



Kumision Ileksion Guåhan

Your vote is your voice.
Bota ya un ma kuenta.

Public Official Disclosure Act Rules and Regulations

Guam Election Commission
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Tamuning, Guam 96913

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GUAM ELECTION COMMISSION

Kumision Ileksion Guåhan

January 2, 2024

Hafa Adai,

On behalf of the Commissioners and the staff of the Guam Election Commission, we are pleased to provide all officials and candidates with this handbook to assist in fulfilling the public official disclosure act requirements. Please take time to review this handbook as it was prepared as a guide to complete reporting forms. The handbook includes a sample of a completed public official disclosure form, and the rules and regulations pertaining to the Public Official Disclosure Act. Should you require any assistance, please feel free to call or drop by the office of the Guam Election Commission. Si Yu'os ma'ase'.

Sinseramente,


MARIA I.D. PANGELINAN
Executive Director

Gerard C. Crisostomo
Chairperson
Republican

G. Patrick Civille, Esq.
Member
Independent

Joseph P. Mafnas
Member
Democrat

Antonia Gumataotao
Member
Republican

Benny A. Pinaula
Member
Republican

Joseph R. Meno, Jr.
Member
Democrat

Vincent C. Camacho
Legal Counsel

Maria I.D. Pangelinan
Ex Officio Secretary
Executive Director

STAFF

Ms. Maria I.D. Pangelinan, Executive Director
Mr. Jack Martinez, Computer Programmer
Ms. Breanna Rae C. Borja, Election Clerk
Mr. Zavier John V.S. Castro, Election Clerk
Ms. Jana Lynn V. Cruz, Election Clerk
Ms. Diana Marina A. Ruben, Election Clerk
Ms. Lauren R.A. San Agustin, Election Clerk

Program Coordinators:

Ms. Helen M. Atalig
Mrs. Benita Rose J. Corpus
Mrs. Annie T. Cruz
Mr. Michael A. Edquilane
Ms. Tanya M. Franquez
Mr. Paciano F.N. Gumataotao
Mr. Joseph P. Iseke
Ms. Christiana J. Ramirez
Mr. Thomas H. San Agustin



AUTHORITY

Pursuant to 4 GCA § 13103(a), each official *shall* file with the Election Commission, on or before April 22 of each calendar year, a written report containing the financial information required by this Chapter covering the preceding calendar year. Each official shall also file a written felony conviction report within thirty (30) days of conviction of a felony in court, or within thirty (30) days of enactment hereof, regardless of whether an appeal may be or has been filed, and regardless of whether the case has been sealed. Each candidate who is not an official shall file with the Election Commission on the date he files his petition for candidacy, a written report containing the financial information required by this Chapter covering the preceding calendar year (or other year if the individual official files a Guam Income Tax Return covering a period other than the calendar year), and a written report itemizing any and all of his felony convictions, whether public or under seal, that have not been dismissed upon successful appeal, vacated by a court, or cleared by a grant of executive pardon. The felony conviction report is a statement describing each offense for which a felony conviction was entered in a court of law, within or without the United States, sealed or not, including the address of the court, date of conviction, and sentence imposed. Pursuant to the Administrative Adjudication law, the following rules and regulations are promulgated by the office of the Guam Election Commission.

RULE I

PURPOSE AND SCOPE OF RULES

1.00 Purpose: It is the purpose of these rules to implement the provisions of Chapter 13, Title 4 of the Guam Code Annotated, cited as the "Public Official Disclosure Act".

1.10 Who must file Every person who is an "official" must file a report under the Public Official Disclosure Act for the preceding calendar year. Pursuant to 4 GCA § 13102(a), the term official means any person elected to any public office in Guam and any person appointed, with legislative concurrence or by the Guam Legislature, to any public office, to include, but not limited to:

- (1) all elected officials;
- (2) officials appointed by I Maga'lahi whose appointment is subject to the consent of I Liheslaturan Guåhan, except ex-officio and student members of Boards and Commissions in their capacity as members of such Boards and Commissions; and
- (3) the chief executive officers, by whatever title they may be known, of all agencies and instrumentalities of the government of Guam whether or not confirmation by I Liheslaturan Guåhan is required.
- (4) all individuals who are given or delegated authority by an elected official or appointed official to have sole authority to enter into contracts for procurement or approved change order. Exempt are classified employees who do administrative processing but do not have discretion on awards.
 - (b) The term candidate means a candidate to any public office.
 - (c) The term gift means something of value voluntarily transferred from one party to another without compensation or monetary consideration.
 - (d) The term fund means a sum of money or other material resources available for the use of an official or candidate or anyone acting on his behalf.
 - (e) The term asset means an item of value owned or in which exists a beneficial interest.

