

**Government of Guam
Fiscal Year 2019 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 2019. 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: _____

**Government of Guam
Fiscal Year 2019 Budget
Department / Agency Narrative**

Function: School Operations

Dept./Agency: Guam Department of Education

School : Marcial A. Sablan Elementary

Program: Elementary Education

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 order 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 critical 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 2019

[B8MR DP-1]

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; MARCIAL A. SABLAN ELEMENTARY 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. 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 order 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.
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5) All GDOE operations activities will maximize the critical 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.
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 2017 Level of Accomplishment	FY 2018 Anticipated Level	FY 2019 Projected Level	N
Improve the performance levels of students in ready or higher in the content areas of Language Arts, Reading, and Math by 5% as measured by the District Wide Assessment Testing during SY 2014-2015 as a baseline.	Language	1st	N/A		
		2nd	N/A		
		3rd	49	54	67
		4th	33	38	73
		5th	33	38	72
	Reading	1st			
		2nd			
		3rd	12	17	67
		4th	8	13	73
		5th	5	10	71
	Math	1st			
		2nd			
		3rd	34	39	67
		4th	10	15	73
		5th	7	12	71

Government of Guam
Fiscal Year 2019
Budget Digest

[BBMR BD-1]

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

		A	B	C	D	E	F
AS400 Account Code	Appropriation Classification	FY 2017 Expenditures & Encumbrances	FY 2018 Authorized Level	FY 2019 Operations Fund	FY 2019 Federal Match Fund (s)	FY 2019 Other Fund 1/	FY 2019 Total Req. (C+D+E)
		GEB Review and Approval					
PERSONNEL SERVICES							
111	REGULAR SALARIES/INCREMENTS	2,080,413	2,098,744	2,242,216	-	-	2,242,216
111	TEACHER PREP	-	-	-	-	-	-
111	RECLASSIFICATION	-	-	-	-	-	-
112	OVERTIME/SPECIAL PAY	-	-	-	-	-	-
111	ON-CALL SUBSTITUTE	16,637	16,042	36,222	-	-	36,222
111	PART-TIME	7,175	-	-	-	-	-
113	BENEFITS	722,784	735,158	802,378	-	-	802,378
TOTAL PERSONNEL SERVICES		2,827,009	2,849,944	3,080,816	-	-	3,080,816
OPERATIONS							
220	TRAVEL- OFF-ISLAND/LOCAL MILEAGE REIMBURSEMENT	-	-	-	-	-	-
230	CONTRACTUAL SERVICES:	253,037	114,451	133,940	-	-	133,940
233	OFFICE SPACE RENTAL:	-	-	-	-	-	-
240	SUPPLIES & MATERIALS:	12,108	15,000	37,593	-	-	37,593
250	EQUIPMENT:	14,737	15,928	27,881	-	-	27,881
270	WORKERS COMPENSATION	-	-	-	-	-	-
271	DRUG TESTING	-	-	-	-	-	-
280	SUB-RECIPIENT/SUBGRANT:	-	-	-	-	-	-
290	MISCELLANEOUS:	-	-	-	-	-	-
TOTAL OPERATIONS		279,882	145,379	199,414	-	-	199,414
UTILITIES							
361	POWER	144,297	135,501	\$ 142,100	-	-	142,100
362	WATER/SEWER	75,054	33,624	\$ 45,953	-	-	45,953
363	TELEPHONE/TOLL	1,522	1,522	\$ 1,522	-	-	1,522
TOTAL UTILITIES		220,873	170,647	\$ 189,575	-	-	189,575
450	CAPITAL OUTLAY	-	-	-	-	-	-
TOTAL APPROPRIATIONS		3,327,764	3,165,970	3,469,806	-	-	3,469,806

1/ Specify Fund Source

FULL TIME EQUIVALENCIES (FTEs)							
UNCLASSIFIED		-	-	-	-	-	-
CLASSIFIED		43	44	46	-	-	46
TOTAL FTEs		43	44	46	-	-	46

* 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	FY2019 Request	FY 2018 Authorized	Variance Increase/(Decrease)
Accreditation	1	\$ 710.00	\$ 710.00	\$ 660.00	\$ 50.00
Building Sanitary Permits	1	\$ 435.00	\$ 435.00	\$ 435.00	\$ -
Custodial Services	1	\$ 94,739.00	\$ 94,739.00	\$ 82,382.00	\$ 12,357.00
ERATE Contractual Services	1	\$ 14,095.00	\$ 14,095.00	\$ 7,013.00	\$ 7,082.00
Cash Collection	1	\$ 242.00	\$ 242.00	\$ 242.00	\$ -
Photocopier/Fax Machine Contractual Services	1	\$ 10,609.00	\$ 10,609.00	\$ 10,609.00	\$ -
Solid Waste Collection	1	\$ 13,110.00	\$ 13,110.00	\$ 13,110.00	\$ -
Total Contractual			\$ 133,940.00		

Schedule C - Supplies & Materials

Item	Quantity	Unit Price	FY2019 Request	FY 2018 Authorized	Variance Increase/(Decrease)
Supplies, Administrative (18 GCA Y Kuantan Saláppe' Prinsepát)	1	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ -
Supplies, Instruction	437	\$ 51.70	\$ 22,592.90	\$ -	\$ 22,592.90
Total Supplies & Materials			\$ 37,592.90		

Official Student Enrollment as of : September 30, 2017

**Inclusive of Headstart, Early Childhood (PRE-K), & GATE

Schedule D - Equipment

Item	Quantity	Unit Price	FY2019 Request	FY 2018 Authorized	Variance Increase/(Decrease)
Cafeteria Table	2	\$ 1,500.00	\$ 3,000.00	\$ -	\$ 3,000.00
Computer System	1	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 1,000.00
Junior Executive Desk	50	\$ 246.00	\$ 12,300.00	\$ -	\$ 12,300.00
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	50	\$ 130.00	\$ 6,500.00	\$ -	\$ 6,500.00
		Subtotal	\$ 24,244.69		
		15% S&H	\$ 3,636.70		
Total Equipment			\$ 27,881.39		

