



**BEFORE THE
GUAM CIVIL SERVICE COMMISSION
BOARD OF COMMISSIONERS**



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IN THE MATTER OF:

EDLYN M. DALISAY,

Employee,

vs.

**OFFICE OF PUBLIC
ACCOUNTABILITY,**

Management.

**POST AUDIT CASE NO.: 17-PA02
ORDER AFTER HEARING**

INTRODUCTION

This matter came before the Civil Service Commission for a post audit hearing on September 7, 2017. Present the Post Audit hearing were Roland Fejarang, Personnel Management Administrator, and Cynthia Camacho, Personnel Management Analyst II. Members of the Commission also present were Chairperson Edith Pangelinan, Vice-Chairperson Lourdes Hongyee, Priscilla T. Tuncap, John Smith, Catherine Gayle, and Michael G. Topasna.

//
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1 By a vote of 6 to 0 the Civil Service Commission hereby approves the staff's Post-Audit
2 Investigative Report.

3 SO ADJUDGED THIS 1st day of January 2010.

4 
5 _____
6 EDITH PANGELINAN
7 Chairperson

4 
5 _____
6 LOURDES HONGYEE
7 Vice-Chairperson

6 
7 _____
8 PRISCILLA T. TUNCAP
9 Commissioner

6 
7 _____
8 JOHN SMITH
9 Commissioner

9 
10 _____
11 CATHERINE GAYLE
12 Commissioner

9 _____
10 MICHAEL G. TOPASNA
11 Commissioner

22 ORIGINAL

POST AUDIT INVESTIGATIVE REPORT

THURSDAY, SEPTEMBER 7, 2017

EDLYN M. DALISAY

Employee

VS.

OFFICE OF PUBLIC ACCOUNTABILITY

CASE #

17-PA-02

AUDIT

By a vote of
6-0 Comms
agreed w/ Inv. rpt
on 9/7/2017

***CIVIL SERVICE COMMISSION
STAFF ASSESSMENT REPORT***

17-PA02

OPENING STATEMENT

THE CIVIL SERVICE COMMISSION IS NOW IN SESSION TO HEAR THE ***STAFF INVESTIGATIVE REPORT*** ON A POST AUDIT REQUEST FILED ON JUNE 6, 2017 REGARDING MS. EDLYN M. DALISAY, AUDITOR II, CLASSIFIED EMPLOYEE FOR THE OFFICE OF PUBLIC ACCOUNTABILITY, CASE NO. 17-PA02.

INTRODUCTION OF COMMISSIONERS AND STAFF

MY NAME IS EDITH PANGELINAN, CHAIRPERSON. COMMISSIONERS AND STAFF PRESENT ARE:

INTRODUCTION OF PMA AND CASE MANAGER

WILL THE PMA AND THE CASE MANAGER PLEASE INTRODUCE THEMSELVES FOR THE RECORD?

WE WILL NOW PROCEED WITH THE STAFF'S PRESENTATION OF THE INVESTIGATIVE REPORT OF THE REQUEST FOR THE BOARD'S CONSIDERATION.

CSC
DOCUMENTS



EDDIE BAZA CALVO
Governor

RAY TENORIO
Lieutenant Governor

**I Gobietnon Guahan
CIVIL SERVICE COMMISSION
KUMISION I SETBISION SIBIT**

1st Floor Suite 6A Phase II Complex
777 Route 4, Sinajana, Guam 96910
P.O. Box 3156 Hagatna, Guahan 96932
Tel: 647-1855/57 Fax: 647-1867



Alberto "Tony" Lamorena V
Director

**CIVIL SERVICE COMMISSION
STAFF INVESTIGATIVE REPORT
CASE NO.: 17-PA02**

Prepared by: Maria P. Masnayon
Personnel Management Analyst III

August 11, 2017

1. REQUEST:

On May 18, 2017, the Civil Service Commission received a Transmittal of Form(s) from the Office of Public Accountability regarding an Amendment of a Personnel Action regarding Ms. Edlyn M. Dalisay, Auditor II

2. AUTHORITY:

a) 1 G.C.A., Chapter 9 Office of the Public Accountability §1907 (h) Post Audit.

