

April 12, 2013

MEMORANDUM

TO: Vice President, Academic Affairs
Vice President, Finance and Administration
Dean, School of Trades & Professional Services
Dean, School of Technology & Student Services
Assistant Director, Planning and Development
Assistant Director, Development and Alumni Relations
Assistant Director, Assessment, Institutional Effectiveness and Research

FROM: President

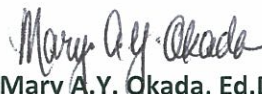
SUBJECT: Mandatory Training: WorkKeys Assessment

ACT WorkKeys is a job skills assessment system that helps employers select, hire, train, develop, and retain a high-performance workforce. The WorkKeys assessments are the basis of the National Career Readiness Certificate program. The series of tests measures foundational and soft skills and offers specialized assessments to target institutional needs. Results of the WorkKeys Readiness Indicator help identify individuals who are likely to attain a minimum score on three key WorkKeys assessments.

The Human Resources Office has prepared a schedule for all full-time permanent Administrators and Staff to take the WorkKeys Assessments that will be administered by the Continuing Education and Workforce Development Department on Fridays, April 19, 2013 to May 24, 2013 from 8:00AM to 12:00PM in Room A26.

Should you have any questions regarding the WorkKeys Assessments, please call Chelsa Muna-Brecht at 735-5574 or email chelsa.munabrecht@guamcc.edu.

Attendance is required. Please allocate time for employees to attend the training dates as scheduled.


Mary A.Y. Okada, Ed.D.

cc: All concerned employees
Immediate Supervisors
Training file

GCC Work Keys Assessment

	Department	Position Title	Name
4/26/2013 Room A27			
1	Business Office	Accountant I	Aquino, Elizabeth J.
2	Continuing Education	Program Specialist	Barnhart, Terry L.
3	Dean's Office - TSS	Administrative Aide	Bautista, Kimberly C.
4	Learning Resource Center	Library Technician II	Cheipot, Steve S.
5	Admissions	Records & Registration Superv	Concepcion, Marilyn L.
6	VP Business	Administrative Assistant	Cruz, Vivian D.
7	Management Information Systems	Computer Technician II	De Leon, Benedict C.
8	Environmental Health and Safety	Safety Inspector I	Diaz, John L.
9	Management Information Systems	Computer Technician II	Fabro, Jefferson V.
10	Student Financial Aid	Program Coordinator II	Guerrero, Vivian C.
11	Adult Basic Education	Program Coordinator I	Joker, Darwin K.
12	Assessment, Ins Effect and Research	Assistant Director	Montague, Marlena O.
13	Office of the President	Private Secretary	Muna, Esther A.
14	Materials Management	Buyer I	Palacios, Patricia U.
15	Accomodative Services	Program Specialist	Payne, John F.
16	Dean's Office - TPS	Associate Dean	Sablan, Karen M.
17	Business Office	General Accounting Supervisor	San Nicolas, Cheryl B.
18	Student Support Services	Clerk Typist III	Santos, Irene J.
19	Facilities	Maintenance Worker	Toves, Albert S.
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GCC Work Keys Assessment

	Department	Position Title	Name
4/26/2013 Room A26			
1	Dean's Office - TSS	Word Processing Secretary II	Atoigue, Ana Mari C.
2	Management Information Systems	Systems Programmer	Bautista, Kenneth C.
3	Tourism	Administrative Aide	Blas, Joanne M.
4	Dean's Office - TSS	Associate Dean	Chan, Michael L.
5	Alumni Relations and Fundraising	Program Specialist	Datuin, Bonnie Mae M.
6	Materials Management	Proc & Inventory Administrator	Evangelista, Joleen M.
7	VP Business	Program Specialist	Gima, Wesley T.
8	Continuing Education	Administrative Assistant	Guerrero, Teresita C.
9	Center for Student Involvement	Program Coordinator II	Lizama, Donnie L.
10	Environmental Health and Safety	Environ Health & Safety Admin	Manglona, Gregorio T.
11	Human Resources	Personnel Assistant I	Manibusan, Doreen M.
12	Bookstore	Bookstore Manager	Okada, Daniel T.
13	Planning and Development	Assistant Director	Perez, Doris C.
14	Facilities	Maintenance Supervisor	Quenga, Benny John R.
15	Admin Support Services	Administrative Assistant	Salas, Frank C.
16	Learning Resource Center	Library Technician Supervisor	Sgambelluri, Juanita I.
17	Management Information Systems	Systems Programmer	Solidum, Catherine M.
18	Student Financial Aid	Administrative Assistant	Terlaje, Kenneth C.
19	Admissions	Administrative Aide	Untalan, Frances E.
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GCC Work Keys Assessment

