org](mailto:zinapc@guamwaterworks.org)





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3 attachments

 **Electronic Filing with Guam Legislature 2.26.23.docx.pdf**  
150K

 **02252026 CCU Resolution No. 10-FY2026 Approved Creation - Procurement and Materials Management Admin.pdf**  
901K

 **38GL-26-2003.pdf**  
1241K

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**38th Committee On Rules** <committeeonrules@guamlegislature.gov>  
To: "Speaker Frank Blas Jr." <speakerblas@guamlegislature.gov>

Fri, Feb 27, 2026 at 2:11 PM

*Håfa Adai,*

Received, and thank you.



*Si Yu'os ma'åse',*

Marie Crisostomo

Committee on Rules Assistant

## COMMITTEE ON RULES

Vice Speaker V. Anthony Ada, Chairperson

*I Mina'trentai Ocho Na Liheslaturan Guåhan*

*38<sup>th</sup> Guam Legislature*

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[Quoted text hidden]



Speaker Frank Blas Jr. &lt;speakerblas@guamlegislature.gov&gt;

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## Creation of Position Filing re: Procurement and Materials Management Administrator

3 messages

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**Zina Pangelinan-Charfauros** <zinapc@guamwaterworks.org>

Fri, Feb 27, 2026 at 9:46 AM

To: speakerblas@guamlegislature.gov

Cc: joann.camacho@guamlegislature.gov, mschniep@guamwaterworks.org, hrrecruit@guamwaterworks.org, hrclassc@guamwaterworks.org

Honorable Speaker Blas:

On Behalf of the Guam Waterworks Authority, attached are the filing documents and approved CCU Resolution No.10-FY2026 Relative to the creation and approval of position Classification Specification for the Procurement and Materials Management Administrator position. This is in accordance with 4GCA, Chapter 6, ?6303(d).

Thank you!

zina pangelinan-charfauros

personnel services administrator

guam waterworks authority

human resources division

tel: 671.300.6073 \* fax: 671.300.6896

email: [zinapc@guamwaterworks.org](mailto:zinapc@guamwaterworks.org)

Doc Type: 38GL-26-2003  
OFFICE OF THE SPEAKER  
FRANK F. BLAS, JR.

February 27, 2026

Time: 9:46 AM

Received: *FB*

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### 2 attachments

**Electronic Filing with Guam Legislature 2.26.23.docx.pdf**

150K

**02252026 CCU Resolution No. 10-FY2026 Approved Creation - Procurement and Materials Management****Admin.pdf**

901K

**Speaker Frank Blas Jr.** <speakerblas@guamlegislature.gov>

Fri, Feb 27, 2026 at 10:01 AM

To: ZIna Pangelinan-Charfauros <zinapc@guamwaterworks.org>

Cc: joann.camacho@guamlegislature.gov, mschniep@guamwaterworks.org, hrrecruit@guamwaterworks.org, hrclassc@guamwaterworks.org

Håfa Adai,

Confirming receipt of your email.

*Si Yu'os Ma'åse'*

*Bernice Rivera*

Administrative Assistant



## Office of Speaker Frank F. Blas, Jr.

I Mina'trentai Ocho na Liheslaturan Guåhan 38<sup>th</sup> Guam Legislature

Guam Congress Building, 163 Chalan Santo Papa, Hagatña

(671)969-6456

[speakerblas@guamlegislature.gov](mailto:speakerblas@guamlegislature.gov)

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[Quoted text hidden]

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**speakerblas@guamlegislature.gov** <speakerblas@guamlegislature.gov>

Fri, Feb 27, 2026 at 10:01 AM

To: zinapc@guamwaterworks.org, zinapc@guamwaterworks.org

Your message

To: [zinapc@guamwaterworks.org](mailto:zinapc@guamwaterworks.org)

Subject: Creation of Position Filing re: Procurement and Materials Management Administrator

Sent: 2/27/26, 9:46:42 AM GMT+10

was read on 2/27/26, 10:01:37 AM GMT+10



**GUAM WATERWORKS AUTHORITY**

Gloria B. Nelson Public Service Building | 688 Route 15, Mangilao, Guam 96913

P.O. Box 3010, Hagåtña, Guam 96932

Tel. No. (671) 300-6846/48 Fax No. (671) 648-3290

**February 26, 2026**

**ELECTRONIC FILING**

**To:** **Honorable Frank Blas, Jr.**  
I Minå'trentai Ocho Na Liheslaturån Guåhan  
[speakerblas@guamlegislature.gov](mailto:speakerblas@guamlegislature.gov)

