

Government of Guam  
Fiscal Year 2021 Budget


Department / Agency Budget Certification

Department/Agency: Guam Department of Education

School Name: Marcial A. Sablan Elementary

School Principal: Geraldine J. Pablo

This is to certify that I have carefully reviewed the attached budget documents and find the amounts requested therein, to be sufficient to execute the mission, goals, and objectives of this department for Fiscal Year 2021. I further certify the accuracy of the information contained in this document.

School Principal:   
Geraldine J. Pablo  
(Signature)

Agency Head:   
Jon J.P. Fernandez  
(Signature)

Date: JAN 28 2020

Government of Guam  
Fiscal Year 2021 Budget  
Department / Agency Narrative

Function:	<u>School Operations</u>
Dept./Agency:	<u>Guam Department of Education</u>
School :	<u>Marcial A. Sablan Elementary</u>
Program:	<u>Elementary Education</u>

**VISION STATEMENT:**  
Every Student: Responsible, Respectful, and Ready for Life.

**MISSION STATEMENT:**  
Our Educational Community prepares all students for life, promotes excellence, and provides support.

**GOALS AND OBJECTIVES:**

- 1) All guam Department of Education students will graduate from high school prepared to pursue post-secondary education on- or off-island or to assume gainful employment within the public or private sector. *Objective 1.1: By Year 2020, the GDOE will have a cohort graduation rate of at least 80%. Objective 1.2: By Year 2020, at least 80% of HS students will be proficient in English Language Arts and Math as measured by the Department’s State-wide Assessment. Objective 1.3: By Year 2020, at least 80% of HS students will be proficient in Science and Social Studies as measured by the Department’s State-wide Assessment. Objective 1.4: By Year 2020, the percentage of public school students testing into remedial reading and math courses at the University of Guam and the Guam Community College will be less than 30%. Objective 1.5: By Year 2016-17 (Year 3), all graduating seniors will score a bronze or higher on the ACT Work Keys Assessment (or equivalent work readiness assessment) with at least 50% scoring Gold or higher. Objective 1.6: By School Year 2016-17 (Year 3), at least 50% of the students taking an Advanced Placement (AP) exam will receive a passing score. By SY2019-20 (Year 6), at least 80% will receive a passing score.*
- 2) All Guam Department of Education students will successfully progress from grade to grade and from one level of school to another in orer to maximize the opportunities to successfully graduate from high school. *Objective 2.1: By Year 2020, at least 80% of students at each grade level will be proficient in English Language Arts, Math, Science and Social Studies as measured by the Department’s State-wide summative assessment.Objective 2.2: By Year 2020, at least 80% of students in grades K-8 will reach benchmark in Reading and Math as measured by the Department’s Interim assessments. Objective 2.3 By Year 2020, at least 80% of students will be receiving a passing semester grade in Reading, Language Arts, Math, Science and Social Studies. (Used as an indicator for earned credit in secondary schools, not necessarily achievement)*
- 3) All Guam Department of Education instructional personnel will meet high standards for qualifications in ongoing professional development and will be held accountable for all assigned responsibilities. *Objective 3.1 By School Year 2015-16 (Year 2), 100% of GDOE Instructional Personnel will be participating in an annual professional development program appropriate to their job duties designed to enhance their current skills as well as to provide opportunities for growth. Objective 3.2 By School Year 2016-17 (Year 3), 100% of GDOE Instructional Personnel will be evaluated through an instrument appropriate to their job duties that allows for both a formative and summative evaluation of their performance. Objective 3.3 By School Year 2017-18 (Year 4), 100% of GDOE Instructional Personnel will rate satisfactory or better as rated on their respective evaluation tool.*
- 4) All members of the Guam Department of Education Community will establish a safe, positive and supportive environment. *Objective 4.1: By SY2016-17 (Year 3), all schools will have a discipline rate of 15% or less. Objective 4.2: By SY2015-16 (Year 2), all schools and related services will have a perception survey that measures stakeholders perception of the extent to which they are safe, positive and supportive. Objective 4.3: By SY2016-17 (Year 3), all schools and related services will rate at least satisfactory on their respective stakeholder perception survey. Objective 4.4: All schools and divisions will meet the requirements of all regulatory agencies for a safe environment.*
- 5) All GDOE operations activities will maximize the criticial use of limited resources and meet high standards of accountability.*Objective 5.1: By SY2015-16 (Year 2), complete a thorough assessment of all financial and administrative functions and develop a management indicator system to regularly rate the overall effectiveness and efficiency of the department’s management practices.Objective 5.2: By SY2017-18 (Year 4), based on the department’s management indicator system, the GDOE will achieve at least a satisfactory or equivalent rating overall. By 2020 (Year 6), the GDOE will receive the highest rating. Objective 5.3: By SY2016-17 (Year 3), all support divisions will rate at least satisfactory on their respective stakeholder perception survey. Objective 5.4 By School Year 2017-18 (Year 4), 100% of GDOE Support Personnel will rate satisfactory or better as rated on their respective evaluation tool.*

Decision Package  
FY 2021

Department/Agency: Guam Department of Education School: Marcial A. Sablan Elementary

Program Title:	Elementary Education
Activity Description:	In line with the Vision of the Department of Education; Preparing all students for life, Promoting excellence, and Providing support; <b>MARCIAL A. SABLAN ELEMENTARY</b> School will respond to the unique needs of our students while exploring areas of individual potential and cultivate lifelong learners.

Major Objective(s):
1) All guam Department of Education students will graduate from high school prepared to pursue post-secondary education on- or off-island or to assume gainful employment within the public or private sector. <i>Objective 1.1: By Year 2020, the GDOE will have a cohort graduation rate of at least 80%. Objective 1.2: By Year 2020, at least 80% of HS students will be proficient in English Language Arts and Math as measured by the Department’s State-wide Assessment. Objective 1.3: By Year 2020, at least 80% of HS students will be proficient in Science and Social Studies as measured by the Department’s State-wide Assessment. Objective 1.4: By Year 2020, the percentage of public school students testing into remedial reading and math courses at the University of Guam and the Guam Community College will be less than 30%. Objective 1.5: By Year 2016-17 (Year 3), all graduating seniors will score a bronze or higher on the ACT Work Keys Assessment (or equivalent work readiness assessment) with at least 50% scoring Gold or higher. Objective 1.6: By School Year 2016-17 (Year 3), at least 50% of the students taking an Advanced Placement (AP) exam will receive a passing score. By SY2019-20 (Year 6), at least 80% will receive a passing score.</i>
2) All Guam Department of Education students will successfully progress from grade to grade and from one level of school to another in orer to maximize the opportunities to successfully graduate from high school. <i>Objective 2.1: By Year 2020, at least 80% of students at each grade level will be proficient in English Language Arts, Math, Science and Social Studies as measured by the Department’s State-wide summative assessment.Objective 2.2: By Year 2020, at least 80% of students in grades K-8 will reach benchmark in Reading and Math as measured by the Department’s Interim assessments. Objective 2.3 By Year 2020, at least 80% of students will be receiving a passing semester grade in Reading, Language Arts, Math, Science and Social Studies. (Used as an indicator for earned credit in secondary schools, not necessarily achievement)</i>
3) All Guam Department of Education instructional personnel will meet high standards for qualifications in ongoing professional development and will be held accountable for all assigned responsibilities. <i>Objective 3.1 By School Year 2015-16 (Year 2), 100% of GDOE Instructional Personnel will be participating in an annual professional development program appropriate to their job duties designed to enhance their current skills as well as to provide opportunities for growth. Objective 3.2 By School Year 2016-17 (Year 3), 100% of GDOE Instructional Personnel will be evaluated through an instrument appropriate to their job duties that allows for both a formative and summative evaluation of their performance. Objective 3.3 By School Year 2017-18 (Year 4), 100% of GDOE Instructional Personnel will rate satisfactory or better as rated on their respective evaluation tool.</i>
4) All members of the Guam Department of Education Community will establish a safe, positive and supportive environment. <i>Objective 4.1: By SY2016-17 (Year 3), all schools will have a discipline rate of 15% or less. Objective 4.2: By SY2015-16 (Year 2), all schools and related services will have a perception survey that measures stakeholders perception of the extent to which they are safe, positive and supportive. Objective 4.3: By SY2016-17 (Year 3), all schools and related services will rate at least satisfactory on their respective stakeholder perception survey. Objective 4.4: All schools and divisions will meet the requirements of all regulatory agencies for a safe environment.</i>
5) All GDOE operations activities will maximize the criticalual use of limited resources and meet high standards of accountability. <i>Objective 5.1: By SY2015-16 (Year 2), complete a thorough assessment of all financial and administrative functions and develop a management indicator system to regularly rate the overall effectiveness and efficiency of the department’s management practices.Objective 5.2: By SY2017-18 (Year 4), based on the department’s management indicator system, the GDOE will achieve at least a satisfactory or equivalent rating overall. By 2020 (Year 6), the GDOE will receive the highest rating. Objective 5.3: By SY2016-17 (Year 3), all support divisions will rate at least satisfactory on their respective stakeholder perception survey. Objective 5.4 By School Year 2017-18 (Year 4), 100% of GDOE Support Personnel will rate satisfactory or better as rated on their respective evaluation tool.</i>
Short-term Goals:
Marcial A. Sablan Elementary School faculty and staff will; implement and enforce the standards that will meet the mission, objectives and expectations of the Guam Department of Education; provide resources and support to build faculty and staff capacity through ongoing professional development that focuses on teachers' learning and students' achievement; and carry out efforts to support classroom teaching and learning to ensure the high-test standards and performance.