Schedule E - Miscellaneous

Item	Quantity	Unit Price	FY2019 Request	FY 2018 Authorized	Variance Increase/(Decrease)
		\$ -	\$ -	\$ -	\$ -
Total Miscellaneous			\$ -		

Schedule F - Capital Outlay

Item	Quantity	Unit Price	FY2019 Request	FY 2018 Authorized	Variance Increase/(Decrease)
	1		\$ -	\$ -	\$ -
	1		\$ -	\$ -	\$ -
Total Capital Outlay			\$ -		

Functional Area: School Operations

Department/Agency Guam Department of Education

School: Marcel A. Sablan Elementary

Program: Elementary Education

Fund: Local

FY 2019 (PROPOSED)

Input by Department													Input by Department																								
		[A]		[B]		[C]		[D]		[E]		[F]		[G]		[H]		[I]		[J]		[K]		[L]		[M]		[N]		[O]		[P]		[Q]		[R]	
No.	LOCATION	WORK SITE	POSITION NUMBER	POSITION TITLE	NAME OF INCUMBENT	GRADE/STEP	SALARY	OVERTIME	SPECIAL	Increment		BASIC PAY	BASIC PAY	BASIC PAY	BASIC PAY	BASIC PAY	BASIC PAY	BASIC PAY	BASIC PAY	BASIC PAY	BASIC PAY	BASIC PAY	BASIC PAY	BASIC PAY	BASIC PAY	BASIC PAY	BASIC PAY	BASIC PAY	BASIC PAY	BASIC PAY	BASIC PAY	BASIC PAY	BASIC PAY	BASIC PAY	BASIC PAY	BASIC PAY	
										DATE	AMT																										
1	302-MASES	302-MASES	10045.1	ADMIN ASST	REYES, ANNIE B.	H-1P-12	\$ 45,411	\$ -	\$ -	12/12/2018	\$ -	\$ 45,411	\$ 12,638	\$ 495	\$ -	\$ 58	\$ 187	\$ 2,473	\$ 223	\$ 16,674	\$ 62,085																
2	302-MASES	302-MASES	10144.9	CLERK TYPIST I	CRUZ, ELIZABETH G.	D-H-8	\$ 24,555	\$ -	\$ -	08/25/2018	\$ 779	\$ 25,334	\$ 7,050	\$ 495	\$ -	\$ 367	\$ 187	\$ 2,473	\$ 223	\$ 10,796	\$ 36,130																
3	302-MASES	302-MASES	10138.1	CLERK TYPIST II	BLAS, THERESE L.	H-1P-2	\$ 21,895	\$ -	\$ -	11/23/2017	\$ 829	\$ 22,724	\$ 6,324	\$ 495	\$ -	\$ 329	\$ 187	\$ -	\$ -	\$ 7,336	\$ 30,060																
4	302-MASES	302-MASES	10317.1	COMP OPER II	SANTAGO, PATRICIA A.	H-1P-10	\$ 39,295	\$ -	\$ -	06/22/2018	\$ 1,246	\$ 40,501	\$ 11,771	\$ -	\$ -	\$ 587	\$ 187	\$ -	\$ -	\$ 12,046	\$ 52,547																
5	302-MASES	302-MASES	10073.9	ELEM PRINCIPAL	PABLO, GERALDINE J.	ED-9-12	\$ 81,978	\$ -	\$ -	12/03/2018	\$ 1,808	\$ 83,786	\$ 22,814	\$ -	\$ -	\$ 1,189	\$ 187	\$ 1,806	\$ 239	\$ 26,236	\$ 108,214																
6	302-MASES	302-MASES	10092.7	HILTH COUNSLR III	SUMBO, ARIEL MAE D.	N-M-9	\$ 58,193	\$ -	\$ -	02/15/2018	\$ 1,000	\$ 60,001	\$ 16,698	\$ 495	\$ -	\$ 870	\$ 187	\$ 2,473	\$ 223	\$ 20,946	\$ 80,947																
7	302-MASES	302-MASES	10130.2	MAINT CUSTODIAN	QUINTANILLA, RAMON C.	D-H-16	\$ 31,526	\$ -	\$ -	01/26/2018	\$ 1,000	\$ 32,526	\$ 9,052	\$ -	\$ -	\$ 472	\$ 187	\$ 2,473	\$ 223	\$ 12,407	\$ 44,933																
8	302-MASES	302-MASES	10200.2	SCH AIDE I	PALMA, VALENTINO C JR	E-H-1	\$ 21,095	\$ -	\$ -	09/05/2018	\$ 800	\$ 21,895	\$ 6,093	\$ 495	\$ -	\$ 317	\$ 187	\$ -	\$ -	\$ 7,093	\$ 28,988																
9	302-MASES	302-MASES	10582.0	SCH AIDE II	QUINATA, KRISTY MARIE G	G-H-5	\$ 28,695	\$ -	\$ -	09/30/2019	\$ -	\$ 28,695	\$ 7,986	\$ 495	\$ -	\$ 416	\$ 187	\$ 1,320	\$ 223	\$ 10,627	\$ 39,322																
10	302-MASES	302-MASES	10189.8	SCH AIDE III	GUERRA, DOLORES N.	H-H-10	\$ 36,407	\$ -	\$ -	08/03/2019	\$ -	\$ 36,407	\$ 10,132	\$ 495	\$ -	\$ 528	\$ 187	\$ 1,320	\$ 223	\$ 12,885	\$ 49,292																
11	302-MASES	302-MASES	10073.6	SCH AIDE III	QUINTANILLA, JAMES P	H-H-8	\$ 34,202	\$ -	\$ -	10/07/2018	\$ -	\$ 34,202	\$ 10,785	\$ -	\$ -	\$ 562	\$ 187	\$ 2,473	\$ 223	\$ 14,230	\$ 52,983																
12	302-MASES	302-MASES	10074.6	SCH AIDE III	QUINTANILLA, JAMES P	H-H-8	\$ 34,202	\$ -	\$ -	10/07/2018	\$ -	\$ 34,202	\$ 10,785	\$ -	\$ -	\$ 486	\$ 187	\$ 1,320	\$ -	\$ 11,521	\$ 45,723																
13	302-MASES	302-MASES	10128.0	SCH AIDE III	TALTINGONG, FRANCES Q.	H-H-10	\$ 36,407	\$ -	\$ -	03/23/2018	\$ 1,155	\$ 37,562	\$ 10,454	\$ -	\$ -	\$ 545	\$ 187	\$ -	\$ -	\$ 11,185	\$ 48,747																
14	302-MASES	302-MASES	10116.0	TEACHER I-A (CHM)	BARAUTA, JOSEPH Q.	ED1A-8	\$ 36,971	\$ -	\$ -	12/05/2017	\$ 1,173	\$ 38,144	\$ 10,615	\$ 495	\$ -	\$ 524	\$ 187	\$ 6,340	\$ 373	\$ 18,069	\$ 56,213																
15	302-MASES	302-MASES	10458.6	TEACHER I-B (CHM)	KING, ALVIN A Sr.	ED1B-5	\$ 34,812	\$ -	\$ -	08/19/2018	\$ 1,319	\$ 36,131	\$ 10,655	\$ 495	\$ -	\$ 553	\$ 187	\$ 6,340	\$ 373	\$ 18,069	\$ 56,213																
