

Re: Messages & Communications Doc. No. 38GL-26-2790 through 2801.

From Guam Legislature Clerks <clerks@guamlegislature.gov>
Date Thu 8/27/2026 3:45 PM
To 38th Committee On Rules <committeeonrules@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

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

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From: 38th Committee On Rules <committeeonrules@guamlegislature.gov>
Sent: Thursday, August 27, 2026 3:13 PM
To: Guam Legislature Clerks <clerks@guamlegislature.gov>
Cc: Frank Blas Jr. <speakerblas@guamlegislature.gov>
Subject: Messages & Communications Doc. No. 38GL-26-2790 through 2801.

Håfa Adai Clerks Office,

Please see attached, **Messages & Communications Doc. No. 38GL-26-2790 through 2801** for processing:

✓	38GL-26-2790	University of Guam	Unaudited Financial Reports for the month of July 2026*
✓	38GL-26-2791	Department of Public Health and Social Services	Prior Year Obligation to pay Guam Solid Waste Authority in the total amount of \$853.09*
✓	38GL-26-2792	Guam Land Use Commission	GLUC Zone Change Approval for Application No. 2025-29 for Core Tech Development, LLC from "R2/M1" zone to a full "M1" zone , for Lot 10184-6, in the Municipality of Dededo*
✓	38GL-26-2793	Guam Land Use Commission	GLUC Zone Change Approval for Application No. 2025-26 for Carlito B. Pamintuan and Violeta T. Pamintuan from "A" zone to "M1" zone , for Lot 5224-1-16, Tract 308, in the Municipality of Barrigada*
✓	38GL-26-2794	Guam Land Use Commission	GLUC Zone Change Approval for Application No. 2025-07 for Eddie C. Palomo, Jason S. Tedtaotao and Mary A.C. Tedtaotao from "R1" (One-Family Dwelling) zone to "C" (Commercial) zone , for Lot 10062-1-R7, in the Municipality of Dededo*
✓	38GL-26-2795	Guam Housing and Urban Renewal Authority	Petition Filing for Creation of Position Re: Housing Procurement Specialist.
✓	38GL-26-2796	Department of Public Health and Social Services	Guam Board of Examiners for Optometry Board Meeting Packet for August 25, 2026*
✓	38GL-26-2797	Office of Public Accountability - Guam	Small Purchases Report for the Month of April 2026, May 2026, June 2026 and July 2026.
✓	38GL-26-2798	Office of Public Accountability - Guam	Travel Expense Report- 3rd Quarter ending June 30, 2026.
✓	38GL-26-2799	Office of Public Accountability - Guam	FY2026 3rd Quarter Staffing Pattern Report.
✓	38GL-26-2800	Guam Solid Waste Authority	Unaudited Revenues and Expenditures Report for the month of July 2026*
✓	38GL-26-2801	Guam Academy Charter Schools Council	Prior Year Obligation to pay Jennifer Sanchez in the total amount of \$100.00.

Please retrieve Doc. No. 38GL-26-2792 through 2795 from link below:

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

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

38th Guam Legislature

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Messages and Communications 38GL-26-2795.

2 messages

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

Wed, Aug 26, 2026 at 9:22 AM

To: 38th Committee On Rules <committeeonrules@guamlegislature.gov>, Sabrina Salas Matanane <office.senatorbri@guamlegislature.gov>

Håfa adai,

Please see attached M&C Doc. No. 38GL-26-2795

38GL-26-2795	Guam Housing and Urban Renewal Authority	Petition Filing for Creation of Position Re: Housing Procurement Specialist.
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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 38th Guam Legislature

Guam Congress Building, 163 Chalan Santo Papa, Hagatña

(671)969-6456

speakerblas@guamlegislature.gov

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 **38GL-26-2795.pdf**
14787K**38th Committee On Rules** <committeeonrules@guamlegislature.gov>

Wed, Aug 26, 2026 at 4:47 PM

To: "Speaker Frank Blas Jr." <speakerblas@guamlegislature.gov>

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**38th Guam Legislature*

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[Quoted text hidden]



GHURA

Guam Housing and Urban Renewal Authority
Aturidat Ginima' Yan Rinueban Siudad Guahan
117 Bien Venida Avenue, Sinajana, GU 96910
Phone: (671) 477-9851 · Fax: (671) 300-7565 · TTY: (671) 472-3701
Website: www.ghura.org



Lourdes A. Leon Guerrero
Governor of Guam

Joshua F. Tenorio
Lt. Governor of Guam

John J. Rivera
Chairman

Nathanael P. Sanchez
Vice-Chairman

Anisia S. Delia
Commissioner

Emilia F. Rice
Commissioner

Victor R. Torres
Commissioner

Karl E. Corpus
Resident Commissioner

Elizabeth F. Napoli
Executive Director

Fernando B. Esteves
Deputy Director

August 25, 2026

MEMORANDUM

TO: The Honorable Frank F. Blas Jr.
Speaker
Thirty-Eighth Guam Legislature
Guam Congress Building
163 Chalan Santo Papa
Hagatña, GU 96910

FROM: Executive Director

SUBJECT: Creation of Position – Petition Filing
RE: **Housing Procurement Specialist**

38GL-26-2795
OFFICE OF THE SPEAKER
FRANK F. BLAS JR.

AUG 25 2026
Time: 4:08 pm
Received: [Signature]

Pursuant to §6303(d)(2) of Title 4 of the Guam Code Annotated, the attached GHURA Board of Commissioners Resolution No. FY2026-022 concerning the creation and approval of the above-referenced classified position is hereby submitted to your office for filing.

Should you have any questions, please do not hesitate to contact Dr. Kimberly K. Bersamin, Personnel Services Administrator at 475-1368/1419 or 300-8432, or email HR@ghura.org.


ELIZABETH F. NAPOLI
Executive Director

Attachment

cf: file



38GL-26-2795
Messages and Communications
RECEIVED
COMMITTEE ON RULES
August 26, 2026
9:22 a.m.

Marie Crisostomo

**UAM HOUSING AND URBAN RENEWAL AUTHORITY
BOARD OF COMMISSIONERS
RESOLUTION NO. FY2026-022**

Moved by: NATHANAEL P. SANCHEZ Seconded by: EMILIA F. RICE

**RESOLUTION TO CREATE AND APPROVE THE HOUSING PROCUREMENT SPECIALIST
POSITION**

- WHEREAS,** pursuant to Section 5104, Title 12 of the Guam Code annotated, the Board of Commissioners of the Guam Housing and Urban Renewal Authority (**GHURA**) is given the right and responsibility to govern and control the operations of the Authority, and to establish policies for its day-to-day operations, and generally to undertake its responsibilities as supreme authority for the Agency; and
- WHEREAS,** the **GHURA** Board of Commissioners is empowered to establish a position classification and pay plan for each class of position necessary to carry out the responsibilities of the Authority and is subject to the GHURA Classification and Salary Administration Plan of the Authority; and
- WHEREAS,** the Board of Commissioners recognizes that the new creation of a Procurement Housing Specialist is necessary as the position is uniquely aligned to adhere to both federal and local procurement statutes; and
- WHEREAS,** given the new CDBG-DR Project, it became more evident that a job analysis was merited; and
- WHEREAS,** the Board of Commissioners further recognizes that the creation of the Housing Procurement Specialist is also necessary under the principles of classification of "equal pay for equal work"; and
- WHEREAS,** the Board of Commissioners acknowledges that the HR staff completed the necessary "creation" requirements as set forth in 4GCA, §6303.1(a) for the creation of positions; and
- WHEREAS,** the Board of Commissioners desires to amend **GHURA's** Organization Plan as adopted in the Fiscal Year 2026 budget, by establishing the following creation of position for the Procurement Division:

Housing Procurement Specialist - Pay Grade M

Hay Evaluation
Know How: EII2 200
Problem Solving:D3 (33) 66
Accountability:D1S 76
Total Points: 342

- WHEREAS,** funding for the creation of this position is available under CDBG-DR and COCC funds, respectively; and now therefore be it
- RESOLVED,** that Pursuant to 4GCA, Section 6303, the Authority now creates and establishes said position into the classified service.

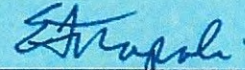
IN REGULAR BOARD MEETING, HAGATNA, GUAM – AUGUST 11, 2026

PASSED BY THE FOLLOWING VOTES:

AYES: John Rivera, Nathanael Sanchez, Emilia Rice, Victor Torres, Karl Corpus
NAYS: NONE
ABSENT: Anisia Delia
ABSTAINED: NONE

(SEAL)

I hereby certify that the foregoing is a full, true, and correct copy of a Resolution duly adopted by the Guam Housing and Urban Renewal Authority Board of Commissioners on August 11, 2026.



ELIZABETH F. NAPOLI
Board Secretary / Executive Director

HOUSING PROCUREMENT SPECIALIST

GUAM HOUSING AND URBAN RENEWAL AUTHORITY (GHURA)

NATURE OF WORK IN THIS CLASS

The Housing Procurement Specialist performs moderately complex procurement work.