Workload Output						
Workload Indicator:			FY 2019 Level of Accomplishment	FY 2020 Anticipated Level	FY 2021 Projected Level	N
Improve the performance levels of students in ready or higher in the content areasas of Language Arts, Reading, and Math by 5% as measured by the District Wide Assesment Testing durin g SY 2014-2015 as a baseline.	Language	1st				
		2nd				
		3rd	48 (ACT)	53	58	63
		4th	35 (ACT)	40	45	69
		5th	59 (ACT)	64	69	68
	Reading	1st	N/A	N/A	N/A	N/A
		2nd	N/A	N/A	N/A	N/A
		3rd	13 (ACT)	18	23	64
		4th	2 (ACT)	7	12	68
		5th	16 (ACT)	21	26	67
	Math	1st				
		2nd				
		3rd	26(ACT)	31	36	64
		4th	8 (ACT)	13	18	70
		5th	8 (ACT)	13	18	67

[BBMR BD-1]

**Function:** School Operations

**Department/Agency: Guam Department of Education**

**School:** Marcial A. Sablan Elementary

**Program: Elementary Education**

1/ Specify Fund Source

\* Amounts are subject to change

Function: School Operations  
Department/Agency: Guam Department of Education  
School: Marcial A. Sablan Elementary  
Program: Elementary Education  
Schedule B- Contractual

Item	Quantity	Unit Price	FY2021 Request	FY 2020 Authorized	Variance Increase/(Decrease)
Accreditation	1	\$ 790.00	\$ 790.00	\$ 790.00	\$ -
Building Sanitary Permits	1	\$ 435.00	\$ 435.00	\$ 435.00	\$ -
Custodial Services	1	\$ 59,880.00	\$ 59,880.00	\$ 59,880.00	\$ -
ERATE Contractual Services	1	\$ 12,635.00	\$ 12,635.00	\$ 12,635.00	\$ -
Photocopier/Fax Machine Contractual Services	1	\$ 7,872.00	\$ 7,872.00	\$ 7,872.00	\$ -
Solid Waste Collection	1	\$ 10,192.00	\$ 10,192.00	\$ 10,192.00	\$ -
Total Contractual			\$ 91,804.00		

Schedule C - Supplies & Materials

Item	Quantity	Unit Price	FY2021 Request	FY 2020 Authorized	Variance Increase/(Decrease)
Supplies, Administrative	1	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ -
Supplies, Instruction	427	\$ 51.70	\$ 22,075.90	\$ -	\$ 22,075.90
Total Supplies & Materials			\$ 37,075.90		

Official Student Enrollment as of : September 30, 2019  
\*\*Inclusive of Headstart, Early Childhood (PRE-K), & GATE

Schedule D - Equipment

Item	Quantity	Unit Price	FY2021 Request	FY 2020 Authorized	Variance Increase/(Decrease)
12" Stacking Chair	50	\$ 57.00	\$ 2,850.00	\$ -	\$ 2,850.00
14" Stacking Chair	50	\$ 57.00	\$ 2,850.00	\$ -	\$ 2,850.00
18" Stacking Chair	50	\$ 96.00	\$ 4,800.00	\$ -	\$ 4,800.00
Cafeteria Table	2	\$ 1,500.00	\$ 3,000.00	\$ -	\$ 3,000.00
Double Pedestal Desk	5	\$ 800.00	\$ 4,000.00	\$ -	\$ 4,000.00
Multi-function chair	5	\$ 206.00	\$ 1,030.00	\$ -	\$ 1,030.00
Narcotics Cabinet	1	\$ 469.99	\$ 469.99	\$ -	\$ 469.99
Steel Step-On- Can, 12 Gallon	1	\$ 129.95	\$ 129.95	\$ -	\$ 129.95
Steel Step-On- Can, 24 Gallon	5	\$ 168.95	\$ 844.75	\$ -	\$ 844.75
Student Desk, Open Front Book Box, Adjustable Height	242	\$ 130.00	\$ 31,460.00	\$ -	\$ 31,460.00
		Subtotal	\$ 51,434.69		
		15% S&H	\$ 7,715.20		
Total Equipment			\$ 59,149.89		

Schedule E - Miscellaneous

Item	Quantity	Unit Price	FY2021 Request	FY 2020 Authorized	Variance Increase/(Decrease)
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
Total Miscellaneous			\$ -		

Schedule F - Capital Outlay

Item	Quantity	Unit Price	FY2021 Request	FY 2020 Authorized	Variance Increase/(Decrease)
		\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
Total Capital Outlay			\$ -		

Function: School Operations  
Department/Agency Guam Department of Education  
School: Marcial A. Sablan Elementary  
Program: Elementary Education  
Fund: Local

FY 2021 (PROPOSED)

