

Messages & Communications Doc. No. 38GL-26-2219 through 2229.

From 38th Committee On Rules <committeeonrules@guamlegislature.gov>  
 Date Thu 4/23/2026 11:12 AM  
 To Guam Legislature Clerks <clerks@guamlegislature.gov>  
 Cc Frank Blas Jr. <speakerblas@guamlegislature.gov>

6 attachments (24 MB)

42326COMM Doc. No. 38GL-26-2220.pdf; 42326COMM Doc. No. 38GL-26-2221.pdf; 42326COMM Doc. No. 38GL-26-2223.pdf; 42326COMM Doc. No. 38GL-26-2222.pdf; 42326COMM Doc. No. 38GL-26-2224.pdf; 42326COMM Doc. No. 38GL-26-2225.pdf;

Háfa Adai Clerks Office,

Please see attached, Messages & Communications Doc. No. 38GL-26-2219 through 2229 for processing:

✓	38GL-26-2219	Department of Agriculture	Prior Year Obligations to pay Guam Home Center in the total amount of \$131.97; to pay The Guam Daily Post LLC in the total amount of \$224.00*
✓	38GL-26-2220	Guam Community College	Board of Trustees Meeting Packet for March 19, 2026*
✓	38GL-26-2221	Office of the Mayor - Municipality of Inaláhan	FY2026 Non-Appropriated Funds Report- 2nd Quarter*
✓	38GL-26-2222	Office of the Mayor - Municipality of Inaláhan	FY2026 Appropriated Funds (COMBS-GF- GEFF) Account for 2nd Quarter*
✓	38GL-26-2223	Guam Environmental Protection Agency	FY2026 2nd Quarter Board of Directors Quarterly Attendance Record for Regular Meetings.
✓	38GL-26-2224	Bureau of Budget and Management Research	Status of the Consolidated Revenue/Expenditure Report (CRER) and Special Revenue Fund Tracking Report for the period ending March 31, 2026*
✓	38GL-26-2225	Port Authority of Guam	FY2026 Revenues and Expenses Report for month ending December 31, 2025*
✓	38GL-26-2226	Office of the Mayor - Municipality of Malesso'	FY2026 Appropriated Funds (COMBS-GF- GEFF) Account for 2nd Quarter*
✓	38GL-26-2227	I Kumisión i Fino' CHamoru yan i Fina'ná'guen i Historia yan i Lina'la'i Taotao Tãno'	Prior Year Obligations to pay Kumisión Board Members in the total amount of \$300.00*
✓	38GL-26-2228	Office of the Governor of Guam	FY2026 2nd Quarter Staffing Pattern*
✓	38GL-26-2229	Guam Memorial Hospital Authority	FY2026 2nd Quarter Travel Report*

Please retrieve Doc. No. 38GL-26-2219, 2226 through 2229 from link below:

[Messages & Communications Physical Scanned Copy - Google Drive](#)

Kindly reply to this email



*Si Yu'os ma'ãse',*

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-26-2219\***

2 messages

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

Wed, Apr 22, 2026 at 10:03 AM

*Håfa Adai,*

Please see attached M&C Doc. No. 38GL-26-2219

38GL-26-2219	Department of Agriculture	Prior Year Obligations to pay Guam Home Center in the total amount of \$131.97; to pay The Guam Daily Post LLC in the total amount of \$224.00*
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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: **Antoinette Marie Manibusan** <[Antoinette.Manibusan@doag.guam.gov](mailto:Antoinette.Manibusan@doag.guam.gov)>  
Date: Fri, Apr 17, 2026 at 9:18 AM  
Subject: Dept. of Agriculture Request for Acknowledgment of Prior Year Obligation Memorandum 04/17/2026  
To: [speakerblas@guamlegislature.gov](mailto:speakerblas@guamlegislature.gov) <[speakerblas@guamlegislature.gov](mailto:speakerblas@guamlegislature.gov)>  
Cc: Chelsa Muna <[Chelsa.Muna@doag.guam.gov](mailto:Chelsa.Muna@doag.guam.gov)>, Glenn Takai <[glenn.takai@doag.guam.gov](mailto:glenn.takai@doag.guam.gov)>, Angelica Perez <[Angelica.Perez@doag.guam.gov](mailto:Angelica.Perez@doag.guam.gov)>

Håfa Adai Speaker Blas,

I am writing on behalf of the Department of Agriculture to respectfully request your acknowledgment on a Prior Year Obligation Memo for our intent to pay for services provided by Guam Home Center and The Guam Daily Post.

These invoices reflect services rendered in Fiscal Year 2025. As we are processing payment with current fiscal year funds, the Department of Administration Accounting Division has advised that a prior year obligation memo acknowledged by your office is required in order to proceed.