Persons appointed and employed by the Office of Public Accountability in the classified service shall be subject to post-audit review by the Civil Service Commission, and such review shall be discretionary.

b) 4 G.C.A., § 4403 (d). Complaints by Classified Employees.

(d) The Commission may investigate and set aside and declare null and void personnel action of an employee in the classified service if the Commission finds after conducting the necessary investigation that the personnel action was taken in violation of personnel laws and rules... [Cited in part].

3. BACKGROUND:

Upon reviewing Ms. Dalisay's Personnel Action from Auditor I, K-02, \$35,196 per annum or \$16.92 per hour to Auditor II, M-01, \$40,762 per annum or \$19.60 per hour this matter was subject to an assessment.

This matter came before the Civil Service Commission for a post audit hearing on June 29, 2017. The post audit report was presented by myself, Maria Masnayon, Personnel Management Analyst III and also present was Mr. Roland Fejarang, Personnel Management Administrator. The four members of the Commission present were: Chairperson Edith Pangelinan, Vice-Chairperson Lourdes Hongeye, John Smith, and Priscilla Tuncap.

By a vote of 4 to 0 the Commission voted in favor of proceeding with an investigation.

This analyst had requested copies of Ms. Dalisay's Probational Appointment personnel action which was dated January 25, 2016 to AUDITOR I, K-01; \$33,911.00 per annum; \$16.30 Per hour. Also requested and received was Ms. Dalisay's Notification of Personnel Action for her Promotion FROM: AUDITOR I K-01; \$33,901.00 Per Annum; \$16.30 Per Hour TO: AUDITOR II; M-01; \$40,762.00 Per Annum; \$19, 60 Per Hour

On August 9, 2017 at approximately 9:05 a.m. this analyst met and conferred with the following individuals:

Ms. Yukari B. Hechanova, Deputy Director, Office of Public Accountability

Ms. Marisol M. Andrade, Administrative Officer

Ms. Rodalyn May A. Gerardo, Special Assistant (note: she is unclassified)

During my meeting I had asked each of the above named individuals questions regarding their understanding on personnel matters, such as classification and compensation, understanding of personnel actions, rules and regulations of personnel matters, laws, policies and procedures. They do have copies of the Department of Administration Rules and Regulations and also the 4 Guam Code Annotated on hand to refer to.

Ms. Marisol informed me that she has some background because of some experience while assigned at Department of Agriculture however she does not have any formal training nor does Ms. Rodalyn.

With a staff of approximately sixteen (16), Ms. Marisol is the main person who handles the Public Accountability office personnel matters such as salary increments, promotions, amendments etc. with close guidance and assistance from the Department of Administration. In addition, Ms. Rodalyn also assists her. They work together.


Ms. Yukari being the Deputy Director reviews all personnel matters that are done in the office prior to any personnel documents being sent out. If there are any concerns they either seek out guidance from the Department of Administration, their Legal Counsel and also they have on board a Human Resource Consultant who is contracted with their office.


5. CONCLUSION:


After thoroughly reviewing Ms. Dalisay's personnel actions and also after meeting with the Office of the Public Accountability personnel, it is found that the Office of Public Accountability is on the right track with regards to being in compliance with 1 G.C.A. Chapter 19 OFFICE OF THE PUBLIC ACCOUNTABILITY and in addition Ms. Dalisay's Notice of Personnel Action Amendment No. OPA-NPA-17-19 was correctly done and no errors were found.

It is recommended that the Civil Service Commission sporadically monitor personnel actions from their office since this is a new law just to ensure that we are able to assist in matters that their office may need assistance and guidance in. Therefore, it is the recommendation of the undersigned that no further action be taken.

