



MEMORANDUM HRO-111-2022

TO: Dr. Lee Yudin
Dean, College of Natural & Applied Sciences 
[Lee Yudin \(May 2, 2022 13:30 GMT+10\)](#) May 2, 2022

FROM: Joseph B. Gumataotao
Acting Chief Human Resources Officer 
[Joseph Gumataotao \(May 2, 2022 13:29 GMT+10\)](#) May 2, 2022

SUBJECT: **REFERRAL**
049-22 Extension Assistant II

DATE: April 28, 2022

The Human Resources Office has completed its review of the one (1) application and resume received for the **Extension Assistant II** position. Based on our review, we have established that one (1) applicant have met the minimum qualifications as stated in the job announcement.

1. Elvira T. Gisog

Should you wish to conduct interviews, notify this office of the **proposed** interview date, time and place. The EEO Office requires a week's notice of your interview schedule so they may identify an EEO Counselor to be present at the interviews.

The Senior Vice President and Provost, Academic and Student Affairs, is the hiring authority for the **Extension Assistant II** position. The Selection Interview Board's task is to rate the candidate, conduct a reference check, and prepare a final report to include a list of their strengths and weaknesses in correlation with the qualifications of the position to the Senior Vice President and Provost, Academic and Student Affairs.

Should you have any questions or require any assistance in the process, please contact the Human Resources Office at 735-2350.

Signature: 

Email: albezar3810@triton.uog.edu

Signature: 

Eliza Sormo (May 2, 2022 13:17 GMT+10)

Email: esoriano@triton.uog.edu

#049-22 Extension Assistant II
Limited Term Appointment, Full-Time Employee
Opening Date: March 28, 2022
Closing Date: April 8, 2022

Location: College of Natural & Applied Sciences (CNAS)/Cooperative Extension Services (CES)/Western Pacific Tropical Research Center (WPTRC)

*** Minimum Qualifications:**

ELVIRA TINAG GISOG

High School Diploma or GED and 31-90 college credits; or • Three (3) years relevant and related work experiences	HS Transcript grad date listed as June 03, 2008		
• Experience	3 months, 25 days as Extension Assistant 6 years, 10 months, 20 days as Research Assistant 1 year, 5 months as Research Assistant		
• Must have a valid driver's license	Yes, expiration: 05/14/2025		
•			
Preferred Qualification: n/a			
Notes:	<u>Meets minimum qualifications</u>		
• Other documents provided:	Resume		

Quality Review Conducted by Resty V. Albeza III, PSI as of 04/26/22

**UNIVERSITY OF GUAM
EMPLOYMENT APPLICATION**

Revised: 09-19-12

GENERAL INSTRUCTIONS & INFORMATION

SUBMITTING YOUR APPLICATION

Complete this application by printing in black/blue ink or typing. If additional space is needed, continue on item #12, or a separate sheet(s) may be attached. If you wish to submit a RESUME, your resume must contain all of the required information under item #11, Work Experience Section, for each work described. Resumes not in compliance may be considered incomplete. **WE WILL ONLY ACCEPT APPLICATIONS ORIGINALLY FORMATTED BY THE GOVERNMENT OF GUAM.** You must submit an application for each currently announced position you are applying for with your original signature. Your application is non-transferable. All applications being submitted must comply with the deadline stated on the JOB ANNOUNCEMENT.

RATING PROCESS

The contents of the employment application and other substantiating documents will be thoroughly reviewed to determine if you meet the minimum qualification requirements of the position. Under the Work Experience Section, item #11, be sure to include all your work experience in order to help us evaluate your qualifications. Volunteer work and employment in the military service on a part-time basis as well as work experience in a detailed capacity will be credited based on their own merits. You may be rated ineligible if you do not provide sufficient information and/or supporting documents. **Submission of new information on education and/or work experience after an eligibility list is established is generally prohibited; exceptions may be based upon a valid appeal. You must sign and date your application. In addition, you must fill out, sign and date the "Suitability Determination" form. Failure to fill out, sign and date in these two areas will result in your application being rejected.**

NOTIFICATION OF RESULTS

Your employment application is part of an examination process. Your employment application will be evaluated and rated. An incomplete employment application will result in an ineligible rating. You may be scheduled for additional examinations depending on the position requirements. The results will be mailed to you. **IT IS YOUR RESPONSIBILITY TO INFORM THIS OFFICE OF ANY CHANGES TO YOUR ADDRESS OR TELEPHONE NUMBER.**

REQUIRED DOCUMENTS

To validate credentials you may claim, (e.g. High School Diploma, College Transcript, DD-214), **an original or certified copy of the document(s) must accompany the application.** Failure to provide proof may result in your disqualification. Additionally, please refer to the specific job announcement for all other required documents needed. **If selected, you will be required to submit recent Police and Court Clearances.**

U.S. MILITARY PREFERENCE POINTS

As a member of the Armed Forces of the United States or the Guam Police Combat Patrol, you are entitled to claim five preference points, if you have completed at least 180 consecutive days of active duty and received an honorable discharge. **To claim the points, you must fill out a "Preference Points" request form** and provide your DD-214, which indicates your service dates and character of service. To claim an additional five (5) points for disability, you must provide a letter from the U.S. Veteran's Administration or the Department of Veteran's Affairs, which specifically states that you are entitled to Civil Service Preference for a service connected disability. If eligible for any of the preference points, the points will be added to your passing final earned rating. Preference points are only awarded for initial employment.

PREFERENCE POINTS FOR PERSONS WITH DISABILITIES

As a person with a disability, you are entitled to claim five preference points, if you are certified with a disability. **To claim the points, you must fill out a "Preference Points" request form** and provide a certification letter from the Department of Public Health and Social Services. Preference points are only awarded for initial employment.

PREFERENTIAL HIRE STATUS

As a recipient of an educational loan or merit scholarship, you are entitled to first offer of employment in accordance with Public Law 15-127 (notwithstanding any other laws which may supersede). To claim preferential hire, you must submit your eligibility letter from the University of Guam Financial Aid Office, along with your job application. Preference hiring is only awarded for initial employment. In addition, declining an offer will result in the removal of preferential hire status.

WORK ELIGIBILITY

U.S. citizens may apply for all Government of Guam jobs. Non U.S. citizens, such as U.S. Permanent Residents, citizens of the Federated States of Micronesia, the Republic of the Marshall Islands, and the Republic of Palau may apply for employment in MOST GovGuam jobs. Please consult the job announcement for any specific requirement. Public Law 99-603 (8 USC Section 1324A) requires the Government of Guam to verify your identity and work eligibility. When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States or its Territories.



UNIVERSITY OF GUAM

VOLUNTARY DATA RECORD SURVEY

(EQUAL EMPLOYMENT OPPORTUNITY DATA)

The purpose of this form is to monitor the Affirmative Action and Equal Employment Opportunity representation within our diverse community. We are seeking your assistance to help us in this effort by accurately completing this form. Your cooperation is completely voluntary. The information is for data purposes only and will be maintained in a confidential file separate from your application. It will not be used to make a decision regarding your application for employment. This form will be detached prior to the examination process.

1. POSITION TITLE APPLIED FOR:

Extension Assistant

2. JOB ANNOUNCEMENT NO.

049-22

3. CITIZENSHIP:

- U.S.
 Permanent Resident
 Federated States of Micronesia

- Republic of Marshall Islands
 Republic of Palau
 Other: _____

4. HOW DID YOU LEARN OF THE JOB FOR WHICH YOU ARE APPLYING?

- Job Information Bulletin Board, Government Agency. Specify: _____
 Department of Administration, Division of Personnel Management Job Information Counter
 One Stop Career Center, Department of Labor
 Job Announcement. Specify where seen: _____
 Newspaper Announcement. Specify: _____
 Relative, Friend, or Government Employee
 Other: Specify: _____

5. SEX:

Male Female

6. MARITAL STATUS:

Single Married

7. AGE:

- 17 years and below
 18 years to 39 years
 40 years and above

8. ETHNIC ORIGIN:

- Non-Resident Alien. Specify Country: _____
 Hispanic or Latino = A person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin regardless of race
 White (non-Hispanic or Latino) = A person having origins in any of the original peoples of Europe, the Middle East, or North Africa
 Black or African American (non-Hispanic or Latino) = A person having origins in any of the black racial groups of Africa
 Native Hawaiian or Other Pacific Islander (non-Hispanic or Latino) = A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands
 Asian (non-Hispanic or Latino) = A person having origins in any original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam
 American Indian or Alaskan Native (non-Hispanic or Latino) = A person having origins in any of the original peoples of North and South America, including Central America, and who maintains tribal affiliation or community attachment
 Two or More Races (non-Hispanic or Latino) = All persons who identify with more than one of the above five races

The University of Guam is an Equal Employment Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex (sexual harassment and orientation), national origin, age, physical or mental disability, marital status, political affiliation, or retaliation, except for positions requiring bona fide occupational qualifications.



EMPLOYMENT APPLICATION

UNIVERSITY OF GUAM

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

APPLICATION INSTRUCTIONS: Give full and complete information. For questions which do not apply to you, please write "N/A" (Not Applicable). Your Social Security Number is necessary to maintain proper identification of your records. Refer to the page entitled "GENERAL INSTRUCTIONS AND INFORMATION" for further information.