16	302-MASES	302-MASES	10399.6	TEACHER II (1st)	FERNANDEZ LORENA D	ED2-5	\$ 39,898	\$ -	\$ -	12/16/2017	\$ 1,512	\$ 41,410	\$ 11,924	\$ 495	\$ -	\$ 600	\$ 187	\$ -	\$ -	\$ 12,807	\$ 54,217																
17	302-MASES	302-MASES	10239.9	TEACHER II (2nd)	ACEVALLE, MERIEF R.	ED2-8	\$ 44,343	\$ -	\$ -	07/26/2018	\$ 1,407	\$ 45,750	\$ 12,732	\$ 495	\$ -	\$ 764	\$ 187	\$ 2,473	\$ 223	\$ 16,774	\$ 62,524																
18	302-MASES	302-MASES	10196.4	TEACHER III (3rd)	CHIAFAVUNOS, MAYANN B	ED3-12	\$ 52,689	\$ -	\$ -	07/16/2019	\$ -	\$ 52,689	\$ 15,609	\$ 495	\$ -	\$ 813	\$ 187	\$ -	\$ -	\$ 16,109	\$ 68,798																
19	302-MASES	302-MASES	10048.8	TEACHER III (CHM)	MEZA, JOSE R.	ED3-14	\$ 56,086	\$ -	\$ -	08/21/2019	\$ -	\$ 56,086	\$ 15,609	\$ 495	\$ -	\$ 813	\$ 187	\$ -	\$ -	\$ 16,109	\$ 68,798																
20	302-MASES	302-MASES	10144.0	TEACHER III (K)	BAUTISTA, BRENDA T	ED3-12	\$ 52,689	\$ -	\$ -	02/07/2018	\$ 1,672	\$ 54,361	\$ 15,129	\$ 495	\$ -	\$ 788	\$ 187	\$ 6,340	\$ 373	\$ 23,312	\$ 77,673																
21	302-MASES	302-MASES	10134.9	TEACHER III (K)	ESPINOZA, LELIAN G	ED3-17	\$ 61,596	\$ -	\$ -	05/25/2019	\$ -	\$ 61,596	\$ 17,142	\$ 495	\$ -	\$ 893	\$ 187	\$ -	\$ -	\$ 18,717	\$ 80,313																
22	302-MASES	302-MASES	10597.6	TEACHER III (K)	MCDONALD, MARIA Y	ED3-14	\$ 60,293	\$ -	\$ -	08/14/2018	\$ 1,472	\$ 61,765	\$ 11,719	\$ 495	\$ -	\$ 505	\$ 187	\$ -	\$ -	\$ 12,486	\$ 52,799																
23	302-MASES	302-MASES	10177.0	TEACHER III (SL)	CRUELO, CHERYL P	ED3-14	\$ 60,293	\$ -	\$ -	08/19/2019	\$ -	\$ 60,293	\$ 16,780	\$ 495	\$ -	\$ 874	\$ 187	\$ 6,340	\$ 373	\$ 25,049	\$ 85,342																
24	302-MASES	302-MASES	10289.0	TEACHER IV (1st)	SORUPA, ERMIE B.	ED4-14	\$ 60,293	\$ -	\$ -	02/19/2019	\$ -	\$ 60,293	\$ 16,780	\$ 495	\$ -	\$ 874	\$ 187	\$ 6,340	\$ 373	\$ 25,049	\$ 85,342																
25	302-MASES	302-MASES	10479.5	TEACHER IV (2nd)	BACON, DOROTHY L	ED4-16	\$ 64,180	\$ -	\$ -	02/19/2018	\$ 1,333	\$ 65,513	\$ 18,532	\$ -	\$ -	\$ 950	\$ 187	\$ 3,839	\$ 239	\$ 23,448	\$ 89,961																
26	302-MASES	302-MASES	10097.1	TEACHER IV (2nd)	NEWLAND, ANGELA M	ED4-12	\$ 56,642	\$ -	\$ -	07/04/2018	\$ 428	\$ 57,070	\$ 15,883	\$ 495	\$ -	\$ 828	\$ 187	\$ 1,320	\$ 223	\$ 18,935	\$ 76,005																
27	302-MASES	302-MASES	10270.4	TEACHER IV (4th)	CRUZ, FRANCINE JOY P	ED4-11	\$ 54,900	\$ -	\$ -	07/31/2018	\$ 415	\$ 55,315	\$ 15,394	\$ 495	\$ -	\$ 802	\$ 187	\$ -	\$ -	\$ 16,878	\$ 72,193																
28	302-MASES	302-MASES	10691.3	TEACHER IV (4th)	MEERS, LISA MAUREEN T	ED4-7	\$ 48,452	\$ -	\$ -	02/16/2019	\$ -	\$ 48,452	\$ 13,484	\$ 495	\$ -	\$ 703	\$ 187	\$ 2,473	\$ 223	\$ 17,565	\$ 66,017																
29	302-MASES	302-MASES	10104.0	TEACHER IV (5th)	AREVALO, MARIA M.C.	ED4-19	\$ 70,435	\$ -	\$ -	02/21/2019	\$ -	\$ 70,435	\$ 19,602	\$ -	\$ -	\$ 1,021	\$ 187	\$ 4,567	\$ 298	\$ 25,676	\$ 96,111																
30	302-MASES	302-MASES	10192.1	TEACHER IV (ELM) (4th)	BUNDICHO, TINA M T	ED4-14	\$ 60,293	\$ -	\$ -	02/19/2018	\$ 2,101	\$ 68,317	\$ 19,613	\$ -	\$ -	\$ 991	\$ 187	\$ 3,839	\$ 239	\$ 24,269	\$ 92,586																
31	302-MASES	302-MASES	10236.1	TEACHER IV (GATE)	REYES, JACQUELINE N	ED4-8	\$ 60,293	\$ -	\$ -	08/19/2019	\$ -	\$ 60,293	\$ 16,780	\$ 495	\$ -	\$ 874	\$ 187	\$ 6,340	\$ 373	\$ 25,049	\$ 85,342																
32	302-MASES	302-MASES	10258.6	TEACHER IV (GCE)	BARAUTA, BALBINA, MARIE T	ED4-14	\$ 49,989	\$ -	\$ -	02/10/2019	\$ -	\$ 49,989	\$ 15,912	\$ 495	\$ -	\$ 725	\$ 187	\$ -	\$ -	\$ 15,319	\$ 60,497																
33	302-MASES	302-MASES	10097.2	TEACHER IV (K)	NEWLAND, EILEEN J	ED4-13	\$ 58,439	\$ -	\$ -	02/19/2018	\$ 1,214	\$ 59,653	\$ 16,601	\$ 495	\$ -	\$ 865	\$ 187	\$ 2,473	\$ 223	\$ 20,844	\$ 80,308																
34	302-MASES	302-MASES	10587.4	TEACHER IV (PRE K)	CRUZ, PIA C.	ED4-11	\$ 54,900	\$ -	\$ -	07/18/2018	\$ 415	\$ 55,315	\$ 15,394	\$ 495	\$ -	\$ 802	\$ 187	\$ 2,473	\$ 223	\$ 20,844	\$ 80,308																
35	302-MASES	302-MASES	10252.6	TEACHER IV (PRE K)	SUSICO, JOANN M.	ED4-9	\$ 51,575	\$ -	\$ -	02/14/2018	\$ 1,038	\$ 52,613	\$ 14,642	\$ 495	\$ -	\$ 763	\$ 187	\$ 2,473	\$ 223	\$ 22,805	\$ 85,413																
36	302-MASES	302-MASES	10494.9	TEACHER IV (Vacant SPED)	TYQUINENCO, JULIA R.	ED4-7	\$ 48,452	\$ -	\$ -	02/09/2018	\$ 1,537	\$ 49,999	\$ 13,912	\$ 495	\$ -	\$ 821	\$ 187	\$ 2,473	\$ 223	\$ 22,805	\$ 85,413																