RULE II



PROCEDURES FOR FILING AND PUBLICATION

2.00 Filing: In addition to the instructions accompanying reporting forms, which are attached as appendices to these rules, reports required by those "who must file" shall be governed by the following:

- (a) **When to file:** An official must file a report on or before April 22 of each calendar year for the preceding calendar year. A candidate must file a report on the date he/she files for candidacy. (4 GCA § 13103(a))
- (b) **Where to file:** Reports must be filed with the Guam Election Commission, 2nd floor, Suite 200, GCIC Building in Hagåtña, Guam. (4 GCA §13103(a))
- (c) **Verification:** Reports required to be filed by the Public Official Disclosure Act shall be verified by oath or affirmation by the official or candidate, as prescribed by the forms attached as appendices to these rules. (4 GCA §13103(b))

2.10 Publication: All reports, filed pursuant to the Public Official Disclosure Act, shall be maintained by the Guam Election Commission as public records, available for inspection. (4 GCA § 13103(c))

2.11 Copies: Copies of reports shall be furnished to the public, subject to the payment of \$1.00 for each page of said report. (4 GCA § 13103(c) and 5 GCA § 20110)

2.12 Issuance of Certificate: The Guam Election Commission shall issue a certificate certifying the official or candidate has filed his report as required by the Public Official Disclosure Act. (4 GCA §13103(c))

2.20 Publication by the Guam Election Commission: On or before May 1 of every calendar year, the Guam Election Commission shall cause to have published in a newspaper of local circulation for a period of three (3) consecutive days, a report containing therein the names of all officials who have not filed their reports as required by the Public Official Disclosure Act at least fifteen (15) days preceding the election for which the candidate has filed. (4 GCA §13105)

RULE III CONTENTS OF REPORT

3.00 Forms: Pursuant to 4 GCA § 13104, and the Administrative Adjudication Law, Forms PODA-1, Statement of Assets and Liabilities, PODA-2, Statement of Income, and PODA-3, Statement of Receipts and Disbursements, and accompanying instructions thereto, are herein incorporated as Appendix I, II, and III, respectively, to these rules and regulations. Said appendices, not in conflict or inconsistent with 4 GCA Chapter 13, shall govern the contents of reports filed pursuant to the Public Official Disclosure Act.

RULE IV PENALTIES

4.00 Failure to file: Punishment: Any official or candidate who fails to file a report required by this Chapter, or who knowingly and willfully files a false report under this Chapter shall be guilty of a misdemeanor. The Guam Election Commission shall report to the Attorney General for appropriate action the name of any official or candidate who fails to file a report required by this Chapter, or who in its professional judgment has knowingly filed a false report. This section shall not be construed to permit prosecution of a person who has unintentionally filed an erroneous report, which report shall be subject to correction. (4 GCA § 13106(a))

Any official or candidate who fails to file a felony conviction report required by this Chapter, or who knowingly and willingly files a felony conviction report that contains false or misleading information, shall be guilty of a third degree felony, punishable by a period of incarceration of not less than ninety (90) days and not more than three (3) years, with a maximum fine of Five Thousand Dollars (\$5,000) for each non-disclosed felony conviction. The statute of limitations for this offense shall be five (5) years from the end of the pertinent period of government service or candidacy. (4 GCA § 13106(b))



4.10 Knowing or willful filing of a false report: Any official or candidate who knowingly or willfully files a false report shall be subject to the punishment outlined in Rule 4.00. (4 GCA § 13106)

4.20 Reporting of violations: The Guam Election Commission shall report to the Attorney General any official or candidate who has failed to file a report, or who in the professional judgment of the Guam Election Commission has knowingly or willfully filed a false report. (4 GCA § 13106)

4.30 Investigatory powers: To permit the Guam Election Commission to make a determination as required by 4 GCA § 13106 relative to the filing of false reports, the Guam Election Commission shall have powers to investigate information contained in reports filed with this office.

RULE V

RIGHTS OF PETITION AND APPEAL

5.00 Correction of report: Correction of information contained in a report filed pursuant to the Public Official Disclosure Act may be made provided that the correction is not the product of a knowing or willful misrepresentation or omission made in a prior report. (4 GCA § 13106)

5.10 Appeal of findings: The appeal of any finding made by the Guam Election Commission relative to the filing of a report may be made by an interested party.

5.11 Informal hearing: An interested party, upon written request, shall be granted an informal hearing within fifteen (15) days from receipt of such request, on any matter relevant to the filing of a report.

5.12 Formal hearing: Should an informal hearing, prescribed in Rule 5.11, not resolve a matter, a formal hearing shall be granted pursuant to 5 GCA, Chapter 9.

5.20 Petition for adoption of rules: Any interested person may petition the Guam Election Commission requesting the promulgation, amendment, or repeal of any rule. Said petition shall be in writing and shall fully state the reasons and factual basis for such a request.