1. POSITION APPLIED FOR: Extension Assistant	2. JOB ANNOUNCEMENT NO: 049-222	3. LOWEST SALARY ACCEPTABLE: \$11.89		
4. NAME: Last Gisog	First Elvira	Middle Tinag	5. SOCIAL SECURITY NO. 575-47-7025	
6. MAILING ADDRESS: P.O. Box or Street Number PO Box 23324		City Barrigada	State Guam	Zip Code 96921
7. HOME ADDRESS: Street Number 180 Chalan Okso Kapitat		City Yigo	State Guam	Zip Code 96923
8. TELEPHONE NO: Home 671-797-8566	Work:	Fax:	E-mail:	

9. EDUCATION: Please check and indicate all of your formal educational accomplishments:

- High School Graduate - School: Yap Seventh-day Adventists School
Location: Yap, Federated States of Micronesia Year Graduated: 2008
- Completed G.E.D. - School: _____
Location: _____ Certificate No.: _____ Year Graduated: _____
- Indicate Last Grade Completed in High School (circle one): 9th 10th 11th
School: _____

Name and Location of College/University	Date of Attendance		Credit Hrs. Completed		Course of Study	Type of Degree	Year Earned
	From	To	Sem.	Qtr.			
University of Guam	08/2013	01/2022			Tropical Agriculture Production	BS	
College Of Micronesia	08/2009	05/2011			General Agriculture	AS	2011
Major Undergraduate Courses	Sem. Hrs.	Qtr. Hrs.	Major Graduate College Courses			Sem. Hrs.	Qtr. Hrs.

10. LIST MANUALS, EQUIPMENT, LICENSES, SPECIAL TRAINING, AND/OR CERTIFICATES PERTINENT TO THE POSITION APPLIED FOR:

First-Aid Mental Health Certificate

First-Aid & CPR certified

11. WORK EXPERIENCE

This portion must be accurate and complete. Please be as detailed as possible to obtain full credit for your work experience. Applications lacking sufficient information may be rejected. Under A, please indicate whether it is your PRESENT OR LAST EMPLOYER IF NOT CURRENTLY EMPLOYED. **List your entire work history, including part-time, volunteer and detail appointments. List jobs in order by starting with your present job or last job if you are unemployed. List each promotion as a separate job. Duties should include most difficult or most important responsibilities, and/or most significant accomplishments in the position held, to include percentage of time spent.**

Supervisory experience is a combination of subject matter knowledge and skills and/or managerial abilities related to getting the work done through other people.

A. NAME OF EMPLOYER/MAILING ADDRESS (Check one): University of Guam		Telephone No: 671-797-8566	From: mo <u>01</u> day <u>02</u> year <u>2022</u>
		Immediate Supervisor: Dr. Kuan-ju Chen	To: mo _____ day _____ year _____
		HRS. WORKED PER WEEK: <u>78</u>	
Position Title: Extension Assistant		Salary: <input type="checkbox"/> \$11.89	Reason for Leaving: <input type="checkbox"/>
Type of Business Academia		This Position Is: Supervisory Non-Supervisory / Permanent Temporary	
Specific Duties Performed and Percentage of Time Spent:		%	
Study coordinator for Farm Stress Project; working with national and local partners in creating a Farm Stress conference, and future programs related to mental health.		_____	
B. NAME OF EMPLOYER/MAILING ADDRESS Triton Farm-University of Guam		Telephone No: 671-686-6860	From: mo <u>02</u> day <u>04</u> year <u>2015</u>
		Immediate Supervisor: Jessica Nanguata	To: mo <u>12</u> day <u>23</u> year <u>2021</u>
		HRS. WORKED PER WEEK: _____	
Position Title: Research Assistant		Salary: <input checked="" type="checkbox"/> \$11.89	Reason for Leaving: <input type="checkbox"/> New Opportunity
Type of Business Academia		This Position Is: Supervisory Non-Supervisory / Permanent Temporary	
Specific Duties Performed and Percentage of Time Spent:		%	
Assist on farm operations in aquaponics, egg production, and fruit and veggie production.		_____	
C. NAME OF EMPLOYER/MAILING ADDRESS WestCare Pacific Islands		Telephone No: 671-472-0218	From: mo <u>08</u> day <u>03</u> year <u>2020</u>
		Immediate Supervisor: Beverlyn Coleman	To: mo <u>12</u> day <u>31</u> year <u>2021</u>
		HRS. WORKED PER WEEK: <u>30</u>	
Position Title: Research Assistant		Salary: <input type="checkbox"/> \$16.00 hr	Reason for Leaving: <input type="checkbox"/> Grant funding ceased
Type of Business Non-profit		This Position Is: Supervisory Non-Supervisory / Permanent Temporary	
Specific Duties Performed and Percentage of Time Spent:		%	
Assess youth at risk, data collection, input, and reporting, and other areas of the program.		_____	

11. WORK EXPERIENCE (continues)

D. NAME OF EMPLOYER/MAILING ADDRESS	Telephone No:	From: mo ____ day ____ year _____
	Immediate Supervisor:	To: mo ____ day ____ year _____ HRS. WORKED PER WEEK: _____
Position Title:		Salary: Reason for Leaving:
Type of Business	This Position Is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Non-Supervisory / <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary	
Specific Duties Performed and Percentage of Time Spent:		%
E. NAME OF EMPLOYER/MAILING ADDRESS	Telephone No:	From: mo ____ day ____ year _____
	Immediate Supervisor:	To: mo ____ day ____ year _____ HRS. WORKED PER WEEK: _____
Position Title:		Salary: Reason for Leaving:
Type of Business	This Position Is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Non-Supervisory / <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary	
Specific Duties Performed and Percentage of Time Spent:		%
F. NAME OF EMPLOYER/MAILING ADDRESS	Telephone No.	From: mo ____ day ____ year _____
	Immediate Supervisor:	To: mo ____ day ____ year _____ HRS. WORKED PER WEEK: _____
Position Title:		Salary: Reason for Leaving:
Type of Business	This Position Is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Non-Supervisory / <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary	
Specific Duties Performed and Percentage of Time Spent:		%

12. USE THIS BLOCK TO CONTINUE YOUR RESPONSES TO ANY NUMBERED SECTIONS OR ITEMS:

(This section contains 10 blank lines for continuation of responses.)

13. PREFERENTIAL HIRE STATUS:

This applies only to first time applicants of Government of Guam Merit Scholarship or Educational Loan Recipients. If you wish to claim Preferential Hire Status, please check "Yes" attach a letter of eligibility; if not, check "N/A". This status is applicable only for initial employment with the Government of Guam. Approval of claim is subject to verification.

If applicable, please specify previous applications in which you claimed preferential hire status. (Continue on a separate sheet if necessary.)

YES

NO

N/A

1. Department/Agency: _____ Position Title: _____ Year: _____
2. Department/Agency: _____ Position Title: _____ Year: _____
3. Department/Agency: _____ Position Title: _____ Year: _____

**FOR FACULTY AND ADMINISTRATIVE POSITIONS
IN EDUCATIONAL INSTITUTIONS ONLY**

14. On a separate attachment please supply the following information:

- a. Higher education teaching experience: For each position, indicate the dates of employment (month/year), whether full-time or part-time, tenure track or non-tenure track, course taught, other assignments, salary (9 month or 12 month), academic rank and the name of the Department Chair or Dean.
- b. List other employment information which you feel may support your application.
- c. Major research and publication activities: Give bibliographic reference.
- d. Major grants activities: Indicate date, amount, and source of funding and a brief description of the grant.
- e. Membership in professional organizations and other professional activities.

15. REFERENCES:

List three persons who have definite knowledge of your qualifications. Use major professors, department chairs, deans or others who have had the opportunity to evaluate your work. Please ask these people to send a confidential evaluation directly to the educational institution/agency where the position which you are applying for exists.

NAME	ADDRESS	TITLE
Jessica Nanguata	Triton Farm-Univeristy of Guam	Farm Manager
Beverlyn Coleman	WestCare Pacific Islands	Clinical Director
Rosario Perez	WestCare Pacific Islands	Youth Counselor

16. If you plan to request a relocation reimbursement, please supply us with the name, relationship, and age of any dependent(s) who will be accompanying you to Guam. (ONLY IF APPLICABLE)

NAME	RELATIONSHIP	AGE

IMPORTANT INFORMATION

PLEASE READ BEFORE SIGNING THIS APPLICATION

Job Application: The job application you submit is considered current for one year from the date the eligibility list is established. **IT IS YOUR RESPONSIBILITY TO INFORM THIS OFFICE OF ANY CHANGES TO YOUR ADDRESS OR TELEPHONE NUMBER.**

Evaluation Methods: To determine your qualifications for the position which you are applying, job related tests designed to reveal your capacity to successfully perform the duties of the position are utilized. Most positions require an evaluation of your application to determine your qualification based on a rating of your education and experience. Additional examinations such as a written and a performance test may be required depending on the particular job requirements of the position. The top eligible will be referred for employment consideration for each vacancy subject to the Personnel Rules and Regulations of the respective department or agency. If a selection interview is required, you will be notified. Failure to submit to employment examination requirements will result in an ineligible rating.