Respectfully submitted:


MARIA P. MASNAYON
Personnel Management Analyst III

 8-14-17
ROLAND P. FEJARANG
Personnel Management Administrator


PETER S. CALVO, Executive Director

Attachments

1. Pers Action Abs Rpt dtd May 2017
2. Emp Pers Action #OPA-NPA-17-19
3. CSC Memo No. 2017-12 subj; Not. Of Filing
4. CSC Staff Assess. Rpt dtd June 16, 2017
5. Emp Pers Action #A-246717
6. Emp Pers Action A-86927

CIVIL SERVICE COMMISSION
PERSONNEL ACTION ABSTRACT REPORT
May 2017

Atch 1

OFFICE OF PUBLIC ACCOUNTABILITY

Action	Position Number	Effective Date	Termination Date	From Position	Grade / Step	From Salary	To Position	Grade / Step	To Salary	Waiting Period	CSC Review and Comments
Amendment	512	25 2017		AUDITOR I	K-02	535 196 00	AUDITOR I	M-01	547 782 00		
	DALISAY, EDLYN M.										

17-PA02



OFFICE OF PUBLIC ACCOUNTABILITY
Doris Flores Brooks, CPA, CGFM
Public Auditor



May 12, 2017

MEMORANDUM

TO: Payroll Supervisor, Department of Administration
Director, Government of Guam Retirement Fund
Executive Director, Civil Service Commission

FROM: Public Auditor, Office of Public Accountability

SUBJECT: Transmittal of Form(s)

Herewith submitted is a copy of the Notification of Personnel Action (NPA) for the following employee(s):

Name	Position Title	Effective Date	Remarks
Edlyn M. Dalisay	Auditor II	2-6-17	Amendment

Should you have any questions, please contact Marisol M. Andrade, Administrative Officer, at (671) 475-0390 ext. 201.

Sincerely,

DORIS FLORES BROOKS, CPA, CGFM

Attachment(s)

cc: Personnel File

STATE OF NEW YORK
OFFICE OF THE COMPTROLLER OF THE CURRENCY
NOTICE OF ACTION OF PERSONNEL ACTION

1. NAME (Mr., Mrs., Ms., Esq., etc.; Middle Initial)		2. Date of Birth	3. Period Number	4. Date Requested
Mrs. DALLAS E. DEYN M.		[REDACTED]		8/30/2017
5. Nature of Action		6. Effective Date	7. Legal Authority	
Amendment		2/6/2017	RUL 6.092	
FROM		DESCRIPTION		TO
AUDITOR I K-02 \$45,196 per annum or \$16.92 per Hour Office of Public Accountability Office of Public Accountability Audit 012	• Promotion • Pay Increase \$45,196 11/19/2016 11/19/2016 11/18/2016 11/18/2016	AUDITOR II M-01 \$49,762 per annum or \$19.09 per Hour Office of Public Accountability Office of Public Accountability Audit 012		
Next Increment:	2/6/2018	Exp Separation Date:	Bdgt Account No.:	
Action No.:	OPA-NPA-17-19	PMS Action Date:	4/26/2017	
Work Schedule:	FULL-TIME	Request ID:	OPA-17-34	
Retirement Type:	DC - DEFINED CONTRIBUTION DEDUCTION	Personnel Jacket No.:		[REDACTED]

REMARKS: THIS ACTION IS SUBJECT TO ALL APPLICABLE LAWS, RULES, AND REGULATIONS, AND IS SUBJECT TO POST AUDIT BY THE CIVIL SERVICE COMMISSION.

THIS ACTION AMENDS THE "FROM" PAY RANGE STEP AND SALARY OR RANGE ON DEPARTMENT OF ADMINISTRATION NOTIFICATION OF PERSONNEL ACTION NO. A-246717 (PROMOTION) TO READ K-02 \$45,196 PER ANNUM OR \$16.92 PER HOUR RATE K-01 \$43,911 PER ANNUM OR \$16.30 PER HOUR.

a 2:49p

[Signature]
DORIS E. BROOKS, CPA, CFM

Attach 2



EDDIE BAZA CALVO
Governor

RAY TENORIO
Lieutenant Governor

CIVIL SERVICE COMMISSION
Kumision I Setbision Sibit
GOVERNMENT OF GUAM
I Gobietnon Guahan

P.O. Box 2950 • Hagåtña, Guam 96932
Tel: (671) 647-1855/1857 • Fax: (671) 647-1867
Website: csc.guam.gov