5.21 Public hearing: In the event a petition made pursuant to Rule 5.20 is granted, a public hearing on the matter shall be granted within thirty (30) days of receipt of such petition as provided by 5 GCA Chapter 9.

5.30 Petition for declaratory ruling: On the petition of any interested person, the Guam Election Commission may issue a declaratory ruling with the respect to the applicability to any person, property or state of facts of any rule or statute made enforceable by his office. A petition must be in writing, and fully state the reasons and factual basis for the petition.

5.31 Hearing: Within thirty (30) days of receipt of such a petition, the Guam Election Commission shall afford the petitioner an opportunity to fully state arguments in support of a petition.

5.32 Decision: The Guam Election Commission within fifteen (15) days following a hearing as prescribed in Rule 5.31, shall issue a decision, which shall be binding. Such a decision is subject to judicial review, as provided by 5 GCA, Chapter 9.



GENERAL INSTRUCTIONS

1. WHO MUST FILE:

Every person who is an "official" must file a report under the Public Official Disclosure Act for the preceding calendar year. Pursuant to 4 GCA § 13102 the term official means any person elected to any public office in Guam and any person appointed, with legislative concurrence or by the Guam Legislature, to any public office, to include, but not limited to:

- (1) all elected officials;
- (2) Officials appointed by I Maga'lahi whose appointment is subject to the consent of I Liheslaturan Guåhan, except ex-officio and student members of Boards and Commissions in their capacity as members of such Boards and Commissions; and
- (3) the chief executive officers, by whatever title they may be known, of all agencies and instrumentalities of the government of Guam whether or not confirmation by I Liheslaturan Guåhan is required.
- (4) all individuals who are given or delegated authority by an elected official or appointed official to have sole authority to enter into contracts for procurement or approved change order. Exempt are classified employees who do administrative processing but do not have discretion on awards.
 - (b) The term candidate means a candidate to any public office.
 - (c) The term gift means something of value voluntarily transferred from one party to another without compensation or monetary consideration.
 - (d) The term fund means a sum of money or other material resources available for the use of an official or candidate or anyone acting on his behalf.
 - (e) The term asset means an item of value owned or in which exists a beneficial interest.

2. WHEN TO FILE:

Officials must file their reports on or before April 22 of each calendar year for the preceding calendar year. A candidate must file a report on the date he files his petition for candidacy. (4 GCA § 13103(a))

3. WHERE TO FILE:

All reports must be filed with the Guam Election Commission, Suite 202, 2nd floor, Oka Building, Tamuning, Guam. (4 GCA § 13103(a))

4. PERSONS COVERED BY REPORT:

Information must be included for each official or candidate, his or her spouse, and all dependent children in this report. (4 GCA § 13104(a))

5. FAILURE TO FILE:

Any official or candidate who fails to file a report required by this Chapter, or who knowingly and willfully files a false report under this Chapter shall be guilty of a misdemeanor. The Guam Election Commission shall report to the Attorney General for appropriate action the name of any official or candidate who fails to file a report required by this Chapter, or who in his professional judgment has knowingly filed a false report. This section shall not be construed to permit prosecution of a person who has unintentionally filed an erroneous report, which report shall be subject to correction. (4 GCA § 13106)

6. ADDITIONAL INFORMATION:

Any questions pertaining to the requirements of this Chapter may be directed to the office of the Guam Election Commission, Suite 202, 2nd floor, Oka Building in Tamuning. Telephone numbers: 671-477-9791/2/3.

SPECIFIC INSTRUCTIONS



1. FORM PODA-1- STATEMENT OF ASSETS AND LIABILITIES*

- a. Assets and liabilities should be shown at both their cost basis and their estimated market value as of the date of the statement where the cost of the item differs from the actual value.
- b. Insert the word "none" in Columns A and B for any items appearing on the form which are not applicable.
- c. If estimated market value does not differ from cost, insert the cost basis of the item in Column B also.
- d. If estimated market value does differ from cost, attach a brief statement explaining the manner in which market value was determined. For example, market value of securities obtained from the Wall Street Journal quotes of December 31, _____ closing prices, or market value of real estate obtained from appraisal completed by (firm or individual) or from bona-fide offer to purchase from (name) or (date).
- e. The law does not require inclusion of household furnishings or personal effects, however, they may be shown under "Other Assets" if desired.
- f. Accrued income taxes payable should reflect only that portion which had not been paid at the close of the calendar year.
- g. Deferred income taxes on unrealized asset appreciation should reflect the tax effect applicable to the unrealized gain only.

*Note: If you are completing the form electronically in Excel format, skip this page (i.e. page 1) as the calculations are built into the form.

2. SCHEDULE 1-A- CASH

Should include all bank accounts in which any family member covered by this statute has an interest, identified by **account name, type of account, i.e., "checking", "savings", "certificate of deposit", etc., as well as name of bank or other savings institution**. The balance shown should be as of the end of the calendar year covered by the report. Cash on hand includes cash in safe deposit boxes as well as in personal possession.

