



GOVERNMENT OF GUAM  
CIVIL SERVICE COMMISSION  
KUMISION I SETBISION SIBIT

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CIVIL SERVICE COMMISSION  
BOARD OF COMMISSIONERS

RESOLUTION NO. 2000-006

*Relative to commending Ms. Sylvia "Helen" S. Chaco upon her retirement from the Government of Guam for her dedication and commitment as a public servant in the Civil Service Commission*

WHEREAS, Ms. Sylvia *Helen* S. Chaco, affectionately known by her colleagues as *Helen*, started her employment with GovGuam February 6, 1973 as a Statistical Clerk at the Department of Commerce and;

WHEREAS, in this capacity, she codified and verified trade statistics for the Economic Research Center Division; assisted in special research projects requested by private industry as well as foreign, federal and local governments; computed Port Price Index, codification of commodities by month; prepared analysis of Port Price and Shelve Price Indexes and;

WHEREAS, *Helen* was promoted to Administrative Assistant on June 9, 1974; performed budget and maintenance of financial transactions and was the Certifying Officer for the department and;

WHEREAS, *Helen* was promoted to Administrative Officer on September 29, 1978; she coordinated the preparation of department budget, attended budget hearings at the Guam Legislature; verified and certified invoices, maintained financial records and correspondences, procurement of supplies, processing of personnel actions and performed administrative support and;

WHEREAS, *Helen* was promoted to Administrative Services Officer on May 13, 1983; she supervised eleven (11) personnel; certified vouchers, process invoices for payment, monitored funds allocated to budgetary accounts, coordinated and assisted staff in preparation of departmental budget; process request for personnel action in all aspects; chairperson of the interviewing committee; and was Liaison Training Officer for the department and;

WHEREAS, after serving seventeen (17) years at the Department of Commerce, *Helen* joined the professional team of the Civil Service Commission (CSC) on March 12, 1990 as a lateral transfer from the Department of Commerce; and upon her arrival to the CSC was appointed by then Acting Executive Director, Felix P. Camacho, as the Certifying Officer effectuated on March 19, 1990; *Helen* was also designated as the Liaison Person between our office and the office of Bureau of Budget and Management Research (BBMR) effectuated on November 05, 1990; further, *Helen* was designated as the Liaison Person between CSC and GovGuam Credit Union on July 26, 1990 and;

WHEREAS, *Helen* had received four (4) "Outstanding Divisional Employee of the Year" awards and four (4) "Outstanding Meritorious" awards during her tenure as a GovGuam employee and;

WHEREAS, *Helen* has been invaluable to the Commission with regard to budgetary matters and all aspects of procurement and administrative matters, and personnel action within CSC; *Helen* has given unstintingly of her time in projects such as the "Governor's Beautification Program" (Hagatna Latta Stone Park); "Earth Week"; the "XI South Pacific Games"; the "1999 Liberation Day Festivities"; the "First Lady's Annual Halloween Carnival" (1997-1999); and the "Governor's Employee Recognition Program" (FY 1999 and FY 2000); and is also a current member of the United States Coast Guard Auxiliary Flotilla 24;

NOW, THEREFORE, be it resolved, that the Board of Commissioners, Civil Service Commission, the Executive Director, and the staff of the Civil Service Commission, hereby wishes to express its gratitude to Ms. Sylvia "Helen" S. Chaco, for twenty-eight (28) years of dedication and commitment; and from those years had spent ten (10) years and six (6) months at the Civil Service Commission in totality as a public servant on behalf of the people of Guam. She has been exemplary and an outstanding role model to her fellow colleagues. Thus, we wish *Helen* the best of luck in her future endeavors, and by the authority vested upon this body, duly adopt and ratify RESOLUTION NO. 2000-006 this 27<sup>th</sup> day of September in the Year of Our Lord Two Thousand.

  
RICHARD J. UNTALAN  
Chairman

  
JOAQUIN T. ANGO  
Commissioner

  
ZENON J. BELANGER, JR.  
Commissioner

  
JOHN V. GERBER  
Commissioner

  
MANUEL R. PINA  
Vice-Chairman

  
JULIA R. CRUZ  
Commissioner

  
PRISCILLA T. TUNCA  
Commissioner

