

**DEPARTMENT OF EDUCATION
GOVERNMENT OF GUAM**

Date: _____

MEMORANDUM

To: Superintendent of Education

Via: _____
Principal/Division Head

From: _____
Immediate Supervisor

Subject: Employee Performance Report - End of Probationary Period

NAME OF EMPLOYEE: _____ POSITION TITLE: _____

The employee reflected above has been employed/promoted since _____ and will complete the required probationary period on _____. His/her performance has been [] satisfactory [] unsatisfactory. Pursuant to Section 908 of the Department of Education, Rules and Regulations, I recommend that the:

- [] employee be given a permanent appointment in the classified service or in the position presently occupied.
- [] employee's probationary period be extended for _____ months.
- [] employee be terminated from employment or returned to former position title. (Performance evaluation attached.)
- [] other: _____

Employee's Signature

Immediate Supervisor's Signature

Date

Date

MEMORANDUM

To: Administrator, Personnel Services Division

From: Superintendent of Education

Subject: Employee Performance Report - End of Probationary Period

I herewith [] approved [] disapproved the above recommendation. Please take appropriate action.

JUAN P. FLORES,
Superintendent of Education

DATE

cc: Original copy for Personnel File
Copy for Employee
Copy for immediate supervisor

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