3. SCHEDULE 1-B –RECEIVABLES

Should include all accounts loans and notes receivables owned by any family member covered by this statute, identified by name of owner, name of debtor, collateral, if any, and amount owed at the end of the calendar year covered by the report.

4. SCHEDULE 1-C- MARKETABLE SECURITIES

Should include description of all securities owned, i.e., 100 shares AT&T common, the total costs or basis at date of acquisition and the market value at the end of the calendar year covered by the report.

5. SCHEDULE 1-D- CASH VALUE OF LIFE INSURANCE

Should include all policies with a cash value owned by or covering any family member covered by this statute, identified by name of insured, insurer, amount of policy loan outstanding, if any, and cash value at the end of the calendar year covered by the report, or the policy anniversary date closest thereto.

6. SCHEDULE 1-E- NET ASSETS OF PROPRIETORSHIPS



Should include the net assets at both cost and market value at the end of the calendar year covered by this report of all proprietorships owned by any family member covered by this statute, identified by business name and owner.

7. SCHEDULE 1-F- INTEREST IN NET ASSETS OF CORPORATIONS, PARTNERSHIPS AND JOINT-VENTURES

Should include interest owned by any family member covered by this statute in any corporation, partnership or joint- venture, at both cost and market value as of the end of the calendar year covered by this report, identified by business name, **type of business entity, i.e., corporation, partnership, joint-venture, small business corporation, etc., name of owner** and percent owned.

8. SCHEDULE 1-G- INVESTMENT IN REAL ESTATE

Should include all real estate at both cost and market value owned by any family member covered by this statute at the end of the calendar year covered by this report, identified by description, i.e., 10 unit apartment building, Yona, Guam, or 5,000 square meters agricultural land, Yigo, Guam, etc., owner of property and percent owned.

9. SCHEDULE 1-H- PRESENT VALUE OF FUTURE INTERESTS

Should include the present value of any future interest owned by any family member covered by this statute at the end of the calendar year covered by this report, identified by description, i.e., vested interest in pension plans, interest in annuities, estates or trusts, etc.

10. SCHEDULE 1-I- OTHER ASSETS

Should include all other assets, except household furnishing and personal effects, owned by any family member covered by this statute at the end of the calendar year covered by this report which have not been included in any of the above categories.

11. SCHEDULE 1-J -ACCOUNTS PAYABLE AND ACCRUED EXPENSES

Should include all open accounts and accrued expenses in excess of \$5,000.00 such as unpaid interest owned by any family member covered by this statute at the end of the calendar year covered by this report, identified by payee, payer, type of obligation and amount.

12. SCHEDULE 1-K- NOTES PAYABLE- UNSECURED

Should include all unsecured notes in excess of \$5,000.00 each made by any family member covered by this report, identified by holder, maker, interest rate, due date, and balance owed.

13. SCHEDULE 1-L- NOTES PAYABLE- SECURED

Should include all secured notes in excess of \$5,000.00 each made by any family member covered by this statute which are unpaid at the end of the calendar year covered by this report, identified by holder, maker, interest rate, due date, and balance owed.

14. SCHEDULE 1-M- OTHER LIABILITIES

Should include all other liabilities in excess of \$5,000.00 each of any family member covered by this statute at the end of the calendar year covered by this report which have not been included in any of the above categories. These should be identified by payee, payer, type of obligation and amount owed. Obligations of less than \$5,000.00 each may be entered on the bottom line in total, without specific identification.



15. FORM PODA-2- STATEMENT OF INCOME*

Should include income from all sources for the entire calendar year for which the report is filed, for all family members covered by this statute.

*Note: If you are completing the form electronically in Excel format, skip this page (i.e. page 5) as the calculations are built into the form.

16. SCHEDULE 2-A- WAGES, SALARIES, FRINGE BENEFITS, AND OTHER EMPLOYEE COMPENSATION

Should include all wages, salaries, fringe benefits, and other employee compensation such as bonuses, etc. for all family members covered by this statute earned or paid during the calendar year covered by this report, identified as to payee, nature and source of income and amount.

17. SCHEDULE 2-B- FEES, COMMISSIONS, HONORARIUMS, ETC.

Should include all fees, commissions, honorariums, etc. received by any family member covered by this statute during the calendar year covered by this report, identified by recipients, nature and source of income and amount. If paid in goods or services rather than money, the appraised value thereof should be shown.

18. SCHEUDLE 2-C -INTEREST, DIVIDENDS AND ROYALTIES

Should include all interest, dividends and royalties received by any family member covered by this statute during the calendar year covered by this report, identified by recipient, type of income and source and amount.

19. SCHEDULE 2-D- GROSS RENTALS

Should include rentals from all real and personal property received by any family member covered by this statute during the calendar year covered by this report, identified by recipient, description and location of property and amount.