Drug Screening: Upon selection for employment into the government of Guam, you must take and pass urinalysis testing for illegal use of drugs. In addition, government employees are subject to their respective Drug-Free Work Place Program requirements. Failure to submit to drug testing will result in immediate disqualification or disciplinary actions.

Pre-Employment Medical Examination: All applicants accepting employment with the government must take and pass a pre-entry physical examination as a condition of employment or continued employment. Applicants accepting employment with educational institutions and/or agencies requiring health clearance must take and pass a pre-entry and annual Tuberculosis Test as a condition of employment. All applicants/employees are responsible for all expenses incurred for this examination. Failure to satisfactorily meet or complete the specific requirements of the examination may result in your disqualification for or termination from employment.

Background Investigation: When you sign this job application, you authorize the government to seek and obtain information regarding your suitability for employment. All factors which are job related may be investigated (e.g., previous employment, educational credentials, and criminal record). All information obtained may be used to determine your eligibility for employment in accordance with equal employment opportunity guidelines. In addition, when you sign this application, you release previous employers and job related sources from legal liability for the information they provide.

Probationary Period: If you are selected for permanent appointment to a classified position, you must initially undergo a probationary period subject to the Personnel Rules and Regulations of your respective department or agency. All temporary or Limited Term employees do not serve a probationary period and are subject to termination at will.

17. APPLICANT STATEMENT

(ATTENTION: Read the following certification and agreement before signing this application.)

I, Elvira Gisog, hereby certify that all statements made on this application are true, complete,
(PRINT NAME)

and correct to the best of my knowledge. I understand that any false or dishonest answer to any question on this application may be grounds for rating me ineligible for employment or for dismissing me after an appointment. I hereby authorize the use of my social security number for the purpose of record keeping and authorize any investigation of all statements made, my personal history, including checks of fingerprints, police records and former employers and all other information as deemed necessary to make a proper employment decision. I hereby release previous employers/related sources from legal liability for information they provide regarding my suitability for employment with the Government of Guam.

Elvira Gisog
SIGNATURE OF APPLICANT (sign in blue/black ink)

04/07/2022

DATE

18. PERSONAL CONTACT

(Optional: In the event that we are unable to contact you, please give two names for reference.)

NAME	ADDRESS	TELEPHONE NO.	RELATIONSHIP



Government of Guam SUITABILITY DETERMINATION

Name: Elvira Gisog	Social Security Number: 575-47-7025	Agency: CNAS-CE&O	Position Applied For: Extension Assistant									
<p>The following information will be used to determine your suitability for employment. Convictions, dismissals from employment, or dishonorable separations from military service do not mean automatic disqualification. In determining employment suitability, we will evaluate the circumstances of each individual case, keeping in mind the requirements of the position being applied for.</p>												
1. DISMISSAL FROM EMPLOYMENT/DISHONORABLE SEPARATIONS FROM MILITARY SERVICE Within the past seven years, were you: <ul style="list-style-type: none">• Discharged (fired) from employment for any reason? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No• Asked to resign (quit) after being informed that your employer intended to discharge (fire) you for any reason? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No• Separated from military service under conditions other than honorable? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "yes" to any of the questions above, please give: Employer's Name/address: _____ Date of Action: _____ Reason in Each Case: _____												
2. CONVICTION FOR VIOLATION OF LAW <ul style="list-style-type: none">• Have you been convicted of a violation of law (e.g., felony, misdemeanor, etc.)? Note: In answering this question, also consider that you may answer "NO" if the following applies: 1) All offenses for which you were tried were as a minor or juvenile 2) All convictions were annulled or expunged (however see note)• Have you ever been convicted of any act, attempt, or conspiracy to overthrow the State/Government of Guam or the federal government by force or violence? <p>If "yes" to any of the above, you must submit a police clearance and provide an explanation including dates and circumstances surrounding the incident. Also, in the case of a conviction, indicate the type of penalty imposed.</p> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No												
3. FAMILY MEMBERS IN THE GOVERNMENT Does this agency currently employ, in any capacity, any immediate member of your family? <p>If "yes", please list the name(s), relationship, and position title. (The purpose of this question is to avoid violation of the Nepotism Rule, or related statutes, whereby spouses and persons within the first degree of "blood relationship" may not be employed in the same department or agency in a supervisor-subordinate relationship and where two or more family members under the same household are prohibited; exception to this rule may be made for the good of the government service.)</p> <table border="1"><thead><tr><th>NAME</th><th>RELATIONSHIP</th><th>POSITION TITLE</th></tr></thead><tbody><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr></tbody></table>				NAME	RELATIONSHIP	POSITION TITLE						
NAME	RELATIONSHIP	POSITION TITLE										
APPLICANT STATEMENT <i>(ATTENTION: Read the following certification and agreement before signing this form.)</i>												
I, <u>Elvira Gisog</u> , hereby certify that all statements made on this suitability form are true, complete, and correct to the best of my knowledge. I understand that any false or dishonest answer to any question on this form may be grounds for dismissing me after an appointment.												
<u><i>Elvira Gisog</i></u> SIGNATURE OF APPLICANT (Sign in blue/black ink)		04/07/2022 DATE										



**Government of Guam
PREFERENCE POINTS
Request Form**

This form is used to award preference points for Veterans of the Armed Forces of the United States or the Guam Police Combat Patrol and Persons with a disability. This form is separate and apart from the job application and will not be attached to the job application submitted. HOWEVER, IF APPLYING FOR MORE THAN ONE POSITION, YOU MUST COMPLETE THIS FORM FOR EACH APPLICATION SUBMITTED IN ORDER TO RECEIVE CREDIT FOR EACH POSITION APPLIED.

Name:	Social Security Number:	Position Title:	Job Announcement No:
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1. PREFERENCE POINTS FOR VETERANS/COMBAT PATROL (Applicable only for initial employment)

Do you wish to claim preference points? If yes, claiming Military Preference Points, specify:

Please indicate: 5 preference points 10 preference points (Disabled Veteran)

Branch: _____ Type of Discharge: _____ Dates of Service: _____

2. PREFERNECE POINTS FOR PERSONS WITH DISABILITIES (Applicable only for initial employment)

Do you wish to claim preference points? If yes, claiming Disability Preference Points, specify:

Please indicate: 5 preference points (Attach certification from the Department of Public Health)

Date of Certification: _____

APPROVAL OF POINTS IS SUBJECT TO VERIFICATION. PLEASE SUBMIT THE APPROPRIATE DOCUMENTS AS REQUESTED UNDER "GENERAL INSTRUCTIONS AND INFORMATION" FOR THE TYPE OF PREFERENCE POINTS YOU ARE CLAIMING.

PLEASE NOTE, THESE PREFERENCE POINTS ARE ADDED TO AN APPLICANT'S PASSING SCORE. IT CANNOT BE USED TO QUALIFY AN OTHERWISE UNQUALIFIED APPLICANT.

IN ADDITION, PLEASE NOTE PREFERENCE POINTS ARE ONLY APPLICABLE UPON INITIAL EMPLOYMENT. THIS MEANS ONCE YOU ARE EMPLOYED IN A CLASSIFIED JOB IN THE GOVERNMENT OF GUAM, REGARDLESS OF WHETHER YOU COMPLETED YOUR PROBATIONARY PERIOD, OR APPLIED YOUR POINTS, YOU WILL NO LONGER BE ELIGIBLE FOR PREFERENCE POINTS.

APPLICANT STATEMENT

(ATTENTION: Read the following certification and agreement before signing this form.)

I, _____, hereby certify that all statements made on this preference point form are true, complete, and correct to the best of my knowledge. I understand that any false or dishonest answer to any question on this form may be grounds for dismissing me after an appointment.

SIGNATURE OF APPLICANT
(Sign in blue/black ink)

DATE

Elvira Gisog



Yigo, Guam, 96929



671 797 8566



elvira.gisog@yahoo.com

Detail-oriented Research Assistant with hands-on experience performing clerical, laboratory, and farm work to advance research goals in Sustainable Agriculture. Proficient in conducting comprehensive literature reviews, providing computational research support and preparing samples and specimens for testing. Efficient in independent and team-driven research environments. Proven public speaking skills and experienced in presenting research at conferences. Currently pursuing degree in Tropical Agriculture Production at the University of Guam.



Skills

Customer service	Excellent
MS Office	Excellent
Communications	Very Good
Irrigation system	Excellent
Land preparation	Very Good
Crop Inspection	Very Good
Crop management	Very Good
Greenhouse work	Excellent
Farm equipment operation	Good
Data Entry	Excellent
Data Analysis	Very Good
Product knowledge	Very Good

2020-08 - Current

• Data Collection

● ● ● ●
Excellent

• Teamwork/Collaboration

● ● ● ●
Excellent

• Driver's License

● ● ● ●
Excellent



Work History

2014-11 - 2020-04

• Research Assistant

WestCare Pacific Islands, Hagatna, Guam

- Gathered, arranged and corrected research data to create representative graphs and charts highlighting results for presentations.
- Validated incoming data to check information accuracy and integrity while independently locating and correcting concerns.
- Working with principal investigators to coordinate qualitative and quantitative research into mental health.
- Organized paperwork, including participant-informed consent waivers and research scope documentation.
- Administer and score assessment instruments
- Collect baseline and follow-up data on program participants and stakeholders
- Maintain tracking and follow-up log for all participants and stakeholders
- Conduct data audits for evaluation purposes
- Conduct basic statistical analyses
- Produce reports or assist in development of reports as required;
- Conduct literature research via Internet or World Wide Web
- Perform any duties assigned

• Laboratory Research Assistant

University Of Guam, 303 Univeristy Drive-UOG STATION, Guam

- Developed materials and methods for data collection and analysis.
- Researched and interpreted large volumes of scientific data and literature.
- Presented technical research results to diverse audiences through written, visual and oral media.
- Developed fact sheets, graphs and tables to analyze and summarize survey data.
- Assessed data using scientific methods while following all important specifications.
- Gathered, arranged and corrected research data to create representative graphs and charts highlighting results for presentations.
- Collected, analyzed and reviewed experimental data for publication and presentation.
- Supported lab activities by maintaining inventory and chemical stocks and cleaning lab equipment.
- Kept physical files and digitized records organized for easy updating and retrieval by authorized team members.
- Interacted with customers professionally by phone, email or in-person to

provide information and directed to desired staff members.

