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SUPERINTENDENT OF EDUCATION

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PERSONNEL SERVICES ADMINISTRATOR

## OUTSIDE EMPLOYMENT FORM

### MEMORANDUM

To: School Principal / Division Head

From: \_\_\_\_\_  
NAME OF EMPLOYEE

Subject: Request for Approval of Outside Employment

Current Position Title: \_\_\_\_\_ School/ Division: \_\_\_\_\_

Contact Information Home: \_\_\_\_\_ Other: \_\_\_\_\_

Nature of Outside Employment or Business Activity(ies): \_\_\_\_\_

Hours of Work: \_\_\_\_\_  
FROM TO WORKDAYS

Proposed Date of Employment: \_\_\_\_\_  
EFFECTIVE DATE ENDING DATE

Name of Employer: \_\_\_\_\_

Location/ Address: \_\_\_\_\_

**NOTE TO EMPLOYEE:** Outside employment is permitted Pursuant to Section 907.950 of the Department of Education, Personnel Rules and Regulations provided that such employment is not in conflict with the employee's government service, nor such as would bring DOE or its employees into disrepute. Outside employment must be renewed and approved on an annual basis.

\_\_\_\_\_  
Signature of Employee Date: \_\_\_\_\_

☐ Approved ☐ Disapproved

\_\_\_\_\_  
Signature of Principal / Division Head or Immediate Supervisor Date: \_\_\_\_\_

☐ Approved ☐ Disapproved

\_\_\_\_\_  
Signature of Deputy Superintendent of ESCL / C&I/ FAS Date: \_\_\_\_\_

☐ Approved ☐ Disapproved

\_\_\_\_\_  
Signature of Superintendent of Education Date: \_\_\_\_\_