Employees in this class operate in an analytical, technical and administratively complex regulatory environment adhering to strict Guam and federal procurement laws, code of federal regulations and uniform guidelines in order to perform the full range of the procurement life cycle, involving planning, coordination, facilitation, price analysis, award documentation, compliance reviews, audit reviews and administration in support of the Authority's Purchasing needs.

Employees may serve as team leaders over lower-level staff.

ILLUSTRATIVE EXAMPLES OF WORK

(These examples are not intended to be a comprehensive list of all the duties. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent to the job).

Works closely with divisions to help formulate and adopt the best procurement approach that will enable the Authority to achieve the goals or end products that are desired from the procurement process.

Facilitates all procurement phases including planning, solicitation development, vendor communication, evaluation coordination, award documentation, fiscal routing, and procurement file assembly.

Facilitates full procurement lifecycle for Request For Quotations (RFQ), Invitation For Bid (IFB), Request for Proposals (RFP), emergency procurements and sole source procurements.

Coordinates Determination of Need validation and procurement structuring.

Performs comprehensive market research, vendor availability reviews, and price trend analyses to support procurement planning, competition requirements, and price reasonableness determinations.

Facilitates solicitation development including federal clauses and technical specifications.

Conducts market research and analyzes pricing trends.

Analyzes requisitions, scopes of work, specifications, procurement thresholds, market conditions, pricing data, funding sources, and compliance documentation at a local and federal level to determine the appropriate procurement approaches and support award recommendations.

Analyzes procurement risks including insufficient competition, restrictive specifications, sole source concerns, incomplete vendor responses, potential conflicts of interest, addenda issues, protest exposure and audit deficiencies. Reviews quotations, bids, proposals, bid abstracts, evaluation records and supporting documentation for accuracy as well as determining responsiveness and responsibility indicators, consistency with solicitation requirements.

Coordinates vendor communications, RFIs, addenda, and pre-bid conferences.

Interprets and applies local and federal procurement requirements and standards, grant conditions, and HUD and GHURA procedures as they relate to procurement transactions.

Conducts procurement planning analysis to determine appropriate procurement methodologies, solicitation structures, competition requirements, funding considerations, and documentation needs.

HOUSING PROCUREMENT SPECIALIST

Conducts bid opening and prepares procurement abstracts and evaluation documentation. Conducts pre-bid conferences and site visits.

Prepares Notices of Award, Bid Status and Notices to Proceed.

Coordinates funding certification, requisition processing, and purchase order creation.

Maintains audit-ready procurement files subject to HUD and local and federal audit review.

Facilitates small purchase procurement and operational procurement support activities.

Prepares and issues purchase orders for a range of commodities and services required by the Authority.

Assists on conducting compliance reviews/audits on the Authority's end users.

Reviews and prepares procurement packages exceeding the \$500,000 threshold for submission to Legal Counsel and the Attorney General of Guam for review and clearance.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of Guam Procurement Regulations.

Knowledge of federal procurement standards and uniform guidelines under 2 CFR Part 200.

Knowledge of purchasing practices, procedures and shipping methods.

Knowledge of sources of supply and of market and price trends.

Knowledge of procurement planning, solicitation development, bid proposal evaluation, price reasonableness, cost analysis, market research, and procurement file documentation.

Ability to prepare specifications, identify risks, compliance deficiencies, restrictive specifications, insufficient competition and potential audit concerns.

Ability to analyze quotations, bids, and proposals.

Ability to research the Federal Register to facilitate complex procurement processes.

Ability to maintain audit-ready records and documentation, including tracking and analyzing procurement data, solicitation timelines, vendor responses, requisition statuses, and purchase order activities.

Ability to interpret procurement regulations and to provide clear written findings, procurement summaries, award recommendations, and justification memoranda.

Ability to communicate effectively both orally and in writing, including the ability to prepare clear and concise findings, procurement summaries, award recommendations, and justification memoranda.

Ability to utilize computer software, including Microsoft Office Suite, Excel, Adobe Acrobat, DocuSign, and procurement-related software.

Skills in organizational management.

HOUSING PROCUREMENT SPECIALIST

MINIMUM EXPERIENCE AND TRAINING

(a) Three (3) years of experience in the procurement of supplies, materials, and equipment and graduation from a recognized college or university with a bachelor's degree in public or business administration, behavior or social science or related fields; or

(b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

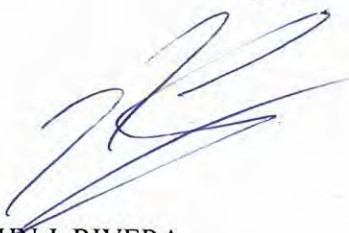
NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license.

ESTABLISHED: **AUGUST 2026**

PAY GRADE: **M**

HAY EVALUATION:	KNOW HOW:	E II 2	200
	PROBLEM SOLVING:	D3 (33)	66
	ACCOUNTABILITY:	D 15	<u>76</u>
	TOTAL POINTS:		342

For 

JOHN J. RIVERA,
CHAIRMAN
GHURA BOARD OF COMMISSIONERS



GHURA

Guam Housing and Urban Renewal Authority
Aturidat Ginima' Yan Rinueban Siudat Guahan
117 Bien Venida Avenue, Sinajana, GU 96910
Phone: (671) 477-9851 · Fax: (671) 300-7565 · TTY: (671) 472-3701
Website: www.ghura.org



PETITION

The Guam Housing and Urban Renewal Authority (GHURA) hereby petitions our Board of Commissioners for the approval of the following creation of positions into the classified service:

1. Housing Procurement Specialist

This petition is in compliance with Public Law 28-112 and codified in 4GCA, Chapter 6, §6393 (d). The petition is also required by 4GCA §6205 and §6303 as public documents for the purposes of 5 GCA, Chapter 10, Article 1.

For more information, please direct all comments, suggestions, inquiries to Kimberly K. Bersamin, Personnel Services Administrator at hr@ghura.org, or (671) 475-1368 / 300-8432.


ELIZABETH F. NAPOLI
EXECUTIVE DIRECTOR
Date:

Kimberly Bersamin

From: Joyce Aguon <joyaguon@ghura.org> on behalf of Joyce Aguon
Sent: Wednesday, June 24, 2026 2:49 PM
To: Kimberly Bersamin
Cc: MIS
Subject: RE: Public Comment from Website on Proposed Creation of Housing Procurement Specialist

Hi Kim,

No emails received regarding public comments for the creation of Housing Procurement Specialist.

Thanks,
Joyce

From: Kimberly Bersamin <kbersamin@ghura.org>
Sent: Wednesday, June 24, 2026 2:45 PM
To: MIS <MIS@ghura.org>
Subject: Public Comment from Website on Proposed Creation of Housing Procurement Specialist

Hafa Adai Team MIS,

Kindly verify the website if GHURA received any public comments regarding our creation of Housing Procurement Specialist.

