



**OFFICE OF THE GOVERNOR
AMERICAN SAMOA GOVERNMENT**

October 16, 2023

GENERAL MEMORANDUM NO. 280 – 23

To: Secretary of Samoan Affairs, CEOs, Presidents and Executive Directors of Authorities, Directors, Agency and Office Heads

From: Chief of Staff

Subject: Accomplishment Report for Year 2023 Deadline

This memorandum serves as a reminder that all ASG authorities, departments, and agencies must submit their 2023 Accomplishment Report to the Governor's Office no later than **3:00 p.m. on Friday, November 17, 2023.**

Your dedication and commitment in executing your responsibilities and providing essential services to our community is appreciated.

Loa Tuimayave T. Laupola
Chief of Staff