PETER S. CALVO
Executive Director

CSC NO. 2017-12

June 6, 2017

MEMORANDUM

TO: Ms. Doris Flores Brooks, Public Auditor, Office of Public Accountability

FROM: Executive Director, Civil Service Commission

SUBJECT: *NOTICE OF FILING – Ms Edlyn M. Dalisay, Auditor II,
Re: Amendment (Case No. 17-PA02)*

Hafa Adai! Please be advised that on May 18, 2017 the Civil Service Commission received a Transmittal of Form(s) from the Public Auditor, Office of Public Accountability regarding an Amendment of Ms. Edlyn M. Dalisay, Auditor II.

Upon reviewing Ms. Dalisay's Personnel Action regarding Ms. Dalisay's amendment from Auditor I, K-02, \$35,196 per annum or \$16.92 per hour to Auditor II, M-01, \$40,762 per annum or \$19.60 per hour this matter is now subject to assessment and will be scheduled for the same before the Commission. This is in accordance with *1 GCA Chapter 9 Office of the Public Accountability §1907 (h)*. You will be advised of the date of any such assessment presentation and determination in advance.

You are not required under the Commission's procedures to undertake any action with regard to this issue at this time. If you would like to designate an attorney or lay representative as your agency's point of contact with regard to this matter, please have that individual submit an entry of appearance referencing this case number with the Commission.

Should you have any further questions, please contact the case manager for this matter, Ms. Maria P. Masnayan, Personnel Management Analyst III at 647-1855/57 or via email at maria.masnayan@csc.guam.gov.

A copy of the complaint is attached for your records and review.


PETER S. CALVO

cc: Chrono

Atch 3
ORIGINAL

Transmission Report

Date/Time: 06-09-2017 10:05:02 a.m. Transmit Header Text: CIVIL SERVICE COMMISSION
 Local ID 1: 6716471867 Local Name 1:

This document : Confirmed
 (reduced sample and details below)
 Document size : 8.5"x11"



CIVIL SERVICE COMMISSION
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GOVERNMENT OF GUAM
I Gobiernon Guahan
 P.O. Box 2950 • Hagåtña, Guam 96932
 Tel: (671) 647-1855/1857 • Fax: (671) 647-1867
 Website: csc.guam.gov



CSC NO. 2017-12 June 6, 2017

MEMORANDUM

TO: Ms. Doris Flores Brooks, Public Auditor, Office of Public Accountability
FROM: Executive Director, Civil Service Commission
SUBJECT: *NOTICE OF FILING - Ms. Edlyn M. Dalisay, Auditor II, Re: Amendment (Case No. 17-PA02)*

Hafa Adun! Please be advised that on May 18, 2017 the Civil Service Commission received a transmittal of Form(s) from the Public Auditor, Office of Public Accountability regarding an Amendment of Ms. Edlyn M. Dalisay, Auditor II.

Upon reviewing Ms. Dalisay's Personnel Action regarding Ms. Dalisay's amendment from Auditor I, K-02, \$35,196 per annum or \$,692 per hour to Auditor II, M-01, \$40,762 per annum or \$19.60 per hour this matter is now subject to assessment and will be scheduled for the same before the Commission. This is in accordance with *1 GCA Chapter 9 Office of the Public Accountability §1907 (h)*. You will be advised of the date of any such assessment presentation and determination in advance.

You are not required under the Commission's procedures to undertake any action with regard to this issue at this time. If you would like to designate an attorney or lay representative as your agency's point of contact with regard to this matter, please have that individual submit an entry of appearance referencing this case number with the Commission.

Should you have any further questions, please contact the case manager for this matter, Ms. Maria P. Masayon, Personnel Management Analyst III at 647-1855/27 or via email at masayonm@cs.guam.gov.

A copy of the complaint is attached for your records and review.