- Managed quality assurance program, including on-site evaluations, internal audits and customer surveys.
- Worked with customers to understand needs and provide testing and analysis on horticultural products.

2014-11 - 2020-04

● **Undergraduate Research Assistant/Farm Hand Assistant**

University Of Guam, Mangilao, Guam

- Inspected horticulture fields for crop condition and disease.
- Operated self-propelled machinery such as skid steers, bush cutters, general farm tools.
- Loaded agricultural products into vehicles for markets and restaurants
- Explained and demonstrated working techniques, practices and safety measures for new workers, volunteers, and visitors.
- Worked on cultivation plans for crop production operations.
- Analyzed soil and water to measure optimum fertilizers for maximum crop production.
- Determined pest and weed issues and applied pesticides, herbicides and fertilizers.
- Planted seeds and transplanted seedlings by hand.
- Checked farmland for issues in need of attention, such as fences to mend and broken pipes to fix.
- Examined poultry and aquatic animals to detect illness, injury or disease.
- Cleared away animal waste by hosing out operational areas.
- Worked with farmers/students/general public to introduce more modern and sustainable agricultural techniques to optimize productivity.
- Tended to crops, which included fruit trees, vegetable plants, medicinal plants and herbs.
- Monitored aquaponic system involving aquatic animal maintenance and grown produce such as leafy greens and herbs.
- Maintained plant nursery for horticultural fields and citrus orchard, as well as closely monitoring crops for growth progress or issues.
- Conducted, researched and drafted memos on production of basil and mint herbs and leafy vegetable greens grown in aquaponics

2013-10 - 2018-02

● **Merchandise Support Associate**

Macys, Dededo, Guam

- Greeted customers and directed to requested products.
- Maintained current knowledge of shelf planograms and end cap plans to effectively merchandise products.
- Observed safety protocols when transporting merchandise to different areas of store to alleviate item damage.
- Helped customers complete purchases by moving heavy items, collecting payments and bagging purchases.
- Stocked merchandise according to retail standard, clearly labeling items, arranging according to size or color and preparing attractive displays.
- Readied items for sales floor stocking by affixing tags and preparing pallets.
- Supported promotional plans by updating signage with price changes.
- Organized store merchandise racks and displays to promote and maintain

visually appealing environments.

- Performed annual and quarterly inventory and audits to maintain accurate records of products.
- Inspected floor displays, noted missing items and immediately replenished merchandise.
- Stayed current on available products, store promotions and customer service policies to better shoppers.

2008-05 - 2009-07

Waitress

Pathways Hotel, YAP, Federated States of Micronesia

- Maintained table settings by removing courses, replacing utensils and refilling beverages promptly and courteously.
- Performed complete opening, closing and shift change duties to keep restaurant working efficiently and teams ready to meet customer needs.
- Printed dining checks with total due, collected payment and offered receipts to complete transactions.
- Stayed up to date on menu changes to offer current and accurate information, answer questions and help customers select optimal meal choices based on individual preferences.
- Answered customers' questions, recommended items and recorded order information.
- Strategically timed check-ins with customers to take orders and confirm satisfaction with meals after delivery, taking action to correct any problems.
- Resolved guest and employee complaints to maintain complete customer satisfaction and workforce effectiveness.
- Applied communication and problem-solving skills to resolve customer complaints and promote long-term loyalty.
- Maintained customer satisfaction with timely table check-ins to assess food and beverage needs.

2014-08 - Current

2009-08 - 2011-05

2004-01 - 2008-05

Education

Bachelor of Science: Tropical Agriculture Production

University Of Guam - Mangilao, Guam

Associate of Science: General Agriculture/Certificate in Food Science

College Of Microneisa - Pohnpei, Federated States Of Micronesia

High School Diploma

Seventh-day Adventist School - Yap, Federated States Of Micronesia

Accomplishments

- Presented research on sustainable agriculture at Center of Island of Sustainability. (2016, 2018, 2019)
- Certified in First Aid Mental Health

Center of Island Sustainability

- March 2016 - "Converting Food Waste to Ecofeed for Swine Production"
- March 2018 - "Agriculture Study Tour in Chiang Mai, Thailand"
- March 2019 - "Sowing the seeds of Future Farmers"



Yap Seventh-day Adventist School

High School Transcript

P.O. Box 700 Colonia, Yap 96943 FSM
Tel. No. (691) 350-2663 Email: tambasenessie@hotmail.co.uk



Name:
Gender:
Address:

GISOG, Elvira T.
Female
P.O. Box 1016 Kadav. Weloy

Date of Birth: May 14, 1989
Date of Graduation: June 3, 2008
G.P.A. 3.03

Subject/Grade Level:	9th			10th			11th			12th		
	School Year: 2004 - 2005			2005 - 2006			2006 - 2007			2007 - 2008		
	School Attended:	Yap SDA School		Yap SDA School		Yap SDA School		Yap SDA School		Yap SDA School		Yap SDA School
Semester/Credit	1st	2nd	Credit	1st	2nd	Credit	1st	2nd	Credit	1st	2nd	Credit
Bible:	Bible I	B+	C+	1.0								
	Bible II				C+	B-	1.0					
	Bible III							A-	A-	1.0		
	Bible IV									A	A-	1.0
English:	English I	C	C	1.0								
	English II				C	C	1.0					
	English III							C+	B	1.0		
	English IV									B	B+	1.0
Math:	Algebra I	D	C+	1.0								
	Algebra II				C	B	1.0					
	Geometry				A-	A-	1.0	A-	A-	1.0		
	Pre-Calculus									C	B-	1.0
Social Studies:	World History				B		0.5					
	U.S. History				C		0.5					
	Civics/Government							A-	A-	1.0		
	Micronesian His./Leadership	A	B	1.0						A-		0.5
Science:	Physical Science	C+	B+	1.0								
	Biology				B	B+	0.5					
	Chemistry							B-	C+	1.0		
	Physics									C+	A-	1.0
Physical Education:	PE I									A-	A-	1.0
	PE II					A-	0.5					
	PE III											
	PE IV									A-	A-	1.0
Electives	Home Economics				A	0.5				C+	A-	1.0
	Spanish/French				B+	0.5	C+	C+	1.0			
	Health						A-	B+	1.0	A-	A	0.5
	Practical Agriculture									C-		0.5
	Music Appreciation											
	Study Hall											
	Work Experience				A	0.5	A	A	1.0	A	A	1.0
	Anatomy& Physiology											
	Art											
Business Courses	Accounting											
	Typing/Keyboarding				B		0.5					
	Business									C-	B-	1.0
	Computer				A	0.5	A	A-	1.0			
Total Credits	Credits			5.0			9.5			9.0		9.5
GPA	GPA			2.6			3.0			3.3		3.2

Grading System:

Grading System:

A	4.0	A	96-100%
A-	3.7	A-	90-95.9%
B+	3.3	B+	86-89.9%
B	3.0	B	83-85.9%
B-	2.7	B-	80-82.9%
C+	2.3	C+	76-79.9%
C	2.0	C	73-75.9%
C-	1.7	C-	70-72.9%
D+	1.3	D+	66-69.9%
D	1.0	D	63-65.9%
D-	0.7	D-	60-62.9%
F	0.0	F	0-59.9%
I	0.0	I	0.0
WP	0.0	WP	0.0
WF	0.0	WF	0.0

WP-Withdrew Pass
WF- Withdraw Fail
I - Incomplete

Rank:

Belinda C. Ennes

Belinda C. Ennes
Principal

Note: This is NOT official Unless it has the School Seal over the Signature of an Administrator.

5.04 =

231 $\frac{1}{8}$

CLASS

OPERATOR

END A

G S O G

EMERAT

BOX N W M

W A R I G A D A

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Oct. 3. 1988

DAHNE M.N.SAPI-SHI
Director of Revenue and Tax

2019731331856601



College of Natural & Applied Sciences
Cooperative Extension & Outreach

MEMORANDUM

March 25, 2022

TO:	Joseph B. Gumataotao, Acting Chief Human Resources Officer	<u></u>	<u>Mar 25, 2022</u>
VIA:	Dr. Lee S. Yudin, Dean/Director	<u></u>	<u>Mar 25, 2022</u>
FROM:	Dr. Kuan-Ju Chen, Assistant Professor	<u></u>	<u>Mar 25, 2022</u>
RE:	SIB for JA#049-22 Extension Assistant II		

The following personnel(s) are members of the SIB for JA#049-22 Extension Assistant II.