TY

Carlo Ongklungel

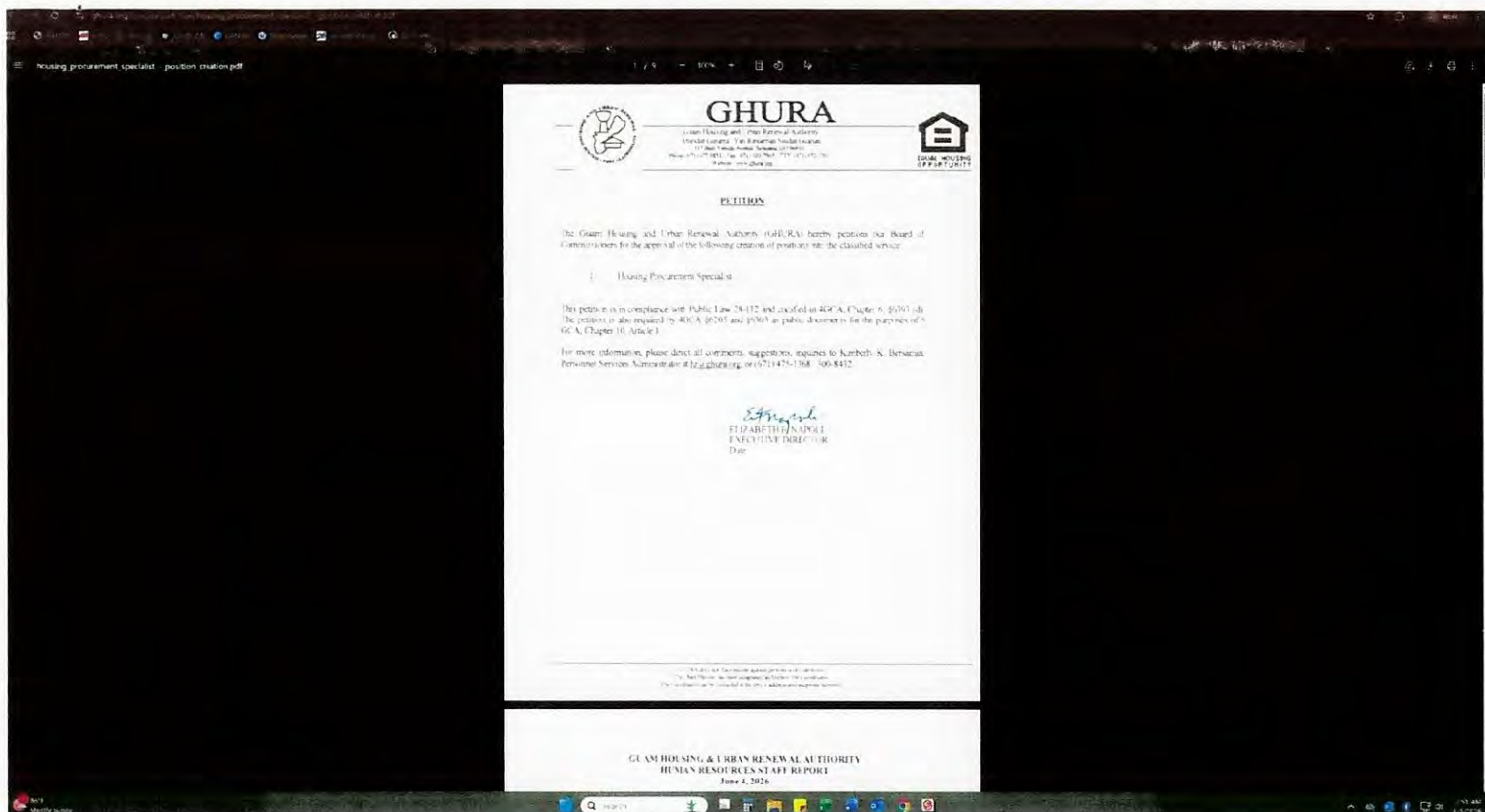
From: Carlo Ongklungel
Sent: Friday, June 5, 2026 7:54 AM
To: Kimberly Bersamin
Cc: Thalia Pablo; HR
Subject: FW: Website Posting - Creation of Position

Hafa Adai Dr. Kim,

Posting of the Creation of Position for the Housing Procurement Specialist was requested by HR to MIS on 06/04/2026 at 4:21pm and completed on 06/05/2026 at 6am. Kindly refer to screenshot and email thread below. Thank you!

Respectfully sent,
Carlo Ongklungel
GHURA Personnel Specialist II
(671) 300-8432 // ext: 432





From: Carlo Ongklungel <congklungel@ghura.org>

Sent: Friday, June 5, 2026 7:49 AM

To: 'joyaguon@ghura.org' <joyaguon@ghura.org>

Cc: MIS <MIS@ghura.org>; Elizabeth Napoli <efnapoli@ghura.org>; Fernando Esteves <fbesteves@ghura.org>; Antonio Camacho <accamacho@ghura.org>; Kimberly Bersamin <kbersamin@ghura.org>; HR <hr@ghura.org>

Subject: RE: Website Posting - Creation of Position

Posting confirmed. Thank you, Ms. Joyce!

Respectfully sent,

Carlo Ongklungel

GHURA Personnel Specialist II

(671) 300-8432 // ext: 432

From: Joyce Aguon <joyaguon@ghura.org>

Sent: Friday, June 5, 2026 6:00 AM

To: Carlo Ongklungel <congklungel@ghura.org>

Cc: MIS <MIS@ghura.org>; Elizabeth Napoli <efnapoli@ghura.org>; Fernando Esteves <fbesteves@ghura.org>; Antonio Camacho <accamacho@ghura.org>; Kimberly Bersamin <kbersamin@ghura.org>; HR <hr@ghura.org>

Subject: Re: Website Posting - Creation of Position

Completed. Please confirm.

On Thu, Jun 4, 2026 at 4:21 PM Carlo Ongklungel <congklungel@ghura.org> wrote:

Hafa Adai MIS team,

Kindly post ASAP.

Please post the attached Notice of Intent - requests into the link "News & Announcements" portion on the website, and have the document link read as:

"NOTICE OF INTENT – Creation of Position: Housing Procurement Specialist"

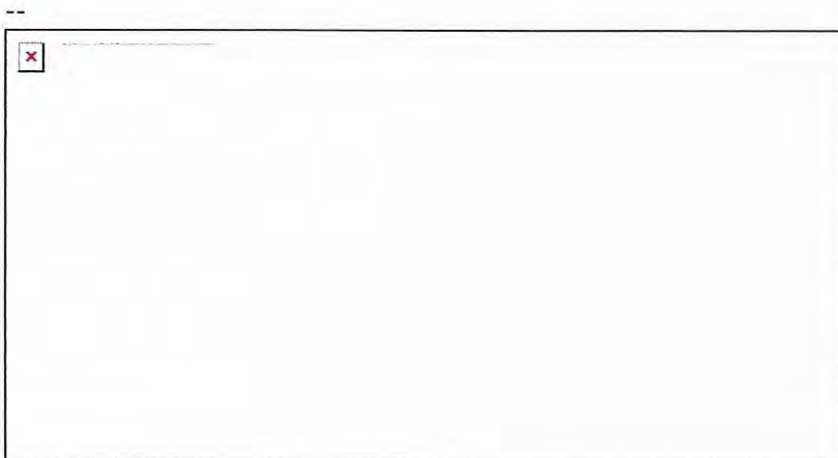
Since this is not an employment opportunity request, the best fit for public comment would be in the link indicated above. This is the area where we had been posting these types of requests on the website in the past. Kindly let us know if you receive any comments from the public. Please advise when it's completed on the website. Thank you!

Respectfully sent,

Carlo Ongklungel

GHURA Personnel Specialist II

(671) 300-8432 // ext: 432



Text: only Version

Increase Text-Size

Decrease Text-Size

Regular Text-Size

High-Contrast View



GUAM HOUSING AND URBAN
RENEWAL AUTHORITY (/)

REQUEST APPOINTMENT Contact Info (/contact-info) Hours: M-F 8am-5pm (except legal holidays)

All About HOUSING	LANDLORD INFO & AVAILABLE LISTINGS	Online Housing APPLICATIONS (online-housing-applications)
Rent Payment (https://www.ghura.org/rentpayment-pay-your-ghura-bill-online)		

BOARD OF COMMISSIONERS ABOUT GHURA DOING BUSINESS WITH US HAPPENINGS GUAM CDBG DISASTER RECOVERY (https://guamcdbgdr.org/)

NOTICE OF INTENT – Creation of Position: Housing Procurement Specialist

[Back to Previous Page](#) | [Back to All News \(/happenings?\)](#)

keywords=&type=2&date%5Bmin%5D%5Bdate%5D=&date%5Bmax%5D%5Bdate%5D=)

NOTICE OF INTENT – Creation Of Position: Housing Procurement Specialist

NEWS (/HAPPENINGS?KEYWORDS=&TYPE=2&DATE%5BVALUE%5D%5BDATE%5D=)

NOTICE OF INTENT – Creation of Position: Housing Procurement Specialist



GHURA

Guam Housing and Urban Renewal Authority
Aturidat Ginima' Yan Rmueban Siudad Guahan
117 Ben Venida Avenue, Soqona, GU 96910
Phone: (671) 477-9851 Fax: (671) 300-7565 TTY: (671) 472-3751
Website: www.ghura.org



PETITION

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- Housing Procurement Specialist

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For more information, please direct all comments, suggestions, inquiries to Kimberly K. Bersamin, Personnel Services Administrator at hr@ghura.org, or (671) 475-1368 / 300-8432.

Elizabeth Napoli
ELIZABETH NAPOLI
EXECUTIVE DIRECTOR
Date:

GHURA does not discriminate against persons with disabilities.
The Chief Planner has been designated as Section 504 Coordinator.
The Coordinator can be contacted at the above address and telephone numbers.

(/sites/default/files/housing_procurement_specialist_position_creation.pdf)

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Auto
Turn here for your next vehicle

Stuff
Household, Furniture, Pets & Stuff

Super Classified Deals
For all categories except employment and real estate.
Package line limit listed below.

Good: Text only, 3 days in E-edition / 7 days on Classified of our website - line limit (5) lines. **\$35.00**

Better: Text with border, 5 days in E-edition / 10 days on Classified of our website - line limit (10) lines. **\$45.00**

Best: Text with border & image, 8 days in E-edition / 14 days on Classified of our website - line limit (15) lines. **\$60.00**

Categories
Animals for Sale: Livestock / Pets. Automotive: Cars/Motorcycle/Pickups and SUVs. Celebrations. Fundraisers. Goods for Sale: Auto Parts/Baby Items/Computers/Electronics/Exercise Equipment/Furniture/Household Goods/Miscellaneous/ Musical Instruments/ Sports and Outdoors Equipment/Tools. Lost and Found. Heavy Equipment. Repairs and Installation: Air Conditioning/Appliances/Cellphones/Computers/Electrical/Electronics/Plumbing/Repair and Installations Services Needed. Services: Child and Elderly Care/Educational/Lawn Care or Yardwork/Other Services/Therapeutic Massage/Tutoring/Cleaning Services. Wanted to Buy. Watercraft: Boats/Personal Water Craft.