P.S. Calvo
 PETER S. CALVO

cc: Chrono

Total Pages Scanned : 1

Total Pages Confirmed : 1

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
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Abbreviations:

HS: Host send	PL: Polled local	MP: Mailbox print	CP: Completed	TS: Terminated by system
HR: Host receive	PR: Polled remote	RP: Report	FA: Fail	G3: Group 3
WS: Waiting send	MS: Mailbox save	FE: Fax Forward	TL: Terminated by user	EC: Error Code



EDDIE BAZA CALVO
Governor

RAY TENORIO
Lieutenant Governor

CIVIL SERVICE COMMISSION
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GOVERNMENT OF GUAM
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Tel: (671) 647-1855/1857 • Fax: (671) 647-1867
Website: csc.guam.gov



PETER S. CALVO
Executive Director

CIVIL SERVICE COMMISSION
STAFF ASSESSMENT REPORT

Prepared by: Maria P. Masnayon
Personnel Management Analyst III
Case No.: 17-PA02

June 16, 2017

I. REQUEST:

On May 18, 2017, the Civil Service Commission received a Transmittal of Form(s) from the Public Auditor, Office of Public Accountability regarding an Amendment of a Personnel Action on Ms. Edlyn M. Dalisay, Auditor II

II. BACKGROUND:

Upon reviewing Ms. Dalisay's Personnel Action from Auditor I, K-02, \$35,196 per annum or \$16.92 per hour to Auditor II, M-01, \$40,762 per annum or \$19.60 per hour this matter is now subject to an assessment.

III. AUTHORITY:

a) 1 G.C.A., Chapter 9 Office of the Public Accountability §1907 (h) Post Audit.

Persons appointed and employed by the Office of Public Accountability in the classified service shall be subject to post-audit review by the Civil Service Commission, and such review shall be discretionary.

b) 4 G.C.A., § 4403 (d), Complaints by Classified Employees.

(d) The Commission may investigate and set aside and declare null and void personnel action of an employee in the classified service if the Commission finds after conducting the necessary investigation that the personnel action was taken in violation of personnel laws and rules... [cited in part].

Attach 4

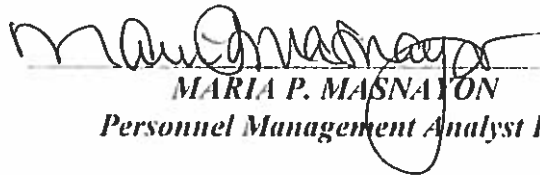
IV. ASSESSMENT:

After further review of the documents submitted by Public Auditor and also upon review of the appropriate rules and regulations the staff finds that in accordance with 1 *GCA Chapter 9 Office of the Public Accountability §1907 (h) Post Audit* it is within the Civil Service Commissions discretion to review Ms. Dalisays' Personnel Action regarding her amendment of her promotion from Auditor I, K-02, \$35,619.6 per annum or \$16.92 per hour to Auditor II, M-01, \$40,762 per annum or \$19.60 per hour

V. RECOMENDATION:

It is recommended that an investigation be conducted on this matter.

Respectfully submitted:



MARIA P. MASNAYON
Personnel Management Analyst III



ROLAND P. FEJARANG
Personnel Management Administrator



PETER S. CALVO
Executive Director

Attachments

1. Pers Action Abs Rept dtd May 2017
2. Emp Pers Action #OPA-NPA-17-19
3. CSC Memo No 2017-12 subj: Not. Of Filing

CIVIL SERVICE COMMISSION
PERSONNEL ACTION ABSTRACT REPORT
May 2017

OFFICE OF PUBLIC ACCOUNTABILITY

Action	Position Number	Effective Date	Termination Date	From Position	Grade / Step	From Salary	To Position	Grade / Step	To Salary	Waiting Period	CSC Review and Comments
Amendment	012	2/6/2017		AUDTOR I	K-02	\$35,196.00	AUDTOR II	M-01	\$40,762.00		

17-PA02



OFFICE OF PUBLIC ACCOUNTABILITY
Doris Flores Brooks, CPA, CGFM
Public Auditor



May 12, 2017

MEMORANDUM

TO: Payroll Supervisor, Department of Administration
Director, Government of Guam Retirement Fund
Executive Director, Civil Service Commission

FROM: Public Auditor, Office of Public Accountability

SUBJECT: Transmittal of Form(s)

Herewith submitted is a copy of the Notification of Personnel Action (NPA) for the following employee(s):

Name	Position Title	Effective Date	Remarks
Edlyn M. Dalisay	Auditor II	2 6 17	Amendment

Should you have any questions, please contact Marisol M. Andrade, Administrative Officer, at (671) 475-0390 ext. 201.

