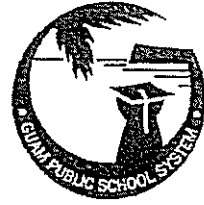




LUIS S.N. REYES
Superintendent of Education

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STANDARD OPERATING PROCEDURES

SOP No. 900-007

SUBJECT: DE-1/Personnel Action Procedure
EFFECTIVE DATE: October 15, 2007
INQUIRIES: Federal Programs Division

The Standard Operating Procedure (SOP) supersedes SOP #900-003 and all other Guam Public School System (GPSS) regulations previously issued on the topics contained herein.

I. REFERENCES:

Personnel Rules and Regulations (March 4, 1999)

II. APPLICABILITY AND SCOPE:

This Standard Operating Procedure (SOP) shall apply to all requests for personnel action.

III. PURPOSE:

To establish standard operating procedures for all requests for personnel action.

IV. POLICIES AND PROCEDURES:

1. Request for personnel action:

- a. Request(s) for personnel action shall be consistent with the school's or division's program objectives and budget.
- b. Request(s) for personnel action shall be consistent with the Personnel Rules and Regulations (March 4, 1999)

- c. Program Managers/Division Heads will be responsible for reviewing all request(s) for personnel action and to ensure that requests are consistent with the program's goals and objectives.
 - d. Program Managers/Division Heads will provide the Personnel Services Division a memorandum requesting for personnel action(s) and provide justification as to the request(s).
 - e. Program Managers/Division Heads will certify that the request(s) for personnel action complies with federal grant requirements as set forth in the grant documents, and that all required documents are complete by signing and dating the DE-1/Personnel Action Routing Form (FORM-P).
- 2. Review by the Personnel Services Division:**
- a. The Personnel Services Division shall review all documents consistent with the Personnel Rules and Regulations of the Department. Upon completion of the action needed, Personnel Service Division will sign the DE-1/Personnel Action Routing Form (FORM-P).
- 3. Compliance Review by the Financial Affairs Division or the Federal Programs Division:**
- a. Locally funded Personnel Action(s) and the justification memorandum will be routed to Financial Affairs for review and validation. Disposition shall be documented, signed, and dated on the DE-1/Personnel Action Routing Form (FORM-P).
 - b. Federally funded Personnel Action(s) and the justification memorandum shall be routed to the Federal Programs Division to validate programmatic and budgetary compliance. Disposition shall be documented, signed, and dated on the DE-1/Personnel Action Routing Form (FORM-P).
- 4. Certification of Funds by the Financial Affairs Division:**
- a. All Personnel Action(s) and supporting documentation shall be routed to Financial Affairs for certification of funds. Disposition shall be documented

with the certifying officer's signature and dated on the DE-1/Personnel Action Routing Form (FORM-P).

- b. After the funds are certified, the Personnel Action and all supporting documentation are returned to the Personnel Services Division for tracking purposes.

5. Review by the Superintendent of Education:

- a. The Superintendent of Education will review the Personnel Action to be taken and all supporting documents.
- b. The Superintendent of Education will approve or disapprove the requested Personnel Action and document it on the required forms including the DE-1/Personnel Action Routing Form (FORM-P).

6. Personnel Processing/Interviews:

- a. The Personnel Services Division will administer the Personnel Action as appropriate.
- b. If applicable, the Personnel Services Division will notify the Division/School of the outcome of the Personnel Action.

7. Records Management:

- a. All Personnel Action documents shall be maintained by the Personnel Services Division in the Personnel jacket.
- b. Upon completion of the routing process, if the Personnel Action is *federally funded* a copy of the DE-1/Personnel Action Routing Form (FORM-P) and the justification memorandum will be provided to the Federal Programs Division. The Federal Programs Division will maintain all completed DE-1/Personnel Action Routing Forms (FORM-P) and the justification memorandum for monitoring purposes.

V. REQUEST FOR MODIFICATIONS:

1. In addition to following the Personnel Rules and Regulations (March 4, 1999), a memorandum from the originating party requesting any modifications (changes to

- personnel, cancellations, etc) and all supporting/required documents with full justification must be provided to the Personnel Services Division.
2. Upon receipt of the memorandum requesting for modification on the Personnel Action, the Personnel Services Division will process the modification and forward all supporting documents (including the memorandum from the originating party) to Financial Affairs.
 3. If the Personnel Action is *federally funded*, all supporting documents (including the memorandum from the originating party) must be forwarded to the Federal Programs Division prior to being sent to Financial Affairs. All modification requests must make reference to the Personnel Action.
 4. Once the modifications are approved by the Federal Programs Division, all the documents will be forwarded to Financial Affairs for further processing as stipulated in their standard operating polices and procedures.
 5. Upon completion at the Financial Affairs, the modification request and all supporting documentation will be returned to Personnel Services Division to be maintained.