Employment Classified Packages
Package line limit listed below.

Good: Text only, 3 days in E-edition / 7 days on Classified of our website - line limit (5) lines. **\$99.00**

Better: Text with border, 5 days in E-edition / 10 days on Classified of our website - line limit (10) lines. **\$114.00**

Best: Text with border & image, 8 days in E-edition / 14 days on Classified of our website - line limit (15) lines. **\$120.00**

Categories
Help Wanted Full Time. Help Wanted Part Time

Real Estate Classified Packages
Package line limit listed below.

Good: Text only, 3 days in E-edition / 7 days on Classified of our website - line limit (5) lines. **\$81.00**

Better: Text with border, 5 days in E-edition / 10 days on Classified of our website - line limit (10) lines. **\$96.00**

Best: Text with border & image, 8 days in E-edition / 14 days on Classified of our website - line limit (15) lines. **\$105.00**

Categories
Businesses for Sale. For Lease Land. For Rent Commercial. For Rent Residential. For Sale Commercial. For Sale Residential. For Sale Land. Rooms for Rent

Open Rate Liners
All liners are priced per line and include digital.
E-edition only options are not available.

Private Party Open Rate Liner:
**Applies to all Categories except for Employment and Real Estate
\$14.45 per line/per day for E-edition and 3 days on Classified of our website
\$50.00 5 days on Classified of our website

Employment Open Liners
\$16.50 per line/per day for E-edition and 3 days on Classified of our website
\$75.00 5 days on Classified of our website

Real Estate Open Liners
\$14.70 per line/per day for E-edition and 3 day on Classified of our website
\$85.00 5 days on Classified of our website

Optional Adds for Open Liners
Bold: \$2.00. Border: \$7.00. Image: \$7.00

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LAW OFFICES OF HEATHER MARTINEZ QUITUGUA, PC
Heather M. Quitugua
238 Archbishop Flores, Ste. 706
Hagatna, GU 96910
Telephone: 671-486-3850
Attorney for Plaintiff
Angela B. Lujan

IN THE SUPERIOR COURT OF GUAM
ANGELA B. LUJAN, Plaintiff,
v.
Rogel V. Bondoc, Roberto V. Bondoc, Jr. and John Does 1-10, Defendants.
Civil Case No. CV0438-25

Notice is hereby given by plaintiff Angela B. Lujan to ROBERTO V. BONDOC, JR. that a Complaint for Partition of Real Property has been filed against you in the Superior Court of Guam. If you do not want a judgment or order taken against you without your input you must file an "Answer" or "Response" in writing with the court. To file your "Answer" or "Response", take, or send the "Answer" or "Response" to: Office of the Clerk of the Superior Court of Guam, 120 East O'Brien Drive, Hagatna, Guam 96910, (671) 475-3331 or by electronic filing by sending to efilingcivil@guamcourts.org. You must file your "Answer" or "Response" within twenty (20) calendar days of the first publication of this Notice.

IN THE SUPERIOR COURT OF GUAM
IN THE MATTER OF THE ESTATE OF
ANTONIO MATERNE MESA,
Decedent.
PROBATE CASE NO. 211-48

NOTICE TO CREDITORS
Notice is hereby given by MELISSA M. MESA, that all persons having claims against the decedent are required to present them, with the necessary vouchers, to the Clerk of Court of the Superior Court of Guam within sixty (60) days after the date of the first publication of this notice.

Dated: 06/05/2026

Guam Housing and Urban Renewal Authority
Notice of Intent
Creation of Position for:
Housing Procurement Specialist
Please refer to www.ghura.org for more information, or call the GHURA Human Resources Division at 475-1368.
(This ad is paid using U.S. Dept. of HUD funds)

DEPARTMENT OF ADMINISTRATION
DIPATTAMONTON ATMENESTRASION
General Services Agency
(Añension Setibision Hinirai)
Telephone (Teléfono): (671) 475-1705/1706

EDWARD M. BIRN
Director (Direktor)

RENA K. BORJA
Deputy Director
(Sigundo Direktor)

LOURDES A. LEON GUERRERO
Governor (Maga'hága)

JOSHUA F. TENORIO
Lieutenant Governor
(Sigundo Maga'hága)

THIS ADVERTISEMENT WAS PAID WITH GOVERNMENT FUNDS BY:
Guam Energy Office
A non-refundable fee of \$10.00 per bid package will be assessed. Certified Check, Cashier's Check, Cash will be accepted. No personal or Company Check. Payment for bid package picked up after 3:00pm will not be accepted.

INVITATION FOR BID
BID NO: **GSA-029-26**
For: **Purchase and Install Solar LED Lights (IDIQ)**
Submission Deadline: **07/07/2026** Time: **10:00am**
Opening Date: **07/07/2026** Time: **10:05am**
Location to Submit: **General Services Agency, ITC Building Tamuning, Guam**
The General Services Agency is issuing this Invitation for Bid for Purchase and Install Solar LED Lights. A pdf copy is available to download at www.gsa.doa.guam.gov, or a hard copy can be obtained at the General Services Agency located at 2nd floor ITC Bldg. Rm. 230, Tamuning, Guam 96931 from 8:00am - 5:00pm, Monday through Friday, beginning Friday, June 12, 2026 through Tuesday, July 7, 2026. Bidders must register their current contact information with GSA to ensure they receive any notices regarding changes or updates to the IFB. The procuring agency and GSA will not be liable for failure to provide notice to any party who did not register current contact information.
/s/ ANDRIANA QUITUGUA
Acting Chief Procurement Officer*

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2020 KIA RIO

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Vehicle will be available for inspection by appointment only.
P.C. Finance has the right to refuse any & all bids.
126 (7200) San Antonio, Texas (76101) (727) 444-4444

GUAM HOUSING AND URBAN RENEWAL AUTHORITY

Notice of Intent

Creation of Position for:
**Housing Procurement
Specialist**

Please refer to www.ghura.org for more
information, or call the GHURA Human
Resources Division at 475-1368.
(This ad is paid using U.S. Dept. of HUD funds)



federal credit union

450 Route 8, Maite, GU 96910 • Tel: 671-477-8736

VEHICLES FOR SEALED BID SALE

YEAR/MAKE/MODEL	COLOR	MILEAGE
2015 Lexus NX 200T	Silver	Unknown
2017 GMC Terrain	White	70,867
2018 Mazda 3	Gray	42,568
2019 GMC Sierra 1500	White	54,512
2021 Mazda CX 9	Gray	19,507
2023 Mitsubishi Outlander Sport	Gray	40,794
2023 Toyota Camry	Red	17,889
2024 Mitsubishi Eclipse Cross	Gray	32,225
2024 Mitsubishi Eclipse Cross	Gray	8,416

At this time, bid applications are scheduled by appointment and on weekdays
only. To schedule an appointment or for more information, contact Credit
Solutions Services at (671) 477-0124. All sealed bid applications must be
submitted no later than 5:00 P.M., Friday, June 12, 2026. We reserve the right to
refuse any and all bids. Federally insured by NCUA.

NOTICE OF ROADSIDE WORK

The IT&E Team will be performing trenching and fiber
expansion along listed roads from

June 2026 - August, 2026

Route 1

Route 10A

Route 16

Route 27

Motorists should expect intermittent lane closures and shifts along
these routes. Slow-moving traffic and delays are anticipated due to
trenching work and the installation of IT&E communication facilities



Connections that matter

ite.net itegum itecomm 671-922-4483

A.B. WON PAT INTERNATIONAL
AIRPORT GUAM



ATUROSAT PUEYTHON BATHON AREN
GUAMAN INTERNATIONAL

John M. Quinata Executive Manager Dafne Mansapit - Shimizu Deputy Executive Manager

Antonio B. Won Pat International Airport
Authority, Guam (GIAA)

SOLE SOURCE

Pursuant to §3102 (c)(1)(C) & §3112(b)

Vendor: US Department of Agriculture -
Animal and Plant Health
Inspection Service Wildlife Services

Description: Wildlife Hazard Management
Services

Term: 1 year with options

Amount: \$336,538.74

Sole Source award is posted on the
GIAA website at www.guamairport.net
P.O. Box 8770 Tamuning, Guam 96931
Telephone: (671) 646-0300

This notice is paid for by the Antonio B. Won Pat International
Airport Authority, Guam (GIAA)

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The largest owner of residential properties and management
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Carlo Ongklungel

From: Carlo Ongklungel
Sent: Friday, June 12, 2026 5:00 PM
To: 'kstokish@gmail.com'
Cc: Kimberly Bersamin; Thalia Pablo; HR
Subject: GHURA - PSA: Creation of Position (Housing Procurement Specialist)
Attachments: GHURA - Creation of Position (Housing Procurement Specialist).pdf

Hafa Adai,

Kindly announce the attached PSA regarding the Notice of Intent for Creation of Position: Housing Procurement Specialist. Thank you!