			Input by Department														Input by Department			
			(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(N)	(O)	(P)	(Q)	(R)	(S)
No.	PAY LOCATION	WORK SITE	POSITION NUMBER	POSITION TITLE	NAME OF INCUMBENT	GRADE/ STEP	SALARY	OVERTIME	SPECIAL*	Increment		SUBTOTAL	Retirement (J * 26.28%)	Retire (DDI) (\$19.02*26PP)	Medicare (1.45% * J)	Life (1/)	Medical ( Premium)	Dental ( Premium)	TOTAL BENEFITS ( K thru Q)	TOTAL SALARY + BENEFITS ( J + R)
										DATE	AMT									
1	302-MASES	302-MASES	100451	ADMIN ASST	REYES, ANNIE B	J-14	\$ 48,338	\$ -	\$ -	12/12/2022	\$ -	\$ 48,338	\$ 12,703	\$ 494	\$ 701	\$ 186	\$ 2,816	\$ 248	\$ 17,148	\$ 65,486
2	302-MASES	302-MASES	101449	CLERK TYPIST I	RIOS, JESSICA J	D-2	\$ 19,761	\$ -	\$ -	10/14/2021	\$ -	\$ 19,761	\$ 5,193	\$ 494	\$ 287	\$ 186	\$ 7,100	\$ 468	\$ 13,728	\$ 33,489
3	302-MASES	302-MASES	101381	CLERK TYPIST II	BLAS, THERESE L	E-5	\$ 24,479	\$ -	\$ -	11/23/2020	\$ 850	\$ 25,329	\$ 6,656	\$ 494	\$ 367	\$ 186	\$ 7,100	\$ 468	\$ 15,272	\$ 40,601
4	302-MASES	302-MASES	103171	COMP OPER II	SANTIAGO, PATRICIA A	I-12	\$ 41,786	\$ -	\$ -	6/22/2022	\$ -	\$ 41,786	\$ 10,981	\$ -	\$ 606	\$ 186	\$ 7,100	\$ 468	\$ 19,341	\$ 61,127
5	302-MASES	302-MASES	100759	ELEM PRIN	PABLO, GERALDINE J	ED9-14	\$ 87,263	\$ -	\$ -	12/3/2022	\$ -	\$ 87,263	\$ 22,933	\$ -	\$ 1,265	\$ 186	\$ 2,001	\$ 281	\$ 26,666	\$ 113,929
6	302-MASES	302-MASES	100927	HLTH COUNSLR III	SUMBO, ARIEL MAE D	N-M-11	\$ 61,865	\$ -	\$ -	2/15/2022	\$ -	\$ 61,865	\$ 16,258	\$ 494	\$ 897	\$ 186	\$ 2,816	\$ 248	\$ 20,899	\$ 82,764
7	302-MASES	302-MASES	102002	SCH AIDE I	PALMA, VALERIANO C	E-4	\$ 23,585	\$ -	\$ -	9/5/2021	\$ 75	\$ 23,660	\$ 6,218	\$ 494	\$ 343	\$ 186	\$ 2,816	\$ 248	\$ 10,305	\$ 33,965
8	302-MASES	302-MASES	105820	SCH AIDE II	QUINATA, KRISTY MARIE G	G-7	\$ 30,911	\$ -	\$ -	3/30/2022	\$ -	\$ 30,911	\$ 8,123	\$ 494	\$ 448	\$ 186	\$ 1,437	\$ 248	\$ 10,937	\$ 41,848
9	302-MASES	302-MASES	101898	SCH AIDE III	CASTRO, JOSEPH V	H-12	\$ 38,753	\$ -	\$ -	8/3/2023	\$ -	\$ 38,753	\$ 10,184	\$ -	\$ 562	\$ 186	\$ 1,437	\$ 248	\$ 12,617	\$ 51,370
10	302-MASES	302-MASES	100736	SCH AIDE III	GUEVARA, DOLORES N	H-14	\$ 41,252	\$ -	\$ -	10/7/2022	\$ -	\$ 41,252	\$ 10,841	\$ -	\$ 598	\$ 186	\$ 2,816	\$ 248	\$ 14,689	\$ 55,941
11	302-MASES	302-MASES	100746	SCH AIDE III	QUINTANILLA, JAMES P	H-10	\$ 36,407	\$ -	\$ -	7/5/2022	\$ -	\$ 36,407	\$ 9,568	\$ -	\$ 528	\$ 186	\$ 1,437	\$ 248	\$ 11,967	\$ 48,374
12	302-MASES	302-MASES	101280	SCH AIDE III	TAITINGFONG, FRANCES Q	H-12	\$ 38,753	\$ -	\$ -	3/23/2022	\$ -	\$ 38,753	\$ 10,184	\$ -	\$ 562	\$ 186	\$ 7,100	\$ 468	\$ 18,500	\$ 57,253
13	302-MASES	302-MASES	101160	TCHR IA(CHM)	BABAUTA, JOSEPH Q	ED1A-11	\$ 40,603	\$ -	\$ -	6/5/2023	\$ -	\$ 40,603	\$ 10,670	\$ -	\$ 589	\$ 186	\$ 3,314	\$ 468	\$ 15,227	\$ 55,830
14	302-MASES	302-MASES	107615	TCHR IB(CHM)	VILLAGOMEZ, CINDY ANN C	ED1B-3	\$ 32,317	\$ -	\$ -	8/10/2021	\$ 204	\$ 32,521	\$ 8,547	\$ 494	\$ 472	\$ 186	\$ 7,100	\$ 468	\$ 17,266	\$ 49,787
15	302-MASES	302-MASES	102399	TCHR II	ACFALLE, MERIEL F	ED2-10	\$ 47,201	\$ -	\$ -	1/26/2022	\$ -	\$ 47,201	\$ 12,404	\$ 494	\$ 684	\$ 186	\$ 2,816	\$ 248	\$ 16,833	\$ 64,034
16	302-MASES	302-MASES	103996	TCHR II	FERNANDEZ, LORENA D	ED2-8	\$ 44,343	\$ -	\$ -	12/16/2021	\$ -	\$ 44,343	\$ 11,653	\$ 494	\$ 643	\$ 186	\$ 7,100	\$ 468	\$ 20,544	\$ 64,887
17	302-MASES	302-MASES	108227	TCHR II(ELM)	CALIP, KALEEN P	ED2-2	\$ 35,686	\$ -	\$ -	8/9/2021	\$ 225	\$ 35,911	\$ 9,437	\$ 494	\$ 521	\$ 186	\$ 7,100	\$ 468	\$ 18,206	\$ 54,117
18	302-MASES	302-MASES	107628	TCHR II(ELM)	LORIO, CATHERINE A	ED2-2	\$ 35,686	\$ -	\$ -	1/7/2021	\$ 1,014	\$ 36,700	\$ 9,645	\$ 494	\$ 532	\$ 186	\$ 1,437	\$ 248	\$ 12,542	\$ 49,242
19	302-MASES	302-MASES	108377	TCHR II(ELM)	PANGELINAN, RONALD J	ED2-9	\$ 45,750	\$ -	\$ -	9/30/2021	\$ 121	\$ 45,871	\$ 12,055	\$ 494	\$ 665	\$ 186	\$ 4,299	\$ 281	\$ 17,980	\$ 63,851
20	302-MASES	302-MASES	107456	TCHR II(SPED)	GONZALEZ, CATHERINE MARIE L	ED2-3	\$ 37,038	\$ -	\$ -	1/18/2021	\$ 1,053	\$ 38,091	\$ 10,010	\$ 494	\$ 552	\$ 186	\$ 2,816	\$ 248	\$ 14,307	\$ 52,398
21	302-MASES	302-MASES	101440	TCHR III	BAUTISTA, BRENDA T	ED3-14	\$ 56,086	\$ -	\$ -	2/7/2022	\$ -	\$ 56,086	\$ 14,739	\$ 494	\$ 813	\$ 186	\$ 7,100	\$ 468	\$ 23,801	\$ 79,887
22	302-MASES	302-MASES	101964	TCHR III	CHARFAUROS, MAYANN B	ED3-14	\$ 56,086	\$ -	\$ -	7/16/2023	\$ -	\$ 56,086	\$ 14,739	\$ 494	\$ 813	\$ 186	\$ 7,100	\$ 468	\$ 23,801	\$ 79,887
23	302-MASES	302-MASES	101349	TCHR III	ESPINOSA, LELIAN G	ED3-19	\$ 65,520	\$ -	\$ -	5/25/2023	\$ -	\$ 65,520	\$ 17,219	\$ -	\$ 950	\$ 186	\$ 7,100	\$ 468	\$ 25,923	\$ 91,443
24	302-MASES	302-MASES	105976	TCHR III(SL)	MCDONALD, MARIA Y	ED3-6	\$ 43,426	\$ -	\$ -	8/14/2021	\$ 274	\$ 43,700	\$ 11,484	\$ 494	\$ 634	\$ 186	\$ 7,100	\$ 468	\$ 20,366	\$ 64,066
25	302-MASES	302-MASES	101040	TCHR IV	AREVALO, MARIA M.C.	ED4-21	\$ 74,869	\$ -	\$ -	2/21/2023	\$ -	\$ 74,869	\$ 19,676	\$ -	\$ 1,086	\$ 186	\$ 5,115	\$ 343	\$ 26,405	\$ 101,274
26	302-MASES	302-MASES	104795	TCHR IV	BASCON, DOROTHY L	ED4-18	\$ 68,317	\$ -	\$ -	2/19/2022	\$ -	\$ 68,317	\$ 17,954	\$ -	\$ 991	\$ 186	\$ 4,299	\$ 281	\$ 23,710	\$ 92,027
27	302-MASES	302-MASES	101770	TCHR IV	CRUELDA, CHERYL P	ED4-16	\$ 64,180	\$ -	\$ -	8/19/2023	\$ -	\$ 64,180	\$ 16,867	\$ 494	\$ 931	\$ 186	\$ 4,299	\$ 281	\$ 23,057	\$ 87,237
28	302-MASES	302-MASES	102704	TCHR IV	CRUZ, FRANCINE JOY P	ED4-13	\$ 58,439	\$ -	\$ -	7/31/2022	\$ -	\$ 58,439	\$ 15,358	\$ 494	\$ 847	\$ 186	\$ 7,100	\$ 468	\$ 24,453	\$ 82,892
29	302-MASES	302-MASES	102043	TCHR IV	LOBATON, CHARLENE S	ED4-14	\$ 60,293	\$ -	\$ -	2/2/2023	\$ -	\$ 60,293	\$ 15,845	\$ 494	\$ 874	\$ 186	\$ 7,100	\$ 468	\$ 24,967	\$ 85,260
30	302-MASES	302-MASES	106913	TCHR IV	MEEKS, LISA MAUREEN T	ED4-9	\$ 51,575	\$ -	\$ -	2/16/2022	\$ -	\$ 51,575	\$ 13,554	\$ 494	\$ 748	\$ 186	\$ 2,816	\$ 248	\$ 18,046	\$ 69,621
31	302-MASES	302-MASES	102890	TCHR IV	SORUPIA, ERMIE B	ED4-16	\$ 64,180	\$ -	\$ -	2/19/2023	\$ -	\$ 64,180	\$ 16,867	\$ 494	\$ 931	\$ 186	\$ 7,100	\$ 468	\$ 26,045	\$ 90,225
32	302-MASES	302-MASES	102526	TCHR IV	SUSUICO, JOANN M	ED4-11	\$ 54,900	\$ -	\$ -	2/14/2022	\$ -	\$ 54,900	\$ 14,428	\$ 494	\$ 796	\$ 186	\$ 7,100	\$ 468	\$ 23,472	\$ 78,372
33	302-MASES	302-MASES	100972	TCHR IV (LTD)	NEWLAND, EILEEN J	ED4-15	\$ 62,206	\$ -	\$ -	2/19/2022	\$ -	\$ 62,206	\$ 16,348	\$ 494	\$ 902	\$ 186	\$ 2,816	\$ 248	\$ 20,994	\$ 83,200
34	302-MASES	302-MASES	101921	TCHR IV(ELM)	REYES, JACQUELINE N	ED4-19	\$ 70,435	\$ -	\$ -	2/19/2022	\$ -	\$ 70,435	\$ 18,510	\$ -	\$ 1,021	\$ 186	\$ 2,816	\$ 248	\$ 22,782	\$ 93,217
35	302-MASES	302-MASES	108126	TCHR IV(ELM)	SANTOS, JONI LYNN F	ED4-9	\$ 51,575	\$ -	\$ -	7/21/2022	\$ -	\$ 51,575	\$ 13,554	\$ 494	\$ 748	\$ 186	\$ 4,299	\$ 281	\$ 19,562	\$ 71,137
36	302-MASES	302-MASES	102586	TCHR IV(GC)	BABAUTA-BALBIN, MARIE T	ED4-10	\$ 53,212	\$ -	\$ -	8/10/2022	\$ -	\$ 53,212	\$ 13,984	\$ 494	\$ 772	\$ 186	\$ 7,100	\$ 468	\$ 23,004	\$ 76,216
37	302-MASES	302-MASES	105874	TCHR IV(PRE K)	CRUZ, PIA C	ED4-13	\$ 58,439	\$ -	\$ -	7/18/2022	\$ -	\$ 58,439	\$ 15,358	\$ 494	\$ 847	\$ 186	\$ 2,816	\$ 248	\$ 19,949	\$ 78,388
38	302-MASES	302-MASES	104679	TCHR V(ESL CO)	NORTH, REBECCA S	ED5-17	\$ 69,526	\$ -	\$ -	2/21/2022	\$ -	\$ 69,526	\$ 18,271	\$ -	\$ 1,008	\$ 186	\$ 1,437	\$ 248	\$ 21,151	\$ 90,677
39	302-MASES	302-MASES	106998	TCHR V(ESL)	AGUON, AMY LOU S	ED5-16	\$ 67,388	\$ -	\$ -	2/18/2022	\$ -	\$ 67,388	\$ 17,710	\$ -	\$ 977	\$ 186	\$ 7,100	\$ 468	\$ 26,441	\$ 93,829
40	302-MASES	302-MASES	108503	TCHR V(GATE)	BUENDICHO, TINA M.T.	ED5-17	\$ 69,526	\$ -	\$ -	8/19/2023	\$ -	\$ 69,526	\$ 18,271	\$ 494	\$ 1,008	\$ 186	\$ 2,816	\$ 248	\$ 23,024	\$ 92,550
41	302-MASES	302-MASES	108228	TCHR III(OCS-KNDR) (LTPT)	VACANT: VICE: JAQUE, LILIBETH B (05.28.20)	ED4-1	\$ 38,762	\$ -	\$ -	00/00/0000	\$ -	\$ 38,762	\$ 10,187	\$ 494	\$ 562	\$ 186	\$ 7,100	\$ 468	\$ 18,997	\$ 57,759
42	302-MASES	302-MASES	104586	TCHR IB(CHM)	VACANT: VICE: KING, ALVIN A (11.02.19)	ED4-1	\$ 38,762	\$ -	\$ -	00/00/0000	\$ -	\$ 38,762	\$ 10,187	\$ 494	\$ 562	\$ 186	\$ 7,100	\$ 468	\$ 18,997	\$ 57,759
43	302-MASES	302-MASES	108229	TCHR II(OCS-ELM)	VACANT: VICE: MACATANGAY, JANICE D (05.28.20)	ED4-1	\$ 38,762	\$ -	\$ -	00/00/0000	\$ -	\$ 38,762	\$ 10,187	\$ 494	\$ 562	\$ 186	\$ 7,100	\$ 468	\$ 18,997	\$ 57,759
44	302-MASES	302-MASES	106642	TCHR IV(3rd)	VACANT: VICE: PESTANAS, ARLENE O.	ED4-1	\$ 38,762	\$ -	\$ -	00/00/0000	\$ -	\$ 38,762	\$ 10,187	\$ 494	\$ 562	\$ 186				