- Kuan-Ju Chen, Assistant Professor
- Tim C. Dela Cruz, Extension Agent III
- Jesse Bamba, Extension Agent II

SIB for JA#049-22 Extension Assistant II

Final Audit Report

2022-03-25

Created:	2022-03-25
By:	Resty Albeza (albezar3810@triton.uog.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAhFPNSmgBI-PhILbTkoeXoNq_F0Y_ZM4F

"SIB for JA#049-22 Extension Assistant II" History

 Document created by Resty Albeza (albezar3810@triton.uog.edu)

2022-03-25 - 0:33:25 AM GMT- IP address: 168.123.200.234

 Document emailed to Kuan-Ju Chen (chenkj@triton.uog.edu) for signature

2022-03-25 - 0:33:54 AM GMT

 Email viewed by Kuan-Ju Chen (chenkj@triton.uog.edu)

2022-03-25 - 0:47:51 AM GMT- IP address: 202.128.90.103

 Document e-signed by Kuan-Ju Chen (chenkj@triton.uog.edu)

Signature Date: 2022-03-25 - 0:48:12 AM GMT - Time Source: server- IP address: 202.128.90.103

 Document emailed to Lee Yudin (lyudin@triton.uog.edu) for signature

2022-03-25 - 0:48:14 AM GMT

 Email viewed by Lee Yudin (lyudin@triton.uog.edu)

2022-03-25 - 0:54:14 AM GMT- IP address: 168.123.200.142

 Document e-signed by Lee Yudin (lyudin@triton.uog.edu)

Signature Date: 2022-03-25 - 0:55:15 AM GMT - Time Source: server- IP address: 168.123.200.142

 Document emailed to Joseph Gumataotao (gumataotaoj@triton.uog.edu) for signature

2022-03-25 - 0:55:16 AM GMT

 Email viewed by Joseph Gumataotao (gumataotaoj@triton.uog.edu)

2022-03-25 - 0:55:25 AM GMT- IP address: 104.47.73.254

 Document e-signed by Joseph Gumataotao (gumataotaoj@triton.uog.edu)

Signature Date: 2022-03-25 - 0:57:19 AM GMT - Time Source: server- IP address: 168.123.230.175

 Agreement completed.

2022-03-25 - 0:57:19 AM GMT

ANNOUNCEMENT

March 28, 2022

THE UNIVERSITY OF GUAM SOLICITS APPLICATIONS TO ESTABLISH A LIST OF ELIGIBLES FOR THE FOLLOWING LIMITED TERM APPOINTMENT, FEDERALLY FUNDED FULL-TIME POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):

Announcement No. 049-22

Position Title
EXTENSION ASSISTANT II

Salary Range:

UGPP/G-01 \$24,729.00 – UGPP/G-07 \$30,911.00 per annum

Opening Date:

March 28, 2022

Closing Date:

April 8, 2022

Location:

College of Natural & Applied Sciences/Cooperative Extension Service/Western Pacific Tropical Research Center

MINIMUM QUALIFICATIONS:

High School Diploma or GED and 31-90 college credits; or
Three (3) years relevant and related work experiences

NECESSARY SPECIAL QUALIFICATION:

Must have a valid driver's license

PREFERRED QUALIFICATIONS:

Solid knowledge in the fields of agriculture and mental health. Hold a mental first aid certificate. Expertise in statistical analysis with survey data.

QUALIFICATIONS REQUIRED:

Pursuant to Public Law 26-87 as amended by Public Law 29-113, all future employees of any position within the government of Guam will be required at minimum to possess one of the following:

1. A high school diploma; or
2. Successful completion of General Education Development (GED) Test; or
3. The equivalent of a general education high school program; or
4. Successful completion of a certification program, from a recognized accredited or certified vocational technical institution, in a specialized field for the job.

CHARACTER OF DUTIES:

Under the supervision of Agricultural Economist and Extensionist, the Extension Assistant II will assist in distributing, collecting, and analyzing farmer stress surveys under the Western Region Agricultural Stress Assistance Program (WRASAP). The candidate will assist in information generation and dissemination for a group of three territories (including the Commonwealth of the Northern Mariana Islands, Federated States of Micronesia, and Guam) and work with people of diverse cultures, backgrounds, and economic status (historically underrepresented groups) in this project. The candidate will coordinate outreach activities and the Mental Awareness and Resiliency Training conferences on Guam and Saipan in 2022. The candidate will also assist in the preparation and implementation of technical reports (e.g. annual, impact/outcomes) in agricultural issues as determined by the Program's emerging needs and priorities within Guam and Pacific region. The candidate is expected to prepare IRB application and manage data and presentation materials for related projects. The candidate will take part in photo/video documentation of lectures and prepare educational materials for online learning.

KNOWLEDGE, ABILITIES, AND/OR SKILLS

Ability to manage multiple tasks under tight deadlines. Ability to assist with survey/questionnaire design and online delivery. Ability to record, report, and/or summarize survey results and participant demographics. Ability to assist with IRB applications through preparation or proof-reading of documents. Skill in use of computer peripherals/accessories to create or record educational materials. Familiarity with issues facing farmers, ranchers, farmworkers, and rural communities in crisis. Demonstrated ability to maintain effective relationships with people from a diverse range of backgrounds. Excellent interpersonal and communications skills, particularly active listening, with ability to demonstrate compassion for people dealing with challenging situations and to problem solve with them. Knowledge of Microsoft applications or iOS equivalents.

Applicants claiming degrees or credit hours are required to have an original or certified copy of the documents (e.g. transcripts, high school diploma or GED certification) accompany the application.

WORK ELIGIBILITY:

Submission of completed job applications authorizes the University of Guam to seek and obtain information regarding the applicant's suitability for employment. All factors which are job related may be investigated (e.g. previous employment, educational credentials, and criminal records). All information obtained may be used to determine the applicant's eligibility for employment in accordance with equal employment opportunity guidelines. In addition, the applicant releases previous employers and job related sources from legal liability for the information provided.

Section 25103, Chapter 25, Title 10 of the Guam Code Annotated requires college or university employees to undergo a physical examination, to include a test for tuberculosis (skin or x-ray), prior to employment and at least annually thereafter. A report of such examination must be conducted by a licensed physician within a state or territory of the United States and must be submitted upon request.

Federal law requires presentation of eligibility to work in the United States within seventy-two (72) hours of reporting for employment. Specifically, 8 USC 1324A requires the employer to verify the identity and eligibility to work in the United States of all newly hired employees. The University of Guam is required to comply with this law on a non-discriminatory basis. If you are hired to fill a position within the University of Guam, you will be required to present valid documents to comply with the law.

POLICE AND COURT CLEARANCE:

Pursuant to Public Law No. 28-24 and Executive Order No. 2005-34, applicants selected for a position are required to provide original police and court (Superior Court of Guam) clearances of no more than three (3) months old prior to commencement of employment. Off-island applicants must obtain clearances from their place of residence. Applicants are responsible for fees associated with obtaining the clearances.

HOW TO APPLY:

Applicants must submit a Government of Guam Application Form to the Human Resources Office, located at the Administration Building, between 8:00 a.m. to 5:00 p.m. Monday through Thursday, and 8:00 a.m. to 1:00 p.m. on Friday except holidays. Applications may be obtained from this office, or the HR website: <http://www.uog.edu/hro> (under Forms). Requests for applications may be directed to the following address: Human Resources Office, University of Guam, UOG Station, Mangilao, Guam 96923. For further information, please call 735-2350/1

UNIVERSITY INFORMATION:

Information on the University's campus security and fire safety may be accessed at <https://www.uog.edu/life-at-uog/safety-security>.

THE UNIVERSITY OF GUAM IS AN EQUAL OPPORTUNITY EMPLOYER AND PROVIDER:

The University of Guam complies with Public Law 24-109 in reference to the provisions and requirements of the Americans with Disabilities Act. Assistance in EEO/ADA matters and inquiries concerning the application of Title IX and its implementing regulations may be referred to the University's Director, EEO and Title IX/ADA Coordinator, located at the EEO/ADA Office, Dorm II, Iya Hami Hall, Room 106, Telephone No. (671) 735-2244; TTY (671) 735-2243; or to the Office of Civil Rights (OCR).