Respectfully sent,
Carlo



Carlo Ongklungel

Personnel Specialist II

(671) 300-8432

Guam Housing and Urban Renewal Authority
117 Bien Venida Ave. Sinajana, GU 96910



GHURA

Guam Housing and Urban Renewal Authority

Aturidat Ginima' Yan Rinueban Siudad Guahan

117 Bien Venida Avenue, Sinajana, Guam 96910

Phones: (671) 477-9851 • Fax: (671) 300-7565 • TTY: (671) 472-3701



FACSIMILE TRANSMITTAL SHEET

TO:	FROM:
KSTO Radio Station	Dr. Kim Bersamin, SPHR – Human Resources Div.
COMPANY:	DATE: 06/12/2025
FAX NUMBER:	TOTAL NO. OF PAGES INCLUDING COVER:
477-6411	2
PHONE NUMBER:	SENDER'S FAX NUMBER:
477-5786	300-7565
RE:	SENDER'S PHONE NUMBER:
Public Service Announcement	475-1419

☐ URGENT ☐ FOR REVIEW ☐ PLEASE COMMENT ☐ PLEASE REPLY ☐ PLEASE RECYCLE

NOTES/COMMENTS:

Please announce the attached PSA regarding the "Notice of Intent" for:

- Creation of Positions:
 - Housing Procurement Specialist

For more information, please visit our website at www.GHURA.org or the Human Resources Office at 671-475-1368/1419.

Thank you.

HOUSING PROCUREMENT SPECIALIST (PROPOSED CREATION)

CLASSIFICATION SPECIFICATION

NATURE OF WORK IN THIS CLASS

The Housing Procurement Specialist performs advanced, professional-level procurement support functions involving the coordination, facilitation, and administration of the full procurement lifecycle in support of the Agency's Responsible Procurement Officers. The position operates within a complex regulatory environment requiring strict adherence to Guam Procurement Law (5 GCA §5000 et seq.), 2 CFR Part 200 Uniform Guidance, and HUD CDBG-Federal Register requirements performing complex and time-sensitive tasks commanding a degree of due diligence. The consequences on performance are significant to public safety and welfare.

The Specialist assists and facilitates all procurement phases including planning, solicitation development, vendor communication, evaluation coordination, award documentation, fiscal routing, and procurement file assembly. While procurement authority remains vested in the Procurement Officer(s), this role serves as the operational execution and compliance control function ensuring procurement actions are audit-ready, legally defensible, and procedurally compliant prior to approval.

ILLUSTRATIVE EXAMPLES OF WORK

1. Assists and facilitates full procurement lifecycle across RFQ, IFB, RFP, and sole source processes
2. Coordinates Determination of Need validation and procurement structuring
3. Facilitates solicitation development including federal clauses and technical specifications
4. Coordinates vendor communications, RFIs, addenda, and pre-bid conferences
5. Facilitates bid opening and prepares procurement abstracts and evaluation documentation
6. Assists in preparation of Notices of Award and Notices to Proceed
7. Coordinates funding certification, requisition processing, and purchase order creation
8. Maintains audit-ready procurement files subject to HUD and federal audit review
9. Supports both GHURA core procurement and CDBG-DR federally funded procurement programs
10. Assists in small purchase procurement and operational procurement support activities

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of Guam Procurement Regulations, federal procurement standards under 2 CFR Part 200, HUD CDBG-DR compliance requirements, and procurement lifecycle documentation standards.

Ability to assist Federal Register and facilitate complex procurement processes, maintain audit-ready documentation, coordinate across divisions, and interpret procurement regulations.

Skills in procurement documentation, compliance verification, communication, and organizational management.

MINIMUM EXPERIENCE AND TRAINING

- (a). Four years of experience in the procurement of supplies, materials, and equipment and graduation from high school; or
- (b). Any equipment combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license.

GUAM HOUSING & URBAN RENEWAL AUTHORITY
HUMAN RESOURCES STAFF REPORT
June 4, 2026

I. REQUEST

The Executive Director is petitioning approval from the GHURA Board of Commissioners for the following creation of position to the classified service:

- Housing Procurement Specialist (HPS)

II. AUTHORITY

Guam Code Annotated, Title 4, Section 6303(d), Creation of Positions.

1. Creation of positions in the Autonomous Agencies and Public Corporations states in part:

The petition of the head of an agency, department, or public corporation listed in §4105(a) of this Title to create a position shall include:

- a) the justification for the new position (see below);
 - b) the essential details concerning the creation of the position (see below);
 - c) an analysis of the similarities and differences between the position to be created and positions listed pursuant to 4 GCA §4101.1(d) (see below);
 - d) the position description (see attached);
 - e) the proposed pay range and demonstration of compliance with §6301 of this Title; and
 - f) a fiscal note, as that term is described in 2 GCA § 9101 *et seq.*; and any other pertinent information.
2. The petition shall be posted on the agency, department or public corporation's website for ten (10) days (Saturdays, Sundays and Government of Guam holidays excepted). After posting, the head shall forward the petition, along with evidence of his compliance with 4 GCA §6303.1(a), to the governing board or commission who, if they approve the same, shall approve the petition by resolution, and file the petition and resolution for record with the Director of Administration and the Legislative Secretary.
 3. No new position may be filled until after compliance with the provisions of this Section and thirty (30) days have elapsed from the date of filing with the Legislative Secretary.

III. **METHODOLOGY**

The Human Resources (HR) staff reviewed the duties and responsibilities as described in the proposed class standard as well as the organizational and job description of the position.

HR staff also utilized the Hay-Xpert questionnaire that was completed by the Executive Director and the Hay Guide Chart-Profile Method in determining the points in terms of Know-How (KH), Problem Solving (PS) and Accountability (AC).

IV. **AGENCY BACKGROUND**

The Guam Housing and Urban Renewal Authority (GHURA) is an autonomous agency of the Government of Guam. Its mission is to promote the health, safety, and welfare of its people by the elimination of slum and blight conditions, by the orderly redevelopment and renewal of communities, by proper planning of community development and the provision of safe, decent, and sanitary dwellings for low-income families, through encouragement of private enterprise to participate in the common task of community improvement.

GHURA is governed by a six (6)-member Board of Commissioners that formulates and establishes policy decisions for the Authority.

Currently, GHURA has a total workforce of 126 employees and serves over **3,490** family units on Guam.

In January 2025, through the U.S. Department of Housing and Urban Development (HUD), GHURA was given a six (6) year, \$500,825,000 Community Development Block Grant – Disaster Recovery (CDBG-DR) grant. Also known as the “Fix in Six” grant program, given the sheer massive amount of federal money, GHURA needed to augment its workforce with **46** temporary new hires. These new temporary hires will support Guam’s long-term recovery efforts following Typhoon Mawar, with five (5) years remaining under the grant.

V. **DIVISIONAL BACKGROUND**

This proposed creation is specifically for the Procurement Division.

The **Procurement Division** administers GHURA’s purchasing and contracting activities, to include various supply management functions in accordance with both local and federal procurement authority.

With the recent \$500 million CDBG-DR grant, a substantial portion of these funds will require the HPS to perform more complex, analytical, and compliance-based procurement

duties for construction-related projects (i.e., build, rehabilitate, and mitigate) for the four pillars approved by HUD's Disaster Recovery Program:

Pillar #1 Housing
Pillar #2 Mitigation

Pillar #3 Infrastructure
Pillar #4 Economic Revitalization

VI. CLASSIFICATION REVIEW

The creation of the HPS position is critical for the Authority to meet its current and emerging demands.

The creation of this position reflects the nature of the work, duties, responsibilities, and requirements essential to meeting HUD mandates, GHURA's mission, and the new CDBG-DR Program.

A. HOUSING PROCUREMENT SPECIALIST

The Housing Procurement Specialist (HPS) position performs complex professional procurement services work for the Authority.

The HPS plays a critical role in the efficient procurement of supplies, materials, goods, services, construction projects, and equipment for the Agency.

The position operates within a highly regulated framework of a dual mandate of both local procurement and federal procurement laws, guidelines and federal circulars.

The layered statutory requirements throughout the complex procurement lifecycle (i.e. planning, requisition reviewing, procurement method determination, solicitation determination, vendor communication, quote/bid/proposal coordination, evaluation support, award documentation, budget certification routing, legal review coordination, generating purchase orders, drafting contracts, notice to proceed preparations, and procurement file assembly for federal reviewers and auditors), has directed the proposed position to be more complex.

The proposed position requires the knowledge of both local and federal procurement regulations, as well as knowledge of the principles, methods, and techniques of purchasing practices, procedures and shipping methods.

The minimum experience and training of the proposed position calls for three (3) years of experience in the procurement of supplies, materials and equipment and graduation from a recognized college or university with a bachelor's degree in public or business administration, behavioral, or social science, or related fields; or any combination of experience and training which provides the minimum knowledge, abilities and skills.

