

DEPARTMENT OF EDUCATION  
GOVERNMENT OF GUAM  
PERSONNEL SERVICES DIVISION  
P.O. Box DE, Hagatna, Guam 96932  
Tel: 475-0495

REQUEST FOR PERSONNEL ACTION

Employee's Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Position Title: \_\_\_\_\_ SS#: \_\_\_\_\_  
School/Division: \_\_\_\_\_

NATURE OF ACTION

- Reclassification/Pay Adjustment
- Change of Name
- Conversion
- \*Transfer Request (Non-instructional Personnel Only)
- Other (Specify) : \_\_\_\_\_

From: \_\_\_\_\_

To: \_\_\_\_\_

Effective Date: \_\_\_\_\_

Reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Acknowledged

\_\_\_\_\_  
Date: \_\_\_\_\_

Signature of Principal/Division Head

\*Non-instructional transfer request endorsement from prospective receiving  
Principal/Division Head.

- Approved
- Disapproved

\_\_\_\_\_  
Date: \_\_\_\_\_  
Signature of Principal/Division Head