**From:** General Manager, Guam Waterworks Authority

**CC:** Joann G. Camacho, Executive Director  
I Minå'trentai Ocho Na Liheslaturån Guåhan  
[joann.camacho@guamlegislature.gov](mailto:joann.camacho@guamlegislature.gov)

**Subject:** **Filing of Creation of Position**  
**RE:** Procurement and Materials Management Administrator

***Buenas yan Håfa Adai!*** In accordance with §6303 (d) of Title 4, Guam Code Annotated, transmitted herewith is a copy of the GWA Resolution No. 10-FY2026 adopted and approved by the Consolidated Commission on Utilities (CCU) on February 24, 2026, relative to the creation of the Procurement and Materials Management Administrator as certified, technical, and professional positions.

Should you have any questions and/or concerns, please contact our Human Resources Division at 671.300.6073 or via email at [hrclass@guamwaterworks.org](mailto:hrclass@guamwaterworks.org)

**MIGUEL C. BORDALLO, P.E.**  
GENERAL MANAGER *MB*

attachments



**38GL-26-2003**  
Messages and Communications

**RECEIVED**  
COMMITTEE ON RULES  
February 27, 2026

12:58 p.m.  
*Marie Crisostomo*



**CONSOLIDATED COMMISSION ON UTILITIES**  
Guam Power Authority | Guam Waterworks Authority  
P.O. Box 2977 Hagatna, Guam 96932 | (671)649-3002 | guamccu.org

**GWA RESOLUTION NO. 10-FY2026**

**RELATIVE TO THE CREATION AND APPROVAL OF POSITION CLASSIFICATION  
SPECIFICATION FOR THE PROCUREMENT AND MATERIALS MANAGEMENT  
ADMINISTRATOR**

**WHEREAS**, under 12 G.C.A. § 14105, the Consolidated Commission on Utilities (“CCU”) has plenary authority over financial, contractual, and policy matters relative to the Guam Waterworks Authority (“GWA”); and

**WHEREAS**, the Guam Waterworks Authority (“GWA”) is a Guam Public Corporation established and existing under the laws of Guam; and

**WHEREAS**, the Guam Waterworks Authority (“GWA”) is responsible for the production, treatment, distribution, and management of Guam’s water supply, as well as the collection and treatment of wastewater, ensuring the continued delivery of safe and reliable water and wastewater services to the community; and

**WHEREAS**, the CCU recognizes the critical importance of maintaining operational efficiency, infrastructure integrity, and technical expertise to meet GWA’s objectives and to support its growing water and wastewater demands; and

**WHEREAS**, the GWA has identified the need to create the position classification specification for the Procurement and Materials Management Administrator to elevate the management and operations of the Procurement and Supply Sections; and

**WHEREAS**, GWA’s procurement, contract oversight, and materials management functions have expanded in complexity due to increased capital programming, compliance requirements, and supply chain uncertainty, requiring senior management-level governance, internal controls, and performance accountability; and

1           **WHEREAS**, pursuant to 4 GCA § 6303(d), as amended by Public Law 34-131, § 2,  
 2 autonomous agencies and public corporations are authorized to create new positions or classes of  
 3 positions when necessary for the efficient performance of agency duties and functions; and  
 4

5           **WHEREAS**, pursuant to the GWA and GPA Personnel Rules and Regulations authorized  
 6 by Public Law 28-159, § 3(C), the CCU is authorized to amend, modify, or add positions to the  
 7 Certified, Technical, and Professional (CTP) list of positions; and  
 8

9           **NOW BE IT THEREFORE RESOLVED**, the Consolidated Commission on Utilities  
 10 does hereby approve the following:

- 11           1. The recitals set forth above hereby constitute the findings of the CCU.
- 12           2. The CCU finds that the creation of the Procurement and Materials Management  
 13 Administrator position in the classified service is necessary for the efficient and  
 14 compliant administration of GWA’s procurement and materials management  
 15 functions.
- 16           3. The CCU hereby authorizes GWA to add the Procurement and Materials  
 17 Management Administrator to the Certified, Technical, and Professional (CTP)  
 18 list of positions.
- 19           4. The CCU hereby further authorizes the management of GWA to adopt the  
 20 proposed minimum and maximum implementation range of compensation  
 21 under the Strategic Pay Methodology as follows:  
 22