With respect to the job content of the proposed position, using the Hay Guide Chart-Profile Method, the following points were determined in terms of Know-How (KH), Problem Solving (PS), and Accountability (AC):

<u>Know How</u>	<u>Problem-Solving</u>	<u>Accountability</u>	<u>Pts.</u>	<u>Pay Grade</u>
EII2 200	D3 (33) 66	D1S 76	342	M

The proposed position is a professional level job that purchases the Agency's supplies, materials, goods, services, construction and equipment under a highly regulated environment that must meet both the local and federal procurement requirements. The position's know-how depth is "basic specialized" in that it requires some specialized skill in the field of procurement and materials management especially when dealing with both local and federal procurement requirements.

The problem-solving latitude of the position is substantially diversified because it operates within specialized standards and requires critical thinking to resolve issues that are not routine or commonly encountered to ensure that whatever the purchase may be, the process and selection can withstand review by federal and local auditors, as well as the Office of the Attorney General of Guam.

The accountability (end results) component of the position is generally regulated. This is because the position is subject in whole, or in part, to well established and defined policies that are subject to an annual confirmatory review by the federal government auditors.

Organizationally, the proposed position reports to the Housing Procurement Administrator.

VII. CONCLUSION

In creating the Housing Procurement Specialist, the duties and responsibilities accurately depict the work required to provide complex, technical and professional level procurement services work.

The justification for the creation of the Housing Procurement Specialist can be summarized as follows:

1. Dual compliance requirements add to the already highly regulated framework of adhering to both federal procurement authorities and local procurement laws. This is one of the major distinguishing requirements not reflected in existing Government of Guam procurement job classifications and must be addressed.

2. The functions of the proposed position are more aligned with the current program expectations GHURA must meet as outlined in the Annual Contributions Contract from the U.S. Department of Housing and Urban Development.

VIII. FISCAL NOTE

A fiscal note as the term as described in 2 GCA, §9101 *et seq.*; and any other pertinent information are provided herein.

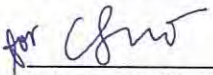
GHURA is responsible for ensuring funding availability for the above-referenced position and is in compliance with all applicable laws, rules and regulations regarding the creation, filling, and retention of the position. Funding for this position has no financial impact on the Government of Guam's General Fund.

IX. RECOMMENDATION

Staff recommends approval of the following position creation:

Position Title	Pay Grade
Housing Procurement Specialist	M

Submitted By:

for 
Kimberly K. Bersamin
Personnel Svc. Admin

06-04-26
Date

Concurred By:

for 
Fernando B. Esteves
Deputy Director

06/04/2026
Date


Elizabeth F. Napoli
Executive Director

06/04/2026
Date

DEPARTMENT OF ADMINISTRATION
POSITION DESCRIPTION QUESTIONNAIRE
- INSTRUCTIONS -

WHO SHOULD COMPLETE THE QUESTIONNAIRE?

- (1) The employee occupying the position (jobholder) completes the first six (I-VI) sections of the questionnaire.
- (2) The employee completes Section VII if he/she chooses to do so. If the employee decides not to complete Section VII, mark the box provided. The direct supervisor will then complete Section VII for the employee.
- (3) The direct supervisor completes Section VIII. It is to add or clarify any of the information provided by the employee/jobholder or to provide different information.
- (4) The direct supervisor completes the questionnaire for vacant positions.
- (5) Section IX is completed by the Human Resources Division.
- (6) The completed questionnaire is subject to post-audit by the Guam Housing and Urban Renewal Authority.

I. JOB IDENTIFICATION:

- Position Title:** Show the official (payroll) title only.
- Official Position No.:** Show the official number provided in the staffing pattern for the job. Although the employee/jobholder may change from time to time, the position number does not change. It is a position management tool.
- Job Location:** Show the exact location of the position within the organization.
- Direct Supervisor:** Show the official position title and name of supervisor or manager to whom the jobholder must report.

II. JOB DESCRIPTION:

ESSENTIAL FUNCTIONS: These are the required job duties of the position that a qualified person must perform. Under the Americans with Disability Act, the duties are performed either with or without a "reasonable accommodation." Without one of the essential functions, the need for the job is changed.

The description of functions performed must be short, clear and correct. It should tell what is done and its purpose or why. It should not tell how it is done. The duties are specific. Do not use unclear, general statements. Do not use additional papers.

Organize and list the job functions in one of the formats selected below. Mark the format selected. The format selected is only for the purpose of organizing the description of the job. It will not determine the job's classification and pay.

- (1) **Daily work assignments** – proper for job functions that are repetitive and have specific work operations and procedures. List the functions beginning with the first daily work assignment and ending with the last work assignment.
- (2) **Percentage of time** – proper for jobs that have varied functions and responsibilities. List the functions by percentage of time spent, beginning with the highest percentage. The total % should equal 100%.
- (3) **Order of importance** – proper for job functions that provide levels of importance. List the functions beginning with the most important function and ending with the least important. All functions are performed, however.

NONESSENTIAL FUNCTIONS: Nonessential functions are tasks that are minor, or not required to the completion of the essential functions. In addition, nonessential functions are those that could be performed by other workers. The phrase, "performs related duties as assigned" is normally listed here.

III. MINIMUM QUALIFICATION REQUIREMENTS:

These are the minimum requirements needed to qualify for the job. They are necessary for satisfactory performance of the job's essential functions. It is not to show the employee's (jobholder's) qualifications. They are used further in the job analysis necessary for the creation of position classification standards.

Experience – Show the type and length (months or years) of experience needed by a qualified applicant to perform the essential functions of the job.

Education – Show the formal schooling or training required for a qualified applicant to perform the essential functions of the job.

III. CONTACTS: Departments, agencies and individuals you deal with during the course of your daily activities.

A. Within your agency. Mark (X or √) one box:		
☐ None	☐ Up to 15% of total working hours	☒ Over 50%
	☐ 15 – 50% of total working hours	
B. Outside your agency. Mark (X or √)		
☐ None	☐ Up to 15% of total working hours	
	☒ 15 – 50% of total working hours	☐ Over 50%

IV. SUPERVISION RECEIVED: How closely is the employee's/jobholder's work reviewed by the direct supervisor?
Mark (X or √) one correct response.

☐	Detailed and specific instructions / procedures received or followed for each assignment.
☐	General Supervision – Routine duties are performed with minimal supervision. Standard practices or procedures allow employee to function alone at routine work. Supervisor makes occasional check of work while in progress. Work is reviewed upon completion.
☒	Direction – Receives guidance about general objectives in most of the tasks and projects assigned; determines methods, work sequence, scheduling and how to achieve objectives of assignments; operates within policy guidelines. (Generally applicable to skilled professionals, supervisors and managers.)
☐	General Direction – Receives very general guidance about overall objectives; work is usually quite independent of others; operates within division or agency policy guidelines, using independent judgment in achieving assigned objectives. (Generally applicable to managers / administrators in large and complex organizations and to agency heads and their first assistants.)

V. SUPERVISION EXERCISED: The employee/jobholder supervises other employees. List the number of employees supervised, their position titles, and a brief description of their responsibilities.

Number Supervised	Position Title	Description of Responsibilities
		Direct supervisory authority resides with Repsonible Procurement Officer. Position provides technical guidance to program staff and end users.

VI. EQUIPMENT: List the equipment (pickup truck, welder, crane, etc.), office machines (word processor, calculator, copying machine, etc.), or any other machines, tools or devices that are used on a regular and continuing basis. Show what percentage of the regular workday is spent using each.

TOOLS / EQUIPMENT	PERCENT (%) OF TIME FOR EACH
Procurement Software System	40%
MSFT Office Suite	30%
Scanning / Copy Equipment	20%
General office equipment	10%
WINTER	

VII. JOB REQUIREMENTS

- ☐ Mark (✓ or X) here if jobholder is unable to complete this section. The direct supervisor will then complete this section for the jobholder.

A. MINIMUM QUALIFICATION REQUIREMENTS: List the minimum experience and training a qualified applicant must have before employment.