Functional Area: School Operations

Department/Agenc Guam Department of Education

School: Marciel A. Sablan Elementary

Program: Elementary Education

Fund: Local

FY 2018 (CURRENT)

Input by Department														Input by Department													
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)		(I)	(J)		(K)	(L)	(M)	(N)	(O)	(P)		(Q)	(R)	(S)						
							Increment	AMT		Subtotal	Medicare						Net Pay (DOL)	Social Security				Medicare	Life	Medical	Dental		
No.	LOCATION	WORK SITE	POSITION NUMBER	POSITION TITLE	NAME OF INCUMBENT	GRADE/STEP	SALARY	OVERTIME	SPECIAL*	DATE	AMT	Subtotal	Medicare (1.45% * J)	Net Pay (DOL) (K25 * J)	Social Security (4.2% * J)	Medicare (1.45% * J)	Life (L7)	Medical (Premium)	Dental (Premium)	(K thru Q)	(J + R) TOTAL SALARY + BENEFITS						
1	302-MASES	302-MASES	100451	ADMIN ASST	REYES, ANNIE B	H-HP-12	\$ 45,411	\$ -	\$ -	12/12/2018	\$ -	\$ 45,411	\$ 12,638	\$ 494	\$ -	\$ 658	\$ 186	\$ 2,473	\$ 223	\$ 16,673	\$ 62,084						
2	302-MASES	302-MASES	101449	CLERK TYPIST I	CRUZ, ELIZABETH G	D-HP-8	\$ 24,555	\$ -	\$ -	08/25/2018	\$ 90	\$ 24,645	\$ 6,859	\$ 494	\$ -	\$ 357	\$ 186	\$ 2,473	\$ 223	\$ 10,593	\$ 35,238						
3	302-MASES	302-MASES	101381	CLERK TYPIST II	BLAS, THERESE L	E-HP-2	\$ 21,895	\$ -	\$ -	11/23/2017	\$ 733	\$ 22,628	\$ 6,297	\$ 494	\$ -	\$ 328	\$ 186	\$ -	\$ -	\$ 7,306	\$ 29,934						
4	302-MASES	302-MASES	103171	COMP OPER II	SANTAGO, PATRICIA A	H-HP-10	\$ 35,255	\$ -	\$ -	06/22/2018	\$ 383	\$ 35,638	\$ 11,031	\$ 494	\$ -	\$ 575	\$ 186	\$ -	\$ -	\$ 12,287	\$ 51,925						
5	302-MASES	302-MASES	100759	ELEM PRINCIPAL	PABLO, GERALD NE J	ED9-12	\$ 81,978	\$ -	\$ -	12/03/2018	\$ -	\$ 81,978	\$ 22,814	\$ 494	\$ -	\$ 1,189	\$ 186	\$ 1,806	\$ 239	\$ 20,762	\$ 109,707						
6	302-MASES	302-MASES	100927	HLTH COUNSLR III	SUMBO, ARIEL MAE D	N-M-9	\$ 58,193	\$ -	\$ -	02/15/2018	\$ 1,182	\$ 59,375	\$ 16,524	\$ 494	\$ -	\$ 861	\$ 186	\$ 2,473	\$ 223	\$ 26,729	\$ 80,107						
7	302-MASES	302-MASES	101302	MAINT CUSTODIAN	QUINTANILLA, RAMON C	D-HP-16	\$ 31,526	\$ -	\$ -	01/26/2018	\$ 692	\$ 32,218	\$ 8,966	\$ 494	\$ -	\$ 467	\$ 186	\$ 2,473	\$ 223	\$ 12,810	\$ 45,028						
8	302-MASES	302-MASES	102002	SCH AIDE I (PRE K)	PALMA, VALEMIANO C Jr	E-HP-1	\$ 21,095	\$ -	\$ -	09/05/2018	\$ 62	\$ 21,157	\$ 5,888	\$ 494	\$ -	\$ 307	\$ 186	\$ -	\$ -	\$ 6,875	\$ 28,032						
9	302-MASES	302-MASES	105820	SCH AIDE II (PRE K)	QUINATA, KRISTY MARIE G	G-HP-5	\$ 28,695	\$ -	\$ -	09/30/2019	\$ -	\$ 28,695	\$ 7,986	\$ 494	\$ -	\$ 416	\$ 186	\$ 1,320	\$ 223	\$ 10,626	\$ 39,321						
10	302-MASES	302-MASES	100736	SCH AIDE III	CASTRO, JOSEPH V	H-HP-10	\$ 36,407	\$ -	\$ -	08/03/2019	\$ -	\$ 36,407	\$ 10,132	\$ 494	\$ -	\$ 528	\$ 186	\$ 1,320	\$ 223	\$ 12,884	\$ 49,291						
11	302-MASES	302-MASES	100746	SCH AIDE III	QUEVARA, DOLORES N	H-HP-12	\$ 38,733	\$ -	\$ -	10/07/2018	\$ -	\$ 38,733	\$ 10,785	\$ 494	\$ -	\$ 562	\$ 186	\$ 2,473	\$ 223	\$ 14,723	\$ 53,476						
12	302-MASES	302-MASES	100746	SCH AIDE III	QUINTANILLA, JAMES P	H-HP-8	\$ 34,202	\$ -	\$ -	01/05/2019	\$ -	\$ 34,202	\$ 9,518	\$ 494	\$ -	\$ 496	\$ 186	\$ -	\$ -	\$ 494	\$ 46,217						