RACHEL F. CUBACUB

Acting Chief Human Resources Officer

Signature: 

Email: albezar3810@triton.uog.edu

Signature: 
dyl (Mar 28, 2022 08:56 GMT+10)

Email: dylujan@triton.uog.edu



[Signature]
COLLEGE OF NATURAL & APPLIED SCIENCES

Cooperative Extension Services

[Signature] *Orana Elsegini*
Orana Elsegini (Mar 21, 2022 11:40 AM +10)

MEMORANDUM

March 9, 2022

TO:	Mr. Joseph B. Gumataotao, Acting Chief Human Resource Officer	<i>[Signature]</i>	Mar 25, 2022
VIA:	Dr. Anita B. Enriquez, SVP/Provost	<i>[Signature]</i>	Mar 21, 2022
VIA:	Mr. Randy Wiegand, VPAF	<i>[Signature]</i>	Mar 18, 2022
VIA:	Dr. Lee S. Yudin, Dean/Director	<i>[Signature]</i>	Mar 18, 2022
VIA:	Ms. Christine Visosky, CNAS Accountant III	<i>[Signature]</i>	Mar 18, 2022
	<input checked="" type="checkbox"/> Account(s) are correct and funds are certified		
	<input type="checkbox"/> Account(s) to be used		
VIA:	Dr. Adrian Ares, Interim Associate Director, WPTRC	<i>[Signature]</i>	Mar 18, 2022
VIA:	Mr. Peter Barcina, Interim Associate Director, CES	<i>[Signature]</i>	Mar 18, 2022
FROM:	Dr. Kuan-Ju Chen, Assistant Professor	<i>[Signature]</i>	Mar 16, 2022
	Dr. Tim C. Dela Cruz, Extension Agent III	<i>[Signature]</i>	Mar 16, 2022

RE: Job Announcement: Extension Assistant II for the Western Region Agricultural Stress Assistance Program

We would like your permission to announce Extension Assistant II position on People Admin, UOG Career Page and UOG Website. The particulars of the job announcement are as follows:

Program name/College CNAS/CES/WPTRC
Account number(s)..... 61-1F-223415-P-5102035
Federally funded..... Yes No
Position title Extension Assistant II
Type of appointment Other/Limited Term Contract Classified
Type of employment..... Part-Time Full-Time
Grade/Step/Salary or Hourly Rate UGPP/G-01 \$24,729.00 – UGPP/G-07 \$30,911.00 per annum
Number of hours per week..... 40 hours per week
Benefit(s)..... All fringe benefits
..... Medical/Dental Retirement
..... Social Security
..... Annual/Sick Leave Life Insurance
Duration of recruitment posting..... 2 weeks Continuous until filled



COLLEGE OF NATURAL & APPLIED SCIENCES

Cooperative Extension Services

Minimum Qualifications

High School Diploma or GED, and 31-90 college credits; or
Three (3) years relevant and related work experiences

Necessary Special Qualifications

Must have a valid driver's license.

Preferred Qualifications

Solid knowledge in the fields of agriculture and mental health.
Hold a mental health first aid certificate.
Expertise in statistical analysis with survey data.

Knowledge, Abilities, and/ or Skills

Ability to manage multiple tasks under tight deadlines. Ability to assist with survey/questionnaire design and online delivery. Ability to record, report, and/or summarize survey results and participant demographics. Ability to assist with IRB applications through preparation or proof-reading of documents. Skill in use of computer peripherals/accessories to create or record educational materials. Familiarity with issues facing farmers, ranchers, farmworkers and rural communities in crisis. Demonstrated ability to maintain effective relationships with people from a diverse range of backgrounds. Excellent interpersonal and communications skills, particularly active listening, with ability to demonstrate compassion for people dealing with challenging situations and to problem solve with them. Knowledge of Microsoft applications or iOS equivalents.

Character of Duties

Under the supervision of Agricultural Economist and Extensionist, the Extension Assistant II will assist in distributing, collecting, and analyzing farmer stress surveys under the Western Region Agricultural Stress Assistance Program (WRASAP). The employee will assist in information generation and dissemination for a group of three territories (including the Commonwealth of the Northern Mariana Islands, Federated States of Micronesia, and Guam) and work with people of diverse cultures, backgrounds, and economic status (historically underrepresented groups) in this project. The employee will coordinate outreach activities and the Mental Awareness and Resiliency Training conferences on Guam and Saipan in 2022. He or she will also assist in the preparation and implementation of technical reports (e.g. annual, impact/outcomes) in agricultural issues as determined by the Program's emerging needs and priorities within Guam and Pacific region. The employee is expected to prepare IRB application, and manage data and presentation materials for related projects. The employee will take part in photo/video documentation of lectures and prepare educational materials for online learning.

Your favorable consideration and approval of this request is greatly appreciated.



RECEIVED
UNIVERSITY OF GUAM
March 26, 2018

College of Natural & Applied Sciences
OFFICE OF THE DEAN/DIRECTOR

RECEIVED

at 3:13PM
MAR 26 2018

MEMORANDUM

March 21, 2018

TO: *[Signature]* Larry Gamboa, Chief Human Resources Office
 Compliance with appropriate UOG Rules and Regulations

VIA: *[Signature]* Dr. Anita B. Enriquez, Senior Vice President
 Approved Disapproved

VIA: Cathleen Moore-Linn, RCUOG Executive Director *CML*

FROM: Dr. Lee S. Yudin, Dean/Director *PLS*
Dr. Rachael Leon Guerrero, Associate Director/Dean *RPG*
Dr. Sereana H. Dresbach *SHD*

RE: College of Natural and Applied Sciences
Cooperative Extension Service & Western Pacific Tropical Research Center
New Salary Scale & Minimum Qualifications for Non-Classified, Limited Term Employment
Hiring Guidelines and Pay Scale for UOG & RCUOG Employees

After reviewing/auditing the CNAS (CES & WPTRC) new pay scale (with the effective date 1-21-18) we have noticed a discrepancy in our scale. So we have chosen to adopt the UGPP scale for our Extension (Assistants & Associates) and Research (Assistants & Associates) Staffs.

Pay Grade for CES/WPTRC Staff Position

- Extension & Research Aide - Grade A
- Extension & Research Assistant I - Grade E
- Extension & Research Assistant II - Grade G
- Extension & Research Assistant III - Grade H

- Extension & Research Associate I - Grade J
- Extension & Research Associate II - Grade M
- Extension & Research Associate III - Grade N

- Extension & Research Educator/Fellow (Non-Faculty) - Grade R



Minimum Qualifications for CES/WPTRC Staff Position

- **Extension & Research Aide** – Currently in High School and no years relevant and related work experience.
- **Extension & Research Assistant I** – High School Diploma or GED and no years relevant and related work experience.
- **Extension & Research Assistant II** – High School Diploma or GED, and 31-90 college credits, or 3 years relevant and related work experience.
- **Extension & Research Assistant III** - High School Diploma or GED, and 90 or more college credits, or 5 years relevant and related work experience.
- **Extension & Research Associate I** – Bachelor's Degree or Associate's Degree with 3 years relevant and related work experience.
- **Extension & Research Associate II** – Bachelor's Degree with 5 years relevant and related work experience, or Master's Degree with no related work experience.
- **Extension & Research Associate III** – Master's Degree with 3 years relevant and related work experience.
- **Extension & Research Educator/Fellow (Non-Faculty)** – Terminal Degree.

Benefits

All Full Time & Part Time Employees must contribute to the Defined Contribution Retirement System (DCRS).

Full Time Employees all entitle to all fringe benefits.

- Medical/Dental Insurance
- Life Insurance
- Retirement
- Able to accrual annual and sick leave

The New/Updated Salary Pay Scale & Minimum Qualifications is *effective January 21, 2018*.

Your favorable consideration and approval of this request is greatly appreciated.

Attachment



UNIVERSITY OF GUAM
UNIBETSEDAT GUAHAN
BOARD OF REGENTS

RESOLUTION NO. 15-01

**RELATIVE TO ADOPTING THE UNIVERISTY OF GUAM GENERAL PAY PLAN (UGPP)
FOR USE WITH GRANT AND EXTERNALLY FUNDED POSITIONS**

WHEREAS, the University of Guam (UOG) is the primary U.S. Land Grant institution accredited by the Western Association of Schools and Colleges (WASC) serving the post-secondary needs of the people of Guam and the region; and

WHEREAS, the governance and well-being of UOG is vested in the Board of Regents (BOR) which is responsible for policies governing the duties, conditions of employment, compensation, and salary of all UOG employees; and

WHEREAS, UOG collaborated with the Hay Group and evaluated position descriptions and assigned pay grades for grant and externally funded positions utilizing the Government of Guam General Pay Plan (GPP); and

WHEREAS, 22 Guam Code Annotated, Chapter 3, § 3105 Minimum Wages (P.L. 32-178) increased the Guam minimum wage to \$8.25 per hour effective January 1, 2015, UOG modified the GPP, as appropriate for Grades A and B, and increased the pay of Grade A Step 1 to reflect the new minimum wage and respectively increased subsequent steps in Grade A and all steps in Grade B; and

WHEREAS, the President and the Academic, Personnel and Tenure (AP&T) Committee reviewed the proposal to adopt the GPP, as modified, to be the pay plan for UOG support personnel (grant and externally funded), to be referred to as the University of Guam General Pay Plan (UGPP), and;

WHEREAS, based upon the evaluation and assignment of pay grades for grant and externally funded positions, the President and the AP&T Committee recommends to the BOR the attached UGPP.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Regents hereby adopts the University of Guam General Pay Plan (UGPP) as the pay plan for University support personnel.

Adopted this 19th day of February, 2015.