Function: School Operations  
Department/Agency: Guam Department of Education  
School: Marcial A. Sablan Elementary  
Program: Elementary Education  
  
Fund: Local

FY 2021 (PROPOSED) SUBSTITUTES

			Input by Department											Input by Department						
			(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(N)	(O)	(P)	(Q)	(R)	(S)
No.	PAY LOCATION	WORK SITE	POSITION NUMBER	POSITION TITLE	NAME OF INCUMBENT	GRADE/ STEP	SALARY	OVERTIME	SPECIAL*	Increment		( E+F+G+I )	Retirement ( J * 26.56% )	Retire (DDI) (\$19.02*26PP)	Medicare (1.45% * J)	Life (1/)	Medical ( Premium )	Dental ( Premium )	TOTAL BENEFITS ( K thru Q )	TOTAL SALARY + BENEFITS ( J + R )
										DATE	AMT									
1	302-MASES	302-MASES	103555	SUBSTITUTE (LTPT)	VACANT: VICE: CRUZ, LEAH ROSE (05.31.18)	F-1	\$ 23,171	\$ -	\$ -	00/00/0000	\$ -	\$ 23,171	\$ 6,089	\$ 494	\$ 336	\$ 186	\$ 7,100	\$ 468	\$ 14,673	\$ 37,844
2	302-MASES	302-MASES	108141	SUBSTITUTE (LTPT)	VACANT: VICE: CASTANEDA, CARILYN ARLENE (05.28.20)	F-1	\$ 23,171	\$ -	\$ -	00/00/0000	\$ -	\$ 23,171	\$ 6,089	\$ 494	\$ 336	\$ 186	\$ 7,100	\$ 468	\$ 14,673	\$ 37,844
2							46,342	-	-		-	46,342	12,179	988	672	372	14,200	936	29,347	75,689