20. SCHEDULE 2-E- INCOME FROM BUSINESS INTERESTS

Should include share of net income from all partnerships, joint-ventures, etc., received by or accruing to any family member covered by this statute during the calendar year covered by this report, identified by recipient, type of business, name of business and amount.

21. SCHEDULE 2-F- GAINS (LOSSES) FROM SALE OR EXCHANGE OF REAL PROPERTY

Should include all gains and losses resulting from the sale or exchange of real property by any family member covered by this statute during the calendar year covered by this report, detailing seller, purchaser, description of property, cost or basis, selling price and gain or loss.

22. SCHEDULE 2-G- INCOME FROM ESTATES AND TRUSTS

Should include all income received by or accruing to any family member covered by this statute during the calendar year covered by this report, identified by beneficiary, name of estate or trust, nature of beneficiary's interest and amount.

23. SCHEDULE 2-H- INCOME FROM GIFTS

Should include all gifts to the official or candidate, whose aggregate value exceeds \$100.00 from a particular source during the calendar year covered by this report. All gifts made jointly to the official or candidate and spouse or dependent children,



or gifts made to spouse or dependent children whose aggregate value exceeds \$500.00 from a particular source during the calendar year covered by this report must also be included. All gifts included above should be identified by donee, donor, nature of gift and amount. In the case of gifts other than money, the fair market value of same should be shown.

24. SCHEDULE 2-I- INCOME FROM FORGIVENESS OF INDEBTEDNESS

Should include all income resulting from the forgiveness of any indebtedness of any family member covered by this statute during the calendar year covered by this report, identified by donee, donor, nature of indebtedness and amount forgiven.

25. SCHEDULE 2-J INCOME FROM ANNUITIES, PENSIONS, LIFE INSURANCE, AND ENDOWMENT CONTRACTS

Should include all income from annuities, pensions, life insurance, and endowment contracts.

26. SCHEDULE 2-K INCOME FROM ALIMONY AND SEPARATE MAINTENANCE PAYMENTS

Should include all income from alimony and separate maintenance payments.

27. SCHEDULE 2-L- OTHER INCOME

Should include income from all other sources not included in the above categories received by or accruing to any family member covered by this statute during the calendar year covered by this report, identified by recipient, nature and source of income and amount.

28. FORM PODA-3- STATEMENT OF RECEIPTS AND DISBURSEMENTS*

Should include beginning cash balance, total receipts for the year, total disbursements for the year and the ending cash balance for any fund or funds established by or on behalf of an official or candidate to assist him in defraying expenses which may be incurred by reason of his being an official or candidate.

*Note: If you are completing the form electronically in Excel format, skip this section (i.e. top of the page) as the calculations are built into the form.

29. SCHEDULE 3-A -RECEIPTS

Should list all receipts of any fund reported on FORM PODA-3 during the calendar year covered by this report, showing name and address of donor and amount.

30. SCHEDULE 3-B -DISBURSEMENTS

Should include all disbursements of any fund reported on FORM PODA-3 during the calendar year covered by this report showing payee, reason for payment and amount.



Appendix A - Sample of Public Official Disclosure Form

A-1

PODA-1
 GUAM PUBLIC OFFICIAL DISCLOSURE ACT
 GUAM CODE ANNOTATED
 TITLE IV, CHAPTER 13

NAME: Juan U. Cruz
 TITLE: Candidate for Senator
 EMAIL: hafadai@email.com
 MAILING: PO Box 123
 ADDRESS: Hagatna, GU 96932
 TELEPHONE: 671.777.7777

STATEMENT OF ASSETS AND LIABILITIES*

As of

December 31, 2023

	Schedule	Cost Basis	Estimated Value Basis
ASSETS:			
Cash	1-A	\$ 20,200.00	\$ 20,200.00
Receivables	1-B	\$ -	\$ -
Marketable Securities	1-C	\$ 3,000.00	\$ 5,000.00
Cash Value of Life Insurance	1-D	\$ -	\$ 12,500.00
Net Assets of Proprietorships	1-E	\$ 10,000.00	\$ 30,000.00
Interest in Net Assets of Corporations, Partnerships, Joint-Ventures	1-F	\$ 2,000.00	\$ 5,000.00
Residence			
Investment in Real Estate	1-G	\$ 50,000.00	\$ 150,000.00
Present Value of Future Interests	1-H	\$ 175,000.00	\$ 175,000.00
Other Assets	1-I	\$ 25,000.00	\$ 15,000.00
TOTAL ASSETS		\$ 285,200.00	\$ 412,700.00
LIABILITIES:			
Accounts Payable and Accrued Expenses	1-J	\$ -	\$ -
Notes Payable-Unsecured	1-K	\$ 15,000.00	\$ 15,000.00
Notes Payable-Secured	1-L	\$ 110,000.00	\$ 110,000.00
Other Liabilities	1-M	\$ 6,000.00	\$ 6,000.00
-Accrued Income Taxes Payable			
-Deferred Income Taxes on Unrealized Asset Appreciation			
TOTAL LIABILITIES		\$ 131,000.00	\$ 131,000.00
EXCESS OF ASSETS OVER LIABILITIES		\$ 154,200.00	\$ 281,700.00

*For my spouse, my dependent children, and myself

I declare, under penalty of perjury, that the foregoing is true and correct.