1. WORK EXPERIENCE: List the general, specialized and/or supervisory / management work experience needed and how much (in months and/or years). If none, mark (✓ or X) "No work experience required."	
☐ No work experience is required.	
General:	
Minimum four years experience relating to procurement, contract administration, and/or governmental acquisition	
Specialized:	
Experienced with competitive solicitations, bid tabulations, contract routing, and regulatory compliance interface directly with and/or under federal programs.	
Supervisor / Management:	
Not required for specialist level	
If no work experience is required, list the knowledge, abilities and skills a qualified applicant needs before employment to perform the essential job functions.	
2. FORMAL EDUCATION OR TRAINING:	
Mark (✓ or X) the most applicable education level required.	
a. ☐ Below High School – Show Number of Years	
b. ☒ High School Graduation / GED	
c. ☐ Vocational / Technical School	
Show specific training that is required for this position.	
d. ☐ Some College	
Show number of ☐ Semester Hours _____ or ☐ Quarter Hours _____.	
Show specific courses required by the essential functions of this job.	
e. College Degree (Show major area of study required.)	
☒ Associate's : _____	
☒ Bachelor's: _____	
☐ Master's: _____	
☐ Beyond Masters: _____	

3. CRITICAL SKILLS / EXPERTISE: List specialized skills or specialization needed to perform essential functions. Knowledge of Guam Procurement Law. Knowledge of CFR 200. Federal contract clause familiarity. Audit documentation procedures. Analytical evaluation skills. Regulatory interpretation. Risk Assessment and compliance mitigation. Bid scheduling and process coordination. <u>Guam Procurement</u> <u>Regulations</u> - <u>Federal Registrar Requirements (Grant-specific)</u>
4. LICENSE, REGISTRATION OR CERTIFICATION: List possession of required license, professional registration/certification needed to perform essential functions. Preferred but not required: CPPB, CPPO, CFCM. Valid Driver's License.

B. MENTAL / VISUAL, PHYSICAL, AND ENVIRONMENTAL JOB REQUIREMENTS:

1. Mark (✓ or X) the most appropriate physical requirement(s) for the job.

- | | | |
|-------------------------------------|--------------------------|---|
| ☐ | Sitting | The job requires the employee to sit in a comfortable position most of the time. The employee can move about. |
| ☐ | Sitting | Employee is required to sit for extended periods or time without being able to leave the work area. |
| ☒ | Sitting/Standing/Walking | The employee is required to sit, stand, walk most of the time. |
| ☐ | Climbing | Employee is required to climb ladders or scaffolding or to climb and work in overhead areas. |
| ☒ | Lifting | Employee is required to raise or lower objects from one level to another regularly. |
| ☒ | Pulling and/or Pushing | The job requires exerting force up to <u>7</u> pounds on a regular basis to move the object to or away from the employee. |
| ☒ | Carrying | The employee is required, on a regular basis, to carry objects in his or her arms or on the shoulder(s). |
| ☒ | Reaching | The employee is regularly required to use the hands and arms to reach for objects. |
| ☒ | Stooping and Crouching | The employee is regularly required to bend forward by bending at the waist or by bending legs and spine. |
| ☐ | Crawling | Employee is required to work in a confined space and/or to crawl and move about on his or her hands and knees. |
| ☒ | Speaking | The job requires expressing ideas by the spoken word. |
| ☒ | Listening | The job requires the perception of speech or the nature of sounds in the air. |
| ☐ | Other | Describe the requirement. |

2. Mark (✓ or X) the most appropriate mental / visual requirement for the job.

- | | |
|-------------------------------------|--|
| ☒ | General Intelligence (typical requirement for machine operators, office staff, etc.) |
| ☐ | Motor Coordination Skills (typical for automotive mechanic, painter, etc.) |
| ☐ | Coordination of Eyes, Hands, and Feet (typical for tractor trailer driver, fire fighter, line electrician, etc.) |
| ☒ | Verbal Intelligence (typical for counselors, customer service representatives, etc.) |
| ☒ | Numerical Intelligence (typical for an accounting clerk, cargo checker, etc.) |

☐
Other:

3. The job's most appropriate work environment and the weather exposure.
Show what percent of a typical workday is spent:
(Select one response only)

100

%

Indoors in a comfortable temperature-controlled environment (for instance, in an office).

%

Indoors in a non-temperature-controlled environment (such as an open garage, storerooms and warehouses, etc.)

%

Outdoors exposed to changing weather conditions (for instance, rain, sun, wind, etc.)

%

Outdoors but in an enclosed vehicle protected from extreme weather conditions.

4. Other physical working conditions

[]

Mark (X or √) if none of the following is applicable.

Show what percent of a typical workday this position is exposed to:

%

Air contamination (i.e., dust, fumes, smoke, toxic conditions, disagreeable odors).

%

Vibration (i.e., operating jackhammer, impact wrench).

%

Noise (Exposure at a level enough to cause bearing loss or fatigue).

%

An improperly illuminated or awkward and confining work space.

%

Working above ground level where the chance of falling exists (i.e., on ladders, rooftops, bucket trucks, scaffolding).

%

Lifting or carrying items or objects. Describe item/object and weight:

%

Heat. Describe source and degree of high temperature.

%

Cold. Describe source and degree of cold temperature:

%

Other hazards. Describe:

5. Describe the working conditions that are irregular or unusual for the job and show frequency of exposure.

[]

Mark (X or √) if not applicable.

CONDITION	FREQUENCY OF EXPOSURE

C. Work Schedule/Hours – Mark (✓ or X) the most appropriate work schedule/hours for the job.

☐	Regular – Standard Eight (8) hours daily, Monday – Friday
☐	Irregular – Shift work – A 24-hour work operation.
☐	Regular / Irregular – Overtime hours with overtime pay entitlement
	State Purpose and Total Hours required per pay period:

☒	Regular / Irregular – Overtime hours without overtime pay entitlement
	State Purpose and Total Hours required per pay period:
	Estimated average of 44-55+ additional hours per week during peak procurement cycles especially performing dual roles for
	Agency and CBDG-DR

The information given on this position is complete and correct.

Signature of Employee

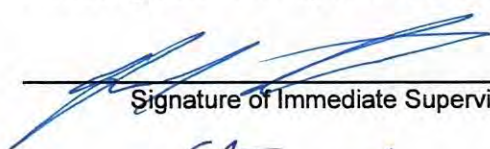
Date

VIII. SUPERVISOR'S REVIEW

IMPORTANT: This Block To Be Filled Out Only By The Direct Supervisor

a.	(1) Has the employee correctly stated his or her official payroll position title? [] Yes [] No								
	(2) If not, what is the correct title? _____								
b.	(1) Are the employee's statements about the duties of his/her position and the supplementary information complete and accurate? [] Yes [] No								
	(2) If not, what additions, deletions or corrections should be made? (Refer to block and page) _____ _____ _____								
c.	What positions under your supervision perform the same essential functions. Give name and title: <table border="0"><thead><tr><th>Name</th><th>Title</th></tr></thead><tbody><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr></tbody></table>	Name	Title	_____	_____	_____	_____	_____	_____
Name	Title								
_____	_____								
_____	_____								
_____	_____								
d.	Does this position require (mark one) [] Immediate supervision on a regular basis, [] Immediate supervision only for new/complex tasks, or [] Little immediate supervision.								
e.	Does the employee participate in (mark those appropriate) the [] Formulation, [] Interpretation, and/or [] Application of Agency policy. Give examples: _____ _____ _____								
f.	The employee (mark one) [] Performs routine, well-defined tasks, [] Performs moderately complex tasks requiring moderate knowledge of Agency's work; or [] Performs complex tasks requiring extensive knowledge of Agency's work.								

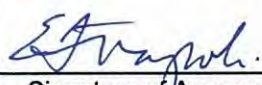
I certify to the accuracy of the description of duties, responsibilities and organizational relationships provided herein; further, that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes on the use of public funds. The false or misleading statement may constitute violations of such statutes or their implementing regulations.



Signature of Immediate Supervisor

4/23/2026

Date



Signature of Agency Head

04/23/2026

Date

IX.

Human Resources Division Review:

Date: _____

Reviewed by: _____
Position Title Name

Classification Correct: [] Yes [] No

If not, corrective action taken: (Attach copy of review made)

Approved by: _____
Personnel Services Administrator Date

Guam Housing and Urban Renewal Authority Post-Audit:

Date: _____

Reviewed by: _____
Position Title Name

Classification Correct: [] Yes [] No

If not, corrective action taken: (Attach copy of review made)



Lourdes A. Leon Guerrero
Governor of Guam

GHURA

Guahan Housing and Urban Renewal Authority
Aturidat Ginima' Yan Rinueban Siudad Guahan
117 Bien Venida Avenue, Sinajana, GU 96910
Phone: (671) 477-9851 · Fax: (671) 300-7565 · TTY: (671) 472-3701
Website: www.ghura.org



Joshua F. Tenorio
Lt. Governor of Guam

MEMORANDUM

To: Elizabeth F. Napoli, Executive Director
Via: Fernando B. Esteves, Deputy Director
From: Antonio C. Camacho, Housing Procurement Administrator
Subject: Request Creation of Position: Housing Procurement Specialist

Dear Mr. Esteves, Deputy Director,

I respectfully submit this request to create position from Buyer II to Housing Procurement Specialist based on the current scope, complexity and regulatory nature of the duties being performed.

Since assuming my role as Housing Procurement Administrator, the functional responsibilities have evolved significantly beyond the traditional Buyer II classification. The position now supports the full procurement lifecycle including planning, solicitation development, vendor coordination, evaluation support, award documentation, and procurement file management in alignment with both Guam Procurement Law 5 GCS §5000 et seq. and federal procurement requirements under 2 CFR Part 200 as well as HUD CBDG-DR guidelines.