13	302-MASES	302-MASES	101280	SCH AIDE III	YATINGS-ONG, FRANCES Q	H-HP-10	\$ 36,407	\$ -	\$ -	03/23/2018	\$ 622	\$ 37,029	\$ 10,305	\$ 494	\$ -	\$ 537	\$ 186	\$ -	\$ -	\$ 12,015	\$ 46,217						
14	302-MASES	302-MASES	107127	TECHR II (CS/HELM) (LTP)	MACATANGAY, JANICE D	K-HP-1	\$ 33,911	\$ -	\$ -	00/00/0000	\$ -	\$ 33,911	\$ 9,437	\$ 494	\$ -	\$ 492	\$ 186	\$ -	\$ -	\$ 10,610	\$ 44,521						
15	302-MASES	302-MASES	101160	TEACHER I-A (CHM)	BARAUTA, JOSEPH Q	ED1A-8	\$ 34,812	\$ -	\$ -	12/05/2017	\$ 993	\$ 37,964	\$ 10,565	\$ 494	\$ -	\$ 550	\$ 186	\$ 6,234	\$ 403	\$ 18,434	\$ 56,398						
16	302-MASES	302-MASES	104586	TEACHER I-B (CHM)	KING, ALVIN A Sr	ED1B-5	\$ 36,971	\$ -	\$ -	08/19/2018	\$ 152	\$ 34,964	\$ 9,730	\$ 494	\$ -	\$ 507	\$ 186	\$ 6,234	\$ 403	\$ 17,555	\$ 52,519						
17	302-MASES	302-MASES	102399	TEACHER II	ACFALE, MERIEL F	ED2-8	\$ 44,343	\$ -	\$ -	07/26/2018	\$ 271	\$ 44,614	\$ 12,416	\$ 494	\$ -	\$ 647	\$ 186	\$ 2,473	\$ 223	\$ 16,440	\$ 61,054						
18	302-MASES	302-MASES	103996	TEACHER II	FERNANDEZ, LORENA D	ED2-5	\$ 39,898	\$ -	\$ -	12/16/2017	\$ 1,221	\$ 41,119	\$ 11,443	\$ 494	\$ -	\$ 596	\$ 186	\$ -	\$ -	\$ 12,720	\$ 53,899						
19	302-MASES	302-MASES	101440	TEACHER III	BAUTISTA, BRENDA T	ED3-12	\$ 52,689	\$ -	\$ -	02/07/2018	\$ 1,093	\$ 53,782	\$ 14,968	\$ 494	\$ -	\$ 780	\$ 186	\$ 6,234	\$ 403	\$ 23,065	\$ 76,847						
20	302-MASES	302-MASES	101964	TEACHER III	CHAFALUROS, MAYANN B	ED3-12	\$ 52,689	\$ -	\$ -	07/16/2019	\$ -	\$ 52,689	\$ 14,663	\$ 494	\$ -	\$ 764	\$ 186	\$ -	\$ -	\$ 16,108	\$ 68,797						
21	302-MASES	302-MASES	101349	TEACHER III	ESPINOZA, LELIAN G	ED3-17	\$ 61,596	\$ -	\$ -	05/25/2019	\$ -	\$ 61,596	\$ 17,142	\$ 494	\$ -	\$ 893	\$ 186	\$ -	\$ -	\$ 18,716	\$ 80,312						
22	302-MASES	302-MASES	100488	TEACHER III (CHM)	MEA, JOSE R	ED3-14	\$ 56,086	\$ -	\$ -	08/21/2019	\$ -	\$ 56,086	\$ 15,609	\$ 494	\$ -	\$ 813	\$ 186	\$ -	\$ -	\$ 17,103	\$ 73,189						
23	302-MASES	302-MASES	105786	TEACHER III (RTFT)	SINGENES, SINGEO I	ED3-1	\$ 36,057	\$ -	\$ -	00/00/0000	\$ -	\$ 36,057	\$ 10,035	\$ 494	\$ -	\$ 523	\$ 186	\$ -	\$ -	\$ 11,238	\$ 47,295						
24	302-MASES	302-MASES	105976	TEACHER III (SL)	MCDONALD, MARIA Y	ED3-13	\$ 38,941	\$ -	\$ -	08/14/2018	\$ 226	\$ 39,067	\$ 10,872	\$ 494	\$ -	\$ 566	\$ 186	\$ -	\$ -	\$ 12,119	\$ 51,186						
25	302-MASES	302-MASES	101040	TEACHER IV	AREVALO, MARIA M C	ED4-19	\$ 70,435	\$ -	\$ -	02/21/2019	\$ -	\$ 70,435	\$ 19,602	\$ 494	\$ -	\$ 1,021	\$ 186	\$ 4,489	\$ 298	\$ 26,091	\$ 96,526						
26	302-MASES	302-MASES	104795	TEACHER IV	BASCON, DOROTHY L	ED4-16	\$ 64,180	\$ -	\$ -	08/19/2019	\$ -	\$ 60,293	\$ 16,780	\$ 494	\$ -	\$ 949	\$ 186	\$ 3,773	\$ 239	\$ 23,852	\$ 89,285						
27	302-MASES	302-MASES	102361	TEACHER IV	BUENDICHO, TIMA M T	ED4-14	\$ 60,293	\$ -	\$ -	08/19/2019	\$ -	\$ 60,293	\$ 16,780	\$ 494	\$ -	\$ 874	\$ 186	\$ 3,773	\$ 239	\$ 22,947	\$ 82,640						
28	302-MASES	302-MASES	101770	TEACHER IV	CRUEDADO, CHERYL P	ED4-14	\$ 60,293	\$ -	\$ -	08/19/2019	\$ -	\$ 60,293	\$ 16,780	\$ 494	\$ -	\$ 874	\$ 186	\$ 6,234	\$ 403	\$ 24,972	\$ 85,265						
29	302-MASES	302-MASES	102704	TEACHER IV	CRUZ, FRANCINE JOY P	ED4-11	\$ 54,900	\$ -	\$ -	07/31/2018	\$ 335	\$ 55,235	\$ 15,372	\$ 494	\$ -	\$ 801	\$ 186	\$ -	\$ -	\$ 16,853	\$ 72,088						