Executed on _____ day of _____, 20_____.

Signature: _____

Appendix I



Appendix A - Sample of Public Official Disclosure Form

A-1

PODA-1

GUAM PUBLIC OFFICIAL DISCLOSURE ACT
GUAM CODE ANNOTATED, TITLE IV, CHAPTER 13

NAME: Juan U. Cruz

December 31, 2023

SCHEDULE 1-A - CASH

4 GCA § 13104(d)

SCHEDULE 1-B - RECEIVABLES

SCHEDULE 1-C - MARKETABLE SECURITIES

Description	Cost	Estimated Value
Bank of Agana Stocks	\$ 3,000.00	\$ 5,000.00
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
TOTAL MARKETABLE SECURITIES	\$ 3,000.00	\$ 5,000.00

SCHEDULE 1-D - CASH VALUE OF LIFE INSURANCE

Insured	Insurer	Policy Loan	Cash Value
Juan U. Cruz	Lifetime Insurance	\$ -	\$ 12,500.00
		\$ -	\$ -
		\$ -	\$ -
TOTAL CASH VALUE OF LIFE INSURANCE		\$ -	\$ 12,500.00

(Use plain continuation sheet(s) if necessary).

Initials



Appendix A - Sample of Public Official Disclosure Form

A-1

PODA-1

NAME: Juan A. Cruz

GUAM PUBLIC OFFICIAL DISCLOSURE ACT
GUAM CODE ANNOTATED, TITLE IV, CHAPTER 13

PERIOD ENDING: December 31, 2023

4 GCA § 13104(d)

SCHEDULE 1-E - NET ASSETS OF PROPRIETORSHIPS

		Net Assets	
Business Name	Owner	Cost	Estimated Value
Guam Biz	Juan U. Cruz	\$ 10,000.00	\$ 30,000.00
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
TOTAL NET ASSETS OF PROPRIETORSHIPS		\$ 10,000.00	\$ 30,000.00

SCHEDULE 1-F - INTEREST IN NET ASSETS OF CORPORATIONS, PARTNERSHIPS AND JOINT VENTURES

Net Asset Value of Percent Owned					
Business Name	Type	Owner of Share	Percent Owned	Cost	Estimated Value
Guam Corp.	Corp.	Juan U. Cruz	10%	\$ 2,000.00	\$ 5,000.00
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
TOTAL INTEREST IN NET ASSETS OF CORPORATIONS, PARTNERSHIPS AND JOINT-VENTURES				\$ 2,000.00	\$ 5,000.00

SCHEDULE 1-G - INVESTMENT IN REAL ESTATE

Description	Owner	Percent Owned	Cost	Estimated Value
Residential, 123 Chalan St., Hagatna	Juan U. Cruz	100%	\$ 50,000.00	\$ 150,000.00
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
TOTAL INVESTMENT IN REAL ESTATE			\$ 50,000.00	\$ 150,000.00

SCHEDULE 1-H - PRESENT VALUE OF FUTURE INTERESTS

Description	Owner	Present Value
GovGuam Retirement DB Plan	Juan U. Cruz	\$ 175,000.00
		\$ -
		\$ -
		\$ -
TOTAL PRESENT VALUE OF FUTURE INTERESTS		\$ 175,000.00

(Use plain continuation sheet(s) if necessary.)

Initials



Appendix A - Sample of Public Official Disclosure Form

A-1

PODA-1

GUAM PUBLIC OFFICIAL DISCLOSURE ACT
GUAM CODE ANNOTATED, TITLE IV, CHAPTER 13

NAME: Juan A. Cruz

December 31, 2023

PERIOD ENDING:

4 GCA § 13104(d)

SCHEDULE 1-I - OTHER ASSETS

Description	Owner	Cost	Estimated Value
2010 Pickup	Juan U. Cruz	\$ 25,000.00	\$ 15,000.00
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
TOTAL OTHER ASSETS		\$ 25,000.00	\$ 15,000.00

SCHEDULE 1-J - ACCOUNTS PAYABLE AND ACCRUED EXPENSES

Payable To	Maker	Type of Debt	Amount
None			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
TOTAL ACCOUNTS PAYABLE AND ACCRUED EXPENSES			\$ -