Functional Area: School Operations

Department/Agency: Guam Department of Education

School: Marcial A. Sablan Elementary

Program: Elementary Education

Fund: Local

FY 2020 (CURRENT)

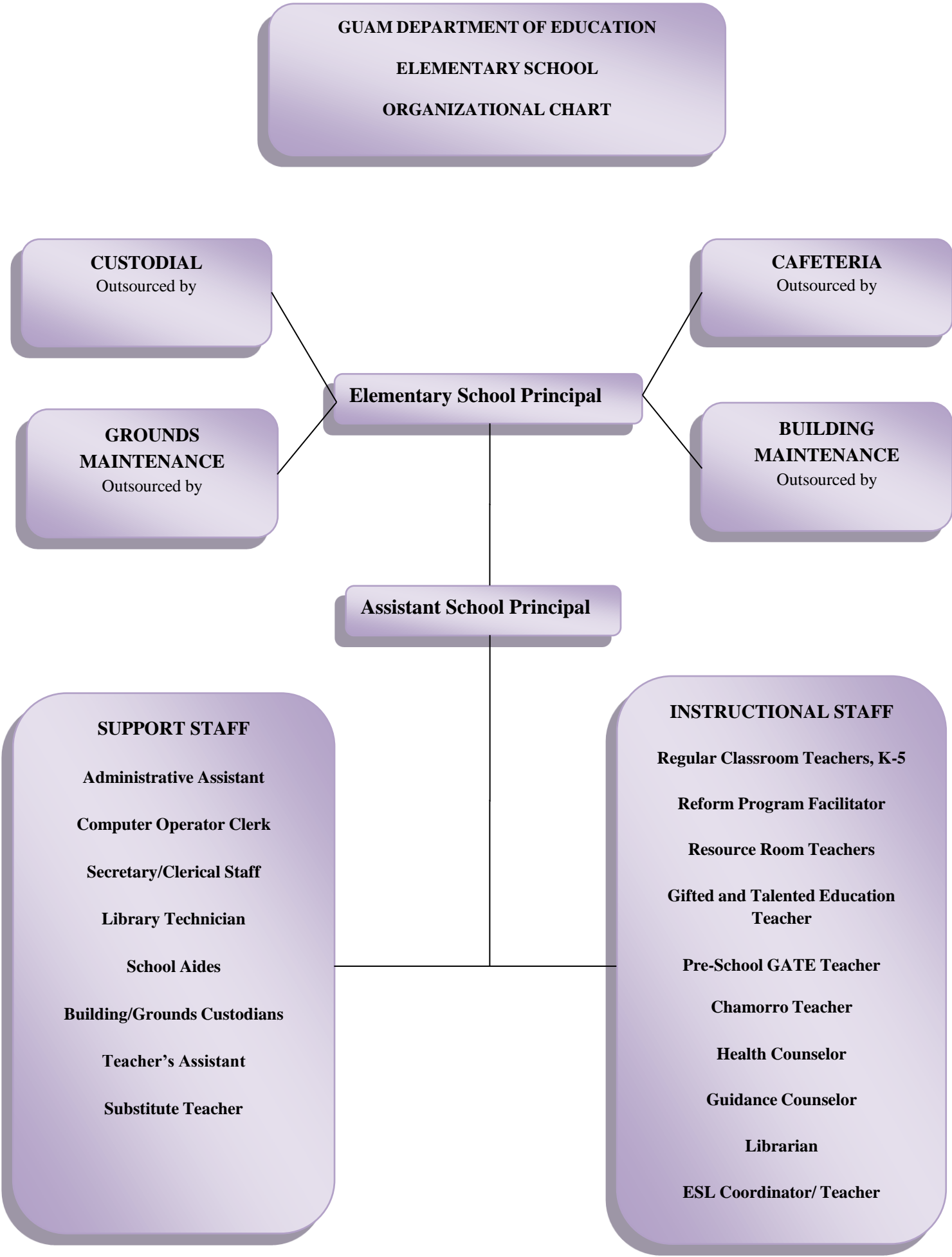
			Input by Department									Input by Department								
			(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(N)	(O)	(P)	(Q)	(R)	(S)
No.	PAY LOCATION	WORK SITE	POSITION NUMBER	POSITION TITLE	NAME OF INCUMBENT	GRADE/ STEP	SALARY	OVERTIME	SPECIAL*	Increment		SUBTOTAL	Retirement (J * 26.56%)	Retire (DDI) (\$19.02*26PP)	Medicare (1.45% * J)	Life (1/)	Medical ( Premium)	Dental ( Premium)	TOTAL BENEFITS ( K thru Q )	TOTAL SALARY + BENEFITS ( J + R )
										DATE	AMT									
1	302-MASES	302-MASES	100451	ADMIN ASST	REYES, ANNIE B	J-13	\$ 46,852	\$ -	\$ -	12/12/2020	\$ -	\$ 46,852	\$ 12,313	\$ 494	\$ 679	\$ 186	\$ 2,816	\$ 248	\$ 16,736	\$ 63,588
2	302-MASES	302-MASES	101449	CLERK TYPIST I	RIOS, JESSICA J	D-1	\$ 19,040	\$ -	\$ -	10/14/2020	\$ -	\$ 19,040	\$ 5,004	\$ 494	\$ 276	\$ -	\$ -	\$ -	\$ 5,774	\$ 24,814
3	302-MASES	302-MASES	101381	CLERK TYPIST II	BLAS, THERESE L	E-4	\$ 23,585	\$ -	\$ -	11/23/2019	\$ 820	\$ 24,405	\$ 6,414	\$ 494	\$ 354	\$ 186	\$ -	\$ -	\$ 7,448	\$ 31,853
4	302-MASES	302-MASES	103171	COMP OPER II	SANTIAGO, PATRICIA A	I-11	\$ 40,501	\$ -	\$ -	6/22/2020	\$ 428	\$ 40,929	\$ 10,756	\$ -	\$ 593	\$ 186	\$ -	\$ -	\$ 11,536	\$ 52,465
5	302-MASES	302-MASES	100759	ELEM PRIN	PABLO, GERALDINE J	ED9-13	\$ 84,580	\$ -	\$ -	12/3/2020	\$ -	\$ 84,580	\$ 22,228	\$ -	\$ 1,226	\$ 186	\$ 2,001	\$ 281	\$ 25,922	\$ 110,502
6	302-MASES	302-MASES	100927	HLTH COUNSLR III	SUMBO, ARIEL MAE D	N-M-10	\$ 60,001	\$ -	\$ -	2/15/2020	\$ 1,243	\$ 61,244	\$ 16,095	\$ 494	\$ 888	\$ 186	\$ 2,816	\$ 248	\$ 20,727	\$ 81,971
7	302-MASES	302-MASES	102002	SCH AIDE I	PALMA, VALERIANO C	E-3	\$ 22,724	\$ -	\$ -	9/5/2020	\$ 72	\$ 22,796	\$ 5,991	\$ 494	\$ 331	\$ 186	\$ 2,816	\$ 248	\$ 10,065	\$ 32,861
8	302-MASES	302-MASES	105820	SCH AIDE II	QUINATA, KRISTY MARIE G	G-6	\$ 29,783	\$ -	\$ -	9/30/2020	\$ 94	\$ 29,877	\$ 7,852	\$ 494	\$ 433	\$ 186	\$ 1,437	\$ 248	\$ 10,650	\$ 40,527
9	302-MASES	302-MASES	101898	SCH AIDE III	CASTRO, JOSEPH V	H-11	\$ 37,562	\$ -	\$ -	8/3/2021	\$ -	\$ 37,562	\$ 9,871	\$ -	\$ 545	\$ 186	\$ 1,437	\$ 248	\$ 12,287	\$ 49,849
10	302-MASES	302-MASES	100736	SCH AIDE III	GUEVARA, DOLORES N	H-13	\$ 39,983	\$ -	\$ -	10/7/2020	\$ -	\$ 39,983	\$ 10,508	\$ -	\$ 580	\$ 186	\$ 2,816	\$ 248	\$ 14,337	\$ 54,320
11	302-MASES	302-MASES	100746	SCH AIDE III	QUINTANILLA, JAMES P	H-9	\$ 35,287	\$ -	\$ -	7/5/2020	\$ 280	\$ 35,567	\$ 9,347	\$ -	\$ 516	\$ 186	\$ 1,437	\$ 248	\$ 11,734	\$ 47,301
12	302-MASES	302-MASES	101280	SCH AIDE III	TAITINGFONG, FRANCES Q	H-11	\$ 37,562	\$ -	\$ -	3/23/2020	\$ 695	\$ 38,257	\$ 10,054	\$ -	\$ 555	\$ 186	\$ -	\$ -	\$ 10,795	\$ 49,052
13	302-MASES	302-MASES	101160	TCHR IA(CHM)	BABAUTA, JOSEPH Q	ED1A-10	\$ 39,354	\$ -	\$ -	6/5/2021	\$ -	\$ 39,354	\$ 10,342	\$ -	\$ 571	\$ 186	\$ 3,314	\$ 468	\$ 14,881	\$ 54,235
14	302-MASES	302-MASES	104586	TCHR IB(CHM)	VACANT: VICE: KING, ALVIN A (RES 11.02.19)	ED4-1	\$ 38,762	\$ -	\$ -	00/00/0000	\$ -	\$ 38,762	\$ 10,187	\$ 494	\$ 562	\$ 186	\$ 7,100	\$ 468	\$ 18,997	\$ 57,759
15	302-MASES	302-MASES	107615	TCHR IB(CHM)	VILLAGOMEZ, CINDY ANN C	ED1B-2	\$ 31,137	\$ -	\$ -	8/10/2020	\$ 197	\$ 31,334	\$ 8,235	\$ 494	\$ 454	\$ 186	\$ -	\$ -	\$ 9,369	\$ 40,703
16	302-MASES	302-MASES	102399	TCHR II	ACFALLE, MERIEL F	ED2-9	\$ 45,750	\$ -	\$ -	1/26/2020	\$ 1,088	\$ 46,838	\$ 12,309	\$ 494	\$ 679	\$ 186	\$ 2,816	\$ 248	\$ 16,732	\$ 63,570
17	302-MASES	302-MASES	103996	TCHR II	FERNANDEZ, LORENA D	ED2-7	\$ 42,979	\$ -	\$ -	6/16/2020	\$ 455	\$ 43,434	\$ 11,414	\$ 494	\$ 630	\$ 186	\$ -	\$ -	\$ 12,724	\$ 56,158
18	302-MASES	302-MASES	108227	TCHR II(ELM)	CALIP, KALEEN P	ED2-1	\$ 34,383	\$ -	\$ -	8/9/2020	\$ 217	\$ 34,600	\$ 9,093	\$ 494	\$ 502	\$ -	\$ -	\$ -	\$ 10,089	\$ 44,689
19	302-MASES	302-MASES	107628	TCHR II(ELM)	LORIO, CATHERINE A	ED2-1	\$ 34,383	\$ -	\$ -	1/7/2020	\$ 977	\$ 35,360	\$ 9,293	\$ 494	\$ 513	\$ 186	\$ 1,437	\$ 248	\$ 12,170	\$ 47,530
20	302-MASES	302-MASES	108377	TCHR II(ELM)	PANGELINAN, RONALD J	ED2-8	\$ 44,343	\$ -	\$ -	3/30/2020	\$ 821	\$ 45,164	\$ 11,869	\$ 494	\$ 655	\$ 186	\$ 4,299	\$ 281	\$ 17,784	\$ 62,948