For your convenience, I have attached the memo prepared for acknowledgment. Once acknowledged, we will be able to submit the complete file for processing.

Un dangkolo na si Yu'os ma'åse' for your time and assistance on this matter. Please let me know if there is anything further needed.




*Si yu'os ma'åse,*  
**Antoinette Marie Manibusan**  
Administrative Aide  
Department of Agriculture  
Office of the Director  
[doag.guam.gov](http://doag.guam.gov)  
671-300-7965, extension 0

**3 attachments**

**DOAG PYO GHC 474079.pdf**  
1162K

 **DOAG PYO GDP A101337.pdf**  
1018K

 **38GL-26-2219.pdf**  
1139K

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

Wed, Apr 22, 2026 at 12:57 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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Speaker Frank Blas Jr. <speakerblas@guamlegislature.gov>

## Dept. of Agriculture Request for Acknowledgment of Prior Year Obligation Memorandum 04/17/2026

2 messages

**Antoinette Marie Manibusan** <Antoinette.Manibusan@doag.guam.gov> Fri, Apr 17, 2026 at 9:18 AM  
To: "speakerblas@guamlegislature.gov" <speakerblas@guamlegislature.gov>  
Cc: Chelsa Muna <Chelsa.Muna@doag.guam.gov>, Glenn Takai <glenn.takai@doag.guam.gov>, Angelica Perez <Angelica.Perez@doag.guam.gov>

Håfa Adai Speaker Blas,

I am writing on behalf of the Department of Agriculture to respectfully request your acknowledgment on a Prior Year Obligation Memo for our intent to pay for services provided by Guam Home Center and The Guam Daily Post.

These invoices reflect services rendered in Fiscal Year 2025. As we are processing payment with current fiscal year funds, the Department of Administration Accounting Division has advised that a prior year obligation memo acknowledged by your office is required in order to proceed.

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Un dangkolo na si Yu'os ma'åse' for your time and assistance on this matter. Please let me know if there is anything further needed.



*Si yu'os ma'åse,*  
**Antoinette Marie Manibusan**  
Administrative Aide  
Department of Agriculture  
Office of the Director  
[doag.guam.gov](mailto:doag.guam.gov)  
671-300-7965, extension 0

Doc Type: 38GL-26-2219  
OFFICE OF THE SPEAKER  
FRANK F. BLAS, JR.  
April 17, 2026  
Time: 9:18 AM  
Received:

### 2 attachments

- DOAG PYO GHC 474079.pdf**  
1162K
- DOAG PYO GDP A101337.pdf**  
1018K

**Speaker Frank Blas Jr.** <speakerblas@guamlegislature.gov> Fri, Apr 17, 2026 at 3:27 PM  
To: Antoinette Marie Manibusan <Antoinette.Manibusan@doag.guam.gov>  
Cc: Chelsa Muna <Chelsa.Muna@doag.guam.gov>, Glenn Takai <glenn.takai@doag.guam.gov>, Angelica Perez <Angelica.Perez@doag.guam.gov>

Håfa Adai Antoinette,

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]



# Department of Agriculture Dipattamenton Agrikottura

163 Dairy Road, Mangilao, Guam 96913




**Lourdes A. Leon Guerrero**  
Governor  
**Joshua F. Tenorio**  
Lt. Governor

**Chelsa D. Muña**  
Director  
**Glenn Takai**  
Deputy Director

## MEMORANDUM

**TO:** The Honorable Speaker Frank Blas Jr.,  
38<sup>th</sup> Guam Legislature



**FROM:** Chelsa D. Muña, Director 

**DATE:** April 8, 2026

**SUBJECT:** Notice of Intent to Pay Prior Year Obligations

*Buenas yan Håfa Adai* Speaker Blas,

In accordance with P.L. 37-125, Chapter XIII, Part II, Section 20, the Department of Agriculture hereby provides notice of its intent to settle the following prior-year obligations. Please find attached the details of invoices incurred during Fiscal Year 2025.

Vendor	Invoice No.	Funding Source	Total
The Guam Daily Post LLC	A101337		\$224.00
Guam Home Center	474079		\$131.97

Thank you for your time and attention to this matter. We look forward to your favorable response. Should you require additional information, please contact Antoinette Manibusan at (671) 300-7965 extension 0 or via email at [antoinette.manibusan@doag.guam.gov](mailto:antoinette.manibusan@doag.guam.gov).