30	302-MASES	302-MASES	102043	TEACHER IV	LOBATON, CHARLES S	ED4-12	\$ 56,642	\$ -	\$ -	02/02/2019	\$ -	\$ 56,642	\$ 15,753	\$ 494	\$ -	\$ 821	\$ 186	\$ 1,320	\$ -	\$ 18,585	\$ 75,227						
31	302-MASES	302-MASES	106913	TEACHER IV	MEEFS, LISA MAUREEN T	ED4-7	\$ 48,452	\$ -	\$ -	02/16/2019	\$ -	\$ 48,452	\$ 13,464	\$ 494	\$ -	\$ 703	\$ 186	\$ 2,473	\$ 223	\$ 18,930	\$ 76,076						
32	302-MASES	302-MASES	100971	TEACHER IV	NEWMAN, ANGELA M	ED4-13	\$ 56,642	\$ -	\$ -	07/04/2018	\$ 484	\$ 57,126	\$ 15,898	\$ 494	\$ -	\$ 828	\$ 186	\$ 1,320	\$ 223	\$ 18,930	\$ 76,076						
33	302-MASES	302-MASES	100972	TEACHER IV	NEWMAN, EILEEN J	ED4-12	\$ 58,439	\$ -	\$ -	02/19/2018	\$ 1,141	\$ 59,580	\$ 16,581	\$ 494	\$ -	\$ 864	\$ 186	\$ 2,473	\$ 223	\$ 20,822	\$ 80,402						
34	302-MASES	302-MASES	102890	TEACHER IV	SORRIPPA, ERNIE B	ED4-14	\$ 60,293	\$ -	\$ -	07/19/2019	\$ -	\$ 60,293	\$ 16,780	\$ 494	\$ -	\$ 874	\$ 186	\$ -	\$ -	\$ 18,334	\$ 78,627						
35	302-MASES	302-MASES	102586	TEACHER IV	SUSUICO, JOANN M	ED4-9	\$ 48,452	\$ -	\$ -	02/14/2018	\$ 1,070	\$ 52,645	\$ 14,651	\$ 494	\$ -	\$ 753	\$ 186	\$ 6,510	\$ 403	\$ 23,008	\$ 75,653						
36	302-MASES	302-MASES	104949	TEACHER IV	TYQUENGO, JULIA R	ED4-17	\$ 66,216	\$ -	\$ -	02/09/2018	\$ 1,005	\$ 49,457	\$ 13,764	\$ 494	\$ -	\$ 717	\$ 186	\$ 2,473	\$ 223	\$ 24,459	\$ 91,568						
37	302-MASES	302-MASES	101921	TEACHER IV (ELM)	METES, JACQUELINE N	ED4-17	\$ 66,216	\$ -	\$ -	02/19/2018	\$ 1,293	\$ 67,509	\$ 18,788	\$ 494	\$ -	\$ 979	\$ 186	\$ 3,773	\$ 239	\$ 24,459	\$ 91,568						
38	302-MASES	302-MASES	102586	TEACHER IV (GC)	BAERUA-BALBIN, MARIE T	ED4-8	\$ 49,989	\$ -	\$ -	02/10/2019	\$ -	\$ 49,989	\$ 13,912	\$ 494	\$ -	\$ 725	\$ 186	\$ -	\$ -	\$ 15,317	\$ 65,306						
39	302-MASES	302-MASES	105874	TEACHER IV (PRE K)	BAUTO, MARLENE S	ED4-11	\$ 54,900	\$ -	\$ -	07/18/2018	\$ 402	\$ 55,302	\$ 15,391	\$ 494	\$ -	\$ 802	\$ 186	\$ 2,473	\$ 223	\$ 19,569	\$ 74,871						
40	302-MASES	302-MASES	101425	TEACHER V	BALETO, MARLENE S	ED5-17	\$ 69,526	\$ -	\$ -	08/23/2018	\$ 255	\$ 69,781	\$ 19,420	\$ 494	\$ -	\$ 1,012	\$ 186	\$ 2,473	\$ 223	\$ 23,808	\$ 93,589						
41	302-MASES	302-MASES	105418	TEACHER V	CAMACHO, STEPHANE T	ED5-10	\$ 55,872	\$ -	\$ -	02/26/2018	\$ 1,090	\$ 56,962	\$ 15,853	\$ 494	\$ -	\$ 826	\$ 186	\$ 3,773	\$ 239	\$ 21,971	\$ 78,333						
42	302-MASES	302-MASES	104679	TEACHER V (EEL CO)	NORTH, REBECCA S	ED5-15	\$ 65,316	\$ -	\$ -	02/21/2018	\$ 1,275	\$ 66,591	\$ 18,532	\$ 494	\$ -	\$ 966	\$ 186	\$ 1,320	\$ 223	\$ 21,722	\$ 88,313						
43	302-MASES	302-MASES	106998	TEACHER V (EEL)	AGUON, AMY LOU S	ED5-14	\$ 63,307	\$ -	\$ -	02/18/2018	\$ 1,236	\$ 64,543	\$ 17,962	\$ 494	\$ -	\$ 936	\$ 186	\$ -	\$ -	\$ 19,579	\$ 84,122						
44	302-MASES	302-MASES		SCH AIDE I (SPED)	VACANT- VICE	E-HP-1	\$ 21,095	\$ -	\$ -	00/00/0000	\$ -	\$ 21,095	\$ 5,871	\$ 495	\$ -	\$ 306	\$ 187	\$ 6,235	\$ 404	\$ 13,498	\$ 34,593						
							\$ 2,123,082	\$ -	\$ -		\$ 11,559	\$ 2,141,641	\$ 596,019	\$ 21,748	\$ -	\$ 31,054	\$ 8,203	\$ 94,188	\$ 7,262	\$ 758,473	\$ 2,900,114						