	Department	Position Title	Name
5/3/2013 Room A26			
1	Assessment and Counseling	Administrative Assistant	Anderson, Catherine B.
2	Dean's Office - TSS	Program Coordinator II	Borja, Catherine R.
3	Business Office	Cashier II	Borja, Levenne G.
4	Night Administration	Administrative Aide	Cabrito, Antonita F.
5	Management Information Systems	Teleprocessing Netwk Coord	Camacho, Christopher J.
6	Admissions	Program Coordinator II	Camacho, Johanna L.
7	Planning and Development	Administrative Assistant	Chamberlain, Antonia M.
8	GED	Test Examiner	Cruz, Evangeline P.
9	Student Support Services	School Aide II	Cruz, Harold R.
10	Management Information Systems	Computer Systems Analyst I	Duque, Richard O.
11	VP Academic Affairs Division	Administrative Officer	Garcia, Ava M.
12	Business Office	Accountant I	Lam, Pik Man
13	Center for Student Involvement	Program Specialist	Leon Guerrero, Barbara B.
14	Dean's Office - TSS	Administrative Assistant	Manibusan, Doris E.
15	Admissions	Records & Registration Tech	Masnayon, Edgar C.
16	Facilities	Refrigeration Mechanic II	Quichocho, Joseph R.
17	Criminal Justice	Administrative Assistant	Quitugua, Rosita G.
18	Materials Management	Buyer II	Rideb, Priscilla K.
19	VP Business	Vice President	Santos, Carmen K.
20	Human Resources	Personnel Specialist I	Siguenza, Rose Marie L.

GCC Work Keys Assessment

	Department	Position Title	Name
5/10/2013 Room A26			
1	Dean's Office - TPS	Administrative Assistant	Aguilar, Marina C.
2	Planning and Development	Administrative Assistant	Arceo, Josephine T.
3	Assessment, Ins Effect and Research	Planner IV	Benavente, Joseph L.
4	VP Academic Affairs Division	Word Processing Secretary II	Blas, Barbara J.
5	Dean's Office - TSS	Word Processing Secretary II	Cabatic, Antonia M.
6	Management Information Systems	Data Processing Systems Admin	Camacho, Francisco C.
7	Admissions	Coordinator, Admissions & Reg.	Clymer, Patrick L.
8	Civic Engagement	Program Coordinator III	Duenas, Elizabeth J.
9	Office of the President	Administrative Secretary II	Guerrero, Bertha M.
10	Business Office	Accountant II	Guerrero, Carol A.
11	Student Support Services	School Aide III	Hussey, Lorainne R.
12	Business Office	Accounting Technician II	Mayo, Lucille A.
13	Adult Basic Education	Administrative Aide	Mendiola, Erlinda S.
14	Health Services Center	Administrative Assistant	Mesa, Genevieve P.
15	Management Information Systems	Teleprocessing Netwk Coord	Ridgell, Joel E.
16	Materials Management	Inventory Management Officer	Rios, Theda R.
17	Facilities	Maintenance Worker	Roberto, Joey C.
18	Human Resources	Personnel Specialist III	San Nicolas, Apolline C.
19	Dean's Office - TSS	Dean	Tudela, Virginia C.
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GCC Work Keys Assessment

	Department	Position Title	Name
5/24/2013			
1	Assessment, Ins Effect and Research	Administrative Assistant	Aguon, Evangeline M.
2	Materials Management	Supply Expediter	Blas, Jerome M.
3	Dean's Office - TPS	Administrative Aide	Cruz, Ana Q.
4	Management Information Systems	Computer Systems Analyst II	Dacanay, Gerard L.
5	Management Information Systems	Computer Operator II	David, Margarita Q.
6	Learning Resource Center	Library Technician I	Eclavea, Mark E.
7	Communications and Promotions	Assistant Director	Flores, Jayne T.
8	Practical Nursing	Administrative Assistant	Hiura, Tamara Therese T.
9	Student Support Services	Associate Dean	Ige, Joanne A.
10	Adult Basic Education	Program Specialist	Johns, Priscilla C.
11	Early Childhood Education	Administrative Assistant	Leon Guerrero, Latisha Ann N.
12	Business Office	Controller	Limtuatco, Edwin E.
13	Human Resources	Human Resources Administrator	Muna, Joann W.
14	Office of the President	President	Okada, Mary A.
15	Admissions	Records & Registration Tech	Paulus, Vincent K.
16	Human Resources	Personnel Specialist II	Rojas, Josephine T.
17	Facilities	Maintenance Worker	Rosario, Joaquin U.
18	Business Office	Accountant II	Santos Torres, Linda
19	Dean's Office - TSS	Program Specialist	Sison, Christine B.
20	VP Academic Affairs Division	Vice President	Somera, Rene Ray D.