William D. Leon Guerrero, Chairperson

ATTESTED:



Dr. Robert A. Underwood, Executive Secretary

UNIVERSITY OF GUAM GENERAL PAY PLAN									
Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
X	\$96,175	\$99,819	\$103,602	\$107,527	\$111,601	\$115,830	\$120,219	\$124,033	\$127,969
W	\$91,595	\$95,066	\$98,668	\$102,407	\$106,287	\$110,314	\$114,494	\$118,127	\$121,875
V	\$86,820	\$90,110	\$93,524	\$97,068	\$100,746	\$104,563	\$108,525	\$111,968	\$115,521
U	\$81,522	\$84,611	\$87,816	\$91,144	\$94,597	\$98,182	\$101,902	\$105,135	\$108,471
T	\$76,188	\$79,075	\$82,071	\$85,181	\$88,408	\$91,758	\$95,235	\$98,257	\$101,374
S	\$70,873	\$73,558	\$76,345	\$79,238	\$82,241	\$85,357	\$88,591	\$91,402	\$94,302
R	\$65,623	\$68,110	\$70,690	\$73,369	\$76,149	\$79,034	\$82,029	\$84,632	\$87,317
Q	\$60,482	\$62,773	\$65,152	\$67,620	\$70,183	\$72,842	\$75,602	\$78,001	\$80,476
P	\$55,488	\$57,590	\$59,773	\$62,037	\$64,388	\$66,828	\$69,360	\$71,561	\$73,831
O	\$49,897	\$51,787	\$53,750	\$55,786	\$57,900	\$60,094	\$62,371	\$64,350	\$66,392
N	\$45,014	\$46,720	\$48,490	\$50,328	\$52,235	\$54,214	\$56,268	\$58,053	\$59,895
M	\$40,762	\$42,307	\$43,910	\$45,574	\$47,301	\$49,093	\$50,953	\$52,570	\$54,238
L	\$37,100	\$38,506	\$39,965	\$41,479	\$43,051	\$44,682	\$46,375	\$47,846	\$49,364
K	\$33,911	\$35,196	\$36,530	\$37,914	\$39,350	\$40,841	\$42,389	\$43,734	\$45,122
J	\$31,076	\$32,253	\$33,476	\$34,744	\$36,061	\$37,427	\$38,845	\$40,077	\$41,349
I	\$28,595	\$29,679	\$30,803	\$31,970	\$33,182	\$34,439	\$35,744	\$36,878	\$38,048
H	\$26,520	\$27,525	\$28,568	\$29,650	\$30,774	\$31,940	\$33,150	\$34,202	\$35,287
G	\$24,729	\$25,666	\$26,638	\$27,648	\$28,695	\$29,783	\$30,911	\$31,892	\$32,904
F	\$23,171	\$24,049	\$24,960	\$25,906	\$26,888	\$27,907	\$28,964	\$29,883	\$30,831
E	\$21,095	\$21,895	\$22,724	\$23,585	\$24,479	\$25,406	\$26,369	\$27,206	\$28,069
D	\$19,761		\$20,510	\$21,287	\$22,094	\$22,931	\$23,800	\$24,555	\$25,334
C				\$19,866	\$20,619	\$21,400	\$22,211	\$22,916	\$23,643
B				\$19,605	\$20,348	\$21,119	\$21,920	\$22,615	\$23,332
A					\$19,913	\$20,668	\$21,451	\$22,131	\$22,833

UNIVERSITY OF GUAM									
GENERAL PAY PLAN									
Grade	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18
X	\$132,029	\$136,218	\$140,540	\$144,999	\$149,600	\$154,346	\$159,243	\$164,296	\$169,509
W	\$125,742	\$129,731	\$133,847	\$138,094	\$142,476	\$146,996	\$151,660	\$156,472	\$161,437
V	\$119,186	\$122,968	\$126,869	\$130,895	\$135,048	\$139,333	\$143,753	\$148,314	\$153,020
U	\$111,913	\$115,463	\$119,127	\$122,907	\$126,806	\$130,830	\$134,981	\$139,263	\$143,682
T	\$104,591	\$107,909	\$111,333	\$114,865	\$118,510	\$122,270	\$126,149	\$130,152	\$134,281
S	\$97,294	\$100,381	\$103,566	\$106,852	\$110,242	\$113,740	\$117,349	\$121,072	\$124,913
R	\$90,087	\$92,946	\$95,895	\$98,937	\$102,076	\$105,315	\$108,657	\$112,104	\$115,661
Q	\$83,029	\$85,663	\$88,381	\$91,185	\$94,079	\$97,064	\$100,143	\$103,321	\$106,599
P	\$76,174	\$78,591	\$81,084	\$83,657	\$86,311	\$89,050	\$91,875	\$94,790	\$97,798
O	\$68,498	\$70,671	\$72,914	\$75,227	\$77,614	\$80,077	\$82,617	\$85,239	\$87,943
N	\$61,796	\$63,756	\$65,779	\$67,866	\$70,020	\$72,241	\$74,533	\$76,898	\$79,338
M	\$55,958	\$57,734	\$59,566	\$61,456	\$63,406	\$65,417	\$67,493	\$69,634	\$71,844
L	\$50,931	\$52,547	\$54,214	\$55,934	\$57,709	\$59,540	\$61,429	\$63,378	\$65,389
K	\$46,553	\$48,030	\$49,554	\$51,126	\$52,749	\$54,422	\$56,149	\$57,930	\$59,768
J	\$42,661	\$44,015	\$45,411	\$46,852	\$48,338	\$49,872	\$51,455	\$53,087	\$54,771
I	\$39,255	\$40,501	\$41,786	\$43,112	\$44,480	\$45,891	\$47,347	\$48,849	\$50,399
H	\$36,407	\$37,562	\$38,753	\$39,983	\$41,252	\$42,560	\$43,911	\$45,304	\$46,742
G	\$33,948	\$35,025	\$36,136	\$37,283	\$38,465	\$39,686	\$40,945	\$42,244	\$43,585
F	\$31,809	\$32,819	\$33,860	\$34,934	\$36,043	\$37,186	\$38,366	\$39,583	\$40,839
E	\$28,959	\$29,878	\$30,826	\$31,804	\$32,813	\$33,855	\$34,929	\$36,037	\$37,180
D	\$26,138	\$26,967	\$27,823	\$28,706	\$29,617	\$30,556	\$31,526	\$32,526	\$33,558
C	\$24,393	\$25,167	\$25,965	\$26,789	\$27,639	\$28,516	\$29,421	\$30,354	\$31,318
B	\$24,071	\$24,834	\$25,622	\$26,434	\$27,272	\$28,136	\$29,028	\$29,948	\$30,898
A	\$23,556	\$24,303	\$25,074	\$25,868	\$26,689	\$27,535	\$28,407	\$29,308	\$30,237

Request to Announce JA for Extension Assistant II

Final Audit Report

2022-03-21

Created:	2022-03-15
By:	Resty Albeza (albezar3810@triton.uog.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAA8PVxQ7OMnLpWCw8rg5uGjqK3vdvVrjwV

"Request to Announce JA for Extension Assistant II" History

-  Document created by Resty Albeza (albezar3810@triton.uog.edu)
2022-03-15 - 11:33:07 PM GMT- IP address: 168.123.200.234
-  Document emailed to Tim Dela Cruz (delacruzt237@triton.uog.edu) for signature
2022-03-15 - 11:34:47 PM GMT
-  Email viewed by Tim Dela Cruz (delacruzt237@triton.uog.edu)
2022-03-16 - 4:05:40 AM GMT- IP address: 104.47.74.126
-  Document e-signed by Tim Dela Cruz (delacruzt237@triton.uog.edu)
Signature Date: 2022-03-16 - 4:06:14 AM GMT - Time Source: server- IP address: 168.123.200.224
-  Document emailed to Kuan-Ju Chen (chenkj@triton.uog.edu) for signature
2022-03-16 - 4:06:16 AM GMT
-  Email viewed by Kuan-Ju Chen (chenkj@triton.uog.edu)
2022-03-16 - 4:16:31 AM GMT- IP address: 168.123.100.185
-  Document e-signed by Kuan-Ju Chen (chenkj@triton.uog.edu)
Signature Date: 2022-03-16 - 11:12:36 AM GMT - Time Source: server- IP address: 202.128.90.103
-  Document emailed to Jane Mendiola (janemendiola@triton.uog.edu) for signature
2022-03-16 - 11:12:39 AM GMT
-  Email viewed by Jane Mendiola (janemendiola@triton.uog.edu)
2022-03-18 - 0:35:29 AM GMT- IP address: 104.47.73.126
-  Document e-signed by Jane Mendiola (janemendiola@triton.uog.edu)
Signature Date: 2022-03-18 - 0:36:31 AM GMT - Time Source: server- IP address: 168.123.200.198