Sincerely,

DORIS FLORES BROOKS, CPA, CGFM

Attachment(s)

cc: Personnel File


Atch 1

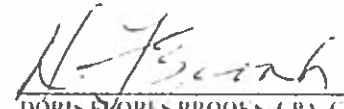
GOVERNMENT OF GUAM
OFFICE OF PUBLIC ACCOUNTABILITY
NOTIFICATION OF PERSONNEL ACTION

1. NAME (Mr., Miss, Mrs., Last, First, Middle Initial) Mrs. DAUSAY, LINDA M.		2. Date of Birth [REDACTED]	3. Payroll Number [REDACTED]	4. Date Requested 5/10/2017
5. Nature of Action Amendment		6. Effective Date 2/6/2017	7. Legal Authority RULE 6.002	
FROM		DESCRIPTION		TO
AUDITOR I K-02 \$35,196 per annum or \$16.92 per Hour Office of Public Accountability Office of Public Accountability Audit 012		1. Position Title 2. Pay Range/Step 3. Salary Range 4. Department 5. Division 6. Section 7. Position Number		AUDITOR II M-01 \$49,702 per annum or \$23.69 per Hour Office of Public Accountability Office of Public Accountability Audit 012
Next Increment:	2/6/2018	Exp Separation Date:	[REDACTED]	
Action No.:	OPA-SPA-17-19	PMIS Action Date:	4/26/2017	
Work Schedule:	FULL-TIME	Request ID:	OPA-17-34	
Retirement Type:	DC - DEFINED CONTRIBUTION DEDUCTION		Personnel Jacket No.:	5915

REMARKS: THIS ACTION IS SUBJECT TO ALL APPLICABLE LAWS, RULES, AND REGULATIONS AND IS SUBJECT TO POST-AUDIT BY THE CIVIL SERVICE COMMISSION.

THIS ACTION AMENDS THE "FROM" PAY RANGE, STEP AND SALARY OR RANGE ON DEPARTMENT OF ADMINISTRATION NOTIFICATION OF PERSONNEL ACTION NO. A-246717 (PROMOTION) TO READ K-02 \$35,196 PER ANNUM OR \$16.92 PER HOUR VICE K-01 \$33,911 PER ANNUM OR \$16.30 PER HOUR.




DORIS FLORES BROOKS, CPA, CGMA

Attach 2



EDDIE BAZA CALVO
Governor

RAY TENORIO
Lieutenant Governor

CIVIL SERVICE COMMISSION
Kumision I Setbision Sibit
GOVERNMENT OF GUAM
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Tel: (671) 647-1855/1857 • Fax: (671) 647-1867
Website: csc.guam.gov



PETER S. CALVO
Executive Director

CSC NO. 2017-12

June 6, 2017

MEMORANDUM

TO: Ms. Doris Flores Brooks, Public Auditor, Office of Public Accountability
FROM: Executive Director, Civil Service Commission
SUBJECT: *NOTICE OF FILING – Ms Edlyn M. Dalisay, Auditor II,
Re: Amendment (Case No. 17-PA02)*

Hafa Adai! Please be advised that on May 18, 2017 the Civil Service Commission received a Transmittal of Form(s) from the Public Auditor, Office of Public Accountability regarding an Amendment of Ms. Edlyn M. Dalisay, Auditor II.

Upon reviewing Ms. Dalisay's Personnel Action regarding Ms. Dalisay's amendment from Auditor I, K-02, \$35,196 per annum or \$16.92 per hour to Auditor II, M-01, \$40,762 per annum or \$19.60 per hour this matter is now subject to assessment and will be scheduled for the same before the Commission. This is in accordance with *1 GCA Chapter 9 Office of the Public Accountability §1907 (h)*. You will be advised of the date of any such assessment presentation and determination in advance.