**38GL-26-2219**  
Messages and Communications

**RECEIVED**  
COMMITTEE ON RULES  
April 22, 2026

10:03 a.m.  
*Marie Crisostomo*



GOVERNMENT OF GUAM  
DEPARTMENT OF ADMINISTRATION  
FINANCIAL MANAGEMENT INFORMATION SYSTEM

REQUEST FOR DIRECT PAYMENT

#### JUSTIFICATION for Non-Procurement - Other (please explain in purpose field)

<b>VENDOR / PAYEE INFORMATION:</b> V0003272 <small>payee number</small>		zeny@guamhomecenter.com <small>email address</small>	DEPARTMENT DOCUMENT NUMBER: D261600175
Guam Home Center <small>payee name</small>		_____ <small>mailing address 1</small>	DEPARTMENT DOCUMENT DATE: 4/8/2026
_____ <small>mailing address 2</small>			

<b>DEPARTMENT / DIVISION:</b> Department of Agriculture, Director's Office	<b>POINT OF CONTACT AND PHONE NUMBER</b> Antoinette Manibusan, Administrative Aide, antoinette.manibusan@doag.guam.gov
---	---

**PURPOSE:**  
TO PAY FOR ITEMS PURCHASED WITH PO0005053 FROM FY25. PO IS INDICATED AS FINALIZED STATUS FOR CANCELLED IN THE SYSTEM.

ACCOUNT NUMBER (Expense - Fund - Origin Year - Dept/Div+sequence)	AMOUNT	INVOICE	
		NUMBER / MONTH	DATE
	131.97	474079 / JULY 2025	02 / 28 / 2026
- - -			
- - -			
- - -			
- - -			
- - -			
- - -			
- - -			
- - -			
- - -			
- - -			
- - -			
<b>TOTAL:</b>	<b>131.97</b>		

CHECK APPROPRIATE BOX BELOW:

REFERENCE NUMBER IS CORRECT     
  ACCOUNT NUMBER IS CORRECT     
  INSUFFICIENT FUNDS  
 OVERRIDE IS AUTHORIZED     
  VENDOR NUMBER IS CORRECT

FALSE I CERTIFY THAT GOODS/SERVICES SPECIFIED HAVE BEEN RECEIVED AND THAT PAYMENT IS PROPER AS PER THE ATTACHED DOCUMENTS.

Antoinette Manibusan, Administrative Aide PREPARED BY:	 Signature	08-Apr-26 Date
Chelsa D. Muna, Dept. of Agriculture Director AGENCY HEAD / APPROVING AUTHORITY	 Signature	APR 08 2026 Date
Angelica Perez, Acting Administrative Services Officer CERTIFICATION OF FUNDS AVAILABLE:	 Signature	APR 16 2026 Date

# STATEMENT

PAGE: 1

GUAM HOME CENTER  
 282 EAST MARINE CORP DRIVE  
 DEDEDO GUAM 96929  
 FAX: (671) 632-1176  
 (671) 632-4442

CLOSING DATE: 2/28/26  
 DUE DATE : 3/31/26  
 ACCT: [REDACTED] JOB: 3

CLOSING DATE: 2/28/26  
 DUE DATE: 3/31/26

GSA - DEPT. OF AGRICULTURE  
 163 DAIRY ROAD  
 MANGILAO GU 96913

SOLD TO:  
 GSA - DEPT. OF AGRICULTURE  
 Y2025 / P00005053  
 163 DAIRY ROAD  
 MANGILAO GU 96913

GUAM HOME CENTER  
 GSA - DEPT. OF AGRICULTURE  
 ACCOUNT : 17296  
 JOB : 3



PLEASE DETACH AND RETURN  
 REMITTANCE STUB WITH YOUR PAYMENT

DATE	REFERENCE	ST	C	DESCRIPTION	DEBIT	CREDIT	REFERENCE	AMOUNT
7/ 1/25	474079	1	I	GUAM HOME CENTE INVOICE PO # P00005053	131.97		474079	131.97
				NEW BALANCE	131.97			

PAST DUE!

WE WANT TO HELP YOU  
 PAY YOUR BILLS

RECEIVED

MAR 17 2026

aut

Guam Department of Agriculture  
 Office of the Director  
 Antoinette Marie Manibusan

Your Account Is Extremely Past Due. Please Pay Now.


CURRENT	1-30 DAYS	31-60 DAYS	61-90 DAYS	OVER 90 DAYS	
0.00	0.00	0.00	0.00	131.97	NEW BAL: 131.97

TERMS: NET EOM

S-C OUT HERE

Transaction Codes  
 A - Adjustment      C - Credit      I - Invoice  
 B - Balance Forward      F - Finance Charge      P - Payment

AMOUNT PAID

	<b>PURCHASE ORDER</b> GENERAL SERVICES AGENCY DEPARTMENT OF ADMINISTRATION GOVERNMENT OF GUAM  P.O. Box 7420 Tamuning, GU 96931 USA	<b>TRAN CODE</b> THIS PURCHASE ORDER NUMBER No. PO0005053  MUST APPEAR ON ALL INVOICES PACKING SLIPS, PACKAGES, B/L CORRESPONDENCE ETC
---	--	--