Government of Guam
Fiscal Year 2019
Equipment/Capital Space Requirement

[BBMR EL-1]

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 (Administrator)	1	100%	
Desk Top Computer Optiplex 990MT	3	100%	
Bali 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-instructional)	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 catalog 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%	

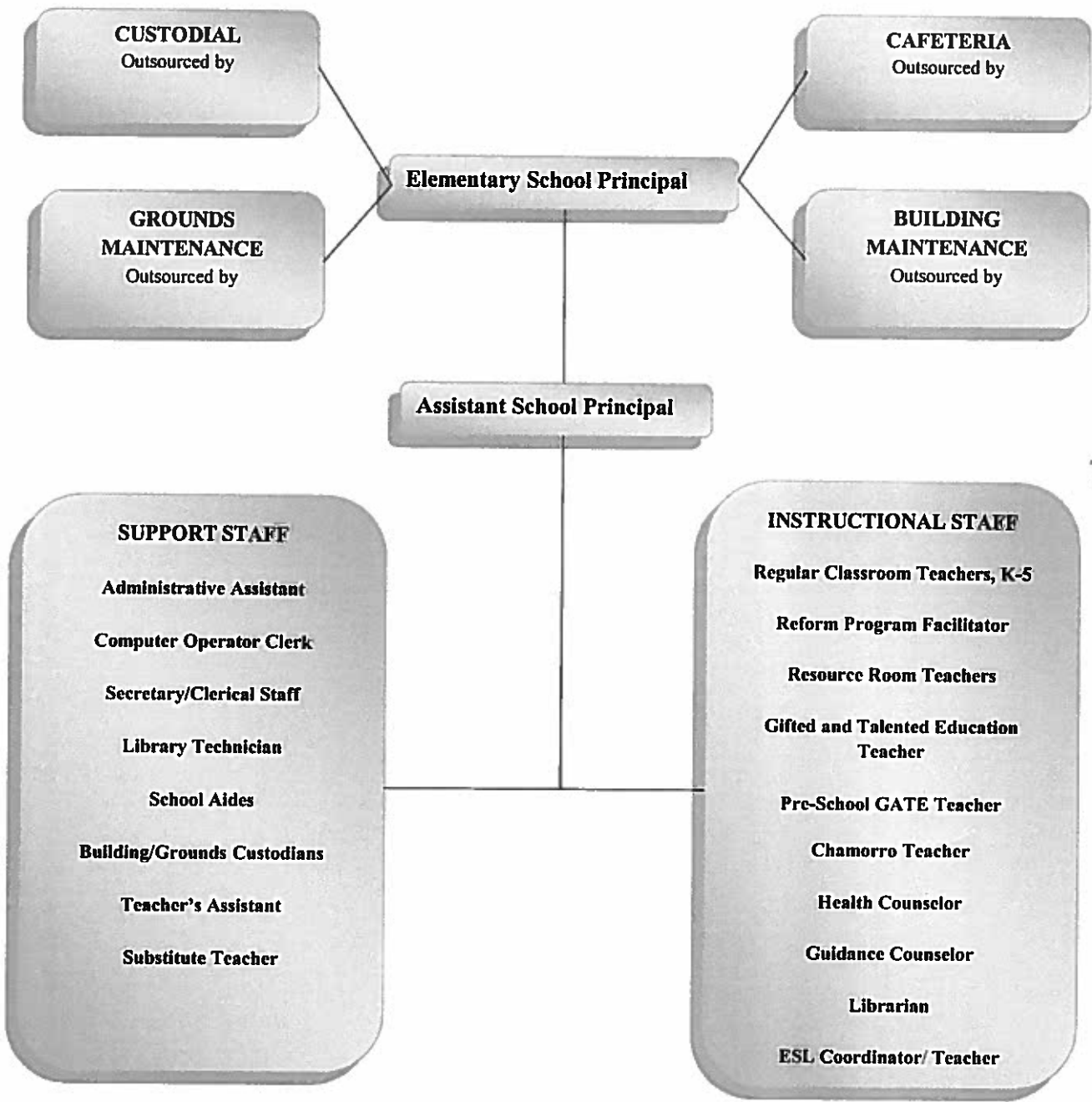
Government of Guam
Fiscal Year 2019
Equipment/Capital Space Requirement

