



ATENEO DE MANILA UNIVERSITY
OFFICE OF THE VICE PRESIDENT
FOR ADMINISTRATION AND INFORMATION SYSTEMS

Date : 1 July 2022

Memo to : University Community

From : (Sgd) Rodolfo P. Ang, Vice President

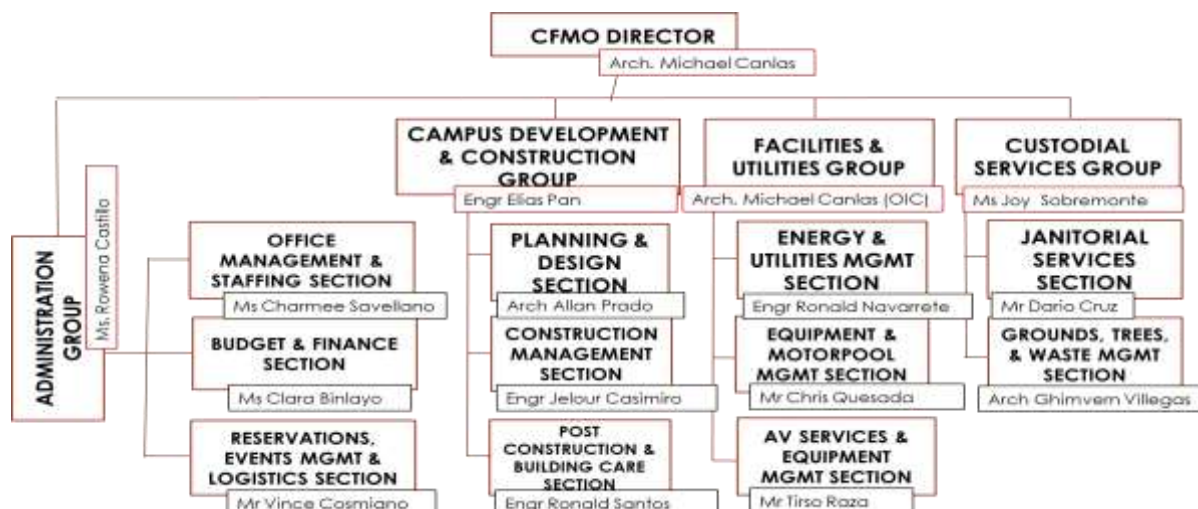
Subject : Reorganization of the Central Facilities Management Office (CFMO)



One CFMO Team for the University

One of the key recommendations that emerged from the review of the Central Administration organizational structure that was commissioned by our Board of Trustees was to eliminate duplication of functions across our various units and centralize more administrative support services, in order to encourage better planning on a university-wide basis, and enable more systematic and efficient management of our resources. Facilities management was identified as one of the areas that could benefit from such centralization.

We are pleased to share the new organizational structure of CFMO, and formalize the consolidation of all the different facilities management teams of the operating units of the University (LS, APS, and BE) into a single CFMO team that will work together to deliver timely and effective service to the community.



The roles and responsibilities of each section are as follows:

1. **Administration Group** (*Ms. Rowena Castillo, Group Head <rcastillo@ateneo.edu>*)
 - a. **Office Management and Staffing Section** (*Ms. Charmee Savellano, Section Head <csavellano@ateneo.edu>*) Communications and coordination within the CFMO team; Staff training and development; Document and contracts management; PABX; Messengerial services
 - b. **Budget and Finance Section** (*Ms. Clara Binlayo, Section Head <cbinlayo@ateneo.edu>*) Budget administration, Purchasing, Inventory control
 - c. **Reservations, Events Mgt and Logistics Section** (*Mr. Vince Cosmiano, Section Head <vcosmiano@ateneo.edu>*) Facilities reservations; Logistical support for events; Coordination of job order requests; Service coordination with university stakeholders
2. **Campus Development and Construction Group** (*Engr. Elias Pan, Group Head <epan@ateneo.edu>*)
 - a. **Planning and Design Section** (*Arch. Allan Prado, Section Head <eprado@ateneo.edu>*) Campus master plan, Design development for major and minor improvements, Cost estimation
 - b. **Construction Management Section** (*Engr. Jelour Casimiro, Section Head <jcasimiro@ateneo.edu>*) Project Management of all construction projects, major and minor improvements
 - c. **Post Construction and Building Care Section** (*Engr. Ronald Santos, Section Head <rssantos@ateneo.edu>*) Building repairs and maintenance, Management of construction and equipment warranties
3. **Facilities and Utilities Group** (*Arch. Michael Canlas, OIC <mmcanlas@ateneo.edu>*)
 - a. **Energy and Utilities Management Section** (*Engr. Ronald Navarrete, Section Head <rnavarrete@ateneo.edu>*) Energy audit and monitoring; Utilities management; Management of all sustainability and energy conservation infrastructure, Power grids management
 - b. **Equipment and Motorpool Management Section** (*Mr. Christopher Quesada, Section Head <cquesada@ateneo.edu>*) Maintenance and control of all equipment, including mechanical, electrical, plumbing, fire detection and sanitary systems, Maintenance and management of university motor pool and drivers
 - c. **Audio-Visual Services and Equipment Management Section** (*Mr. Tirso Raza, Section Head <traza@ateneo.edu>*) Maintenance and management of all audio and video, lights, auditorium and theatre equipment, public address systems.
4. **Custodial Services Group** (*Ms. Joy Sobremonte, Group Head <msobremonte@ateneo.edu>*)
 - a. **Janitorial Services Section** (*Mr. Dario Cruz, Section Head <dcruz@ateneo.edu>*) General cleaning and janitorial services for all buildings, Waste segregation, Events Set-up
 - b. **Grounds, Trees, and Waste Management Section** (*Arch. Ghimvern Villegas, Section Head <gvillegas@ateneo.edu>*) Maintenance of campus grounds, trees and landscape, perimeter fence; Campus waste management and disposal

Although the above organizational set-up (and the merger of all FMO units) is deemed effective July 1, 2022, we will be undergoing a phased transition program that will include moving into our new CFMO offices at what used to be the JHS Pre-fab complex by August 1, 2022, and full consolidation of all operations by September 1, 2022. Even as we endeavor to ensure a smooth transition to this new set-up, we know that there will inevitably be kinks and bumps along the road. We ask for everyone's patience as we work to realize our vision of "One CFMO" that can meet the needs and expectations of our entire university community across our four campuses.