



ATENEO DE MANILA UNIVERSITY

CENTRAL FACILITIES MANAGEMENT OFFICE

CFMO Headquarters, JHS Prefab
Ateneo de Manila University
Loyola Heights Campus
Katipunan Avenue, Loyola Heights
1108 Quezon City, Philippines
+63(2)8426-6001 loc 4261 +63(2)8426-5940
comcen.fmo@ateneo.edu

CFMO Blueboard 2022-0001

12 September 2022

To : University Community
From : (Sgd) Ar Michael M Canlas, Director
Subject : Central Facilities Management Office Contact Details

In line with the Central Facilities Management Office (CFMO) reorganization, we would like to share with the community the following information about where you can direct your facilities-related requests going forward:

1. **For all facilities management-related matters** (eg, repairs and maintenance/building care concerns, energy and utilities concerns, space planning requirements, minor renovation requests, requests for messengerial services, motor carpool needs, telephone/PABX-related requests, requests for audio-visual services, grounds maintenance and waste management issues, etc.), you may email us at jobrequest.cfmo@ateneo.edu or call extension/local number 4267.
2. **For venue reservation and logistical requirements for special events**, you may reach out to the following (depending on your unit/location):

Facilities Concerns	Contact Details		Contact Person
Area/location	Email Address	Ext./local number	
Grade School	agsreservations.fmo@ateneo.edu	4268	Mr. Argel Joseph Pascual Logistics Officer
Irwin Theater	irwinreservations.fmo@ateneo.edu		
APS Rockwell	apsreservations@ateneo.edu		
ASMPH	asmphreservations.fmo@ateneo.edu		
Loyola Schools	lsreservations.fmo@ateneo.edu	4268	Mr. Ronald De Torrontegui Logistics Officer
Junior High School	ajhsreservations.fmo@ateneo.edu	4267	Mr. Albert Santos Logistics Officer
Senior High School	ashsreservations.fmo@ateneo.edu		
Church of the GESU	gesureservations.fmo@ateneo.edu		

(Note: The Reservations, Events Logistics and Job Request Section is located at Room 2, CFMO HQ (formerly known as the JHS Prefab Building), Fr. Masterson Drive).



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We are committed to better serve the community's reservations, events logistics and job request requirements across all of our campuses under this new set-up. Thank you for your patience and understanding during this period of transition.

For your information and guidance.