SCHEDULE 1-K - NOTES PAYABLE - UNSECURED

Payable To	Maker	Interest Rate	Due Date	Amount
Bank of Agana	Juan U. Cruz	6.10%	10/1/18	\$ 15,000.00
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL NOTES PAYABLE - UNSECURED				\$ 15,000.00

SCHEDULE E 1-I - NOTES PAYABLE - SECURED

SCHEDULE F - NOTES PAYABLE - SECURED					
Payable To	Maker	Collateral	Interest Rate	Due Date	Amount
Bank of Agana	Juan U. Cruz	Agat Residence	4%	10/1/25	\$ 30,000.00
Bank of Agana	Juan U. Cruz	Hagatna House	4%	1/1/30	\$ 80,000.00
					\$ -
					\$ -
					\$ -
					\$ -
TOTAL NOTES PAYABLE - SECURED					\$ 110,000.00

SCHEDULE 1-M - OTHER LIABILITIES

Payable To	Maker	Type of Debt	Amount
Master Card	Juan U. Cruz	Credit Card	\$ 6,000.00
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
TOTAL OTHERS - LESS THAN \$5,000.00 EACH			\$ -
			TOTAL OTHER LIABILITIES \$ 6,000.00

(Use plain continuation sheet(s) if necessary.)

Initials



Appendix A - Sample of Public Official Disclosure Form

A-1

PODA-2
GUAM PUBLIC OFFICIAL DISCLOSURE ACT
GUAM CODE ANNOTATED
TITLE IV, CHAPTER 13

NAME: Juan A. Cruz
TITLE: Candidate for Senator
EMAIL: hafadai@email.com
MAILING: PO Box 123
ADDRESS: Hagatna, Guam 96932
TELEPHONE: 671.777.7777

STATEMENT OF INCOME*
For the Year Ended

December 31, 2023

Wages, Salaries, Fringe Benefits, and Other Employee Compensation	
Fees, Commissions, Honorariums, etc.	
Interest, Dividends and Royalties	
Gross Rentals	
Income from Business Interests	
Gains (Losses) from Sale or Exchange of Real Property	
Income from Estates and Trusts	
Income from Gifts	
Income from Forgiveness of Indebtedness	
Income from Annuities, Pensions, Life Insurance, & Endowment Contracts	
Income from Alimony and Separate Maintenance Payments	
Other Income	
TOTAL INCOME	

<u>Schedule</u>	<u>Amount</u>
2-A	\$ 100,000.00
2-B	\$ 500.00
2-C	\$ 460.00
2-D	\$ 18,000.00
2-E	\$ 200.00
2-F	\$ -
2-G	\$ 12,000.00
2-H	\$ 11,000.00
2-I	\$ 4,000.00
2-J	\$ -
2-K	\$ -
2-L	\$ -
	\$ 146,160.00

*For my spouse, my dependent children, and myself

I declare, under penalty of perjury, that the foregoing is true and correct.

Executed on _____ day of _____, 20_____.

Signature: _____.

Appendix II



Appendix A - Sample of Public Official Disclosure Form

A-1

PODA-2

NAME: Juan A. Cruz

GUAM PUBLIC OFFICIAL DISCLOSURE ACT
GUAM CODE ANNOTATED, TITLE IV, CHAPTER 13

PERIOD ENDING: December 31, 2023

SCHEDULE 2-A - WAGES, SALARIES, FRINGE BENEFITS, AND OTHER EMPLOYEE COMPENSATION

4 GCA § 13104(a)

Paid To	Nature And Source of Income (Name of Payor and Address)	Amount
Juan U. Cruz	Guam Memorial Hospital Employee	\$ 60,000.00
Maria A. Cruz	Guam Store Employee	\$ 40,000.00
		\$ -
		\$ -
TOTAL WAGES, SALARIES AND OTHER EMPLOYEE COMPENSATION		\$ 100,000.00

SCHEDULE 2-B - FEES, COMMISSIONS, HONORARIUMS, ETC. 4 GCA § 13104(a)(1)

Paid To	Nature And Source of Income (Name of Payor and Address)	Amount
Juan U. Cruz	University of Guam Honorarium	\$ 500.00
		\$ -
		\$ -
		\$ -
TOTAL FEES, COMMISSIONS, HONORARIUMS, ETC.		\$ 500.00

SCHEDULE 2-C - INTEREST, DIVIDENDS AND ROYALTIES 4 GCA § 13104(a)(4)(6)(7)

Paid To	Type of Income	Source	Amount
Juan U. Cruz	Interest	Bank of Agana	\$ 250.00
Juan U. Cruz	Dividends	Bank of Agana	\$ 210.00
			\$ -
			\$ -
TOTAL INTEREST, DIVIDENDS AND ROYALTIES		\$ 460.00	

SCHEDULE 2-D - GROSS RENTALS 4 GCA § 13104(a)(5)

Paid To	Description and Location of Property	Amount
Juan U. Cruz	Hagatna Single Home Dwelling	\$ 18,000.00
		\$ -
		\$ -
		\$ -
TOTAL GROSS RENTALS		\$ 18,000.00

(Use plain continuation sheet(s) if necessary).

