

GOVERNMENT OF GUAM  
Office of the Governor  
Agana, Guam

Executive Order No. 66-9

CHANGE IN EMPLOYMENT PROCEDURES FOR CERTIFICATED  
PERSONNEL OF THE DEPARTMENT OF EDUCATION, GOVERN-  
MENT OF GUAM

WHEREAS, Section 11101, Government Code of Guam, prescribes that the Department of Education shall be under the general cognizance of the Governor and shall be administered through the Territorial Board of Education and the Director of Education; and

WHEREAS, Section 11300, Government Code of Guam further prescribes that no person shall be employed in a teaching or supervisory capacity in the public schools of Guam who, among other things, does not hold a qualifying certificate issued by the Director; and

WHEREAS, it is a standard practice in other public school systems throughout the United States to vest authority for recruitment of certificated personnel with appropriate school officials; and


WHEREAS, vesting of authority for recruitment of certificated personnel in the Department of Education will be in consonance with one of the criteria for continued accreditation of the local public high schools;

NOW, THEREFORE, by virtue of the foregoing, the following procedures shall govern recruitment of certificated personnel of the Department of Education, Government of Guam, and shall take effect as of August 1, 1965;


1. The Department of Education shall perform recruitment functions relating to certificated personnel enumerated below:
  - a. Advertise and publicize certificated personnel needs.
  - b. Distribute applications and informational materials concerning living and employment conditions in Guam.
  - c. Obtain necessary personal and professional data on applicants to be considered.

- d. Evaluate application materials and select applicants to be employed.
  - e. Submit Request for Personnel Action, FCN 2-0-7, together with a copy of the application and a copy of college transcript of credits to the Department of Labor and Personnel on each applicant selected for employment. (Transcript to be returned to the Department of Education)
  - f. Assign classification and salary for each selected applicant, subject to concurrence by the Department of Labor and Personnel.
  - g. Notify candidates selected and recommended for employment.
  - h. Handle all correspondence with each applicant on matters pertaining to the school system and to his position in particular.
2. The Department of Labor and Personnel shall be responsible for the following:
- a. Continue present procedure for the employment of non-certificated personnel of the Department of Education.
  - b. Continue to process all contracts of off-island applicants of the Department of Education.
  - c. Arrange transportation for contract employees of the Department of Education.
3. The Department of Education and the Department of Labor and Personnel shall work in close cooperation toward providing an effective recruitment program.

Issued at Agana, Guam, this 2nd day of July, 1965.

  
MANUEL F. L. GUERRERO  
Governor of Guam

COUNTERSIGNED:

  
DENVER DICKERSON  
Secretary of Guam