

ADMINISTRATION DIVISION



*Chief Deputy Attorney General
Alberto E. Tolentino*

The Administration Division provides administrative services to the Divisions of the Office of the Attorney General. It prepares, administers and monitors the annual budget, addresses, reviews and processes payroll and procurement issues, and coordinates training and travel of Office personnel.

In 2008, the Government of Guam faced difficult financial issues. The Office of the Attorney General was not immune to the constraints of the limited financial resources of the government; however, the Office of the Attorney General:

- Stayed within the Fiscal Year 2008 Budget;
- Instituted and improved the financial oversight of the operations of all Divisions;

- Provided timely financial information and which was available for review by the public through www.guamattorneygeneral.com;
- Implemented and enforced cost-cutting measures throughout the Office; and
- Facilitated the recruitment and hiring of additional staff, including lawyers, clerks, process servers, victim advocates, and legal secretaries.

In addition, the Administration Division coordinated and monitored the Office's utilization of various federal funding sources including the Victim of Crimes Act ("VOCA") Victim Assistance Formula Grant Program, STOP (Services-Training-Officers-Prosecutors) Violence Against Women Formula Grant Program, Edward Byrne Memorial State and Local Law Enforcement Assistance Grant Program, and Highway Safety Grant – Highway Safety Prosecution Grant. In 2008, the Office successfully applied for and obtained federal funding from grants from the U.S. Department of Agriculture, the U.S. Department of Homeland Security, and the Edward Byrne Memorial State and Local Law Enforcement Assistance Grant Program, for the funding of office equipment, security systems and personnel, and for a new case management system for the Prosecution Division.

The year 2009 will also be very challenging; however, the Office of the Attorney General assures the people of Guam that its Divisions, and in particular, the Administration Division will deliver its best efforts not only to maintain and improve the type and quality of the services provided by the Office, but it will continue to provide information to the public through its community outreach efforts and other means of communication; and most importantly, discharge its obligation of transparency and accountability in its use of public resources.

Chief Deputy Attorney General Alberto Tolentino oversees the Administration Division, which is headed by Terry Ascura, the Acting Chief of Administration, and is comprised of 12 employees.



Lorino Osalla

One of those employees is Lorino Osalla, a Systems Programmer who has been with the Office for 11 years. Much of Lorino's day involves systems maintenance, administration and programming.

"It's a fun job and I enjoy doing it," Lorino said. "I've learned a lot and I'm still

learning a lot. It can also be difficult to constantly monitor the system to make sure that there is no virus or threat.”

Danilo Salmarino is another long-time and dedicated employee in the Office who takes care of all building maintenance-related issues.

“It’s a good place to work and I like all the people that I work with,” Danilo said.



Danilo Salmarino