-  Document emailed to Peter Barcinas (pbarcina@triton.uog.edu) for signature
2022-03-18 - 0:36:33 AM GMT
-  Email viewed by Peter Barcinas (pbarcina@triton.uog.edu)
2022-03-18 - 0:44:29 AM GMT- IP address: 168.123.200.122
-  Document e-signed by Peter Barcinas (pbarcina@triton.uog.edu)
Signature Date: 2022-03-18 - 0:45:37 AM GMT - Time Source: server- IP address: 168.123.200.122
-  Document emailed to Christine Visosky (visoskyc@triton.uog.edu) for signature
2022-03-18 - 0:45:39 AM GMT
-  Email viewed by Christine Visosky (visoskyc@triton.uog.edu)
2022-03-18 - 1:07:35 AM GMT- IP address: 104.47.74.126
-  Document e-signed by Christine Visosky (visoskyc@triton.uog.edu)
Signature Date: 2022-03-18 - 1:11:06 AM GMT - Time Source: server- IP address: 168.123.200.160
-  Document emailed to Lee Yudin (lyudin@triton.uog.edu) for signature
2022-03-18 - 1:11:09 AM GMT
-  Email viewed by Lee Yudin (lyudin@triton.uog.edu)
2022-03-18 - 1:12:07 AM GMT- IP address: 168.123.200.142
-  Document e-signed by Lee Yudin (lyudin@triton.uog.edu)
Signature Date: 2022-03-18 - 1:12:39 AM GMT - Time Source: server- IP address: 168.123.200.142
-  Document emailed to Carmelita Blas (cgblas@triton.uog.edu) for signature
2022-03-18 - 1:12:41 AM GMT
-  Email viewed by Carmelita Blas (cgblas@triton.uog.edu)
2022-03-18 - 1:45:38 AM GMT- IP address: 168.123.224.55
-  Document e-signed by Carmelita Blas (cgblas@triton.uog.edu)
Signature Date: 2022-03-18 - 1:46:24 AM GMT - Time Source: server- IP address: 168.123.224.55
-  Document emailed to Randall Wiegand (wiegandr@triton.uog.edu) for signature
2022-03-18 - 1:46:27 AM GMT
-  Document e-signed by Randall Wiegand (wiegandr@triton.uog.edu)
Signature Date: 2022-03-18 - 7:22:44 AM GMT - Time Source: server- IP address: 168.123.224.66
-  Document emailed to Orana Elsegini (oranae@triton.uog.edu) for signature
2022-03-18 - 7:22:46 AM GMT
-  Email viewed by Orana Elsegini (oranae@triton.uog.edu)
2022-03-18 - 7:24:10 AM GMT- IP address: 121.55.243.91

-  Email viewed by Orana Elsegini (oranae@triton.uog.edu)
2022-03-21 - 0:07:18 AM GMT- IP address: 121.55.243.91
-  Document e-signed by Orana Elsegini (oranae@triton.uog.edu)
Signature Date: 2022-03-21 - 0:08:47 AM GMT - Time Source: server- IP address: 121.55.243.91
-  Document emailed to abe@triton.uog.edu for signature
2022-03-21 - 0:08:49 AM GMT
-  Resty Albeza (albezar3810@triton.uog.edu) replaced signer abe@triton.uog.edu with Sharleen Santos-Bamba (sbamba@triton.uog.edu)
2022-03-21 - 0:10:56 AM GMT- IP address: 168.123.200.234
-  Document emailed to Sharleen Santos-Bamba (sbamba@triton.uog.edu) for signature
2022-03-21 - 0:10:57 AM GMT
-  Email viewed by Sharleen Santos-Bamba (sbamba@triton.uog.edu)
2022-03-21 - 0:37:59 AM GMT- IP address: 104.47.73.254
-  Document e-signed by Sharleen Santos-Bamba (sbamba@triton.uog.edu)
Signature Date: 2022-03-21 - 0:43:42 AM GMT - Time Source: server- IP address: 168.123.224.220
-  Agreement completed.
2022-03-21 - 0:43:42 AM GMT

Request to Announce JA for Extension Assistant II

Final Audit Report

2022-03-25

Created:	2022-03-25
By:	Resty Albeza (albezar3810@triton.uog.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAaB_eZ1taR9mJbF2DzYkae_KTg_4HDixt

"Request to Announce JA for Extension Assistant II" History

-  Document created by Resty Albeza (albezar3810@triton.uog.edu)
2022-03-25 - 0:17:06 AM GMT- IP address: 168.123.200.234
-  Document emailed to Joseph Gumataotao (gumataotaoj@triton.uog.edu) for signature
2022-03-25 - 0:17:39 AM GMT
-  Email viewed by Joseph Gumataotao (gumataotaoj@triton.uog.edu)
2022-03-25 - 0:17:49 AM GMT- IP address: 104.47.73.126
-  Document e-signed by Joseph Gumataotao (gumataotaoj@triton.uog.edu)
Signature Date: 2022-03-25 - 0:17:57 AM GMT - Time Source: server- IP address: 168.123.230.175
-  Agreement completed.
2022-03-25 - 0:17:57 AM GMT

#049-22 Extension Assistant II

Final Audit Report

2022-03-28

Created:	2022-03-27
By:	Resty Albeza (albezar3810@triton.uog.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAXzn5KQoQCQOF0btAQPUjYzF5r9f7avl

"#049-22 Extension Assistant II" History

- Document created by Resty Albeza (albezar3810@triton.uog.edu)
2022-03-27 - 10:53:05 PM GMT- IP address: 168.123.200.234
- Document e-signed by Resty Albeza (albezar3810@triton.uog.edu)
Signature Date: 2022-03-27 - 10:53:46 PM GMT - Time Source: server- IP address: 168.123.200.234
- Document emailed to dyl (dylujan@triton.uog.edu) for signature
2022-03-27 - 10:53:48 PM GMT
- Email viewed by dyl (dylujan@triton.uog.edu)
2022-03-27 - 10:55:36 PM GMT- IP address: 114.142.209.47
- Document e-signed by dyl (dylujan@triton.uog.edu)
Signature Date: 2022-03-27 - 10:56:19 PM GMT - Time Source: server- IP address: 114.142.209.47
- Document emailed to Rachel F. Cubacub (rachelfc@triton.uog.edu) for signature
2022-03-27 - 10:56:21 PM GMT
- Email viewed by Rachel F. Cubacub (rachelfc@triton.uog.edu)
2022-03-28 - 0:27:07 AM GMT- IP address: 104.47.74.126
- Document e-signed by Rachel F. Cubacub (rachelfc@triton.uog.edu)
Signature Date: 2022-03-28 - 0:30:07 AM GMT - Time Source: server- IP address: 114.142.253.215
- Agreement completed.
2022-03-28 - 0:30:07 AM GMT

REFERRAL MEMO HRO-111-2022 #049-22

EASII 04.28.22

Final Audit Report

2022-05-02

Created:	2022-04-28
By:	Resty Albeza (albezar3810@triton.uog.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAACPM32FtJ-HB0AWlhHegMJ-2XIOVfoFVJ

"REFERRAL MEMO HRO-111-2022 #049-22 EASII 04.28.22" History

-  Document created by Resty Albeza (albezar3810@triton.uog.edu)
2022-04-28 - 6:16:11 AM GMT- IP address: 168.123.200.104
-  Document e-signed by Resty Albeza (albezar3810@triton.uog.edu)
Signature Date: 2022-04-28 - 6:18:08 AM GMT - Time Source: server- IP address: 168.123.200.104
-  Document emailed to Donna Lujan (dylujan@triton.uog.edu) for signature
2022-04-28 - 6:18:12 AM GMT
-  Email viewed by Donna Lujan (dylujan@triton.uog.edu)
2022-04-28 - 6:18:36 AM GMT- IP address: 40.94.29.126
-  Email viewed by Donna Lujan (dylujan@triton.uog.edu)
2022-04-29 - 6:19:29 AM GMT- IP address: 40.94.25.254
-  Email viewed by Donna Lujan (dylujan@triton.uog.edu)
2022-04-30 - 6:19:29 AM GMT- IP address: 13.64.230.136
-  Email viewed by Donna Lujan (dylujan@triton.uog.edu)
2022-05-01 - 6:19:27 AM GMT- IP address: 20.99.168.206
-  Resty Albeza (albezar3810@triton.uog.edu) replaced signer Donna Lujan (dylujan@triton.uog.edu) with Eliza Soriano (esoriano@triton.uog.edu)
2022-05-02 - 2:41:00 AM GMT- IP address: 168.123.230.168
-  Document emailed to Eliza Soriano (esoriano@triton.uog.edu) for signature
2022-05-02 - 2:41:01 AM GMT
-  Email viewed by Eliza Soriano (esoriano@triton.uog.edu)
2022-05-02 - 2:41:05 AM GMT- IP address: 40.94.28.126



Adobe Acrobat Sign

-  Document e-signed by Eliza Soriano (esoriano@triton.uog.edu)
Signature Date: 2022-05-02 - 3:17:28 AM GMT - Time Source: server- IP address: 168.123.230.163
-  Document emailed to Joseph Gumataotao (gumataotaoj@triton.uog.edu) for signature
2022-05-02 - 3:17:30 AM GMT
-  Email viewed by Joseph Gumataotao (gumataotaoj@triton.uog.edu)
2022-05-02 - 3:17:34 AM GMT- IP address: 20.69.168.121
-  Document e-signed by Joseph Gumataotao (gumataotaoj@triton.uog.edu)
Signature Date: 2022-05-02 - 3:29:18 AM GMT - Time Source: server- IP address: 168.123.230.175
-  Document emailed to Lee Yudin (lyudin@triton.uog.edu) for signature
2022-05-02 - 3:29:22 AM GMT
-  Email viewed by Lee Yudin (lyudin@triton.uog.edu)
2022-05-02 - 3:29:28 AM GMT- IP address: 20.81.14.128
-  Document e-signed by Lee Yudin (lyudin@triton.uog.edu)
Signature Date: 2022-05-02 - 3:30:37 AM GMT - Time Source: server- IP address: 168.123.200.156
-  Agreement completed.
2022-05-02 - 3:30:37 AM GMT



Adobe Acrobat Sign