It is important to clarify that this request does not seek to alter the established procurement authority structure. As such, the Housing Procurement Specialist role as outlined in the attached documentation assists and facilitates the operational administration of procurement activities ensuring that all procurement actions are properly structured documented and compliant prior to executive review and approval, based on the finalization of the purchase.

Further, the positions operate within a complex and time sensitive environment supporting both GHURA's agency procurement needs under strict timelines against substantial community needs. This introduces a level of regulatory oversight, documentation rigor, and audit exposure that extends well beyond the transactional purchasing functions associated with the Buyer II classification, making the Buyer II position a misaligned in how the positions actually operate and function in GHURA.

The attached classification analysis and supporting documentations supports the creation of their position demonstrating its complexity, and regulatory requirements of the position warranting the migration from Buyer II to the Housing Procurement Specialist Position.

ch



GHURA

Guahan Housing and Urban Renewal Authority
Aturidat Ginima' Yan Rinueban Siudad Guahan
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Website: www.ghura.org



Lourdes A. Leon Guerrero
Governor of Guam

Joshua F. Tenorio
Lt. Governor of Guam

This request is submitted in the interest of ensuring that the creation of the Housing Procurement Specialist position classification accurately reflects the work being perform, aligns with applicable procurement standards, and supports the Agency's continued compliance with both territorial and federal requirements.

Respectfully,

Antonio C. Camacho
Housing Procurement Administrator

Cc Human Resources Department

GOVGUAM

Computer-Aided Job Evaluation/Job Analysis Questionnaire
Questionnaire Answer Sheet

Department/Agency

GUAM HOUSING AND URBAN RENEWAL AUTHORITY (GHURA)

Jobholder's Name

Job Title

HOUSING PROCUREMENT SPECIALIST

Reports to

(Name)

ANTONIO C. CAMACHO

(Title)

HOUSING PROCUREMENT ADMINISTRATOR

Date / /

Supervisor Review

Reviewed By

(Name)

Fernando B. Esteves

(Title)

Deputy Director

Date 07/27/2026

Quality Assurance

Reviewed By

(Name)

KIMBERLY K. BERSAMIN

(Title)

PERSONNEL SERVICES ADMINISTRATOR (HUMAN RESOURCES)

Date / /

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Page 1

POSITION OVERVIEW

- A. **JOB PURPOSE:** Summarize the main purpose of the job in one sentence. (What is the job paid to accomplish?)

To process medium to highly complex procurements efficiently and with exceptional accuracy against Federally restrictive funding timelines.

- B. **JOB OUTPUT (end results of work):** List the major end results of the job in order of importance. (What is the job responsible for accomplishing?). Do not attach documentation.

1. Works with divisions to formulate and adopt the best procurement approach that will enable the authority to achieve the goals or end products that are desired from the procurement process.
 2. Facilitates all procurement phases including planning, solicitations, vendor communication, evaluation coordination, award documentation, fiscal routing, packet review, and procurement record assembly.
 3. Analyzes requisitions, scopes of work, specifications, procurement thresholds, packet conditions, pricing data, funding sources, and compliance documentation at a local and federal level to determine the appropriate procurement approaches and ^{award recommen}
 4. Analyzes procurement risks including insufficient competition, restrictive specifications, sole-source concerns, incomplete vendor responses, potential conflicts of interest, ad-hoc issues, protest exposure, and audit deficiencies. Reviews quotations, bids, proposals, bid abstracts, evaluation records, and supporting documentation for accuracy as well as determining responsiveness and responsible indicators, consistency with solicitation requirements.
 5. Performs comprehensive market research, vendor availability review, and price trend analysis to support procurement planning, competition requirements, and price reasonableness determination.
 6. Interprets local and Federal procurement requirements and standards, grant conditions, and HUD and GHA procedures as they relate to procurement ^{for} transactions
-

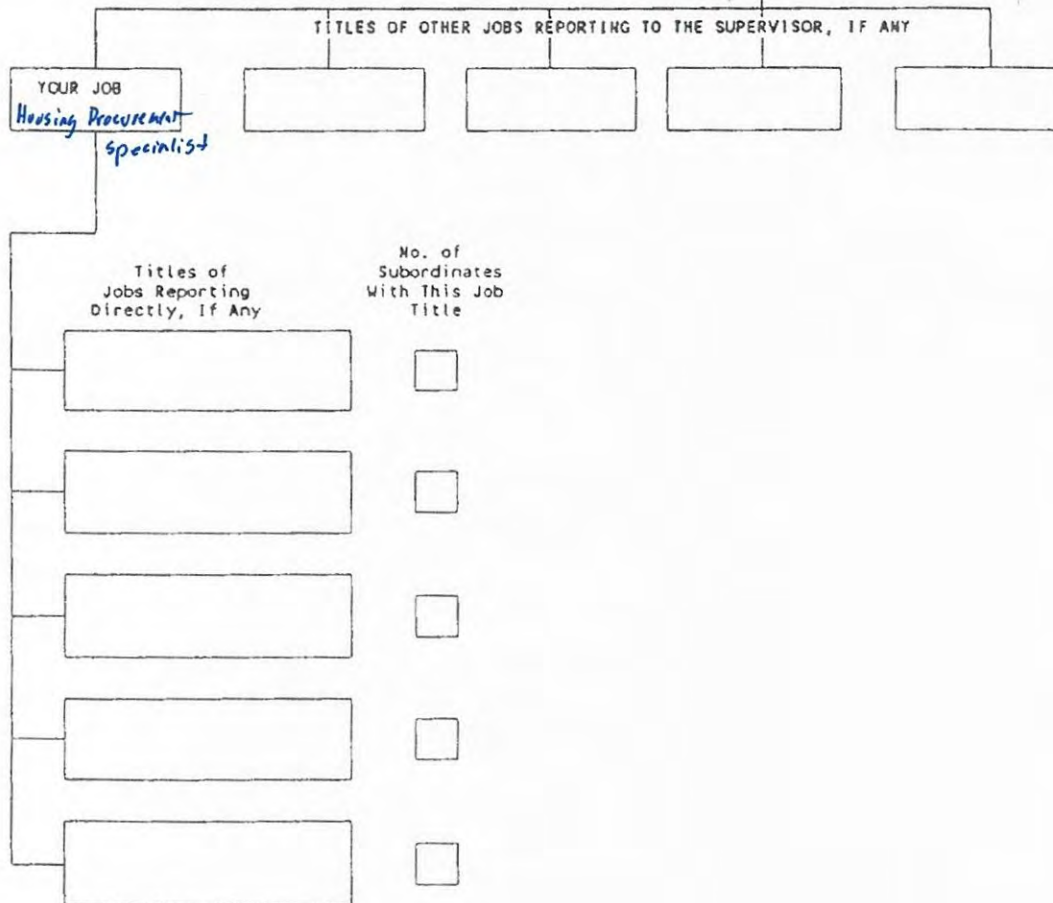
ORGANIZATION

YOUR SUPERVISOR'S SUPERVISOR

TITLE: *Housing Procurement Administrator*

YOUR IMMEDIATE SUPERVISOR

TITLE: *Buyer Supervisor*



RESPONSES

Please refer to the job analysis manual to code your answers.

	Jobholder's Response	Supervisor's Response	QA Review
1. Reading Activities (1 to 9)		7	
2. Writing Activities (1 to 13)		9	
3. Data Analysis Activities (1 to 11)		6	
4. Overall Knowledge and Skills (1 to 15)		8 11	
5. Minimum Level of Education (1 to 9)		4	
6. Desirable Experience (1 to 11)		7	
7. Activities Requiring Contacts with Others (1 to 9)		3	
8. Problem Solving Latitude (1 to 15)		7	
9. Type of Planning (1 to 13)		3	

RESPONSES (Continued)

	Jobholder's Response	Supervisor's Response	QA Review
10. Performance Measures (1 to 15)		9	
11. Innovation (1 to 9)		3	
12. Overall End Results (1 to 15)		9	
13. Application of Knowledge (1 to 15)		9	
14. Job Autonomy (1 to 15)		11	
15. Job Profile (1 to 7)		3	
16. Physical Effort (1 to 10)		2	
17. Environment (1 to 10)		2	
18. Sensory Attention (1 to 10)		5	
19. Mental Stress (1 to 10)		9	

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[Download the full report](#)
[Download the full report](#)

RESPONSES (Continued)

	<u>Jobholder's Response</u>	<u>Supervisor's Response</u>	<u>QA Review</u>
21. People/Line Management			
A. Relationships With Other Employees (1 to 5)			
B. Total Number of Full-Time Equivalents			
Managers/Supervisors			
Professionals			
Other			

THIS SECTION TO BE COMPLETED BY THE CIVIL SERVICE COMMISSION

Questionnaire # _____

EVALUATION	SLOT	POINTS
Know-How	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐
Problem Solving	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐
Accountability	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐
Total Points		☐ ☐ ☐ ☐ ☐ ☐
Profile	☐ ☐ ☐ ☐	