Initials



Appendix A - Sample of Public Official Disclosure Form

A-1

PODA-2

NAME: Juan A. Cruz

GUAM PUBLIC OFFICIAL DISCLOSURE ACT
GUAM CODE ANNOTATED, TITLE IV, CHAPTER 13

PERIOD ENDING:

December 31, 2023

SCHEDULE 2-E - INCOME FROM BUSINESS INTERESTS 4 GCA § 13104(a)(2)

Paid To	Type of Business	Name of Business	Amount
Juan U. Cruz	Corp.	Guam Corp.	\$ 200.00
			\$ -
			\$ -
			\$ -
			\$ -
			\$ 200.00

SCHEDULE 2-F - GAINS (LOSSES) FROM SALE OR EXCHANGE OF REAL PROPERTY 4 GCA § 13104(a)(3)

Seller	Purchaser	Property	Cost or Basis	Selling Price	Gain (Loss)
None			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
					\$ -

SCHEDULE 2-G - INCOME FROM ESTATES AND TRUSTS 4 GCA § 13104(a)(10)

Beneficiary	Name of Estate or Trust	Nature of Interests	Amount
Maria A. Cruz	Jose Acfalle Trust	Heiress	\$ 12,000.00
			\$ -
			\$ -
			\$ -
			\$ -
			\$ 12,000.00

SCHEDULE 2-H - INCOME FROM GIFTS 4 GCA § 13104(b)

Donee	Donor Name and Address	Nature of Gifts	Amount
Juan U. Cruz	Pedro Binado	Pickup Truck	\$ 11,000.00
			\$ -
			\$ -
			\$ -
			\$ 11,000.00

(Use plain continuation sheet(s) if necessary).

Initials



Appendix A - Sample of Public Official Disclosure Form

A-1

PODA-2 NAME: Juan A. Cruz
 GUAM PUBLIC OFFICIAL DISCLOSURE ACT
 GUAM CODE ANNOTATED, TITLE IV, CHAPTER 13 PERIOD ENDING: December 31, 2023

SCHEDULE 2-I - INCOME FROM FORGIVENESS OF INDEBTEDNESS 4 GCA § 13104(a)(8)

Donee	Donor	Nature of Indebtedness	Amount
Juan U. Cruz	Pedro Binado	Medical Bill	\$ 4,000.00
			\$ -
			\$ -
			\$ -
			\$ -
		TOTAL INCOME FROM FORGIVENESS OF INDEBTEDNESS	\$ 4,000.00

SCHEDULE 2-J - INCOME FROM ANNUITIES, PENSIONS, LIFE INSURANCE, AND ENDOWMENT CONTRACTS

Paid To	Nature and Source of Income	Amount
None		\$ -
		\$ -
		\$ -
		\$ -
		TOTAL OTHER INCOME \$ -

SCHEDULE 2-K - INCOME FROM ALIMONY AND SEPARATE MAINTENANCE PAYMENTS

Paid To	Nature and Source of Income	Amount
Maria A. Cruz	Juan Carabao, Alimony	\$ 8,400.00
		\$ -
		\$ -
		\$ -
		TOTAL OTHER INCOME \$ 8,400.00

SCHEDULE 2-L - OTHER INCOME

Paid To	Nature and Source of Income	Amount
None		\$ -
		\$ -
		\$ -
		\$ -
		TOTAL OTHER INCOME \$ -

(Use plain continuation sheet(s) if necessary).

Initials



Appendix A - Sample of Public Official Disclosure Form

A-1

PODA-3

GUAM PUBLIC OFFICIAL DISCLOSURE ACT
GUAM CODE ANNOTATED
TITLE IV, CHAPTER 13

PERIOD ENDING:

December 31, 2023

NAME: Juan A. Cruz
NAME OF FUND: Cruzing

STATEMENT OF RECEIPTS AND DISBURSEMENTS 4 GCA § 13104 (e)

CASH ON HAND January 1	\$	-
ADD: Receipts for Year - Schedule 3-A	\$	3,000.00
	SUB-TOTAL	\$ 3,000.00
DEDUCT: Disbursements for Year - Schedule 3-B	\$	2,676.00
CASH ON HAND December 31	\$	324.00

SCHEDULE 3-A - RECEIPTS - CONTRIBUTORS TO THE FUND

SCHEDULE 3-B - DISBURSEMENTS

I declare, under penalty of perjury, that the foregoing is true and correct.

Executed on _____ day of _____, 20_____.

Signature: _____

“YOUR VOTE IS YOUR VOICE”



BOTA YA UN MA KUENTA”

NOTES