VI. TRAINING:

1. Staff Development/Training shall be conducted within 45 calendar days of the effective date of this SOP. Training shall continue annually thereafter.
2. Training on this SOP will be conducted annually by the Personnel Services Administrator, and Chief Financial Officer, or designees to all essential personnel.

VII. PENALTY:

Personnel in violation of the policies and procedures established in this SOP may be subject to disciplinary action, not limited to adverse action based on the GPSS Personnel Rules and Regulation.

VIII. CHANGE(S) TO SOP:

Suggestions for change(s) to these Standard Operating Procedures should be submitted in writing to the Personnel Services Administrator.

REVIEWED BY:

V. L. Gimo
Personnel Services Administrator

10/16/07
Date

J. S. Dan
Chief Financial Officer

10/16/07
Date

John C. Vait
Federal Programs Administrator

10 16 2007
Date

APPROVED

DISAPPROVED

[Signature]
LUIS S.N. REYES
Superintendent of Education

OCT 16 2007
Date

ATTACHMENT: DE-1/Personnel Action Routing Form (FORM-P); and, DE-1 Form



GUAM PUBLIC SCHOOL SYSTEM

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Nerissa Bretania-Shafer, Ph.D.
Superintendent of Education

FORM - P DE-1/Personnel Action Routing Form

REQUESTED BY (Division/School/Program): _____ DATE: _____

TYPE OF REQUEST: New Position Promotional Transfer Recruitment Detailed Appt. Reclassification
 Salary Increment Pay Adjustment
 Other _____

TO: FEDERAL PROGRAMS DIVISION (Federal Funds) FINANCIAL AFFAIRS (Local Funds)

FROM: DIVISION/SCHOOL _____

Consolidated Grants Program Title: _____
 Headstart

Special Education
 Individuals with Disabilities Part B/Admin
 Infants and Toddlers with Disabilities - Part C

Curriculum & Instruction
 Literacy & School Libraries HIV/AIDS
 TFASE PVEIP
 ESL LRC
 Learn & Serve

Food & Nutrition
 USDA/Child Nutrition Block Cons USDA/State Admin USDA/CNP CACFP Cash-in-Lieu
 USDA/Child Nutrition Block Cons Entitlements USDA/Emergency Food Assistance-State Admin. USDA/Emergency Food Assistance Entitlement

#1 PROGRAM MANAGER (Division Head)
 Program Manager (The request for a personnel action complies with the federal grant requirements as set forth in the grant documents).
 Program Manager (Marked as an acknowledgement for Reclassification)

Signature of Program Manager Date

#2 PERSONNEL SERVICES DIVISION (DE-1/Personnel Action)

Reviewed by: _____ CLEARED NOT CLEARED Validated by: _____
Personnel Services Division Signature/ Date Personnel Services Division Administrator/ Date

#3 FEDERAL PROGRAMS DIVISION FINANCIAL AFFAIRS

COMPLIANT NON-COMPLIANT COMPLIANT NON-COMPLIANT

State Program Officer Signature/Date _____
 Financial Affairs Signature/Date _____

State Financial Officer Signature/Date _____

#4 FINANCIAL AFFAIRS (Certification of Funds)

Signature of Certifying Officer Date

NOTE: After Certification of Funds, the DE-1/Personnel Action is returned to the Personnel Services Division for tracking purposes.

#5 SUPERINTENDENT OFFICE

APPROVE DISAPPROVE _____
Superintendent's Signature Date

#6 Personnel Services Division (Personnel Process/Interviews)

Personnel Services Division Signature Date

NOTE: If applicable, the Division/School requesting for the Personnel Action is notified by the Personnel Services Division.

SELECTION PROCESS:

#7 FEDERAL PROGRAMS DIVISION FINANCIAL AFFAIRS
 COMPLIANT NON-COMPLIANT COMPLIANT NON-COMPLIANT

State Program Officer Signature/Date _____
 Financial Affairs Signature/Date _____

State Financial Officer Signature/Date _____

#8 FINANCIAL AFFAIRS (Certification of Funds)

Signature of Certifying Officer Date

NOTE: After Certification of Funds, the DE-1/Personnel Action is returned to the Personnel Services Division for tracking purposes.

#9 SUPERINTENDENT OFFICE

APPROVE DISAPPROVE _____
Superintendent's Signature Date

#10 Personnel Services Division (Personnel Process/Appointed)

Personnel Services Division Signature Date

NOTE: If applicable, the Division/School requesting for the Personnel Action is notified by the Personnel Services Division.