You are not required under the Commission's procedures to undertake any action with regard to this issue at this time. If you would like to designate an attorney or lay representative as your agency's point of contact with regard to this matter, please have that individual submit an entry of appearance referencing this case number with the Commission.

Should you have any further questions, please contact the case manager for this matter, Ms. Maria P. Masnayan, Personnel Management Analyst III at 647-1855/57 or via email at maria.masnayan@csc.guam.gov.

A copy of the complaint is attached for your records and review.


PETER S. CALVO

cc: Chrono

ORIGINAL

Transmission Report

Date/Time: 06-09-2017 10:05:02 a.m. Transmit Header Text
 Local ID 1: 6716471867 Local Name 1: CIVIL SERVICE COMMISSION

This document : Confirmed
 (reduced sample and details below)
 Document size : 8,5"x11"



CIVIL SERVICE COMMISSION
Kumision i Setbision Sibit
GOVERNMENT OF GUAM
i Gobiernon Guahan
 P O Box 2950 • Hagåtña, Guam 96932
 Tel: (671) 647-1858/1857 • Fax: (671) 647-1867
 Website: csc.guam.gov



CSC NO. 2017-12 June 8, 2017

MEMORANDUM

TO: Ms. Doris Flores Brooks, Public Auditor, Office of Public Accountability
FROM: Executive Director, Civil Service Commission
SUBJECT: *NOTICE OF FILING - Ms Edlyn M. Dalisay, Auditor II, Re: Amendment (Case No. 17-PA02)*

Hafa Aloh! Please be advised that on May 18, 2017 the Civil Service Commission received a Transmittal of Form(s) from the Public Auditor, Office of Public Accountability regarding an Amendment of Ms. Edlyn M. Dalisay, Auditor II

Upon reviewing Ms. Dalisay's Personnel Action regarding Ms. Dalisay's amendment from Auditor I, K-02, \$35,196 per annum or \$6.92 per hour to Auditor II, M-01, \$40,762 per annum or \$19.60 per hour this matter is now subject to assessment and will be scheduled for the same before the Commission. This is in accordance with *1 GCA Chapter 9 Office of the Public Accountability §1907 (h)*. You will be advised of the date of any such assessment presentation and determination in advance

You are not required under the Commission's procedures to undertake any action with regard to this issue at this time. If you would like to designate an attorney or lay representative as your agency's point of contact with regard to this matter, please have that individual submit an entry of appearance referencing this case number with the Commission.

Should you have any further questions, please contact the case manager for this matter, Ms. Maria P. Masnayo, Personnel Management Analyst III at 647-1855/57 or via email at masnayo@psc.guam.gov.

A copy of the complaint is attached for your records and review.

P.S. Calvo
 PETER S. CALVO

cc: Chrono

Total Pages Scanned : 1

Total Pages Confirmed : 1

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
001	726	6714727951	10:04:07 a.m. 06-09-2017	00:00:17	1/1	1	EC	HS	CP21600

Abbreviations:

HS: Host send	PL: Polled local	MP: Mailbox print	CP: Completed	TS: Terminated by system
HR: Host receive	PR: Polled remote	RP: Report	FA: Fail	G3: Group 3
WS: Waiting send	MS: Mailbox save	FE: Fax Forward	TH: Terminated by user	EC: Error Code