21	302-MASES	302-MASES	108229	TCHR II(OCS-ELM) (LTPT)	MACATANGAY, JANICE D	K-1	\$ 33,911	\$ -	\$ -	00/00/0000	\$ -	\$ 33,911	\$ 8,912	\$ 494	\$ 492	\$ -	\$ -	\$ -	\$ 9,898	\$ 43,809
22	302-MASES	302-MASES	107456	TCHR II(SPED)	GONZALEZ, CATHERINE MARIE L	ED2-2	\$ 35,686	\$ -	\$ -	1/18/2020	\$ 1,014	\$ 36,700	\$ 9,645	\$ 494	\$ 532	\$ 186	\$ 2,816	\$ 248	\$ 13,921	\$ 50,621
23	302-MASES	302-MASES	101440	TCHR III	BAUTISTA, BRENDA T	ED3-13	\$ 54,361	\$ -	\$ -	2/7/2020	\$ 1,150	\$ 55,511	\$ 14,588	\$ 494	\$ 805	\$ 186	\$ -	\$ -	\$ 16,073	\$ 71,584
24	302-MASES	302-MASES	101964	TCHR III	CHARFAUROS, MAYANN B	ED3-13	\$ 54,361	\$ -	\$ -	7/16/2021	\$ -	\$ 54,361	\$ 14,286	\$ 494	\$ 788	\$ 186	\$ -	\$ -	\$ 15,754	\$ 70,115
25	302-MASES	302-MASES	101349	TCHR III	ESPINOSA, LELIAN G	ED3-18	\$ 63,550	\$ -	\$ -	5/25/2021	\$ -	\$ 63,550	\$ 16,701	\$ -	\$ 921	\$ 186	\$ -	\$ -	\$ 17,808	\$ 81,358
26	302-MASES	302-MASES	108228	TCHR III(OCS-KNDR) (LTPT)	JAQUE, LILIBETH B	K-1	\$ 33,911	\$ -	\$ -	00/00/0000	\$ -	\$ 33,911	\$ 8,912	\$ 494	\$ 492	\$ -	\$ 1,437	\$ -	\$ 11,335	\$ 45,246
27	302-MASES	302-MASES	105976	TCHR III(SL)	MCDONALD, MARIA Y	ED3-5	\$ 41,840	\$ -	\$ -	8/14/2020	\$ 264	\$ 42,104	\$ 11,065	\$ 494	\$ 611	\$ -	\$ -	\$ -	\$ 12,169	\$ 54,273
28	302-MASES	302-MASES	101040	TCHR IV	AREVALO, MARIA M.C.	ED4-20	\$ 72,618	\$ -	\$ -	2/21/2021	\$ -	\$ 72,618	\$ 19,084	\$ -	\$ 1,053	\$ 186	\$ 5,115	\$ 343	\$ 25,781	\$ 98,399
29	302-MASES	302-MASES	104795	TCHR IV	BASCON, DOROTHY L	ED4-17	\$ 66,216	\$ -	\$ -	2/19/2020	\$ 1,401	\$ 67,617	\$ 17,770	\$ -	\$ 980	\$ 186	\$ 4,299	\$ 281	\$ 23,516	\$ 91,133
30	302-MASES	302-MASES	101770	TCHR IV	CRUELIDAD, CHERYL P	ED4-15	\$ 62,206	\$ -	\$ -	8/19/2021	\$ -	\$ 62,206	\$ 16,348	\$ 494	\$ 902	\$ 186	\$ 4,299	\$ 281	\$ 22,510	\$ 84,716
31	302-MASES	302-MASES	102704	TCHR IV	CRUZ, FRANCINE JOY P	ED4-12	\$ 56,642	\$ -	\$ -	7/31/2020	\$ 449	\$ 57,091	\$ 15,004	\$ 494	\$ 828	\$ 186	\$ -	\$ -	\$ 16,511	\$ 73,602
32	302-MASES	302-MASES	102043	TCHR IV	LOBATON, CHARLENE S	ED4-13	\$ 58,439	\$ -	\$ -	2/2/2021	\$ -	\$ 58,439	\$ 15,358	\$ 494	\$ 847	\$ 186	\$ -	\$ -	\$ 16,885	\$ 75,324
33	302-MASES	302-MASES	106913	TCHR IV	MEEKS, LISA MAUREEN T	ED4-8	\$ 49,989	\$ -	\$ -	8/16/2020	\$ 264	\$ 50,253	\$ 13,206	\$ 494	\$ 729	\$ 186	\$ 2,816	\$ 248	\$ 17,679	\$ 67,932
34	302-MASES	302-MASES	102890	TCHR IV	SORUPIA, ERMIE B	ED4-15	\$ 62,206	\$ -	\$ -	2/19/2021	\$ -	\$ 62,206	\$ 16,348	\$ 494	\$ 902	\$ 186	\$ -	\$ -	\$ 17,930	\$ 80,136
35	302-MASES	302-MASES	102526	TCHR IV	SUSUICO, JOANN M	ED4-10	\$ 53,212	\$ -	\$ -	2/14/2020	\$ 1,125	\$ 54,337	\$ 14,280	\$ 494	\$ 788	\$ 186	\$ 7,100	\$ 468	\$ 23,316	\$ 77,653
36	302-MASES	302-MASES	100972	TCHR IV (LTD)	NEWLAND, EILEEN J	ED4-14	\$ 60,293	\$ -	\$ -	2/19/2020	\$ 1,275	\$ 61,568	\$ 16,180	\$ 494	\$ 893	\$ 186	\$ 2,816	\$ 248	\$ 20,817	\$ 82,385
37	302-MASES	302-MASES	101921	TCHR IV(ELM)	REYES, JACQUELINE N	ED4-18	\$ 68,317	\$ -	\$ -	2/19/2020	\$ 1,412	\$ 69,729	\$ 18,325	\$ -	\$ 1,011	\$ 186	\$ 2,816	\$ 248	\$ 22,586	\$ 92,315
38	302-MASES	302-MASES	108126	TCHR IV(ELM)	SANTOS, JONI LYNN F	ED4-8	\$ 49,989	\$ -	\$ -	1/21/2021	\$ -	\$ 49,989	\$ 13,137	\$ 494	\$ 725	\$ 186	\$ 4,299	\$ 281	\$ 19,122	\$ 69,111
39	302-MASES	302-MASES	102586	TCHR IV(GC)	BABAUTA-BALBIN, MARIE T	ED4-9	\$ 51,575	\$ -	\$ -	8/10/2020	\$ 273	\$ 51,848	\$ 13,626	\$ 494	\$ 752	\$ 186	\$ -	\$ -	\$ 15,057	\$ 66,905
40	302-MASES	302-MASES	105874	TCHR IV(PRE K)	CRUZ, PIA C	ED4-12	\$ 56,642	\$ -	\$ -	7/18/2020	\$ 449	\$ 57,091	\$ 15,004	\$ 494	\$ 828	\$ 186	\$ 2,816	\$ 248	\$ 19,575	\$ 76,666
41	302-MASES	302-MASES	104679	TCHR V(ESL CO)	NORTH, REBECCA S	ED5-16	\$ 67,388	\$ -	\$ -	2/21/2020	\$ 1,425	\$ 68,813	\$ 18,084	\$ -	\$ 998	\$ 186	\$ 1,437	\$ 248	\$ 20,953	\$ 89,766
42	302-MASES	302-MASES	106998	TCHR V(ESL)	AGUON, AMY LOU S	ED5-15	\$ 65,316	\$ -	\$ -	2/18/2020	\$ 1,381	\$ 66,697	\$ 17,528	\$ -	\$ 967	\$ 186	\$ -	\$ -	\$ 18,681	\$ 85,378
43	302-MASES	302-MASES	106642	TCHR IV(3rd)	VACANT: VICE: PESTANAS, ARLENE O.	ED4-1	\$ 38,762	\$ -	\$ -	00/00/0000	\$ -	\$ 38,762	\$ 10,187	\$ 494	\$ 562	\$ 186	\$ 7,100	\$ 468	\$ 18,997	\$ 57,759
44	302-MASES	302-MASES	108503	TCHR V(GATE)	BUENDICHO, TINA M.T.	ED5-16	\$ 67,388	\$ -	\$ -	8/19/2021	\$ -	\$ 67,388	\$ 17,710	\$ 494	\$ 977	\$ 186	\$ 2,816	\$ 248	\$ 22,431	\$ 89,819
44							2,113,369	-	-		19,269	2,132,638	560,457	15,314	30,923	7,254	88,524	7,588	710,061	2,842,699

