

MEMORANDUM

DATE: 4/4/95

TO : Executive Assistant to the Governor
FROM : Special Assistant for Administration
SUBJECT : Third CONCON - Support Staff and other Services

Here's the listing by Division, Agency and or Department for your review and members of the PreConvention Delegates.

My office will be providing a clerk (Runner or Office Assistant) and a Secretary plus one additional person on as needed basis. Other general assistance on a case-by-case, this office is ready to assist both the PreConCon and the ConCon by contacting me.

As usual, we stand ready to assist in anyway possible to make the Third Constitutional Convention a success.



Joaquin I. (Mitch) Rangelinan

Attachment

DEPARTMENT	STAFF	SERVICES	FACILITIES	EQUIPMENT	PHONE NUMBER	PART TIME	FULL TIME
AG'S	3 ATTORNEYS				322-4320	EVEN WEEKENDS	
AG'S	MESSENGER			VEHICLE	322-4320	HALF DAY	
AG'S				VEHICLE	322-4320	HALF DAY	FULL
AG'S		SECRETARY		WITH EQUIP	322-4320	HALF DAY	
AUDITOR			OFFICE AREA		234-6481		
AUDITOR				COPIER AT OFFICE	234-6481		
CPA	LENN P. CALVO	STAFFER	SAIPAN SEAPORT CONF. RM				
DDPC			CONF. RM 15 PEOPLE				
DPM	MARIAN S. ATALIG	ADM. ASST.					
DPM	VIGENTE B CASTRO	ADM. SPEC I	CONFERENCE RM 25 PEOPLE	TV/VCR/STAND			
EMO	ADMINISTRATIVE STAFF	ADM. STAFF	CONFERENCE ROOM		322-9500		
EMO			CONFERENCE ROOM		322-9500		
EMO				RADIO COMM.	322-9500		
LABOR		SENIOR STAFF			234-6178		
LABOR		LEGAL					
LIBRARY			CONF. RM. 4/10-15, 20				
LIBRARY			CONF. RM 5/23-26, 29-31				
LIBRARY			CONF. RM 6/2,5,7,9,12,14				
LIBRARY			16,21,23,26,28,30				
LNK		ATTORNEY		FAX	322-9830		
LNK		SECRETARIAL	CONFERENCE ROOM	COMPUTER	322-9830		
LNK				XEROX	322-9830		
MAN & BUDGET	DAVID ATALIG	FIN. ANALYST			322-4313		
MAN&BUDGET	MARISSA ANN MUNA	ADM. ASST			322-4313		
PERSONNEL		CLERICAL		COPIER	234-6958		
PROCUR. & SUPPLY			CONF. RM				
RETIREMENT	CATHERINE I. SABLAN	SECRETARY			234-7228	PART	
SAPLR	FRANCES PALACIOS	SECRETARY			322-5191		
SENATOR DEMAPAN	MARYANN CALVO	SECRETARY			664-0946		
ZONING	JUAN D. CRUZ	PLANNER			322-5017	PART	