**Government of Guam
Department of Administration
Notification of Personnel Action**

1. Fullname: DALISAY, EDLYN M	2. Date of Birth [REDACTED]	3. SSN [REDACTED]	4. Date 4/27/2017
<small>THIS IS TO NOTIFY YOU OF THE FOLLOWING ACTION CONCERNING YOUR EMPLOYMENT</small>			
5. Nature of Action: Promotion	6. Effective Date: 2/6/2017	7. Legal Authority: RULE 6.002	
FROM		TO	
AUDITOR I	8. POSITION TITLE	AUDITOR II	
K -01 \$33,911.00 Per Annum \$16.30 Per Hour	9. PAY GRADE/STEP [REDACTED]	M -01 \$40,762.00 Per Annum \$19.60 Per Hour	
OFFICE OF PUBLIC ACCOUNTABILITY	10. DEPARTMENT	OFFICE OF PUBLIC ACCOUNTABILITY	
OFFICE OF PUBLIC ACCOUNTABILITY	11. DIV./SECTION	OFFICE OF PUBLIC ACCOUNTABILITY	
12	12. POSITION NO.	12	
Next Increment: 2/6/2018	Exp / Separation Date:	Bdgt Acct No:	
Action No.: A-215717	BMBS Action Date: 4/26/2017	99997001 189168	
Work Schedule: FULL TIME	Request ID: OPA-17-02	[REDACTED]	
Retirement Type: DC DEFERRED CONTRIBUTION DEDUCTION		Personnel Jacket No: 5916	
REMARKS: THIS ACTION IS SUBJECT TO ALL APPLICABLE LAWS, RULES, AND REGULATIONS, AND IS SUBJECT TO POST AUDIT BY THE CIVIL SERVICE COMMISSION.			
SELECTED FROM THE DEPARTMENT OF ADMINISTRATION'S CERTIFICATION OF ELIGIBLES. CERTIFICATE NUMBER CI 17-0047, DATED 1/11/2017.			

RECEIVED
OFFICE OF PUBLIC ACCOUNTABILITY
BY: JAD
DATE: 04-28-17
TIME: 3:00 AM PM

~~For: SHANE G.L. NGATA
HUMAN RESOURCES MANAGER~~

**Government of Guam
Department of Administration
Notification of Personnel Action**

1. Name DALISAY, EDLYN M	2. Date of Birth [REDACTED]	3. SSN [REDACTED]	4. Date 7/11/2017
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THIS IS TO NOTIFY YOU OF THE FOLLOWING ACTION AFFECTING YOUR EMPLOYMENT

5. Nature of Action: Probational Appointment	6. Effective Date: 1/25/2016	7. Legal Authority: RULE 4.602
FROM		TO
8. POSITION TITLE AUDITOR I		
9. PAY GRADE/STEP Per Annum Per Hour	9. PAY GRADE/STEP SALARY	K -01 \$38,911.00 Per Annum \$16.30 Per Hour
10. DEPARTMENT OFFICE OF PUBLIC ACCOUNTABILITY		
11. DIV. / SECTION OFFICE OF PUBLIC ACCOUNTABILITY		
12. POSITION NO. 12		

Next Increment Dt: 1/25/2017	Exp / Separation Date	Bdgt Acct No:
Action No.: A-86927	PMIS Action Date: 1/26/2016	
Work Schedule FULL-TIME	Request ID: OPA-15-32	JON:
Retirement Type: DC - DEFINED CONTRIBUTION DEDUCTION		Jacket No: 5916

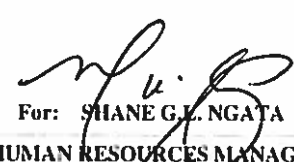
REMARKS: THIS ACTION IS SUBJECT TO ALL APPLICABLE LAW, RULES, AND REGULATIONS, AND IS SUBJECT TO POST AUDIT BY THE CIVIL SERVICE COMMISSION.

EMPLOYMENT IS SUBJECT TO SATISFACTORY COMPLETION OF A MEDICAL EXAMINATION AND MANDATORY DRUG TEST.

SELECTED FROM THE DEPARTMENT OF ADMINISTRATION CERTIFICATION OF ELIGIBLES. CERTIFICATE NUMBER CI16-0011 DATED 11/13/2015.

ENTITLEMENT DATE FOR BASIC LIFE INSURANCE IS 07/25/2016. YOU HAVE THIRTY-ONE (31) DAYS AFTER ENTITLEMENT DATE TO ELECT SUPPLEMENTAL COVERAGE.

TEMPORARY WAIVER OF PHYSICAL EXAMINATION REQUESTED BY APPOINTING AUTHORITY AND AUTHORIZED PURSUANT TO RULE 9.004 AND DOA CIRCULAR 2011-017.


For: **SHANE G.L. NGATA**
HUMAN RESOURCES MANAGER