[BBMR EL-1]

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
ORGANIZATIONAL CHART**



**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 2019 BUDGET DOCUMENT CHECKLIST**

BBMR BDC-1

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

General	School		FAS	
	Yes	No	Yes	No
Is the summary digest consistent with detail pages?	<input checked="" type="checkbox"/>			
Are the required budget forms attached?	<input checked="" type="checkbox"/>			
a. Agency Narrative Form [BBMR AN-N1]	<input checked="" type="checkbox"/>			
b. Decision Package [BBMR DP-1]	<input checked="" type="checkbox"/>			
c. Program Budget Digest Forms [BBMR BD-1, BBMR 96A]	<input checked="" type="checkbox"/>			
d. FY 2019 (Proposed) Agency Staffing Pattern [BBMR SP-1] - All Fund Sources	<input checked="" type="checkbox"/>			
e. FY 2018 (Current) Agency Staffing Pattern [BBMR SP-1] - All Fund Sources	<input checked="" type="checkbox"/>			
f. Equipment/Capital Listing & Space Requirement Form [BBMR EL-1]	<input checked="" type="checkbox"/>			
 I. Agency Narrative Form [BBMR AN-N1]				
1. Is the mission statement correct and consistent with the department/agency's enabling act?	<input checked="" type="checkbox"/>			
2. Are the goals and objectives correct and consistent with the department/agency's mission?	<input checked="" type="checkbox"/>			
 II. Decision Package [BBMR DP-1]				
1. Is activity description correct?	<input checked="" type="checkbox"/>			
2. Is major objective correct?	<input checked="" type="checkbox"/>			
3. Are short term goals correct?	<input checked="" type="checkbox"/>			
4. Is workload output reflected correctly?	<input checked="" type="checkbox"/>			
 III. Program Budget Digest Forms [BBMR BD-1, BBMR 96A]				
A.) BBMR BD-1				
Personnel Services				
1. Are figures reflected consistent with the attached staffing pattern(s)?	<input checked="" type="checkbox"/>			
2. Are amounts reflected in each column accurate?	<input checked="" type="checkbox"/>			
3. Are computations correct?	<input checked="" type="checkbox"/>			
Operations				
1. Are amounts reflected in each column accurate (BBMR96A)?	<input checked="" type="checkbox"/>			
2. Are computations correct?	<input checked="" type="checkbox"/>			
Utilities				
Are amounts reflected in each column correct?	<input checked="" type="checkbox"/>			
Capital Outlay				
Are amounts reflected under columns, "Governor's Request", consistent with schedule F as detailed in the budget digest sub form, [BBMR 96A)?	<input checked="" type="checkbox"/>			
Full Time Equivalencies (FTEs)				
Are the number of FTEs for both "Unclassified" and "Classified" accurately reflected under each column?	<input checked="" type="checkbox"/>			
B.) BBMR 96A				
1. Are "Items" under schedules B - F listed in detail?	<input checked="" type="checkbox"/>			
2. Is the "Quantity" under schedules B - F reflected for respective items?	<input checked="" type="checkbox"/>			
3. Is the "Unit Price" and "Total Price" accurate for each item under schedules B - F?	<input checked="" type="checkbox"/>			
 IV. Agency Staffing Pattern Forms [BBMR SP-1]				
1. Are position titles correct?	<input checked="" type="checkbox"/>			
2. Are position numbers reflected?	<input checked="" type="checkbox"/>			
3. Are the salary levels consistent with the Civil Service Commission, Classification and Pay Plan?	<input checked="" type="checkbox"/>			
4. Are filled positions funded?	<input checked="" type="checkbox"/>			
5. Are increment amounts reflected (should be no per Public Law)?	<input checked="" type="checkbox"/>			
6. Are rates reflected under "Benefits" correct?	<input checked="" type="checkbox"/>			
7. Are computations correct?	<input checked="" type="checkbox"/>			
 V. Equipment/Capital Listing & Space Requirement Form [BBMR EL-1]				
1. Is the description of the equipment and/or capital item(s) detail?	<input checked="" type="checkbox"/>			
2. Is the "quantity" and "percentage of use" reflected?	<input checked="" type="checkbox"/>			
3. Are space requirements descriptive and total space reflected and accurate?	<input checked="" type="checkbox"/>			

SCHOOL: Marcial A. Elementary

FINANCE & ADMINISTRATIVE SERVICES ACTION:

Prepared By: Geraldine Pablo
 Date: 2/5/18
 Approved By: Geraldine J. Pablo
 (Signature of School Principal)
 Date: 2/5/18

Recommendation

☐ Approval
☐ Disapproval

Analyst

Date