AUTHORITY 3112.1	CONTRACT NO.	TIME FOR DELIVERY 9/30/2025	PO DATE 4/25/2025
---------------------	--------------	--------------------------------	----------------------

VENDOR	TO:	VENDOR	SHIP TO	COSIGNEE, DESIGNATION & MARKING
	Guam Home Center 282 E. Marine Corps Drive Dededo, GU 96929 USA	V0003272		Department of Agriculture 163 Dairy Road Mangilao, 96913 GUM

Line no.	Description	Job Number	Quantity	Unit	Unit price	Amount
10	Blanket Purchase Agreement for Janitorial and Cleaning Supplies to include, but not limited to, toilet tissue and paper towels for DOAG-Agricultural Development Service Division. To be drawn on an as needed basis commencing upon receipt of purchase order and expires 9/30/2025 or upon exhaustion of funds, whichever occurs first.  Vendor agrees that the prices to the Government of Guam shall be as low or lower than those charged the vendor's most favored customer for comparable quantities and under similar terms and conditions in addition to any discounts for prompt payment. 2GAR §3112.12. Deliveries and invoice must include vendor name, PO number, purchase date, itemized list of supplies/services, quantities, unit prices, total price for each item, and delivery date.  Individuals authorized to purchase under this BPA may expend up to \$500.00 per individual purchase. Authorized Personnel: Angelica Perez, Antonia Santos, Fidela Balajadia  Requisition No. PR00008289	1630018	500.00	Quantity	1.00	500.00

**Total**  
500.00

<p><b>THIS ORDER IS SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:</b></p> <ol style="list-style-type: none"> <li>Acknowledgement copy of this order must be signed and returned advising approximate or definite shipping date.</li> <li>No variation in any of the terms, conditions, deliveries, prices, quantity, quality, or specification on this order, irrespective of the wording of the seller's acceptance, will be effective without buyer's written consent.</li> <li>Packing list must accompany each shipment, showing our order number, description and part/serial number for each item.</li> <li>Shipment must be identified as "PARTIAL" or "COMPLETE".</li> <li>Material is subject to buyer's inspection and approval within a reasonable time after delivery; if specification are not met, material shall be returned at seller's expense.</li> <li>In connection with any prompt payment discount offered, time will be computed from date of delivery and acceptance at destination, or from the date the correct invoice or voucher is received in the office specified by the Government of Guam, if the latter is later than date of delivery and acceptance. The payment is deemed to be made, for the purpose of earning discount, on the date of mailing of the check.</li> <li>Over shipments, unless specifically authorized, will not be accepted.</li> <li>In connect with the bid awards and contracts, this purchase order shall be governed by the Special Provisions and Bid General Terms and Conditions as specified.</li> </ol>	<p style="text-align: center;"><b>VENDOR ACKNOWLEDGMENT</b></p> <p>RETURN TO SUPPLY MANAGEMENT DIVISION:</p> <p>DATE OF RECEIPT OF THIS ORDER: <u>04/28/2025</u></p> <p>SIGNATURE: <u>[Signature]</u></p> <p>NAME/TITLE: <u>ZERY P. CASAY</u> <u>Accounts Receivable</u></p>
<p><b>NOTE:</b> THE GOVERNMENT OF GUAM WILL NOT BE RESPONSILBE FOR 'UNAUTHORIZED' PURCHASES OR SERVICES. Note: Amounts due this Purchase Order may be off set for monies due the Government of Guam inclusive of but not limited to taxes, fees, and returned checks plus for other damages, penalties, and Attorney's fees, after failure to pay accordingly.</p>	<p style="text-align: center;"><b>RECEIVING REPORT</b></p> <p>I CERTIFY THE ABOVE ARTICLES AND/OR SERVICES HAVE/HAS BEEN RECEIVED AND/OR RENDERED AND THE SAME HAS BEEN INSPECTED AND ACCEPTED EXCEPT AS OTHERWISE NOTED HEREIN.</p> <p>DATE RECEIVED: <u>7/1/25</u> SIGNATURE: <u>[Signature]</u></p>

Signature: 

Name: Andriana Quitugua Title: Acting Chief Procurement Officer



Apply parameters Budget control statistics by period Reservations and expenditures by ledger account Options



Budget control statistics  
Standard view \* v

Parameters

Budget cycle:

Show by:  Dimension values  Budget group

Budget group:

Start date:

End date:

Budget model: OPERATING

Carry-forward amounts in totals:  Not included  Included

Results

Budget control dimension values	Dimension descriptions	Budget funds available	Total revised budget	Total actual expenditures
	REGULAR SALARY-GENERAL FUND-FISCAL YEAR 2026-ANIMAL & PLANT INDUSTRY DIV	253,571.73	526,708.00	273,136.27
	FRINGE-GENERAL FUND-FISCAL YEAR 2026-ANIMAL & PLANT INDUSTRY DIV	115,650.60	252,311.00	136,660.40
	CONTRACT-GENERAL FUND-FISCAL YEAR 2026-ANIMAL & PLANT INDUSTRY DIV	8,288.03	8,645.00	356.97
	SUPPLIES-GENERAL FUND-FISCAL YEAR 2026-ANIMAL & PLANT INDUSTRY DIV	3,512.03	4,136.00	623.97
	EQUIPMENT-GENERAL FUND-FISCAL YEAR 2025-ANIMAL & PLANT INDUSTRY DIV	0.00	10,148.00	0.00
	EQUIPMENT-GENERAL FUND-FISCAL YEAR 2026-ANIMAL & PLANT INDUSTRY DIV	9,800.00	9,800.00	0.00
	CAPITAL OUTLAY-GENERAL FUND-FISCAL YEAR 2026-ANIMAL & PLANT INDUSTRY DIV	1.00	1.00	0.00

Budget funds available = (Original budget + Preliminary budget + Carry-forward budget + Budget revisions + Budget transfers) - (Actual expenditures + Carry-forward actual expenditures + Budget reservations for encumbrances + Budget reservations for carry-forward encumbrances + Budget reservations for pre-encumbrances)

Navigation: [Purchase order](#) [Purchase](#) [Manage](#) [Receive](#) [Invoice](#) [General](#) [Options](#)

Sub-headers: **Bill** (Payment schedule), **Introduce** (Credit invoicing), **Journals** (Invoice, Pending invoices)

All purchase orders | Standard view   
**PO0005053 : V0003272 - Guam Home Center**

Canceled Finalized

[Lines](#) [Header](#)

**Summary by Copilot**

**Status**

AI summary unavailable.

[Filter to not fully received lines](#)

[Filter to fully received not fully invoiced lines](#)

**Insights**

AI summary unavailable.

[Filter to overdue or nearly overdue lines](#)

[Filter to lines without confirmed receipt date](#)

AI-generated content may be incorrect. [Learn more](#)

**Purchase order header**

**DELIVERY**

Requested receipt date

9/30/2025

Earliest confirmed receipt date

**DISCOUNTS**

Total discount %

0.00

**VENDOR**

Contact

**REPLENISHMENT**

Service category

Location

**CROSS DOCKING DATES**

Requested receipt date

9/30/2025

Cross docking date

**Purchase order lines**

+ Add line [Remove](#) [Purchase order line](#) [Financials](#) [Inventory](#) [Product and supply](#) [Update line](#) [Warehouse](#)

<input type="radio"/> Ty...	<input type="checkbox"/> Budget check r...	Line number	Product name	Procurement category	Quantity	Unit	Unit price
<input type="radio"/>	<input type="checkbox"/>	10	Blanket Purchase Agreement for...	SUPPLIES		Quantity	1.00

**Line details**

[General](#) [Setup](#) [Address](#) [Product](#) [Delivery](#) [Picking](#) [Price and discount](#) [Project](#) [Product packages](#) [Variants](#) [Foreign trade](#) [Fixed assets](#) 1

**REQUEST FOR QUOTATION**

RFQ number

RFQ reply number

RFQ line number

**ORDER LINE**

Procurement category

SUPPLIES

Product name

Blanket Purchase Agreement fo...

Text

Blanket Purchase Agreement for Janitorial and Cleaning

**PURCHASE REQUISITION**

Purchase requisition

PRO0008289

Requisition product name

Blanket Purchase Agreement fo...

Supplier part auxiliary ID

**INTERCOMPANY**

Origin (intercompany orders)

**REFERENCE**

External

Origin



# Department of Agriculture Dipåtamenton Agrikottura

163 Dairy Road, Mangilao, Guam 96913




**Lourdes A. Leon Guerrero**  
Governor  
**Joshua F. Tenorio**  
Lt. Governor

**Chelsa D. Muña**  
Director  
**Glenn Takai**  
Deputy Director

## MEMORANDUM

**TO: The Honorable Speaker Frank Blas Jr.,**  
38<sup>th</sup> Guam Legislature


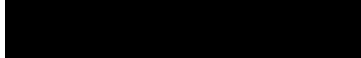
**FROM: Chelsa D. Muña, Director** 

**DATE: April 8, 2026**

**SUBJECT: Notice of Intent to Pay Prior Year Obligations**

*Buenas yan Håfa Adai* Speaker Blas,

In accordance with P.L. 37-125, Chapter XIII, Part II, Section 20, the Department of Agriculture hereby provides notice of its intent to settle the following prior-year obligations. Please find attached the details of invoices incurred during Fiscal Year 2025.