25 <sup>th</sup> Market Percentile (2022 Market Data – 5 Sub-Steps) - GWA											
Benchmark Position	JE Poi nts	Structural Adjustment- MIN					Structural Adjustment- MIN				
		Base Salary	Hourly	Grade	Step	Sub- Step	Base Salary	Hourly	Grade	Step	Sub- Step
Procurement and Materials Management Administrator	1055	\$110,028	\$52.90	O	4	A	\$114,495	\$55.05	O	5	A

23 //

25 //


5. GWA shall comply with the posting, notice, and filing requirements of 4 GCA § 6303(d), and no recruitment or appointment action shall occur until thirty (30) days have elapsed after the petition, and this resolution are filed with the Legislative Secretary and the Department of Administration.

**RESOLVED**, that the Chairman certified, and the Board Secretary attests to the adoption of this Resolution.

**DULY AND REGULARLY ADOPTED**, this 24<sup>th</sup> day of February 2026.

Certified by:

Attested by:

  
\_\_\_\_\_

  
\_\_\_\_\_

**FRANCIS E. SANTOS**

**MELVIN F. DUENAS**

Chairperson

Secretary

**SECRETARY'S CERTIFICATE**

I, **MELVIN F. DUENAS**, Board Secretary of the Consolidated Commission on Utilities as evidenced by my signature above do hereby certify as follows:

The foregoing is a full, true and accurate copy of the resolution duly adopted at a regular meeting by the members of the Guam Consolidated Commission on Utilities, duly and legally held at a place properly noticed and advertised at which meeting a quorum was present and the members who were present voted as follows:

AYES:	<u>5</u>
NAYS:	<u>0</u>
ABSENT:	<u>0</u>
ABSTAIN:	<u>0</u>



///



**GUAM WATERWORKS AUTHORITY**  
**Procurement and Materials Management Administrator**

**NATURE OF WORK IN THE CLASS:**

Under general administrative direction, the Procurement and Materials Management Administrator is responsible for planning, directing, and overseeing the Authority's centralized procurement, contracting, inventory control, warehousing, and materials management functions.

The incumbent provides strategic leadership and operational oversight to ensure the timely, compliant, and cost-effective acquisition, storage, distribution, and lifecycle management of materials, equipment, services, and supplies critical to water and wastewater operations.

This position serves as the utility's principal authority for procurement policy implementation, warehouse operations, inventory governance, and supply-chain risk management, ensuring alignment with regulatory requirements, financial controls, and operational continuity.

**ILLUSTRATIVE EXAMPLES OF WORK:**

*(Classification specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the position, as illustrated in the position description questionnaire).*

Develop, plan, and implement the division goals and objectives; recommend and administer policies and procedures.

Coordinate division activities with other divisions, departments and outside agencies and organizations to ensure effective delivery of services.

Directs and oversees all procurement activities, including formal solicitations (IFB, RFP, RFQ), sole-source and emergency procurements, contract negotiations, renewals, amendments, protests and close-out activities.

Ensures compliance with applicable procurement laws, regulations, policies, and audit standards, including competitive bidding requirements and documentation standards.

Develops, implements, and enforces procurement procedures, internal controls, and approval thresholds to mitigate financial, legal, and operational risk.

Advises executive management on procurement strategy, market conditions, lead times, pricing trends, and vendor risk.

Coordinates closely with Finance, Legal, Operations, and Engineering to ensure procurements align with capital improvement plans, operating budgets, and project schedules.

Review and approve purchases/contracts up to approved limits and make recommendations to the General Manager for awards of purchases/contracts beyond approved limits.

PROCUREMENT and MATERIALS MANAGEMENT ADMINISTRATOR

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Directs centralized warehouse operations, including receiving, storage, issuance, cycle counting, reconciliation, and disposal of materials and equipment.

Responsible to ensure there are established inventory control standards, reorder points, safety stock levels, and critical spares strategies to ensure uninterrupted water and wastewater operations.

Oversees the integrity of inventory valuation, stock classification (stock vs. non-stock), and materials accounting in coordination with Finance.