Function: School Operations  
Department/Agency: Guam Department of Education  
School: Marcial A. Sablan  
Program: Elementary Education

EQUIPMENT/CAPITAL LISTING:			
Description	Quantity	Percentage of Use	Comments
2Know Classroom Response System	4	0%	
Dell Laptop Computer (Adminstrator)	1	100%	
Desk Top Computer Optiplex 990MT	3	100%	
Balt FDB AV Cart with locking storage BAIT BLT-27566	3	100%	
WHITEBOARD AB378 PRO/PRM30A	2	100%	
DLP DELL APJ 1510X PROJECTOR 1510X	4	50%	
ACTIVOTE LEARNER RESPONSE SYSTEM ACTIVOTE	4	10%	
Dell Desktop Tower	1	25%	
E-Series Gateway Desktop Tower	2	25%	
Dell Desktop Tower GX260/GX283	1	0%	
Dell Desktop Tower GX260/GX276	1	25%	
E-Series Gateway Desktop Tower Gateway	2	0%	Operating system/software needs updating
Water Storage	2	0%	Water in tank but pump does not work
CPU - DELL GX1	1	25%	
CPU - DELL PENTIUM	1	0%	
Playground Equipment Headstart	1	17%	
BALT FDB AV CART WITH LOCKING STORAGE AN	1	100%	
Mobile Cart #s 5547 - 5576	1	25%	
Lenovo ThinkPad Edge 430 (mobile lab)	30	25%	
LENOVO THINK PAD L430 Teachers	24	100%	
Lenovo ThinkCentre M72e desktop computer (faculty non	2	100%	
BROCADE 24 PORT SWITCH	1	100%	
VOYAGEUR DESKTOP	1	100%	
SONY 70" SMART TV	1	25%	
ACER DLP PROJECTOR DSV0008	9	25%	
SONY DCR-SX85 CAMCORDERS	1	5%	
DIGITAL PROJECTORS DELL APJ1510X 35	5	25%	
ACTIVIEW 322 AV322	3	10%	
Compacific Cart	1	100%	
12" stackable student chairs	290	80%	
14" Stackable student chairs	334	80%	
18" stackable student chairs	109	80%	
25 Tub Cubby holder w/locker mobile	6	100%	
2door metal Locker	10	100%	
5 drawer file cabinet	15	100%	
Binding machine, Image maker 2000-1	1	25%	
cabinet card catelog 45 drawers	1	25%	
cabinet, first aide	1	100%	
cabinet Kokoyo storage system	1	100%	
cabinet Lion storage	1	100%	
cabinet storage	1	100%	
folding chairs	100	70%	
Teacher chairs with wheels and arms	16	100%	
Circulation desk, library	1	100%	
Cubby 20 slots shelf, large	7	100%	
Cubby 24 slot shelf, large	3	100%	
cubby 25 slot shelf, large	5	100%	
cubby 25 slot shelf, medium	8	100%	
cubby 25 slot shelf, small	5	100%	
cubby 60 slot shelf, large	1	100%	
desk with chair attached	49	100%	
desk principal	1	100%	
desk, teachers	26	100%	
dishwasher with sink and table attached	1		
DVD, hitachi	1	25%	
Epson stylus C42 UX printer	1	50%	
Executive chair, chromatic	1	100%	
File cabinet 4 drawers, legal size lock and key	1	100%	
File cabinet 4 drawers	10	100%	

file cabinet 2 drawers	21	100%	
fire extinguisher-Badger 10 lbs	1	100%	
fire extinguisher-Badger 15 lbs	21	100%	
fire extinguisher-Badger 16 lbs	8	100%	
First Aid bed	2	25%	
Floor scale	1	25%	
Janitorial Cart	1	100%	
Locker, 12x15x12, 25 openings per/unit	2	100%	
Mark N wipe standard white board	1	100%	
Milk cooler	1	100%	
Paper cutter	1	50%	
Refrigerator, large	1	100%	
Physician scale	1	100%	
Serving line stainless	1	100%	
sliding glass display case	1	100%	
Stadiometer	1	100%	
Standing scale	1	25%	
Storage cabinet, 2 door, Locker	10	100%	
Storage cabinet, medium	2	100%	
Stretcher, folding	1		
Student desk, intermediate	339	100%	
Student desk, primary	223	100%	
Cafeteria table	4	100%	
Folding table	2	100%	
Folding table 6 ft	1	100%	
kidney table	9	100%	
Rectangular table	13	100%	
Round table	6	100%	
Trapezoid table Druegor	2	100%	
Talking Globe	1	100%	
Tall metal book shelf, yellow	1	100%	
Water heater	1	100%	
White board	9	100%	
Workcentre Xerox Machine Colored	1	100%	

