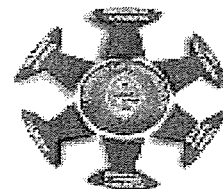




**Eddie Baza Calvo**  
Governor  
**Ray Tenorio**  
Lieutenant Governor

GOVERNMENT OF GUÁHAN  
(GUBETNAMENTON GUÁHAN)  
DEPARTMENT OF ADMINISTRATION  
(DIPATTAMENTON ATMENESTRASION)  
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Acting Director  
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Deputy Director

**JUL 20 2011**

DEPARTMENT OF ADMINISTRATION (DOA) CIRCULAR NO.: 2011-017

To: All Line Department and Agency' Heads  
From: Acting Director, Department of Administration  
Subject: Pre-Entry Physical Examination

Buenas yan Hafa Adai! It is the policy of the government of Guam to ensure that employees meet all health and physical requirements for the efficient performance of their duties. It is also the government's commitment to maintain a safe and healthy working environment for all employees by sustaining an active safety and health program to meet the needs of the organization.

Pursuant to rule 9.001 of the Department of Administration's (DOA) Personnel Rules and Regulations, the Director is authorized to establish medical standards. This is to ensure that persons seeking employment meet specific health and physical requirements and are able to perform the duties of their position satisfactorily and without undue hazard to himself or others and to avoid unnecessary hardship on the operation of the organization.

After making a conditional job offer and before an individual starts work, the appointing authority may request a medical examination or ask health-related questions, provided that all candidates who receive a conditional job offer in the same job category are required to take the same examination and/or respond to the same inquiries.

Rule 9.002 stipulates that the Director of Administration is authorized to require a pre-entry physical examination. This examination shall be required of all persons prior to initial appointment to the position. However, due to the urgency and criticalness of positions being filled, the pre-entry examination may not always be practical and may impede operations within the organization. Rule 9.004 allows for a temporary medical exemption. It states:

*The appointing authority may, with the concurrence of the Director, determine that a position must be filled immediately, making it impossible to complete the medical examination prior to appointment. In these unusual cases, the Director may temporarily waive the medical examination, provided that the medical examination is completed at the earliest possible date and in no instance, later than 30 days after the appointment.*

It has been our practice to allow employees to begin employment prior to satisfactorily completing a physical examination. Unfortunately, our office has seen a steady increase in the number of new employees failing to adhere to the provisions of Rule 9.002. As a result, effective immediately, all new employees must complete a pre-entry physical examination before initial appointment to their position. Our office will no longer process new employees until this requirement is met.

To accommodate departments who wish to utilize the provisions of rule 9.004 and immediately fill their vacancies before the physical examination is satisfied, please include the following remark on your recruitment requests for personnel action (GG-1):

***“Due to the critical nature of this position, our department is requesting that the pre-entry physical examination be temporarily waived in accordance with Rule 9.004. Our agency will make every effort to insure that the pre-entry medical examination is completed and provided no later than 30 days after the initial appointment.”***

The purpose of the pre-employment medical examination is to verify that the employee is physically fit to perform the inherent duties of the position for which selected for. It is also to help guard against work-related illness and injury occurring subsequent to the person's employment. Please note that although Rule 9.004 is provided to temporarily address the critical needs of your agency, it does not completely waive the Pre-Entry medical examination. Please be guided accordingly. Should you have any questions please feel free to contact the Human Resources Division, Records Branch at 475-1213/1186. Dangkolo Na Agradesimiento!

  
BENITA A. MANGLONA