Ensures proper handling and storage of regulated, hazardous, and sensitive materials in compliance with safety and environmental requirements.

Evaluates warehouse layout, workflows, and systems to improve efficiency, accuracy, and internal controls.

Prepare the procurement & warehouse division's budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer the approved budget.

Exercises administrative and technical supervision over procurement, warehouse, and materials management staff.

Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; and maintain discipline and high standards necessary for the efficient and professional operation of the department.

Works with Division Heads to develop short- and long-term supply-chain strategies to address infrastructure aging, emergency preparedness, regulatory compliance, and market volatility.

Leads procurement and warehouse planning for emergency response, disaster recovery, and continuity of operations.

Prepare market research and vendor analysis to support sourcing strategies and mitigate supply disruptions and reduce expenses.

Provides data-driven analysis and reporting to executive management and governing bodies on procurement performance, inventory health, and cost trends.

Represent the division and department to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research, prepare, and present technical and administrative reports and studies; prepare written correspondence as necessary.

Keep current on new products, technological changes, and supply functions, new trends and innovations in the field of purchasing and contract administration.

Performs related duties as required.

## **KNOWLEDGE, ABILITIES, AND SKILLS**

Knowledge of modern principles, practices, and methods of public and governmental purchasing and procurement programs and processes, and their application to the Authority's operations and Capital Improvement Program.

Knowledge of public procurement and contracting concepts sufficient to interpret requirements, evaluate compliance, assess risk, and exercise judgment within established authority.

Knowledge of materials and inventory management concepts sufficient to ensure availability of critical resources, internal control, and operational continuity.

Knowledge of budgeting and financial control concepts sufficient to plan, administer, and monitor division-level resources and expenditures.

Knowledge of supervisory and personnel management principles applicable to direct staff performance, accountability, and professional development.

Ability to exercise independent judgment in the administration of a complex operational support function within established legal, regulatory, and policy frameworks.

Ability to analyze information, evaluate alternatives, and make sound recommendations on matters with financial, operational, and compliance impacts.

Ability to interpret and apply laws, regulations, policies, and procedures to practical situations involving competing priorities and limited resources.

Ability to plan and organize work, set priorities, and coordinate activities across organizational units to support utility-wide objectives.

Ability to communicate effectively, both orally and in writing, to convey analysis, recommendations, and decisions to executive management, staff, and external stakeholders.

Ability to use automated systems and technology as tools to support administrative decision-making, reporting, and internal controls.

## **MINIMUM EXPERIENCE, EDUCATION, AND TRAINING**

- A) Graduation from a recognized college or university with a bachelor's degree in public or business administration, supply chain management, economics, accounting, Logistics or related fields, and five (5) years of progressively responsible experience in procurement, supply chain, warehouse operations, or materials management, including at least two (2) years in a supervisory or managerial capacity; **or**
- B) Graduation from a recognized college or university with an associate's degree in public or business administration, supply chain management, economics, or related fields, and seven (7) years of progressively responsible experience in procurement, supply chain, warehouse operations, or materials management, including at least two (2) years in a supervisory or managerial capacity; **or**

PROCUREMENT and MATERIALS MANAGEMENT ADMINISTRATOR

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- C) Any equivalent combination of experience and training which provided the minimum knowledge, skills, and abilities.

**LICENSES, CERTIFICATES, AND SPECIAL REQUIREMENTS**

Possession of, or ability to obtain within one (1) year of hire (unless extended by the General Manager), a Certificate(s) of Enrichment (Advance), Modules 1, 2, 3 and 4, in accordance with 5GCA, Chapter 5, § 5141(i).

Must possess and maintain a valid driver's license.

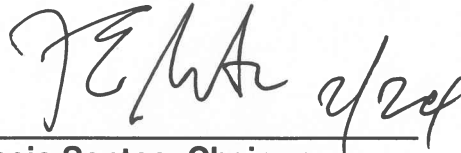
Preferred:

- Experience in a public-sector, utility, infrastructure, or other highly regulated environment.
- Professional certification in public procurement issued by the Universal Public Procurement Certification Council (UPPCC), such as Certified Public Procurement Officer (CPPO).

**ESTABLISHED: FEBRUARY 2026**

**JE POINTS: 1055**

**FLSA STATUS: NON-EXEMPT**



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**Francis Santos, Chairman**  
Consolidated Commission on Utilities