SPACE REQUIREMENT (for Personnel and Equipment/Capital)	Total Program Space (Sq. Ft.):		Total Program Space Occupied (Sq. Ft.):
Description	Square Feet	Percent of Total Program Space	Comments



GUAM DEPARTMENT OF EDUCATION  
ELEMENTARY SCHOOL  
FUNCTIONAL CHART

PRINCIPAL

1. Facilitates the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.
2. Advocates, nurtures, and sustains a school culture and instructional program conducive to student learning and faculty and staff professional growth.
3. Ensures management of the organization, operations, and resources for a safe, efficient, and effective learning environment.
4. Collaborates with families and community members, responding to diverse community interests and needs, and mobilizing community resources.
5. Acts with integrity, fairness, and in an ethical manner.
6. Understands, responds to, and influences larger political, social, economical, legal, and cultural issues that affect schooling.
7. Improves instructional practices through the fair and purposeful observation and evaluation of teachers and staff.

ASSISTANT PRINCIPAL.

Assist the Principal in the implementation of the seven standards of school leadership.

INSTRUCTIONAL STAFF

CLASSROOM TEACHERS

Implements the teacher standards as required by the Professional Teacher Evaluation Program. Adheres to all duties and responsibilities specified by the Guam Department of Education.

REFORM PROGRAM COORDINATOR

Administers, implements, and manages the school reform program.

ESL PROGRAM COORDINATOR

Administers the LAS reading and writing tests, places students at appropriate instructional levels, provides services to students in compliance with all federal and local mandates, and provides assistance to faculty and staff regarding English as a Second Language Learners.

RESOURCE ROOM TEACHER

Administers the Special Education program to ensure students receive FAPE and other related services in compliance with all federal and local mandates and serves as a consultant to faculty and staff working with students in the Special Education program.

GUIDANCE COUNSELOR

Provides educational, career, and personal/ social guidance services as prescribed by the American School Counselor Association (ASCA).

LIBRARIAN

Administers and operates the school library plans and procedures for effectively utilizing library services as prescribed by the American Council of School Librarians.

HEALTH COUNSELOR

Provides emergency care of illness or injuries by students and staff. Adheres to established rules and policies governing student health care.

SUPPORT STAFF

ADMINISTRATIVE ASSISTANT

Coordinates the maintenance needs of the facility, assists regulatory agencies, i.e., the Health and Safety Task Force, during building inspections, oversees the updating of the property inventory, including materials and equipment needed for maintenance use, keeps track of school inspections, work orders, and other duties as assigned by the School Principal.

SECRETARY

Provides clerical support to the School Principal.

CLERICAL STAFF

Performs clerical duties in carrying out the daily office routines, maintains student and personnel records, prepares all documents relating to school operations, and other duties as assigned by the School Principal.

COMPUTER OPERATOR

Generates, inputs, and manages school statistical reports and student data, provides assistance to the School Administrator in the framework of a master schedule build up, and other duties as assigned by the School Principal.

SCHOOL AIDES

Provides student supervision and instructional support in the classroom and other duties as assigned by the School Principal.

LIBRARY TECHNICIAN

Provides support and technical assistance to the school librarian and other duties as assigned by the School Principal.

CUSTODIAL STAFF

Maintains a healthy, safe, and sanitary learning environment. Performs minor repairs in plumbing and carpentry and other related duties.

TEACHER’S ASSISTANT

Provides instructional support to the classroom teachers respective to the implementation of the Reading Reform programs in Direct Instruction and Success for All.

CUSTODIAL/ GROUNDS/ CAFETERIA STAFF

Outsourced by\_\_\_\_\_.

GUAM DEPARTMENT OF EDUCATION  
FY 2021 BUDGET DOCUMENT CHECKLIST

BBMR BDC-1

Department/Agency:	Guam Department of Education	Date Received by FAS:	
School:	Marcial A. Sablan Elementary	Date Reviewed:	

	School		FAS	
	Yes	No	Yes	No
<u>General</u>				
Is the summary digest consistent with detail pages?	✓			
Are the required budget forms attached?	✓			
a. Agency Narrative Form [BBMR AN-N1]	✓			
b. Decision Package [BBMR DP-1]	✓			
c. Program Budget Digest Forms [BBMR BD-1, BBMR 96A]	✓			
d. FY 2021 (Proposed) Agency Staffing Pattern [BBMR SP-1] - All Fund Sources	✓			
e. FY 2020 (Current) Agency Staffing Pattern [BBMR SP-1] - All Fund Sources	✓			
f. Equipment/Capital Listing & Space Requirement Form [BBMR EL-1]	✓			
I. Agency Narrative Form [BBMR AN-N1]				
1. Is the mission statement correct and consistent with the department/ agency's enabling act?	✓			
2. Are the goals and objectives correct and consistent with the department/ agency's mission?	✓			
II. Decision Package [BBMR DP-1]				
1. Is activity description correct?	✓			
2. Is major objective correct?	✓			
3. Are short term goals correct?	✓			
4. Is workload output reflected correctly?	✓			
III. Program Budget Digest Forms [BBMR BD-1, BBMR 96A]				
A.) BBMR BD-1				
<u>Personnel Services</u>				
1. Are figures reflected consistent with the attached staffing pattern(s)?	✓			
2. Are amounts reflected in each column accurate?	✓			
3. Are computations correct?	✓			
<u>Operations</u>				
1. Are amounts reflected in each column accurate (BBMR96A)?	✓			
2. Are computations correct?	✓			
<u>Utilities</u>				
Are amounts reflected in each column correct?	✓			
<u>Capital Outlay</u>				
Are amounts reflected under columns, "Governor's Request", consistent with schedule F as detailed in the budget digest sub form, [BBMR 96A]?	✓			
<u>Full Time Equivalencies (FTEs)</u>				
Are the number of FTEs for both "Unclassified" and "Classified" accurately reflected under each column?	✓			
B.) BBMR 96A				
1. Are "Items" under schedules B - F listed in <u>detail</u> ?	✓			
2. Is the "Quantity" under schedules B - F reflected for respective items?	✓			
3. Is the "Unit Price" and "Total Price" accurate for each item under schedules B - F?	✓			
IV. Agency Staffing Pattern Forms [BBMR SP-1]				
1. Are position titles correct?	✓			
2. Are position numbers reflected?	✓			
3. Are the salary levels consistent with the Civil Service Commission, Classification and Pay Plan?	✓			
4. Are filled positions funded?	✓			
5. Are increment amounts reflected (should be no per Public Law)?	✓			
6. Are rates reflected under "Benefits" correct?	✓			
7. Are computations correct?	✓			
V. Equipment/Capital Listing & Space Requirement Form [BBMR EL-1]				
1. Is the description of the equipment and/or capital item(s) detail?	✓			
2. Is the "quantity" and "percentage of use" reflected?	✓			
3. Are space requirements descriptive and total space reflected and accurate?	✓			

SCHOOL:	Marcial A. Elementary	FINANCE & ADMINISTRATIVE SERVICES ACTION:
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Prepared By:	
	<i>Date</i>

Recommendation

<input type="checkbox"/>	Approval
<input type="checkbox"/>	Disapproval

Approved By:	Geraldine J. Pablo
	<i>(Signature of School Principal)</i>
	<i>Date</i>

	Analyst
	<i>Date</i>