Vendor	Invoice No.	Funding Source	Total
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Guam Home Center	474079		\$131.97

Thank you for your time and attention to this matter. We look forward to your favorable response. Should you require additional information, please contact Antoinette Manibusan at (671) 300-7965 extension 0 or via email at [antoinette.manibusan@doag.guam.gov](mailto:antoinette.manibusan@doag.guam.gov).



**GOVERNMENT OF GUAM**  
 DEPARTMENT OF ADMINISTRATION  
 FINANCIAL MANAGEMENT INFORMATION SYSTEM

**REQUEST FOR DIRECT PAYMENT**

#### JUSTIFICATION for Non-Procurement - Other (please explain in purpose field)

<b>VENDOR / PAYEE INFORMATION:</b> V0004731 <i>payee number</i> accounting@postguam.com <i>email address</i> The Guam Daily Post LLC <i>payee name</i>		DEPARTMENT DOCUMENT NUMBER: 0261600174 DEPARTMENT DOCUMENT DATE: 4/8/2026
--	--	--

<b>DEPARTMENT / DIVISION:</b> Department of Agriculture, Director's Office	<b>POINT OF CONTACT AND PHONE NUMBER</b> Antoinette Manibusan, Administrative Aide, antoinette.manibusan@doag.guam.gov
---	---

**PURPOSE:**  
 TO PAY FOR SERVICES RENDERED WITH PO0005996 FROM FY25.

ACCOUNT NUMBER (Expense - Fund - Origin Year - Dept/Div+sequence)	AMOUNT	INVOICE	
		NUMBER / MONTH	DATE
	224.00	A101337 / SEPT 2025	09 / 29 / 2025
- - -			
- - -			
- - -			
- - -			
- - -			
- - -			
- - -			
- - -			
- - -			
- - -			
- - -			
<b>TOTAL:</b>	<b>224.00</b>		

CHECK APPROPRIATE BOX BELOW:

REFERENCE NUMBER IS CORRECT     
  ACCOUNT NUMBER IS CORRECT     
  INSUFFICIENT FUNDS  
 OVERRIDE IS AUTHORIZED     
  VENDOR NUMBER IS CORRECT

FALSE I CERTIFY THAT GOODS/SERVICES SPECIFIED HAVE BEEN RECEIVED AND THAT PAYMENT IS PROPER AS PER THE ATTACHED DOCUMENTS.

Antoinette Manibusan, Administrative Aide PREPARED BY:	[Signature] Signature	08-Apr-26 Date
Chelsa D. Muna, Dept. of Agriculture Director AGENCY HEAD / APPROVING AUTHORITY	[Signature] Signature	APR 08 2026 Date
Angelica Perez, Acting Administrative Services Officer CERTIFICATION OF FUNDS AVAILABLE:	[Signature] Signature	APR 16 2026 Date

# THE GUAM DAILY POST

388 S. Marine Corps. Dr., Ste. 301, Tamuning, Guam 96913

Phone: (671) 649-1924 Fax: (671) 648-2007

E-mail: [anmarie@postguam.com](mailto:anmarie@postguam.com)

Website: [www.postguam.com](http://www.postguam.com)

Advertiser / Address

Department of Agriculture  
163 Dairy Road  
Mangilao, GU 96913

671.300.7965

[antoinette.manibusan@doag.guam.gov](mailto:antoinette.manibusan@doag.guam.gov)

Ad place through

Antoinette Manibusan

## Advertising Order / Invoice

Date	9/29/2025
A.O. No.	A101337
Due Date	9/29/2025
P.O. No.	PO0005996

**RECEIVED**

SEP 29 2025

Guam Department of Agriculture  
Office of the Director  
Antoinette Marie Manibusan  
*AM*

Sales Rep

Anmarie Blake

Item	AD Description	BW / Color	Run Date(s)	Col(s)	In(s)	Rate	Amount
Government	Surplus Bid	BW	10/6/2025	2	2	28.00	112.00
Government	Surplus Bid	BW	10/21/2025	2	2	28.00	112.00

<b>Total</b>	<b>\$</b>	<b>224.00</b>
<b>Payments/Credits</b>	<b>\$</b>	<b>-</b>
<b>Balance Due</b>	<b>\$</b>	<b>224.00</b>

### TERMS AND CONDITIONS

**LATE FEES** \$150 charge for late ad submissions or submissions past deadlines for ad builds. \$250 charged for submissions received within 24hrs of publication date.

**LATE CANCELLATION FEE** \$150 charge for cancellation with less than 48hrs notice. \$250 charge for cancellation with less than 24hrs notice.

**AD EDITING FEES** \$75 charge for each edit needed due to inaccurate information being provided, and \$75 charge per edit after three free edit charges.

**PREFERRED PLACEMENT** Preferred placements are treated as a case by case basis, are charged an additional placement fee (no more than an additional 15%), and are first come, first served. We reserve the right to place advertisements based on availability for left or right side placements, in addition to front of the fold placements per publication.

**PAYMENT** For commercial display ads, non-profits, direct pay government notices, and legal ads payments are due within 30 days of the last date of your published ad. For classifieds, obituaries/1st Anniversary Resumes, and new advertiser commercial display ads, payments in full or with a 50% deposit are required. We ask that you process our invoices with due diligence for us to receive payments to keep your overall balance under our balance cap of \$5,000 and avoid an advertising hold on your account with our publication. Once your account is placed on an advertising hold, any balance must be paid in full before we resume ad placements. All Advertising Accounts not paid within these payment terms are subject to a \$35 monthly finance charge, to be assessed on day 31, and every 30 days thereafter until payment is received in full.

**GOVERNMENT NOTICES** In order to receive your ad requests, book your ads, and create an invoice for the booking, you will need to provide a copy of the Purchase Order (PO) you intend to have cover the costs associated with your request.\* If you do not have a PO, or the existing balance is not enough to cover the costs of your requested placement, you will need to do a DIRECT PAYMENT with us, and payment is due prior to publication. \*If GSA is booking the ad for your agency: We will need a copy of the PO in addition to a point of contact (POC) who acknowledges the represented agency is aware of the ad placement and agrees to have the invoice billed to their agency directly with their name affixed on the invoice. If this is not done at time of booking, we will not accept the booking unless GSA agrees to be billed directly for the placement. All agencies in arrears with us will need to bring the balance to \$5,000.00 or under to place a new advertisement. Once an account is placed on advertising hold for overdue payments, the account must be paid to a zero (0) balance in order to resume advertising privileges.

The Guam Daily Post shall have no liability to an advertiser and/or agency because of a failure to complete accepted advertising orders because of acts of God, strikes, work stoppages, fire, accidents, postal delays, or any other circumstance of whatever nature beyond its control. Under no circumstances shall The Guam Daily Post direct or indirect liability to an advertiser and/or agency exceed the involved cost of the advertisement. The Guam Daily Post shall have the right to require payment for advertising upon such terms as The Guam Daily Post sees fit prior to publication of any ordered advertisement. The Guam Daily Post reserves the right to cancel the contract at any time upon default in the payment of bills. In the event of such cancellation, charges for all advertising published shall become immediately due and payable.

Furthermore, if there has been any default in the payment of the prior bill, or if, in the sole judgment of The Guam Daily Post, credit becomes impaired, The Guam Daily Post shall have the right to require full payment for further advertising under his/her contract upon such terms as The Guam Daily Post sees fit. Advertiser(s)/ad agency are jointly and severally liable for payment to The Guam Daily Post.

Authorized Name \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Date \_\_\_\_\_

**Thank you for your business!**

Please make payment to GUAM DAILY POST, LLC.

[https://www.postguam.com/site/forms/subscription\\_services/paybill/](https://www.postguam.com/site/forms/subscription_services/paybill/)

	<b>PURCHASE ORDER</b> GENERAL SERVICES AGENCY DEPARTMENT OF ADMINISTRATION GOVERNMENT OF GUAM P.O. Box 7420 Tamuning, GU 96931 USA	<b>TRAN CODE</b> THIS PURCHASE ORDER NUMBER No. PO0005996 MUST APPEAR ON ALL INVOICES PACKING SLIPS, PACKAGES, B/L CORRESPONDENCE ETC
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<b>AUTHORITY</b> 3112	<b>CONTRACT NO.</b>	<b>TIME FOR DELIVERY</b> 9/30/2025	<b>PO DATE</b> 7/26/2025
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<b>VENDOR</b>	<b>TO:</b> The Guam Daily Post LLC 388 South Marine Corps Drive Suite 301 Tamuning, GU 96913	<b>VENDOR</b> V0004731	<b>SHIP TO</b>	<b>COSIGNEE, DESTINATION &amp; MARKING</b> Department of Agriculture 163 Dairy Road Mangilao, 96913 GUM
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Line no.	Description	Job Number	Quantity	Unit	Unit price	Amount
10	Public Notices/Advertisement with Agency Logo - 2 Column x 5 inches, black and white print - 8 @ \$280 = \$2,240  Authorized Personnel: Antoinette Manibusan, Angelica Perez, Michael M. Ogo, Shane McDonald Tel: 671-300-7965. 300-7966  Requisition No. PR00008921	1600001	2,240.00	ea	1.00	2,240.00
<b>Total</b>						2,240.00

**THIS ORDER IS SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:**

- Acknowledgement copy of this order must be signed and returned advising approximate or definite shipping date.
- No variation in any of the terms, conditions, deliveries, prices, quantity, quality, or specification on this order, irrespective of the wording of the seller's acceptance, will be effective without buyer's written consent.
- Packing list must accompany each shipment, showing our order number, description and part/serial number for each item.
- Shipment must be identified as "PARTIAL" or "COMPLETE".
- Material is subject to buyer's inspection and approval within a reasonable time after delivery; if specification are not met, material shall be returned at seller's expense.
- In connection with any prompt payment discount offered, time will be computed from date of delivery and acceptance at destination, or from the date the correct invoice or voucher is received in the office specified by the Government of Guam, if the latter is later than date of delivery and acceptance. The payment is deemed to be made, for the purpose of earning discount, on the date of mailing of the check.
- Over shipments, unless specifically authorized, will not be accepted.
- In connect with the bid awards and contracts, this purchase order shall be governed by the Special Provisions and Bid General Terms and Conditions as specified.

**NOTE:**  
THE GOVERNMENT OF GUAM WILL NOT BE RESPONSILBE FOR 'UNAUTHORIZED' PURCHASES OR SERVICES. Note: Amounts due this Purchase Order may be off set for monies due the Government of Guam inclusive of but not limited to taxes, fees, and returned checks plus for other damages, penalties, and Attorney's fees, after failure to pay accordingly.

**VENDOR ACKNOWLEDGMENT**

RETURN TO SUPPLY MANAGEMENT  
DIVISION:

DATE OF RECEIPT OF THIS ORDER: 07/28/2025  
SIGNATURE: Anmarie Blake  
NAME/TITLE: Anmarie Blake, Account Executive

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**RECEIVING REPORT**

I CERTIFY THE ABOVE ARTICLES AND/OR SERVICES HAVE/HAS BEEN RECIVED AND/OR RENDERED AND THE SAME HAS BEEN INSPECTED AND ACCEPTED EXCEPT AS OTHERWISE NOTED HEREIN.

DATE RECEIVED: 9/29/25 SIGNATURE: [Signature]

Signature: [Signature]

Name: **Andriana Quitugua** Title: **Acting Chief Procurement Officer**



Apply parameters Budget control statistics by period Reservations and expenditures by ledger account Options



Budget control statistics  
Standard view \* v

Parameters

Budget cycle:

Show by:  Dimension values  Budget group

Budget group:

Start date:

End date:

Budget model: OPERATING

Carry-forward amounts in totals:  Not included  Included

Results

Budget control dimension values	Dimension descriptions	Budget funds available	Total revised budget	Total actual expenditures
	REGULAR SALARY-GENERAL FUND-FISCAL YEAR 2026-DIRECTOR'S OFFICE - AGR (GF)	92,018.25	258,454.00	166,435.75
	FRINGE-GENERAL FUND-FISCAL YEAR 2026-DIRECTOR'S OFFICE - AGR (GF)	44,678.02	124,590.00	79,911.98
	CONTRACT-GENERAL FUND-FISCAL YEAR 2025-DIRECTOR'S OFFICE - AGR (GF)	0.00	2,016.00	0.00
	CONTRACT-GENERAL FUND-FISCAL YEAR 2026-DIRECTOR'S OFFICE - AGR (GF)	10,179.03	15,080.00	1,900.97
	SUPPLIES-GENERAL FUND-FISCAL YEAR 2026-DIRECTOR'S OFFICE - AGR (GF)	629.02	5,000.00	770.98
	EQUIPMENT-GENERAL FUND-FISCAL YEAR 2026-DIRECTOR'S OFFICE - AGR (GF)	4,000.00	4,000.00	0.00
	DRUG TESTING CHARGES-GENERAL FUND-FISCAL YEAR 2026-DIRECTOR'S OFFICE - AGR (GF)	360.00	360.00	0.00
	MISCELLANEOUS-GENERAL FUND-FISCAL YEAR 2026-DIRECTOR'S OFFICE - AGR (GF)	0.00	2,500.00	2,500.00
	POWER UTILITY-GENERAL FUND-FISCAL YEAR 2026-DIRECTOR'S OFFICE - AGR (GF)	128,801.60	150,000.00	21,198.40
	WATER UTILITY-GENERAL FUND-FISCAL YEAR 2026-DIRECTOR'S OFFICE - AGR (GF)	37,489.17	63,000.00	25,510.83
	TELECOMM-GENERAL FUND-FISCAL YEAR 2026-DIRECTOR'S OFFICE - AGR (GF)	4,331.72	8,400.00	4,068.28
	CAPITAL OUTLAY-GENERAL FUND-FISCAL YEAR 2026-DIRECTOR'S OFFICE - AGR (GF)	1.00	1.00	0.00

Budget funds available = (Original budget + Preliminary budget + Carry-forward budget + Budget revisions + Budget transfers) - (Actual expenditures + Carry-forward actual expenditures + Budget reservations for encumbrances + Budget reservations for carry-forward encumbrances + Budget reservations for pre-encumbrances)